



**DIRECTORATE:**

Private Bag X9043, PIETERMARITZBURG, 3200

**SCM**

Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, 3201

Tel: 033 355 8662

Maria.dewar@kzntransport.gov.za

**MINUTES OF MEETING: BRIEFING SESSION**

Minutes of meeting for Tender no: ZNB00921/00000/00/HOD/INF/22T  
Construction of Eearthworks, Layerworks and Drainage on Main Road P700; from Km69 to KM75  
in the Kind Cetshwayo District of the Empangeni Region.

Date: 25 January 2023

Time: 10:00

Venue: Virtual briefing on Microsoft teams

| <b>Procedural matter</b>  | <b>Person</b> |
|---|---------------|
| Opening and welcome:  | Mrs. M Dewar  |
| Opened and introduction of members present:<br>Mr N Vezi<br>Mr P Queripel   | Mrs. M Dewar  |
| Bidding process   | Mrs. M Dewar  |
| <ol style="list-style-type: none"><li>1. The session is being recorded for minutes purposes.</li><li>2. The advert did state that the meeting will start at 10:00, 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.</li><li>3. Tender was advertised before the new Preferential Procurement Regulations 2022 took effect, therefore this Tender will be evaluated according to the 2017 Regulations</li><li>4. Administrative queries must be directed to Mr Sandile Nkala</li><li>5. All technical questions must be addressed to Mr Njabulo Vezi or Mr Pierre Queripiel</li><li>6. There are three (3) stages of Evaluation:<ol style="list-style-type: none"><li>a. 1<sup>st</sup> Administrative Compliance</li><li>b. 2<sup>nd</sup> Functionality</li><li>c. 3<sup>rd</sup> Price and Preference</li></ol></li><li>7. Bidders are advised to obtain their own copies of the relevant acts, regulations and standards referred to in this document.</li></ol> |               |



**1<sup>st</sup> 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 8 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 8 CE or above
12. Joint ventures are eligible to submit tenders provided that:
  - (i) every member of the joint venture is registered with the CIDB;
  - (ii) the lead partner has a contractor grading designation in the 8CE class of construction work; not lower than one level below the required grading,
  - (iii) Bidders were advised to visit the CIDB site which explains how Bidders can form JV to meet the 8CE grading requirements
13. Tenders need to comply with the Functionality criteria,
14. Page 2 is the Content page peruse it thoroughly to ensure that you have downloaded all the sections that make up this document
15. If your Bid does not pass the Administrative Compliance stage, it will not go any further in the evaluation process
16. Tender closes on **15 February 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
17. Time for opening of the Tender submissions are at 11:00 on Friday, 15 February 2023 these will be opened in the Acquisition Section which is at 172 Burger street in B Block.
18. Validity period for this tender is 24 Weeks which are calculated from time of closing of the tender,
19. Only original bids that are found in the tender box will be accepted – Electronic, e-mailed, Faxed etc will not be evaluated.
20. 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
21. 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.
22. Tenders need to be completed in ink only
23. Bidders need to write legibly.
24. 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.
25. 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



26. 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.
27. 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.
- 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
  - Terms and Conditions of Bidding – Must sign and complete in what capacity you are signing in spaces provided.
  - rights to award were read to attendees.
  - 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.
  - Declaration of CSD Registration was explained to Bidders, and they were reminded to sign form.
  - 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.
  - 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.
  - 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.
  - SBD 6.2 Declaration for Local Content Needs to be fully and accurately completed included the relevant Annexures that came with this SBD.



**Work Scope**

**Mr P Queripiel**

- Tenderers were shown a locality plan on Google Earth showing the limits of construction. Drainage and ancillary works start at km68,0 and end at km75,0. Existing surfacing ends at km70,5. Surfacing is required from km70,5 to km75,0, and most of the existing G1 on this section is to be removed to edge fill and replaced with new imported G1. Earthworks is required between km74,8 and km75,0. Layerworks is to be imported from commercial sources.
- The sections from km75,0 to km84,5 (P230 intersection) are currently being constructed by other contractors.
- The Contract is to be governed by the SAICE General Conditions of Contract 2015, as amended by the Special Conditions of Contract in the Contract Document.
- The location of the site camp is to be agreed with the Project Liaison Committee and will require the approval of the Environmental Control Officer (ECO) and Health and Safety specialist consultant. The previous contractor used a location in Heatonville. However, it is not guaranteed that this place will still be available.
- The contract duration period is 14 months – this includes the annual builders’ break and special non-working days. It also allows for at least two months for procurement of CPG subcontractors by the main contractor after award of the main contract. Bidders need to take these matters into consideration when preparing their programme for executing the works.
- Note the requirement on Page T12 that the Contracts Manager be professionally registered with ECSA or SACPCMP in at least one of the following capacities: (Pr Eng / Pr Tech Eng / Pr Techni / Pr CPM or Pr CM) The Contractor will not be allowed to commence with the Works if this requirement is not met.
- Note also the requirements on page T12 for the full-time Construction Manager and foreman.
- Page T13: The tenderer’s experience concerns the company history, rather than experience of key personnel.
- Tenderers need to be aware that all unskilled or local labour are to be procured through the Project Liaison Committee, which will be established during the two months after award of the contract.
- Rate-only Items – any “rate-only” items in the schedule of quantities are to be priced correctly, as we will scrutinise them for balance.
- Programme:
  - The Contractor will not be allowed to process the granular basecourse layer on any section until the subsoil and surface drains for that section are complete.
  - Some of the surface drainage has been allocated to the main contractor and some to CPG subcontractors. This is to assist the main contractor in expediting the works.



- A H&S Construction Work Permit is required prior to the commencement of the Works.
- A two-month period is to be allowed for at the start of the Contract for the procurement of CPG subcontractors by the Main Contractor.
- Traffic accommodation: This is outsourced to CPG subcontractors, except the Main Contractor is to engage the traffic safety officer.
- Page C190 shows a breakdown of work to be allocated to CPG subcontractors.
- Mix designs for layerworks and surfacing will be the direct responsibility of the main contractor, with the asphalt mix design being paid for once only.
- The Main Contractor will be responsible for the procurement, skills development, workmanship and construction progress of the CPG subcontractors. In terms of the contract document, 30% of the work is to be allocated to CPG subcontractors invited in consultation with the PLC.
- 1. There is a site laboratory for this project based in Heatonville. The Contractor has the option of using this laboratory as a shared laboratory between the Employer and Contractor. The laboratory is currently run by Shenge and Geosure JV, but the service provider is subject to change.

Completion of the attendance register

To be done electronically.



**KWAZULU-NATAL PROVINCE**

TRANSPORT  
REPUBLIC OF SOUTH AFRICA

| QUESTION  | ANSWERS  |
|---|--|
| Q1: On Page T50, do we need to include CPG subcontractors? We do not yet know the details of such subcontractors.     | A1: The list of subcontractors on page T50 are for work not allocated to CPG subcontractors. For instance, the Main Contractor might choose to subcontract to an established contractor some of the asphalt work that falls within the Main Contractor's scope.  |
| Q2: The document on the KZN DoT website does not contain a bill of quantities. Kindly provide.                        | A2: pdf of the Bill of Quantities will be provisionally provided by the Engineer by email. Tenderers were requested to provide email addresses in the comments section of the Teams meeting for this purpose.<br>Note, however, that the official version will be provided by means of an addendum. The Engineer and Employer cannot accept responsibility for any errors or inconsistencies in the unofficial version provided. |
| Q3: Please provide an editable electronic bill of quantities in Excel format.   | A3: An unpriced electronic bill of quantities will be distributed in excel format to assist tenderers with calculating of pricing. The Employer and Employer's agent will not be held responsible for any errors contained therein. Official pricing is to be filled in by hand.   |
| Q4: Page T46 and Page T57 both require CV's. Do we need to attach CV's to both pages, even if they are the same CV's? | A4: It is safest to attach the relevant CV's to both pages, even if duplicated.  |

The minutes are a true reflection of the deliberations held.

| Name           | Designation     | Signature                  | Date        |
|----------------|-----------------|----------------------------|-------------|
| Mrs. M Dewar   | SCM             | <i>Maria Leticia Dewar</i> | 01/02/23    |
| Mr N Vezi      | Project Manager | <i>N Vezi</i>              | 01/02/23    |
| Mr P Queripiel | Employers Agent | <i>P Queripiel</i>         | 01 Feb 2023 |



**KWAZULU-NATAL PROVINCE**

TRANSPORT  
REPUBLIC OF SOUTH AFRICA