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**DIRECTORATE:**

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**MINUTES OF MEETING: BRIEFING SESSION**

Minutes of meeting for Tender no: ZNB01851/00000/00/HOD/GEN/22/T - APPOINTMENT AS SERVICE PROVIDER TO PROVIDE KZN DOT WITH MARITIME TRANSPORT PROFESSIONAL SERVICES AND OTHER RELATED SUPPORT FOR 60 MONTHS

Date: 14 August 2023

Time: 10:00

Venue: Non- Compulsory Virtual briefing on Microsoft teams

Procedural matter	Person
Opening and welcome:	Ms. S Mbelu
Opened and introduction of members present: Ms. F Sithole Ms. S Mkhize	Ms. S Mbelu
Bidding process	Ms. S Mbelu
<ul style="list-style-type: none"><li>Part A -Invitation to bid-Project description: The closing date and where the documents are to be submitted – 172 Burger street</li><li>Officials to be contacted with regard to Bidding procedure enquiries and Technical enquiries were outlined</li><li>Part B- Terms and Conditions for bidding- suppliers to read, understand and sign at the bottom</li><li>Section B- Authority to sign to tick what is relevant to your company and make sure every member sign</li><li>Section C indicates that tenderers need to be registered on Central Supplier Database otherwise they will be disqualified</li><li>Section D To declare that the information on CSD is correct otherwise they will be disqualified should the information provided not be correct</li><li>Section E- Official briefing session Certificate-, Non-compulsory virtual briefing session, as this briefing was held virtually so this form was to be returned blank, tenderers will not be disqualified for returning the form blank</li><li></li><li>Section F- Pricing schedule tenderers to ensure they complete, sign and date the price page</li><li>Section G SBD 4 to make sure it is signed and filled declaring all the directors, shareholders, members of the company</li></ul>	



- Section H - Preference points claim form bidders were notified of the preference point system that was going to be used also highlighting that the department is using Regulation 4 of PPPFA Regulations 2022- This bid will be evaluated using a 80/20 preference point system
- Section I- Contract form -this form is only applicable at award stage
- Section J- General conditions of contract to be read and understood
- Section K-Special Conditions of Contract- the main stages of evaluation criteria were highlighted
- Section L- Terms of reference/Specification to be discussed by Ms Fikile Sithole

**Scope of Works**

**Ms. F Sithole**

The successful service provider shall perform the functions stated below:

1. Implement Maritime Transport Plan for the Province
2. Conduct due diligence for the establishment of KZN Coastal Maritime transportation
3. Develop a detailed implementation plan for coastal transportation
4. Conduct economic, financial, legal and technical feasibility investigation
5. Develop Infrastructure and operation requirements
6. Manage operations of the coastal transportation (passenger and cargo)
7. Provide skills and capacity development to the department
8. Engage stakeholders in the maritime sector and affected communities
9. Develop carrier specifications
10. Overall Vessel and Operations Management Services inclusive of Maintaining the Vessel in compliance with all applicable laws and regulations, including but not limited to the preparation and filing of all necessary reports, forms or plans and satisfaction of all documentation and record-keeping requirements related thereto.
11. Develop and implement institutional set up for the department to successfully implement the Maritime Transport Plan
12. Develop, package and implement transformation solutions for youth and women in line with BEE Maritime Charter
13. Identify, package and implement SMME opportunities
14. Provide Bunkering Management framework and Ship Scheduling
15. Provide framework for Chandelling, Victualling and Husbandry Services
16. Manage Repairs and Maintenance to all Marine Equipment, Machinery and provide Scheduled



17. Maintenance Program according to approved standards
18. Provide a Full Complement of Crewing Services in Compliance with Safe Manning Requirements
19. Maintain the Vessel's SA Flagging, Dry Dockings and its Periodic Class/Port State Surveys
20. Manage Charter party Agreements, Voyage Instructions and Cargo Logistics
21. Develop an Integrated Demand Plan for KZN DOT Maritime Fleet for the next 15yrs
22. Manage all vessel insurance matters as per statutes, freight demand side management, as well as salvage operations where necessary.
23. Develop DOT communication plan around the operation of the merchant fleet.
24. Arranging proper payment to Owner or their nominees of all hire and/or freight revenues or other monies whatsoever to which Owner may become entitled arising out of the employment of the Vessel or otherwise
25. Development and/or Manage Stakeholder Agreements on behalf of KZN Government.

Completion of the attendance register

To be done electronically.

Q & A

**Helpdesk:**

Q1 – Can a company JV with another?

A1 – In terms of our Supply Chain Procurement, yes it can JV



**Mr. Caiphas Sithole:**

Q2 –On page 11, the clearing and forwarding; Is it the clearance of the ship or cargo?  
A2 – We are referring to both.

**Mr. Caiphas Sithole:**

Q3 – on page 2 with regards to the passenger ships.  
Do you mention the infrastructure that is required?  
Obviously, the ship can be considered as an infrastructure, but then also there may be a need to modify or perhaps build a terminal for passenger ships.  
Does the bid also include the construction or modification of a terminal?  
Should the requirements of our proposal be in that line?  
I just want clarity on that please.

A3 – If you look at the scope of work, there's an item that talks to you as a service provider at identifying and compiling infrastructure requirement.  
If a requirement is a construction of a new terminal, that's what you would propose.  
If the the proposal is to enter into a lease agreement, for example with Richard Port Authority, for a passenger terminal, that will have what you will propose in the report.  
The service provider will provide us with the best solution and long-term solutions for the department.

**Mr. Caiphas Sithole:**

Q4 – A new ship will take at least two years to construct from the time you sign a contract with the shipyard until they complete building the vessel.  
There's an option for a second investor that you can purchase in the market, and that process is relatively quicker. So, I just wanted to find out from the department, are you looking at brand new ships only or are you looking also on second hand or a combination of both?

A4 – As a service provider after we've developed the carrier specifications in line with what we will require for both cargo and passengers. Given the fiscal constraint and the financial constraint we will look at alternatives to be used but a better ship with all specifications will be a way to go. You can provide an alternative after you've done your investigation as a service provider.  
We will consider this and if it meets the required specification and the regulations.

**Wim Ferreira:**

Q5 –Until what date can we submit questions for clarification?

A5 - Before closure, it's not specified on the document, but you have up until the closing dates which is the 5th of September 2023.





## KWAZULU-NATAL PROVINCE

TRANSPORT  
REPUBLIC OF SOUTH AFRICA

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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
Ms. S Mkhize	EPWP SCM		25/08/23
Ms. S Mbelu	SCM		25/08/23
Ms. F Sithole	TRANSPORTATION SERVICES		