



KWAZULU-NATAL PROVINCE

TRANSPORT
REPUBLIC OF SOUTH AFRICA

DIRECTORATE:

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SCM

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MINUTES OF MEETING: BRIEFING SESSION

MINUTES OF NON-COMPULSORY CLARIFICATION MEETING FOR TENDER NO.
ZNB01576/00000/00/HOD/INF/22/T: UPGRADE OF DISTRICT ROAD 1724 (FROM KM 0.000 TO KM 4.916)
INCLUDING THE CONSTRUCTION OF A BOX CULVERT STC 3283 (AT KM 0.420), THE CONSTRUCTION OF
THE VUNGU TRIBUTARY RIVER BRIDGE 3521 (AT KM 0.470) AND THE UPGRADE OF LOCAL ROAD 3701
(FROM KM 0.000 TO KM 0.916) IN THE ZULULAND DISTRICT UNDER EMPANGENI REGION

Date: 17 October 2023

Time: 10:00

Venue: Virtual briefing on Microsoft Teams

PROCEDURAL MATTER	PERSON
Opening and welcome:	Ms. N Manukuza
Opened and introduction of members present: Mr. N. Vezi – Project Manager (NV) Mr. Divesh Ramjee – Nankhoo Consulting Engineers (DR) Ms. Bavika Budhoo – Nankhoo Consulting Engineers (BB)	Ms. N Manukuza
BIDDING PROCESS	Ms. N Manukuza
<p>➤ The session is being recorded for minutes purposes.</p> <p>➤ T1.1 Tender Notice and Invitation to Tender on page T5: The advert stated that the meeting would start at 10:00 and was non-compulsory</p> <p>➤ Administrative queries must be directed to Mr. Sandile Nkala</p> <p>➤ All technical questions must be addressed to Mr. Avi-Nash Sukuram. The deadline for the submission of all technical enquiries is Friday, 27 October 2023, at 16h00.</p> <p>There are three (3) stages of Evaluation:</p> <p>➤ 1st Administrative Compliance</p> <p>➤ 2nd Functionality</p> <p>➤ 3rd Price</p>	



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Ms Nonhlanhla Manukuza has stated that she will be discussing the SCM compliance administration area of the Bid document, which is provided below.

A - NON-COMPULSORY VIRTUAL BRIEFING SESSION: This is a non-compulsory meeting; therefore, whether you have attended or not, it is not compulsory.

B - RECORD OF ADDENDA TO TENDER DOCUMENTS: Only if there is a change to the Tender Document will an Addendum become available on the Department of Transport website.

C - COMPULSORY ENTERPRISE QUESTIONNAIRE: Every Bidder is required to fill out and sign this section, and they must be truthful.

D - STANDARD BIDDING DOCUMENTS: NM emphasized that to be eligible, every question must be answered individually on this form, whether a relationship is present or not. Failure to do so and any non-disclosure on this Declaration will invalidate your tender/bid. JV Partners must declare their interest using these SDB forms. All SDB forms need to be fully and accurately completed and signed. Incorrectly completed forms will be considered non-compliant with the administrative requirements and will not go further in evaluation.

SBD 1 on page T20 Standard Bidding Document, read carefully and complete accurately.

SBD 4 on page T22 Bidder's Disclosure, read carefully and complete accurately. The bidder is required to answer all questions and declare everything.

SBD 5 on page T25 National Participation Programme, read carefully and complete accurately.

SBD 6.1 on page T27 Preference Points. The 90/10 points system will be applied. The bidder is required to attach proof of B-BBEE status level. If not attached, no preference points will be allocated.

E - B-BBEE VERIFICATION CERTIFICATE: B-BBEE must be certified, or an affidavit can be attached. Failure to submit proof of the B-BBEE status level of the contributor, together with the bid, will be interpreted to mean that preference points for the B-BBEE status level of contribution are not claimed.

F - CERTIFICATE OF AUTHORITY FOR SIGNATORY: Bidders must indicate that if you are giving someone the authority to sign your bid, you must attach a Letter of Authority and state whether your organization is a sole proprietorship, a corporation, or a joint venture.

G - CONSTRUCTION EXPERIENCE: Construction Experience must be in detail, which will assist in functionality.

H - KEY PERSONNEL: NM emphasized that to be eligible, each bidder must provide their Key Personnel and Qualifications, which must be certified.

K - PARTICIPATION IN JOB CREATION USING LOCAL LABOUR: The minimum requirement for this section is 6.00%. This means you cannot go below 6.00%, but you can go above it.

M - DEVIATIONS AND QUALIFICATIONS: Sign and initial at the bottom of the page. Not applicable when SCM is evaluating.

N - SCHEDULE OF ALTERNATIVE TENDERS: Sign and initial at the bottom of the page. Not applicable when SCM is evaluating.



O - TECHNICAL PROPOSAL: NM emphasized that Bidders must read this section and understand what is required from SCM.

Q - ACCEPTABLE PROOF & RIGHT TO AWARD: This section is only for the successful bidder.

1st Stage: Administrative Compliance:

To be eligible to bid for this Tender, you need to be:

- Registered and Active on CSD
- Tax Compliant
- Registered and Active on CIDB
- Be a CIDB grading of 8CE or above.
- To comply with the Functionality Criteria
- Due to COVID Risks, briefings are held virtually, but bidders are encouraged to visit the site locality map, and coordinates are on page T6.
- Tender data will have precedence in the interpretation of any ambiguity or inconsistency between the tender data and the standard conditions of the Tender.
- Tender Closes **Thursday, 02 November 2023, at 11:00**. No late entries will be considered.
- Bidders are advised to obtain their copies of the relevant acts, regulations and standards referred to in this document.

2nd Functionality

- Contracts Manager (Maximum points = 25):
 - Must be professionally registered with ECSA and / or SACPCMP (Pr Eng / Pr Tech Eng / Pr Techni / Pr CPM or Pr CM only)
 - Construction Experience: Years of relevant experience - calculated post qualification: 10 years and above = 25; 9 years = 20; 8 years = 15; 7 years = 10; 6 years = 5; 0-5 years = 0
- Construction Manager (Senior Site Agent)
 - LIC NQF 5 "Manage Labour-Intensive Construction Processes" or equivalent Quality Council for Trades and Occupations (QCTO) qualifications at NQF level 5 or 7.
 - Years of Road Upgrade & Bridges experience: 13 years and above = 20; 11-12 years = 16; 9-10 years = 12; 7-8 years = 8; 5-6 years = 4; 0-4 years = 0
- Foreman / Supervisor (Maximum points = 15)
 - LIC NQF level 4 "National Certificate: Supervision of Civil Engineering Construction Processes"
 - Years of Road Upgrade & Bridges experience: 5 years and above = 15; 4 years = 12; 3 years = 9; 2 years = 6; 1 year = 3; 0 years = 0
- Tenderers Relevant Experience: (Construction) Previous Similar Projects.
 - Final Approval Certificates/ Completion Certificates for 5 projects and above = 40



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- Final Approval Certificates/ Completion Certificates for 4 projects and above = 32
- Final Approval Certificates/ Completion Certificates for 3 projects = 24
- Final Approval Certificates/ Completion Certificates for 2 projects = 16
- Final Approval Certificates/ Completion Certificates for 1 project = 8
- Final Approval Certificates/ Completion Certificates for 0 projects = 0

2nd Stage: Price and Preference Points

The following preference point systems are applicable to invitations to Tender:

- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included)

Points for this Tender, (a) Price (90); and (b) Specific Goals (10)

Scope of Works

Mr. D. Ramjee

- The Contract Section is made up of four parts. Part C1 - Agreements and Contract Data, Part C2 - Pricing Data, Part C3 - Scope of Works and Part C4 - Site Information.
- The Form of Offer on page C3 must be correctly completed and signed. Failure to sign will invalidate the tender offer. The amount in words shall govern.
- C1.1.2: Acceptance on page C4: This form will be completed by the Employer on the award.
- The contract follows the General Conditions of Contract for Construction Works (GCC) 2015. All special clauses and amendments should be read on pages C7, C8 and C9.
- C1.2.2: Data Provided by The Employer on page C10: The Defects Liability Period is 12 months.
- The time for practical completion of the contract is 18 months from the date of commencement of the Works, including non-working days and special non-working days. This duration also includes the procurement of all contracts as part of the Indirect Targeting for Enterprise Development. The Contract is to be a Re-measurable Contract. The Employer is KwaZulu-Natal Department: Department of Transport as per detail on the Tender Document.
- C4: Contractor's General Obligations on Page C11: The minimum percentage of local labour content is 6.00%. The Contract Participation Target for Targeted Enterprises is 30.00%. Penalties shall occur if the target is failed to be met. Small Contractor Development is set at a maximum of 0.25% of the project contract amount as per the C.I.D.B Built Programme.
- The date of commencement of the Works shall be within 28 days, or 56 days if a construction work permit is required, after the Commencement Date.
- The non-working days are Sundays.
- The special non-working days are:
 - (i) the statutory public holidays in terms of the Public Holidays Act;
 - (ii) the foreseeable election days declared as a statutory public holiday; and
 - (iii) the annual year-end shutdown period as recommended by the Bargaining Council for the Civil Engineering Industry.
- The penalty for failing to complete the Works is 0,05% of the Contract Sum per day, up to a maximum limit of twenty-five thousand rand per day (R25 000,00 per day).
- The requirements for achieving Practical Completion are as stated in the General Conditions of Contract 2015.
- Risk and Related Matters were explained on Page C12.
- The Contract Price Adjustment (CPA) for the works was explained to all tenderers, and the base month for CPA is the month prior to the month in which the closing date for the Tender falls.



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- Claims and Disputes were explained, and it was noted that disputes shall be referred to ad-hoc adjudication.
- The target areas for local labour and targeted enterprises are Ulundi & Abaqulusi Local Municipality & Zululand District Municipality.
- C1.2.3: Data Provided by The Contractor on page C15: Bidders are requested to fill in all information correctly and include the rate for base month for the following items, which is 70/100 penetration grade Bitumen and MC-30 cut-back bitumen.

Mr D. Ramjee went through the Pricing Schedule, and the following was highlighted:

- The Bill of Quantities will need to be filled in the tender document, and all the values transferred to the tender summary correctly. The Bill of Quantities is made up of Schedule A Roadworks, Schedule B1 Vungu Tributary River Bridge, and B2 Box Culvert has its own summary page.
- It was stated clearly to all tenderers present that market-related rates must be used when pricing the works.
- Sections E, F and G of the Bill of Quantities were explained, and Part E, F and G of the Particular Specifications must be reviewed before pricing.
- It was clearly stated that all provisional sum values must be totalled correctly when summing each section of the bill of quantities.
- It was clearly stated that an electronic bill of quantities would be uploaded with the meeting minutes to the KZN Department of Transport's website. It is the responsibility of the tenderer to ensure that all quantities and formulas are correct. The electronic bill of quantities is a tool to assist and does not form part of the tender submission. All quantities will need to be transcribed into the tender document.

Mr D. Ramjee went through Part C3, Scope of Works and Part C4, Site Information. The following main items were highlighted:

- Part C3.2 Part A: Project Specifications were clearly explained to all tenderers. This included Description of Works, Drawings, Procurement, Construction and Management.
- Part C3.2 Part B: Amendments to the Standard Specification were clearly explained to all tenderers. It was advised that all tenderers read these amendments before pricing the document.
- Part C3.3: Particular Specifications were clearly explained to all tenderers. This included Parts C, D, E, F and G of the tender document.
- Mr D Ramjee explained Parts E, F and G of the tender document in detail. The bill of quantities for CPG works was also explained to all tenderers.
- Part C4 Site Information was explained to all tenderers. Mr D Ramjee highlighted the importance of Annexure A – Guidelines for Construction and Maintenance Projects During the Covid-19 Lockdown, and this will need to be considered when pricing the health and safety component of the bill of quantities.

Completion of the attendance register:

To be done electronically.

General:

The electronic format of the Excel BOQ and drawings is on the KZN DOT Website.



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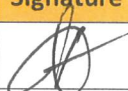


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Closure:	Chair closed the meeting at 10:47
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Compiled by:

Name:	Ms. Bavika Sewpersad
Signature:	<i>B. Sewpersad</i>
Date:	20/10/2023

Approval by officials who attended the meeting

Name	Designation	Signature	Date
Ms. N. Manukuza	Admin Officer: Demand		20/10/23
MR. N. Vezi	Project Manager	 <small>© print at 2023-10-23 11:56:23 +02:00 Printer: Winemoney (KABO&S) VEZI</small>	23/10/23
Mr. Divesh Ramjee	Nankhoo Consulting Engineers		20/10/2023