



Minutes of meeting for Tender no ZNQ01852/00000/00/HOD/GEN/23/T - The appointment of Professional engineering service provider to provide programme management support, mentorship support and business training for the Contractor Development Programme for a period of three (3) years

DIRECTORATE:

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MINUTES OF MEETING: BRIEFING SESSION

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Date: 7 July 2023

Time: 10:h11

Venue: Mc Donalds Theatre, T² Centre

Procedural matter	Person
<ul style="list-style-type: none"> Opening and welcome: 	Mrs Maria Dewar
<ul style="list-style-type: none"> Opened and introduction of members present: <ul style="list-style-type: none"> Mr. Bongumusa Mthembu Mr. Nhlanhlehle Sithole Ms. Zinhle Ngcamu Mrs. Maria Dewar Ms. Nokuthula Khanyile 	
<ul style="list-style-type: none"> Bidding process 	Mrs Maria Dewar
<ul style="list-style-type: none"> Project description: The closing date (27 July 2023) and where the documents are to be submitted – 172 Burger Street, Pietermaritzburg, were stressed. No late entries would be accepted. Documents would be disqualified if found to have been retyped in any way. Only ink to be used to complete Bid. No correction pen allowed on Bid. Officials to be contacted with regard to Bidding procedure enquiries and technical enquiries were outlined. To note that Mr Nkala will not be available due to illness, contact details of Mr Gwambe were given to Attendees. Section B of the Document indicates that the department is using Regulation PPPFA Regulations of 2022. 	



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- Notice to respondents regarding the completion of forms-Suppliers were notified to read through
- Authority to sign suppliers were asked to tick what is relevant to your company and make sure every member sign. It was explained how a single Director has to sign in space for Directors as well as in "Specimen Signature" indicated with blue arrow.
- Official briefing session Certificate- Briefing was Compulsory, only people who attended qualify to bid on this Tender. It was emphasized that suppliers needed to make sure that before they leave the briefing they need to ensure that their form is signed and stamped by the Officials. It was stressed that this is their proof of attendance and needs to be attached to their bid as proof of attendance.
- SBD 3.1- Pricing schedule tenderers to ensure they complete, sign and date the price page
- SBD 4 to make sure it is signed and filled declaring all the directors, shareholders, members of the company
- SBD 6.1 Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022-Suppliers were advised that the Preference points that will be used for this quotation will be 80/20, clearly indicating the specific goals allocated that will be allocated for bidders
- SBD 7.1 Contract Form-Suppliers were notified that it was not relevant at this stage will only be applicable at award stage
- General conditions of contract suppliers were requested to read and understand

• Explained the Terms of Reference and specification

Mr. Bongumusa Mthembu

- SCOPE OF WORK
 - Overall Programme Management Support, Onsite Mentorship and Business training
 - Document Review.
 - Programme Implementation Plan.
 - Recruitment of Contractors on behalf of the Department.
 - Guidance on Occupational Health and Safety compliance to CDP contractor
 - Manage upgrading and exiting of the contractors
 - Manage and Support CDP contractors' payment
 - Manage Social Facilitation for the Programme.
 - Capacity building and skills transfer to relevant DOT officials.
 - Access to finance from funding institutions for the contractors on the CDP
 - Access to plant with plant operators for the support of CDP contractors
 - Ensure that the Contractors have an effective business system which is profitable, and audit
 - Oversee the project implementation in compliance with specifications, good practice and industry standards.
 - Provide the Classroom Training to CDP contractors



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<ul style="list-style-type: none"> • Provide on Site Mentorship to CDP contractors <ul style="list-style-type: none"> • CDP governance • CDP programme reports. • Regional Offices and District Offices the targeted number of 	
<ul style="list-style-type: none"> • Explained priced schedule 	Mr Nhlanhlehle Sithole
<p>The following were discussed on the price schedule</p> <ul style="list-style-type: none"> o Social Facilitation and Stakeholder Engagement o Project Implementation Management, and Contract Admin o Mentorship includes Business and construction mentorship. o Recruitment of the Contractors o Facilitate Access to finance from funding institutions for the CDP o Facilitate Access to plants from Plant Hire Companies o Provision of CETA Accredited Business Training: SAQA ID 49648, ID66249, (Quote the Average of 138 credits) o o Stipend to be paid as per National Youth Service (NYS) standards o o The Supplier Must have a Payroll Management System and be Audited for t CETA Accredited Skills Programme: Construction:ID24133, ID24173, ID49053, ID77063, ID20813, ID49058, ID49602, ID49016, ID65789, ID20813 ,ID65409 (Quote average of 140 credits)he payment of the beneficiaries. o Skills Gap analysis. (Profiling of contractors in terms Skills gap Analysis) o Contractor Upgrading Fees o Travel expenses and accommodation expenses in line with Department policy 	
QUESTIONS	ANSWERS
1. Do we need to send the CVs for those people in the proposal reference letter of the company or for the individual experience of the tender? Experience of 5/10 years is it for the company or programme Directors? Page 37	1. Years of experience calculated post professional registration. Valid proof of qualification and Professional registration must be submitted along with CV showing the number of similar projects successfully completed
2. Do we need to submit CV and credentials with tender documents prayer to representatives	2. Yes, as stated in page 37 of the tender document.
3. Do projects include experience on developing CDP / Its Talking about experience developing in the incubation	3.



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<p>4. Can you make the same person a leader or a mentor or two people because it's the same thing?</p>	<p>4. The should be a different person because he/she should provide mentorship in the project and a leader must always be on site to check the progress</p>
<p>5. Page14 (pricing)the unit standard in the qualification</p>	<p>5. We don't have our participation we are not sure of our participant, person appointed will do the skills required, our project manager will decide according to the unit standard. Actual will be discussed according to the project managers and skills required.</p>
<p>6. The training requirement, a professional training provider must a professionally accredited or you can take any service provider?</p>	<p>6. You know the skills and resources you need, it's up to you what you do weather you go for accredited service provider or not</p>
<p>7. Will a client provide training Venue and training material?</p>	<p>7. Training venue will be provided by department as well as lunch/refreshment will provided via a stipend</p>
<p>8. Item 9 travel allowance should that not be a Provisional disbursement? Are all part of that Claimable for all managers?</p>	<p>8. Senior manager must allocate within their company (not more than 10%)</p>
<p>9. accreditation for training providers is it required? Will an expired accreditation be accepted since it takes time to renew after applying for a new one?</p>	<p>9. Junior must be allocated in the location of the projects to avoid travelling costs</p>
<p>10. Is the service provider responsible for all the tender advertising?</p>	<p>10. Yes they must put proof of application for renewal and expired certificates</p>
<p>11. Will a c Recruitment will be done by the department or service Provider?</p>	<p>11. Recruitment of service provider will be done by the Department. Cost & responsible for budget and Project managers must facilitate all the project management</p>



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12. Page13 (item4.1.B) The confusion between number of contractors and projects could this be clarified.	12. There must be 264 contractors, and each gets 3 projects, for progress in grades.
13. Do we talk about Project by the department or service provider must provide projects?	13. The service providers must do a analyses and alien(we do have projects as the department of transport).
14. MOU is funding going to fund the whole project /some will come from the department.	14. Same will be funded by the department. Department will fund the programme especially the grades. Payments of the grades will be done according to the Grade provided
15. Page 30 of Document requires R180 000 000 Professional indemnity Insurance, but page 46 requires R200 000 000, could clarity be given on why the difference and is it not a bit excessive?	15. That is a printing error, the correct Insurance amount is R180 000 000. This will be corrected with an Addendum.

Closure of the Meeting

Meeting closed at 12:h05

Compiled by:	
Name:	Nokuthula khanyile
Signature:	
Date:	

Approval by officials who attended the meeting

The minutes are a true reflection of the deliberations held.			
Name	Designation	Signature	Date
Mrs. Maria Dewar	SAC		17/07/2023
Mr. Bongumusa Mthembu	CET		17/07/23
Mr. Nhlanhlenhle Sithole	Act DD		17/07/23



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Ms. Zinhle Ngcamu	DD	<small>Copy to Zinhle Ngcamu @pawu Signed Ms Zinhle Ngcamu on 17/07/23 at 11:09 Kwazulu-Natal Transport Department</small> 	17/07/23
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