



KWAZULU-NATAL PROVINCE

TRANSPORT
REPUBLIC OF SOUTH AFRICA

DIRECTORATE:

Private Bag X9043, PIETERMARITZBURG, 3200

SCM

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MINUTES OF MEETING: BRIEFING SESSION

Minutes of meeting for Tender no: ZNB01199/00000/00/HOD/INF/21/T:
COMPLETION OF THE REMAINING SCOPE OF WORKS FROM CONTRACT NO.
ZNQ4198/17T/H/0011/17T: THE RESEAL OF MAIN ROAD P200 FROM (KM 0.00 TO KM 6.00)
IN THE DURBAN REGION.

Date: 01 February 2023

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. Ngcobo Mr S Mngadi	Mrs. M Dewar
Bidding process	Mrs. M Dewar
<ol style="list-style-type: none">1. The session is being recorded for minutes purposes.2. The advert did state that the meeting will start at 09:00, it is the responsibility of the bidders to ensure that they have connection in order to be in the briefing. No late arrivals will be considered.3. Tender was advertised before the new Preferential Procurement Regulations 2022 took effect, therefore this Tender will be evaluated according to the 2017 Regulations4. Administrative queries must be directed to Mr Sandile Nkala5. All technical questions must be addressed to Mr Sonke Ngcobo Contact details as follows: E-mail: Sonke.Ngcobo@Kzntransport.gov.za Cell No.: 063 404 22906. There are three (3) stages of Evaluation:<ol style="list-style-type: none">a. 1st Administrative Complianceb. 2nd Functionalityc. 3rd Price and Preference	



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7. Bidders are advised to obtain their own copies of the relevant acts, regulations and standards referred to in this document.

1st Stage: Administrative Compliance:

8. 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. Link to Central Suppliers registration site can be found on Page 10 of Document.
9. Bidders need to be Tax compliant
10. Bidders need to be Registered and Active on CIDB
11. Tenderers need to have a CIDB Grading of 6 CE or above
12. Joint ventures are eligible to submit tenders provided that:
 13. every member of the joint venture is registered with the CIDB;
 14. the lead partner has a contractor grading designation in the 6CE class of construction work; not lower than one level below the required grading,
15. Bidders were advised to visit the CIDB site which explains how Bidders can form JV to meet the 6CE grading requirements
16. Tenders need to comply with the Functionality criteria,
17. Page 2 is the Content page peruse it thoroughly to ensure that you have downloaded all the sections that make up this document
18. If your Bid does not pass the Administrative Compliance stage, it will not go any further in the evaluation process
19. Tender closes on **01 March 2023 at 11:00.** - Late entries will not be accepted under any circumstance. - It is your responsibility to ensure that documents are in the Tender box by 11:00
20. Time for opening of the Tender submissions are at 11:00 on Friday, 01 March 2023 these will be opened in the Acquisition Section which is at 172 Burger street in B Block.
21. Validity period for this tender is 24 Weeks which are calculated from time of closing of the tender,
22. Only original bids that are found in the tender box will be accepted – Electronic, e-mailed, Faxed etc will not be evaluated.
23. Tender box for this Tender is situated outside and inside foyer of the Department of Transport Head Office - INKOSI MHLABUNZIMA MAPHUMULO HOUSE, 172 BURGER STREET PMB
24. Tender documents may not be retyped, any tender found to be retyped in any way will be marked as unresponsive and will go no further in the evaluation process.
25. Tenders need to be completed in ink only
26. Bidders need to write legibly.
27. This is a legal document, no tippex or any form of correction pen/paint/paper is allowed. If mistake is made to be neatly crossed out and amendment initialed.



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28. This meeting is Virtual and Compulsory, the Register you were asked to complete on entering the site needs to be attached to your bid document as proof of your attendance at this briefing
29. Bids to be placed in sealed envelope which clearly states Tender Number, Tender description and closing date of Tender and includes Bidding Companies address and Contact details.
30. Ensure that you Complete and sign every single SBD form in Document an incomplete document or a missing signature will cause your tender to be marked unresponsive and will therefore not go any further in the evaluation process.
 - a. SBD 1 - this page Shows Bid number, description of the service being required by the Department of Transport and contact details in case of queries. This SBD requires the bidder's details
 - b. Terms and Conditions of Bidding – Must sign and complete in what capacity you are signing in spaces provided.
 - c. rights to award were read to attendees.
 - d. Members Resolution – This form was explained to bidders and they were advised what needed to be completed and by whom. Included explanation that even if a single director that would be signing all documents the Director would need to sign as Member and specimen signature.
 - e. Declaration of CSD Registration was explained to Bidders, and they were reminded to sign form.
 - f. Compulsory Clarification briefing Certificate – Due to Covid risks meetings were being held Virtually – Register they completed on entering meeting would be emailed to all that attended Briefing. Bidders are to attach register to Bid as proof of attendance. They were advised to highlight their company on Register.
 - g. SBD 4 – Bidders disclosure – Bidders were urged to read accurately each question and ensure they answer correctly, and to declare every interest in all companies whether relevant to this bid or not. Again, stressed to sign Document.
 - h. SBD 6.1 Preferential Procurement Declaration certificate – as advertised before 2022 regulations took effect regulations of 2017 would be used to evaluate. If points were being claimed in terms of BBBEE proof had to be attached in form of a SANAS accredited company. If EME or QSE could submit affidavit but this needs to be certified by Commissioner of Oaths. It was explained this was not a disqualifying requirement, but if appropriate proof not included no points would be awarded for BBBEE status.
 - i. SBD 6.2 Declaration for Local Content Needs to be fully and accurately completed included the relevant Annexures that came with this SBD..
31. Mrs. Dewar handed over to Mr Mngadi to present Functionality and Workslope.



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32. Mr Ngcobo reminded bidders attending briefing that his correct contact details are the following: **E-mail:** Sonke.Ngcobo@Kzntransport.gov.za
Cell No.: 063 404 2290
33. Mr Ngcobo stated that an addendum would be issued in regards to functionality bidders were to look out for this addendum.

Functionality

Mr S Mngadi

1. **Contracts Manager (weight = 25):**
 - Must be professionally registered with ECSA and / or SACPCMP (Pr Eng / Pr Tech Eng / Pr Techni / Pr CPM or Pr CM only)
 - Years of relevant experience - calculated post qualification:
2. **Construction Manager (senior site agent) (weight = 20):**
 - LIC NQF 5 "Manage Labour-Intensive Construction Processes" or equivalent Quality Council for Trades and Occupations (QCTO) qualifications at NQF level 5 or 7.
3. **Foreman / Supervisor (weight = 15):**
 - LIC NQF level 4 "National Certificate: Supervision of Civil Engineering Construction Processes"
4. **CONSTRUCTION EXPERIENCE (weight = 40):**
 - Appointment Letters and Final Approval Certificates/ Completion Certificates for 5 projects and above = 5
 - Appointment Letters and Final Approval Certificates/ Completion Certificates for 4 projects and above = 4
 - Appointment Letters and Final Approval Certificates/ Completion Certificates for 3 projects = 3
 - Appointment Letters and Final Approval Certificates/ Completion Certificates for 2 projects = 2
 - Appointment Letters and Final Approval Certificates/ Completion Certificates for 1 project = 1
 - Appointment Letters and Final Approval Certificates/ Completion Certificates for 0 projects = 0
 - Score = 40(point/5)
5. NB: Tenderers scoring 60% and above of the functionality score will qualify for further evaluation AND it is mandatory that at least 10% of this score must be from the Tenderers Relevant Experience.

Work Scope

Mr S Mngadi

4. The original scope of works included the reseal of the pavement with a double seal and asphalt overlay on the intersections. Also included improvement of the drainage structures to extend the lifespan of the road.
5. A contractor was appointed by the Department of Transport in 2020 for the works but failed to completed the project on time leading to termination in 2021. Only a double seal was completed.
6. The objective of this project is to complete the remaining scope of works from Contract no. ZNQ4198/17T/H/0011/17T: The Reseal of Main Road P200 from (km 0.00 to km 6.00).
7. Access to the Site can be obtained from N2 at Marburg at the intersection of N2 and P200 which is km 0 and km 6 is after passing Izotsha Primary School by approximately 1km. (GPS coordinates 30° 45' 4,82" S and 30° 24' 54,95" E).



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8. The scope of the works encompasses, inter alia, the following aspects:
 - Establishment and de-establishment of a site camp for use by the Contractor's and Engineer's site staff.
 - Formal traffic accommodation
 - Installation of concrete edge beams.
 - Asphalt overlay on the intersections
 - Construction of 4400m subsoil drains
 - Construction of 4000m V-drains
 - Construction of 4000m new sidewalks
 - Construction of 5000m kerb and channels
 - Erection of 120m new Guardrails
 - Road signs
 - Reconstruction of gravel shoulders
 - Road marking and road studs
9. The time for achieving Practical Completion is **5 months** from the date of commencement of the Works, including non-working days and special non-working days.
10. Pricing Strategy: The Contract is to be a Re-measurement Contract. The labour content is **11.19%**.
11. The labour content is **11.19%**.
12. The contract participation goal for Targeted Enterprises is **0%**.
13. The penalty for failing to complete the Works is 0,05% of the Contract Sum per day, up to maximum limit of twenty-five thousand rand per day (**R25 000,00** per day).
14. The security to be provided by the Contractor shall be:
 - Fixed Performance Guarantee of 8% of the first One Million Rand plus 3,5% of the balance of the Contract Sum.
 - Price adjustments for variations in the cost of bitumen as a special material are allowed.

Completion of the attendance register	To be done electronically.
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Q & A	
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Charmaine:
 Q1 – Could Bidders be given BOQ in Excel format
 A1 –BOQ will be able to be circulated for their own use, but bidders are reminded that they cannot submit the typed Spreadsheet as only original ink documents are acceptable.

Aryan Johkhoo:
 Q1 – When will the work be expected to commence:
 A1 – Work will only commence once the Order has been issued. Cannot give an estimated time of commencement as this is dependent on the time it takes for the various evaluation stages as well as committee approvals. Award would need be advertised and Order will only be issued once all these procedures are completed.
 Q2 – Would bidders be advised of Validity extensions?
 A2 – Yes Bidders are sent notifications if validity needs to be extended.

Tallent Dlamini
 Q1 – Is it compulsory to print on different colour pages?
 A1 No it is not compulsory to print on different colour pages



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Shweta:

Q1 Will the Addendum Mr Ngcobo Mentioned will that change anything? And what changes will be made?

A1: An Addendum means there will be changes, we are not sure what these changes will be Bidders will need to ensure they peruse the Addendum once it is circulated.

Closure:

Chair closed the meeting at 09:57

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	<i>Maria Lerisa Dewar</i>	02/02/23
Mr S Ngcobo	TIDS	<small>Signed by Sonke Siyabonga Ngcobo Ngc Signed at: 2023-02-02 08:47:28 +02:00 Reason: I approve this document</small> <i>[Signature]</i>	02/02/23
Mr S Mngadi	Employers Agent KaMawewe Development Consultants	<i>[Signature]</i>	02/02/2023