



KWAZULU-NATAL PROVINCE

TRANSPORT
REPUBLIC OF SOUTH AFRICA

DIRECTORATE:

SCM

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MINUTES OF MEETING: BRIEFING SESSION

Minutes of meeting for Tender no: ZNB01389/00000/00/HOD/INF/22/T THE APPOINTMENT OF A PROFESSIONAL CIVIL ENGINEERING SERVICE PROVIDER TO PROVIDE TECHNICAL SUPPORT FOR EACH DISTRICT OFFICE FOR A PERIOD OF 3 YEARS

Date: 19 JULY 2022

Time: 09:00

Venue: Virtual briefing on Microsoft teams

Procedural matter	Person
Opening and welcome:	Mrs. M Dewar
Opened and introduction of members present: Mr S Nene Mr B Myeza	Mrs. M Dewar
Bidding process	Mrs. M Dewar
<ul style="list-style-type: none"> • The session is being recorded for minutes purposes. • The advert did state that the meeting will start at 9h00 and was non-compulsory. • Administrative queries must be directed to Ms Londiwe Mshengu. • All technical questions must be addressed to Mr Nene or Ms Mthembu • • Only Professional Civil Engineering service providers with the valid ECSA Commitment for Undertaking registration for Mentorship. • Lead Civil Engineer/Project Manager's Experience calculated post qualification must have a minimum relevant experience of 6 years. Clear and contactable reference to be included in the bid. As well as applicable resources organograms and cv with certified qualifications must to also be attached. • District office resourcing minimum 5 registered personnel with registration in one of the following: <ul style="list-style-type: none"> ○ Pr Eng, or ○ Pr Tech, or ○ Pr Techni, or ○ Pr CPM 	



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- Mentor must be Pr Eng or Pr Tech Eng with a minimum relevant experience of 5 years post qualification.
- The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between the Tender data and Standard Conditions of Tender.
- Bidders are advised to obtain their own copies of the relevant acts, regulations and standards referred to in this document.
- **Administrative Compliance:**
- Bidders must be active on the CSD by the date of closing for this bid and each member of the joint venture has to be registered on the CSD.
- None of the respondents or its principals may be listed on the register of tender defaulters, and all person listed as prohibited to do business with the state will be eliminated.
- The department reserves the right that over and above using any legal remedy, will cancel this Tender.
- This Tender closes on 03 August 2022 at 11h00, no late entries will be accepted.
- Only Original documents filled in ink deposited in the Tender Box will be accepted.
- The tender box for this Tender is situated at the Department of Transport Pietermaritzburg Regional Office, 1 Woodlands Road, Pietermaritzburg.
- Submissions must be clearly sealed and clearly identified by tender number, description and closing date.
- Bid documents must be written legibly.
- Ensure that everything has been signed and completed.
- Be sure that you have declared everything, any Company in which Directors have an interest in other companies.
- Bid Validity is 12 Weeks from date of closing, therefore calculated from 11:00 03 August 2022.
- Bidders to ensure that every returnable document are fully completed, signed and submitted.
- The Department reserves the right to award a District office to a bidder that did not quote the lowest price if the first lowest bidder has already been awarded a district.
- To ensure value for money, the Department will negotiate prices with service providers who are awarded contracts where the lowest price bidder has been passed over on the basis of the application of the objective criteria in terms of the above paragraphs and market related price.

Work Scope

Mr Simphiwe Nene

- Form of offer with 11 districts is provided, each bidder needs to fill in the form of offer for District as instructed on page C46.
- Page C46 the Bidders are required to rate the districts in order of preference, where 1 is the most preferred and 11 the least preferred.
- After completing the above form and BOQ bidders need to fill in the Form Offer form for each district.



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- Bidders need to pay attention when they are filling in these forms accurately with bill of quantities.
- Acceptance to be Signed by HOD to the successful Bidders
- Schedule of deviations
- Conditions of Contract provided by the Department where it is indicated that there are 11 Districts.
- Within 28 days of award Suppliers are required to submit program and to update this programme every 12 weeks
- Suppliers are required to have 100% insurance cover and Professional indemnity cover for the duration of the contract. Insurance for 3rd party R25 million and Public Liability of R10 million.
- Settlement of disputes to be conducted by Adjudicator.
- Interest rate would be prime interest + 2%
- Bidders to pay particular attention to Pages C20 to C22 which details the employers obligations.
- Bill of Quantities for each Districts have been provided
- We have provided ne number of area offices within each district.
- Bidders have to price for each category
- We have provided for Health and Safety and road safety audits
- Disbursements for accommodation Transport and printing are provided
- Basic Engineering fee for project specific based as a percentage. Department will only look at market related percentages.
- BOQ for different districts is derived based on district and on number of area office within the district.
- Supplier must make provision for support staff for planning and reporting.
- Provision has been made for Laboratory Testing; Health and Safety and Environmental and Geotechnical Investigations.
- C29-C39 you list the amounts you have listed for 11 Districts, add this with the amount of disbursements from page 40 this will give you a total for the duration of contract.

Scope of work

- Provide Technical Support to district offices for a period of 3 years.
- Service provider is required to carry out conditional survey where necessary
- Condition assessment
- Facilitate contract management and administrative supervision
- Perform work as required by Department
- Within 7 days of agreement with Department to develop a program
- Prepare Technical analysis and physical Stats design
- Get Health and Safety and environmental approvals
- All work to be done in accordance with the standards project implementation management plan
- Department will use a rates-based remuneration on projects unless the nature of the service provided cannot be evaluated in this way.
- There will be no escalation in first month then CPI = 1%

Mentorship:



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- 10 Graduates per month
- Mentor shall have an engineer Technologist, Technician that is professionally registered with ECSA fir at least 5 years.
- Mentor needs to be registered as a mentor
- Assessment reports must be produced by the mentor
- Ensuring the day to day training and supervision is carried out by a competent person
- Ensure they give guidance and serve as role models
- Must conduct Strategic planning between Candidate, supervisor and delegated person from the Department every 6 months to discuss implementation of the progress made

Completion of the attendance register

To be done electronically.

Q & A

Mr K Mahlekelele:

Q1 – Based on C48, the locality plan, we can't see anything.

A1 – That is an error there is meant to be a locality plan with all the area offices. We will include as an addendum, and we may include the physical address of all the area offices.

Asanda Hlela

Q1 – The minimum of 5 registered personnel. Please clarify if we can, can we include the lead project manager and the mentor or are they exclusive from the five??

A1 – Lead project manager is separate and additional 5 resources are required,

Francois Redman

Q1 – I sent an e-mail to the team on the 21st of June with some questions, just confirming that you will respond to those questions and share it with the rest of the Tenderers to make it fully transparent.

A1 – Yes the questions will be answered and forwarded to all tenderers that have entered their email on registration form and published on the web.

Q2 - .in the Bill of Quantity item 5.1 you require us to price a mileage rate per kilometer, then also in the document you mentioned that rates will be paid in accordance with your national transport reference T 118. Now my question is if you've put down a rate, let's say you've put down a rate of 20 cents a kilometer for mileage, but at the end of the day, your resources will use a little 1400 bakkie to do their work. Will they be remunerated under that? Your tender price or will the like you've mentioned, will the National Department of Transport Rights dictate the actual rate? If that's the case, then surely it makes a lot of sense to make it that we compare apples with apples that, like with your accommodation and your printing, where you've got a PC sum or a lump sum, it would be safer for every for if you provide a lump sum



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for us instead of each one of the biggest pricing, their own specific mileage rate.

A2 – This will be address with all enquiries and published to our website.

Tintswalo Sebashe

Q1 – Can we tender for all 11 districts?

A1 – Yes, you must select all form 1-11, where 1 being the most preferred, 11 being the least preferred district office.

Vicky Naidoo

Q1 - The document makes mention of sub clause D2.8 on pages T11, T12 and T13. There is no sub clause D2.8 in the document

A1 – this will be addressed through the addendum

Q2 - There is no mention of office space in the document, will office space be provided for the resources at the Cost Centre(District office) and at the Area Offices

A2 – Department has made allowance for space within premises, suppliers will need to make provisions for e.g. Park homes depending on Project and Area Office. Space will be made available for supplier to set up office, but not office space.

Thembani Ngcobo

Q1 - please confirm if the following is correct, according to the addendum issued we do not need to submit Tax clearance , BEE certificate COIDA certificate and CIPC documents.

A1 - Yes as the Addendum states you only attach documents that are actually requested in the Tender Document.

Shaun Brijlal

Q1 - How long after the closing date can we expect the panel to be appointed?

A2 – We are prioritising this Tender, but we cannot commit to a timeline or date this Tender still needs to go through SCM processes.

Thabile Xaba

Q1 – Requesting an extension of Closing Date for this Tender

A1 – Request for this will need to be made via the E-mail and we will see if we can extend the Closing.

Simphiwe Nene:



We are experiencing problems with the network, and we have last Maria, I suggest that we close meeting and you can send any further questions via E-mail. It is now 10:10 the meeting is closed.



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Approval by officials who attended the meeting

The minutes are a true reflection of the deliberations held.			
Name	Designation	Signature	Date
Mrs. M Dewar	SCM		28/07/22
Mr S Nene	TIDS		28/07/22