



# transport

Department:  
Transport  
Province of KwaZulu-Natal

## ACQ011: BRIEFING SESSION MINUTES OF MEETING

### Addresses:

Private Bag X9043  
PIETERMARITZBURG  
3200  
Inkosi Mhlabunzima Maphumulo House  
172 Burger Street  
Pietermaritzburg  
3201

ENQUIRIES: Miss Nonhlanhla Manukuza  
Supply Chain Management  
Demand Management  
Policy Development and Training  
Tel: 033 355 0655  
Fax: 033 355 8741  
Nonhlanhla.Manukuza@Kzntransport.gov.za

### MINUTES OF MEETING: BRIEFING SESSION

Minutes of meeting for Tender No: ZNB01850/00000/00/HOD/INF/23/T:

THE REHABILITATION OF MAIN ROAD P40 (KM0.00 TO KM1.80) IN THE LADYSMITH REGION

Date: 18 October 2023  
Time: 10h00  
Venue: Virtual Briefing via Teams

Procedural matter	Person
1. Opening and welcome:	Miss Nonhlanhla Manukuza
2. Opened and introduction of members present: <ul style="list-style-type: none"> <li>Ms. Nonhlanhla Manukuza – SCM</li> <li>Mr. Khangelani Zulu – Project Manager at Department of Transport</li> <li>Mr. Sibongumusa Ndlovu –TPA Consulting cc</li> <li>Ms. Hlengiwe Nene– TPA Consulting cc</li> <li>Ms Vuyolwethu Ngcemu- TPA Consulting cc</li> </ul>	Miss Nonhlanhla Manukuza
3. Bidding process	Miss Nonhlanhla Manukuza
<ul style="list-style-type: none"> <li>Service Providers were given until 10:00am to join the virtual briefing session – This was agreed to by all parties. Register closed at 10.00am and no further invites into the briefing were accepted.</li> <li>Welcomed everyone to the tender clarification meeting for ZNB01850/00000/00/HOD/INF/23/T for the rehabilitation of main road P40 (KM0.00 to KM1.80) in Ladysmith Region.</li> <li>SCM compliance it's a non-compulsory briefing it either you attended or not you welcome to bid for this tender</li> <li>Failure to produce proof of your B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status, Bidders are advised to have their Certificate validated, and if they do not have one, they must complete an Affidavit to guarantee that it is commissionable.</li> </ul>	



**transport**

Department:  
Transport  
Province of KwaZulu-Natal

**ACQ011: BRIEFING SESSION  
MINUTES OF MEETING**

Q1: The request to repeat the explanation in page T46	A1: Department is expecting the bidders to specify their local labour to be 1.82% or more
Q2: In terms of Sub Contracting how do we work around Business Forums for Appointing Sub Contractors. Do we appoint our own or we take from Business Forum.	A2: A CPG percentage should be from locals first then however if the Contractor don't get them local, they can source in the Region
Q3: Which Key Personnel are they referring in the document since its only mention the bodies of registration not qualifications they should have	A3: The qualifications required for the key personnel are stated on page T12.
Q4: Are sub-contractors needed during Tender stage or they will only be appointed during Construction	A4: They are for the tender stage and will be appointed during the construction process.
Q5: Requested the electronic BOQ	A5: Excel BOQ will be made available; the department will upload it on their websites
Q6: Is the color coding required for tendering on T2	A6: The document can be black and whites as long its downloaded in the department's websites
Q7: What Kind of Plant is needed for this project	A7: The items on the BOQ and the scope of work are specified in the document. The contractor selects the machine they believe is capable of completing the task.
6. Closure: 10:38	Miss Nonhlanhla Manukuza

**Approval by officials who attended the meeting**

The minutes are a true reflection of the deliberations held.

Name	Designation	Signature	Date
Miss Nonhlanhla Manukuza	SCM		31/10/23
Mr. Khangelani Zulu	Project Manager	 <small>Signed by: Khangelani Zulu - Urolo Zulu Signed at: 2023-11-01 13:58:49 +02:00 Reviewed by: Khangelani Zulu - Uro</small>	01/11/23
Mr. Sibongumusa Ndlovu	TPA Consulting cc		01/11/23
Miss. Hlengiwe Nene	TPA Consulting cc		01/11/23