

**INVITATION FOR PROFESSIONAL SERVICE PROVIDERS TO REGISTER ON THE  
KZN DEPARTMENT OF PUBLIC WORKS DATABASE FOR A PERIOD OF THREE  
YEARS.**

**QUESTIONS & ANSWERS**

**Mthoko Mbambo <mbambo.mthoko@gmail.com>**

**Question 1**

I would like to find out if I can still submit documents to be registered on the database even though my company hasn't done any kind of work. It was registered in 2013 and I'm intending to start using it but have no experience.

**ANSWER**

**Unfortunately, you would have to experience in your field having completed at least 5 projects of similar nature.**

**Admin Abaziyo <admin@abaziyo.co.za>**

**Question 2**

May you please clarify for the above listed tender, Page 12 and Page 13. Do you require 5 projects per Professional listed (which will mean we make copies of these 2 pages or just 5 projects for the company?

**ANSWER**

**You would have to submit 5 projects per professional.**

**Landi Venter Landi.Venter@zutari.com**

Please find clarifications required in response to your panel invitation referenced in the subject line.

**Question 3.1**

With regards to the specific goals applicable for this panel, can we use a sliding scale to calculate our score eg for 100% black owned we get 10 points, and 50% we get 5 points etc? And same principle for other categories?

<b>SPECIFIC GOALS FOR REGISTRATION ON THE DATABASE</b>			
Specific goals for the tender and points claimed are indicated per the table below. Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)			
The specific goals allocated points in terms of this tender	Applicable or Not Applicable	Number of points allocated (80/20 system) (To be completed by the organ of state)	Tenderer's Claim of points
"Ownership by Black People Documentary Proof Required: 1) Sworn Affidavit; signed and dated by Commissioner of Oaths or BBBEE certificate or proof of residence from a ward councilor	Applicable	10	
"Ownership by People who are Youth Documentary Proof Required: 1) Certified copy of Identity Document/s 2) SANAS Approved B-BBEE Certificate	Applicable	5	
"Ownership by People living with Disabilities Documentary Proof Required: 1) Original or Certified copy of an original medical certificate from a registered medical practitioner 2) Certified copy of Identity document/s"	Applicable	5	

**ANSWER**

**Your calculation as indicated above is correct.**

### **Question 3.2**

Could you provide detail of the proof required to illustrate average annual income per professionally registered staff member. Would annual financial statements suffice?

11 *Furnish proof of average annual income per professionally registered staff member of not less than R 175,000.*

### **ANSWER**

**Proof in the form of “return of earnings” submitted to UIF can be submitted**

### **Ndivhuwo Thovhakale**

Refer page 15 of 16 - checklist for supporting documentation:

### **Question 4.1**

Point 11: Furnish proof of average annual income per professionally registered staff member of not less than R175,000.

Please advise what documentation is required and is the amount stated per annum or per month.

### **Answer**

**Proof in the form of “return of earnings” submitted to UIF can be submitted**

### **Question 4.2**

Point 12: Insert Professional Construction Manager, professional architect....

**Please advise what documentation is required.**

### **Answer**

**Please ignore this point.**

### **Amar Budhram**

With reference to the attached tender document. We have two queries which require clarification.

### **Question 5.1**

extract of the tender document page 7 of 16, under personnel details, Point 9 states.

“9 *Furnish proof of average annual income per professionally registered staff member of not less than R175,000.”*

With the reference to the above point, Bakone Consulting Engineers is not comfortable to send this information as it contravenes with the below Acts.

1. The required information is confidential and is against the regulations stated in the *Protection of Personal Information Act* (often called the POPI Act).
2. The required information is confidential and is against the regulations stated in the *Tax Administration Act*

Would an affidavit suffice to confirm that the selected person is employed by us?

### **Answer**

**Proof in the form of “return of earnings” submitted to UIF can be submitted.**

**Question 5.2**

we require clarification with reference to page 12 of 16 and 13 of 16, to confirm if we fill in company previous project experience or key personnel individual previous project experience.

Page 12 of 16 and 13 of 16, are we allowed to print these pages multiple times to fill in the required details?

**Answer**

**The experience being referred to is that for the Registered Professional not the company/entity.**

**Tender Dept – Nankhoo Consulting Engineers** [\*\*tenders@nadbna.co.za\*\*](mailto:tenders@nadbna.co.za)

Please can we receive clarity with regards to the following queries:

**Question 6.1**

There is a requirement for the enterprise to provide latest audited financials, legally we are not required to have audited financials, kindly advise if our financials accompanied by a letter from our accountant confirming our Public interest score would suffice?

**Answer**

**Yes, it would suffice**

**Question 6.2**

Kindly advise if the CV's required are for the principal/Director or all registered professionals in the company?

**Answer**

**The CV is for the registered professional/s within your entity**

**Question 6.3**

There are multi-disciplinary service providers, can we include our sub-consultants (professionals) or is it strictly professionals in full time employed by our entity?

**Answer**

**No you cannot include your sub-consultants, this database is strictly for professionals who are employed full time by our entity.**

**Question 6.4**

There is a returnable page for key personnel experience to be filled out, Kindly advise if this can be typed out and attached in the same format?

**Answer**

**Yes, it can be typed as long as it is in the same format as the Department's document.**

**Question 6.5**

What constitutes proof of salary? Does this need to be in the form of payslips or would a letter from accountant suffice, or a sworn affidavit from said professional?

**Answer**

**Proof in the form of "return of earnings" submitted to UIF can be submitted.**

**Question 6.6**

As per functionality, 13 projects will get each professional 100 points, however the experience template only has place for 5 projects,

**Answer**

**You can add the on the additional projects on a separate spreadsheet, or re-type the experience template.**

**Question 6.7**

Please advise if we are to add a full detailed experience for each key personnel to show the additional projects?

**Answer**

**No, the experience is only for the professional/s within your entity.**

**Thembeni Malevu**

Please clarify page 12 and 13 in order for us to understand the wording below.

**Question 7**

(Provide details of personal experience of previous services undertaken and indicate for which enterprise you were employed or were principal of at the time)

**Answer**

**The experience is only for the professional/s within your entity or in the capacity of Principal professional service provider.**

**thamesen moodally <zadarstudio@gmail.com>****Question 8**

Please could you assist with the following clarification regarding the document mentioned:

I have a Private Company, please can you confirm that it is compulsory for my financials to be AUDITED. According to my accountant, due to my turnover, which is under three million rand per annum, I do not meet the points necessary to require them to be audited. Please can you advise me

**Answer**

**Please include the above in your as part of your submission of documents.**

**Muteo****Question 9**

Kindly clarify what type of Professional Service Providers this advert refers to. Our company is an Engineering Consultant in : Civil, Structural, Electrical and Mechanical Engineering.

**Answer**

**Civil, Structural, Electrical and Mechanical Professionals are required. Kindly download the document as per the details below:**

**Here is the link for the document on the Departmental website:**

**<https://www.kznworks.gov.za/images/tender/2024/Quotation%20-%20PROFESSIONAL%20SERVICES%20DATABASE%20FORMS.pdf>**

[nomonde@jikeleconsulting.co.za](mailto:nomonde@jikeleconsulting.co.za)

**Question 10**

We would like to inquire about **Section C: Particulars Of Registered Professionals** on page 7, please may we have clarification on what the applicants are required to provide as "proof of average annual income per professionally registered staff member of not less than R175 000", as stated in the application form.

I am following up on my inquiry below. Kindly confirm which documents we are required to provide as proof of average income.

**Answer**

**Proof in the form of "return of earnings" submitted to UIF can be submitted.**

**Naidu Consulting**

We are currently filling in the documents for the Registration on the KZN Department of Public Works Database and we are requesting clearance on the following issues:

**Question 11.1**

Page 7, SECTION C: PARTICULARS OF REGISTERED PROFESSIONALS.

Can we make copies of Page 7 or can we submit an Excel Spread Sheet as we have more 6 Professionally Registered Personnel?

**Answer:**

**Either option is fine.**

**Question 11.2**

Are we supposed to submit ID copies of all of our Professionally Registered Personnel?

**Answer**

**Yes**

**Question 11.3**

"Professional Principal" - Who are we referring to? There person who will be signing the document?

**Answer**

**Yes**

**Question 11.4**

10 - Are you referring to Pr Certificates?

**Answer**

**No, if you referring to 10 on page 7, please ignore this statement.**

**Question 11.4**

Page 12 – Registered Professional Previous Experience

Are you referring to all of the Registered Personnel that we will be submitting? Can we make more copies of these two pages as we have more than 5 Professionally Registered employees

**Answer**

**We are referring to only the professional/s within your entity who are employed by yourself on a full time basis and yes you can make more copies of these two pages as we have more than 5 Professionally Registered employees**

## LDM

### **Question 12**

I would like to query section A on page 15 No. 3 “certified by auditor”.

With regards to financial statements, can you clarify:

1. Is the auditor required to commission the annual financial statement?  
Or
2. Does the signed off annual financial statement by the auditor already constitute a certified document?

#### **Answer**

**In line with GAAP guidelines, as financial statements are unaudited, hence it is required to be certified by an auditor as being correct.**

## Ilifa

### **Question 13.1**

On page 8 – 10 in the document it refers to service categories applied for. On page 15 of the document under point no. 14 the tender request 2 x references from the public sector clients confirming the past performance. Do you need a reference letter or should we only supply the contact details and contact person of the reference.

#### **Answer**

**Both can be provided, details and letters of reference.**

### **Question 13.2**

In the Annexure on Page 4 – “The key person has to demonstrate compliance and experience in 13 projects of similar nature.” – Do you require 13 projects in each sub-category or just for the main categories for example, civil, structural, project management? And does this overwrite the 2x references required as per page 15 ?

#### **Answer:**

**13 projects for each discipline of professional services you applying to register for.**

## Kamy Govender

### **Question 14**

Can we complete and email the document back to this email address.

#### **Answer**

**No, the completed document must be submitted at 191 Prince Alfred Street, KZN Department of Public Works, Head Office.**

### Eyethu

#### **Question 15.1**

Please clarify page 12 and 13 in order for us to understand the wording below.  
(Provide details of personal experience of previous services undertaken and indicate for which enterprise you were employed or were principal of at the time)

#### **Answer**

**We are referring to only the professional/s within your entity who are employed by yourself on a full time basis. This is for the individual professional who could have been employed by your or any other entity. The experience can also include that of the professional individual who at some same held the role of principal agent. It should be noted that it is not compulsory for the professional to have held this role to be considered to be included on the panel.**

#### **Question 15.2**

Please advise what certificate you looking for, the Enterprise does not register to the Council only individuals that register with ECSA certificate.

#### **Answer**

**We are looking for the individual certificates.**

### Makhoba & Associates

#### **Question 16.1**

Please confirm on the following whole document only 16 pages plus 6 pages for the criteria?

#### **Answer**

**Yes, this is the entire document.**

#### **Question 16.2**

There is no proforma for CV is that correct?

#### **Answer**

**Yes, this is correct**

#### **Question 16.3**

No place for authorised representative to sign as per Page 5 of 6.

#### **Answer**

**The resolution of the authorised signatory can be provided.**

#### **Question 16.4**

Does not mention if we are to provide copies of appointment letters, etc. for projects.

#### **Answer**

**You are correct however this can be submitted in substantiation to the list of appointments/experience you cite in your form. However on page 15 of the document under point no. 14 the tender request 2 x references from the public sector clients confirming the past performance.**