UNIVERSITY OF PRETORIA
MSC PROJECT MANAGEMENT

QUESTIONNAIRE

This Questionnaire Constitutes Part of the Survey for a Treatise to be Written as Partial Fulfilment of the Program of MSc in Project Management.

TOPIC OF STUDY

An Analysis and Evaluation of the Public Sector Procurement System of Building Contractors in Botswana.

SECTION A: SPECIFIC QUESTIONS

Please answer the questions as suggested. However, you are encouraged to use the back of the pages for any additional explanations that you may wish to make.

1. Which of the following factors are important in determining the choice of a Contractor on a scale of 1 to 10? 10 - most important, 1 - least important.

   i). Experience with similar projects
   ii). Financial capability
   iii). Completion period proposed
   iv). Reputation
   v). Citizenship

2. What is the accuracy and quality of the brief provided by government departments?

   i). Poor
   ii). Fair
   iii). Good
   iv). Excellent

3. Are any of the following criteria considered at the planning stage of government projects? Indicate the importance of each on a scale of 1 to 5.

   i). Milestones
   ii). Deliverables
   iii). Quality assurance
   iv). Budgets
   v). Time Schedules
   vi). Pre agreed format for meetings
   vii). Control mechanisms
   viii). Reports
4. Do government departments provide you with all documentation for pricing before you implement the project? Please tick below.

   i). Yes 
   ii). No

5. Is the scope of the projects sufficiently defined to enable an outside party to price it and submit a tender?

   i). Yes 
   ii). No

Please explain:

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6. In appointing Contractors, do you take account of the expected level of additional claims?

   i). Yes 
   ii). No

Please explain below:

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7. Which of the following methods of obtaining a price is applied by the government? Please tick below.

   i). Negotiation with one contractor 
   ii). Selected tenders 
   iii). Open Tenders

8. In analysing tenders from Consultants, which of the following criteria are considered as important? Please evaluate on a scale of 1 to 10. 10 - most important, 1 - least important.

   i). Director’s and their CVs 
   ii). Experience in the business 
   iii). Workforce 
   iv). Previous works 
   v). Bank Account Balance
9. What are the common causes of building alterations during construction?

   i). Client’s requirements
   ii). Excess funds still exist on project
   iii). Site conditions
   iv). Unworkable designs
   v). Contractor’s prerogative

   Others, please explain;
   _______________________________________________________
   _______________________________________________________
   _______________________________________________________
   _______________________________________________________
   _______________________________________________________

10. What are the common causes of additional claims by Contractors? Please tick any number of causes.

   i). Legislative price changes, eg, minimum wage increases
   ii). Under pricing by the contractor
   iii). Desire to maximise profit
   iv). Site conditions

   Others, please specify;
   _______________________________________________________
   _______________________________________________________
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10. Who is the leader of the client’s project team in government projects? Please tick?

   i). Architect
   ii). Quantity Surveyor
   iii). Engineer
   iv). Contractor
   v). Project Manager
11. What do you consider to be the Contractor’s common reasons for applying for extension of time? Please tick any number of causes you deem applicable.

| i). Unforeseen site conditions |
| ii). Inclement weather |
| iii). Poor site planning and management |
| iv). Poor execution |
| v). Poor productivity |
| vi). Underestimation of completion period |
| vii). Supplier problems; late deliveries etc |
| viii). Client related problems, e.g. lack of information, Vos etc; please specify |

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12. What do you consider to be the cornerstones of project success? Please tick.

| i). Leadership |
| ii). Cooperation |
| iii). Trust |
| iv). Skills |
| v). Funding |
| vi). Government support |

Others, please specify;
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SECTION B: GENERAL

Please write your answers in the space provided below.

1. System Analysis: Do you think the current procurement system is fair and transparent?

   i). Yes
   ii). No

   a) Advantages of the current procedure?

   b) Disadvantages?

   c) Alternatives

2. Do you think that the current payment mode of fees to Consultants and Contractors is fair and efficient?

   i). Yes
   ii). No

   a) Advantages

   b) Disadvantages
c) Alternatives

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3. a) What are the possible causes of cost and time overruns?

b) Suggest any improvements in the system to address the problems of overruns?

a)____________________________________________________________________
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b)____________________________________________________________________
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4. What can be done to improve the quality of government buildings?

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5. What are the causes of defects in government buildings?

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6. What are your views on the government’s policy of preferring Citizen Contractors?

a) Advantages:

b) Disadvantages

c) Any alternatives:

7. How can the procurement system be improved (quickened) without compromising transparency and accountability in the public sector?

8. Do you think that the tendering system should be simplified?

i). Yes

ii). No

Please explain:
9. Are the details of the adjudication criteria made known to tenderers?

i). Yes

ii). No

10. Do you think there is need for an adjudication Ombudsman in Botswana

i). Yes

ii). No

Please state your reasons:

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11. Which of the following systems of tendering do you prefer?

i). Maintaining an approved list?

ii). Submitting tenders for all individual projects?

Please state your reasons;

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12. What do you consider to be the weaknesses in the system of preferring Citizen Contractors?

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RESEARCH PROJECT: MR. D TSHEBOENG

Mr. Tsheboeng is currently working on a research project as part of his studies towards a MSc-degree.

It would be greatly appreciated if you could complete and return the accompanying questionnaire - it should take approximately twenty minutes at the most.

We thank you in anticipation for your participation in Mr. Tsheboeng’s research project. Without your assistance and invaluable input, research of this nature would not be possible.

Yours Sincerely,

JH CRUYWAGEN
Lecturer, University of Pretoria.