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MINUTES OF MEETING: BRIEFING SESSION

Minutes of meeting for Tender no ZNB 01391/00000/00/HOD/INF/22/T – CALL FOR EXPRESSIONS OF INTEREST FOR THE ESTABLISHMENT OF A PANEL OF PROFESSIONAL ENGINEERING SERVICE PROVIDERS FOR NEW ROAD INFRASTRUCTURE AND UPGRADES, NEW MAJOR STRUCTURES UPGRADES AND ROAD REHABILITATION AND RESEAL PROJECTS FOR A PERIOD OF 3 YEARS.VARIOUS ROADS

Date: 25 May 2022

Time: 09h00

Venue: Virtual briefing on Microsoft teams

Procedural matter	Person
1. Opening and welcome:	Mrs. M Dewar
2. Opened and introduction of members present: <ul style="list-style-type: none"> Mr. Simphiwe Nene Mr. Kyle Raman Mr. Bongumusa Myeza Ms. Snenhlanhla Molefe 	Mrs. M Dewar
3. 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, it is the responsibility of the bidders to ensure that they have connection in order to be in the briefing. Administrative queries must be directed to Ms. Londiwe Mshengu. All technical questions must be addressed to Mr. Nene or Mrs. Lazarova and Mr Kyle Raman Bidders have been requested to print their own documents. Part E1 is the submission procedure which consists of notice and the submission data. Part E2 is a list of returnable documents and submission schedules. Bidders are advised to obtain their own copies of the relevant acts, regulations and 	

standards referred to in this document.

- 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.
- Bidders are mandatory required to demonstrate experience to undertake consultant work in construction and maintenance on roads and structures as referred on P1.7.
- There are also legal requirements bidders need to meet in order to qualify on page E8.
- 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 expression of interest.
- This expression of interest closes on 11 June 2022 at 11hoo, no late entries will be accepted.
- The submissions will be open publicly on the 11th June 2022, at the Department of Transport PMB Regional office situated at 1 Woodlands Road Mountain Rise Pietermaritzburg.
- Those bidders that wish not to attend, a bid closing register will be published after 7 calendar days after the closing date on the department's website.
- Only original document filled in ink, legibly, will be accepted.
- The tender box is situated at the Department of Transport PMB Regional office situated at 1 Woodlands Road Mountain Rise Pietermaritzburg.
- Submissions must be clearly sealed and clearly identified by tender number, description and closing date.
- The validity period is 12 weeks, counting from the date of closing.
- Bidders to ensure that every returnable documents are fully completed, signed and submitted.
- This is a non-compulsory briefing session.

4. Explained the Scope of work

Mr. Simphiwe Nene

The following were discussed on the specification: from Page E9-E13

- The scope of works is divided into three categories as per standard for uniformity.
- Service providers that will be included in the panel will assist the Department with the management of contractor's work from grade 7 to grade 9 and above.
- The scope consists of simple and straight forward routine maintenance which does not form part of this contract.
- The contract will only cater of complex work which will require high level skills.
- The contract will also assist the department in implementing specialist work which will require a high level expertise and skills.
- Respondents are required to indicate their priority rank for the specialized panel as per the table provided.
- The service provider must meet one submission for each category.
- The categories are also provided on page 29 of the document.
- The first category which consists of complex works is under roads.
- The second category which consists of specialist work is major structure and new upgrades.
- The thirst category involves specialist work on road rehabilitation and reseals.
- On the last column, service providers are required to put ranking on their priority from



panel 1-3.

- If the service provider will not be submitting on a category, they will need to indicate with N/A on that category.
- The mandatory requirement must be supported with the acceptable proof.
- CV's clearly indicate the start and end period so that the number of years can be counted during evaluation.
- Roads- Service providers must note that the design experience will be counted in line with periods that are clearly indicated with the start and end period.
- Major Structures - since it is a specialized work, the requirements were more stringent, the service providers need to keep up with the new innovation and technology.
- Road Rehabilitation and Reseal - since it is a specialized work, the service providers need to keep up with the new innovation and technology.
- Service provider will be awarded per panel.
- As and when the project is implemented, the service provider will be selected from the panel based on capacity.
- Being placed on the panel, will not guarantee that the service provider will get the project.
- The Department will compile a user manual that will detail the calling of service providers with a specific activity.
- All service providers appointed on the panel shall officially be informed in writing.
- Expression of interest on collusion of quotations is not allowed.
- Respondents are strongly advise to tender with one company, tendering with more than one company will result to disqualification.
- The Service level agreement letter will be signed between the department and the service provider for each assignment awarded.
- Service providers will be expected to render services as per FIDPM Policy, which starts from Gate 1 to Gate 7.
- Stage 1 – will consist of compilation of initiation report, as per prescribed by the department and approved as per the department's delegation.
- Stage 2 – compilation of concept report, where service providers will need to substantiate why they are the recommended option.
- Stage 3 - design development.
- Stage 4 - compilation of the document, must be in line with the latest version of the pro-forma document version of the department.
- Stage 5 – project implementation
- Stage 6 – will include completion certificates.
- Stage 7 - will be the close out report.
- Service providers expected to conduct all work in accordance to departmental and engineering standards.
- Bidders are not required to submit pricing at this stage, because we are trying to establish an expression of interest.
- A panel will be appointed for three years.
- Allocation of work will be based on a system that is fair, equitable, transparent, competitive and cost effective.
- The department reserves the right to call for presentations from shortlisted suppliers.
- Also reserves the right not to make awards for this panel.
- Prices will be negotiated at a quotation stage.

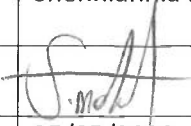
5. Completion of the attendance register

To be done electronically.

6. Q & A	
<p><u>Peter Tooly</u></p> <ul style="list-style-type: none"> • Q1 – Has the Panel Tender that was advertised in 2021 been terminated? • A1 – Yes unfortunately there were irregularities that resulted to the cancellation of the previous panel. • Q2 - The closing date 11th June is on a Saturday is that correct? • A2 – Yes the closing date is on Saturday, and staff has been made available to do the opening • Q3 - E9: Is it acceptable to rank 1 on both new roads and road rehabilitation as priority and give a lower number for structures? • A3 – unfortunately the way the document has been set up it allows service providers to rank from 1 up to 3. • Q4 – Can a PR Techni be considered a specialist? • A4 – A PR Techni was not considered and the requirement was actually 10 years. It was then changed by the bid adjudication committee, but bare in mind that when we do call for quotations the requirements for each project will be specific to that project. These are requirements to enter into a panel. • Q5 – How does the department anticipates checking capacity based on the requirements submitted? • A5 – A user manual will be developed that will deal with that issue. 	
<p><u>Haroon Parook</u></p> <ul style="list-style-type: none"> • Q1 – Can reference letters used for past tenders be utilized? • A1 – Take note of the requirement on Pg. E10. • Q2 – Does the department have an idea of how many consultants needed in the panel? • A2 – There is no limit as long as you meet the requirements. 	
<p><u>GMP Dlamini</u></p> <ul style="list-style-type: none"> • Q – Can the local municipality roads be used as experience? • A – We didn't differentiate between provincial and municipal roads. 	
<p><u>Preshani</u></p> <ul style="list-style-type: none"> • Q – Are lead consultants and sub consultant agreements allowed, or do we have to form a JV with a consolidated BBBEE? • A – BBBEE is not applicable at this stage. If one enters into a prior agreement with another consultant to sub consult it will be acceptable. 	
<p><u>NAT Africa</u></p> <ul style="list-style-type: none"> • Q – Are we going to receive the minutes after the meeting? • A – Yes minutes will be sent out 	
<p><u>Monaheng</u></p> <ul style="list-style-type: none"> • Q – is this contract going to be funded both through CAPEX and OPEX in one contract? • A – This contract will be looking on capital projects because on Pg. E9 there is an indication of the scope for this contract. It is only complex and specialist work. There is another contract the department is finalizing for simple and straight forward work. 	
<p><u>Mpilo Bambisa</u></p> <ul style="list-style-type: none"> • Q1 – Will the department consider projects completed outside the country? • A1 – yes we do accept, as long as they fall in that category. • Q2 – Since there has been minimal activity in the last two years due to Covid-19? • A1- We have already accounted for the lack of project caused by lock down, unfortunately we don't intend to relax the requirements. 	





<u>Ayanda Mpanza</u> <ul style="list-style-type: none">• Q – Do you require a structural engineer with strong experience?• A - yes it should read only structures and not road. Will include road infrastructures related (PG. E10)	
<u>Nivanna</u> <ul style="list-style-type: none">• Q – Will the tender box be available during the course of the week should we wish to drop off proposals earlier?• A – Yes it will be available during office hours	
<u>Simon Matenze</u> <ul style="list-style-type: none">• Q - Pg. E27 has no space for sign and date can we sign anywhere?• A – yes you can sign anywhere on the page• Q - Pg. E28 shows an Area where you need to fill in all the directors, do you want the original signatories?• A – can we confirm with the CFO (Original signatories are required as per CFO).	
<u>Zacharie</u> <ul style="list-style-type: none">• Q – the document states that the briefing is non-compulsory, but the E-tender stated that it is compulsory?• A – the document takes precedence therefore this is a non-compulsory clarification meeting.• Q – Pg E10 do we have a limited number of returnable documents under mandatory document?• A – you have to meet all mandatory requirements• Kindly clear mark your submission relevant to that panel category. Submit everything under one document and clear mark e.g. “returnable under panel 1”.	
<u>Siyambulela</u> <ul style="list-style-type: none">• Q – if the project has not been completed either on construction or procurement stage, will it not be considered under the panel?• A – uncompleted projects will not be considered.	
<u>Nothando Vilane</u> <ul style="list-style-type: none">• Q – can one person’s CV for all three categories be used, or should it be a different CV?• A - different CVs for three categories. The CV should relate to the specific requirement.	
<u>Gareth Swan</u> <ul style="list-style-type: none">• Q – Pg. E30 is it fine to submit our own table and state “see attached”?• A – Yes you can as long as it is properly referenced	
<u>Itumeleng</u> <ul style="list-style-type: none">• Q – When can we expect the minutes?• A - By Wednesday next week.	
<u>Amith Bubshant</u> <ul style="list-style-type: none">• Q – is there a time frame for when this panel will be established?• A – as soon as possible but following the right processes.	
7. Closure:	10h34

Compiled by Bid Secretariat:	
Name:	Snenhlanhla Molefe
Signature:	
Date:	25/05/2022

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		2022/05/30
Mr. Simphiwe Nene	TIDS		31/05/2022
Mr. Kyle Raman	TIDS		
Mr. Bongumusa Myeza	TIDS		