

Private Bag X02, Cost Centre Pmb, 3201

DIRECTORATE: CC PMB

1 Old Woodlands Road, Mountain Rise, PMB, 3201

Tel: +27 33 392 6607

Email: Sebenzile.mbanjwa@kzntransport.gov.za

Date: 28 September 2023

## MINUTES OF MEETING: BRIEFING SESSION

Minutes of meeting for Tender number: ZNB01871/00000/PMC/INF/23/T THE UPGRADE OF UMSUNDUZI BRIDGE (GRIMTHORPE AVE TO BISHOPSTOWE) ON DISTRICT ROAD D669 KM 2.54 IN THE UMGUNGUNDLOVU MUNICIPALITY UNDER PIETERMARITZBURG REGION

DATE: 28 September 2023

Time: 10:h00

Venue: Department of Transport, Cost Centre Sign Shop

Procedural Matter	Person
<b>Opening and introduction of members present:</b>  <b>Mr S Zondi</b> <b>Mr T Govender</b> <b>Ms K Sebastian</b>	<b>Mr S Zondi</b>
<b>Bidding Process</b>	<b>Miss S Mbanjwa</b>
<ol style="list-style-type: none"><li>1. The session has been minuted for record keeping purposes.</li><li>2. The advert stated that the meeting will start at 10:00 and was compulsory.</li><li>3. The advert was advertised on three (3) platforms:<ol style="list-style-type: none"><li>1. E-Tender Portal</li><li>2. Department of Transport website</li><li>3. CIDB</li></ol></li><li>4. Administrative queries must be directed to Miss S Mbanjwa.</li><li>5. All technical queries must be addressed to Mr S Zondi.</li><li>6. Deadline for technical queries is Monday 24 October 2023 at 16h00.</li><li>7. To be eligible to bid for this Tender you need to be:<ol style="list-style-type: none"><li>a) Registered and active on CSD</li><li>b) Tax compliant</li><li>c) CIDB contractor grading of 7 CE or higher</li><li>d) To comply with Functionality</li><li>e) Registered and active on CIDB</li></ol></li></ol>	
<div style="border: 1px solid black; padding: 5px;"><p>COST CENTRE MANAGER DISTRICT COUNCIL 22 KZN DEPT OF TRANSPORT</p><p><b>28 -09- 2023</b></p><p><i>Sg</i> SUPPLY CHAIN MANAGEMENT PRIVATE BAG X9002 PIETERMARITZBURG 3200</p></div>	

COST CENTRE MANAGER  
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8. The co-ordinates for a compulsory physical site briefing is on page T7
9. Tender data will have precedence in the interpretation of any uncertainty or inconsistency between the tender data and the standard conditions of tender.
10. Tender closes 30<sup>th</sup> October 2023 at 11h00. No late entries will be accepted.
11. Validity period is 24 weeks from date of closing of tender.
12. Bidders are advised to obtain their own copies of the relevant acts, regulations and standards referred to in this document.

**1<sup>st</sup> Stage: Administrative Compliance:**

13. Bidders must be active on the CSD by the date of closing for this bid.
14. Bidders must be registered and active on CIDB
15. Contractors whose status is "Suspended" or "Expired" will not be considered for further evaluation.
16. Every member of a joint venture has to be registered on CSD.
17. The contractors grading designation must be that of a 7 CE or higher.
18. None of the respondents or its principles may be listed on the register of tender defaulters, and all persons listed as prohibited to do business with the state will be eliminated.
19. The Department reserves the right that over and above using any legal remedy, will cancel this tender.
20. As per T19 of the contract document it is compulsory for the bidders to perform a physical site briefing.
21. Ensure that all information has been completed and signed.
22. A bidder or any of its Directors/ Shareholders etc must declare if they have any interest in other companies, employed by the state.
23. Bid validity is 24 weeks from date of closing which will be calculated from 11h00 30<sup>th</sup> October 2023.
24. Bidder to ensure every returnable document are fully completed, signed and submitted
25. Suppliers were advised to attach an originally certified copy of BBBEE Certificate or Sworn Affidavit
26. Emphasis was made on the form of offer(C3) whereby amount written in numeric must also be written in words.
27. Suppliers were advised to initial each page of the tender document.  
If certificate of briefing is not stamped and signed bid will be non-responsive.
28. A company that is a joint venture must complete the forms in duplicate.
29. Non-disclosure of information on the SBD 4 will invalidate your tender/bid.
30. Specific goals and points claimed on T33 must match the Suppliers CSD report.
31. The signatures on the Members resolution form, C3 pricing page and Service level agreement must match.
32. Changes to members Directorship must correspond with the CSD report.
33. The carry over figure from the Bill of Quantity must be written on C3 form of offer. Failure to comply will nullify your bid.
34. This tender closes on 30<sup>th</sup> October 2023 at 11h00, no late bids will be accepted.
35. Only original documents filled in ink must be deposited in the Tender box.

36. The Tender box is situated at Department of Transport, Regional Office car park, Woodlands Road, Pietermaritzburg.
37. Submissions must be sealed securely and clearly identified by the tender number, description and closing date.
38. Bid document must be written legibly.

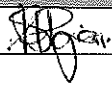
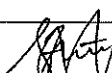
<b>Work Scope</b>	<b>Mr Zondi – Project Manager</b> <b>Mr T Govender – Consultant</b> <b>Mr J Van Rensburg – Structural Engineer</b>
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
39. Scope of work for the roads and structures were outlined in detailed to tenderers.
40. The minimum percentage required for Job Creation is three (3) percent. However, tenderers to note that they need to offer two (2) percent more than the minimum to qualify for two (2) points for Item 3 of the specific goals.
41. The performance guarantee must be valid until the issue of the Completion Certificate, and not the practical completion certificate. Tenderers must take this into account when getting quotes for their guarantees.
42. Tenderers were notified that they must ignore the Labour Intensive column in the current Bill of Quantities as it is no longer required with COTO.
43. The tenderers were notified that the Department will issue an amended schedule of quantities for the tenderers to price, in an Addendum.
44. The schedule of quantities for the Small Contractor Development will also be amended and issued with the Addendum.
45. A survey of the adjacent houses must be conducted before the construction works commence, to establish if there any defects present in the houses.
46. Reports of the surveyed houses must be completed and signed by the owners of the house before the construction commences.
47. A Scheme 2 programme is required, as this is a complex project and must be priced correctly.
48. Detailed monthly progress reports are mandatory and must be submitted to the Department of Transport.
49. The temporary bridge structure must be a solid structure, which must withstand strong river flow.
50. Contractor's Insurance for works must cover the temporary structure.
51. Tenderers to refer to COTO to determine all the costs that the Flagmen Item C1.5.7.3 covers.
52. Specifications will be provided for the removal and replacement of fencing.
53. The percentage shown for the handling costs for provisional items will be removed and tenderers are to submit their own percentages.
54. The Schedule of quantities for the Small Contractor Development must NOT be priced now. These items will be priced by the targeted enterprises when the awarded contractor commences work.
55. A budget, provisional sum, for the Small Contractor Development items has been allowed for in the Contract under the section for Small Contractor Development.
56. Small contracts and development C57 (section F & G) will be corrected on the new Bill of Quantity.
57. Drawings of the Msunduzi Bridge were erected for suppliers to view.
58. Bridge is 60 metres in length and has a precast beam deck.
59. Suppliers could not access the tender drawings uploaded by the Department on line. An addendum will be sent out in respect of this.

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QUESTION & ANSWERS	
<b>Q1. Can the item for the survey of houses be changed to a provisional sum?</b>	
<b>A1. No, this is a standard item in COTO and the tenderer is required to price this item.</b>	
<b>Q2. Can the Bill of Quantities be issued in Excel format?</b>	
<b>A2. Excel and PDF format will be sent to all suppliers in the Addendum. However, tenderers to note that they must price their tender on the official PDF format. The Excel format is just a tool for the tenderers to assist with calculations. The Department shall not accept any responsibility for any errors in the Excel sheets.</b>	
<b>Q3. Should the insurance for the temporary structure be included?</b>	
<b>A4. Yes</b>	
<b>Q5. Clarity required for items C1.5.4/xxxx, XX1 and XX2 on pages C38 and C39.</b>	
<b>A5. Project Specifications will be submitted for these items, as well as other items which require additional specification.</b>	
<b>Closure: Chair closed the meeting 11:10</b>	

Approval by officials who attended the meeting

The minutes are a true reflection of the meeting held.		
Name	Designation	Signature
Miss S Mbanjwa	SCM: Senior Admin officer	
Mrs K Sebastian	SCM: Senior Admin Clerk	
Mr T Govender	Senior Consultant	
Mr S Zondi	Control Engineering Technician:	

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**DIRECTORATE: CC PMB**

1 Old Woodlands Road, Mountain Rise, PMB, 3201

Tel: +27 33 392 6607

Email: Sebenzile.mbanjwa@kzntransport.gov.za

Date: 11 October 2023

**ATTENTION: CHIEF DIRECTOR: MRS A LAZAROVA**

**ADDENDUM No. 1**

**TENDER NO. ZNB01871/00000/00/PMC/INF/23/T: THE UPGRADE OF MSUNDUZI RIVER BRIDGE (GRIMTHORPE AVE TO BISHOPSTOWE) ON DISTRICT ROAD D669 KM 2.54 IN THE UMGUNGUNDLOVU MUNICIPALITY UNDER PIETERMARITZBURG REGION**

The above-mentioned contract which is under the Pietermaritzburg Region was approved by the PMB BSC and was advertised on CIDB, E-tender and KZN Departmental of Transport website for the closing date of the 30<sup>th</sup> of October 2023.


**The following need to be amended on the original advertised document:**

1. Page T31 on 3.1.1 change 80/20 to 90/10 on the formulae for procurement change 80 to 90
2. Page T48 add item on the specified minimum local labour content of 3%
3. Replace the Bill of Quantities (BOQ) with the attached BOQ
4. Replace page C76 to C90 project specification with the amended specification attachments.

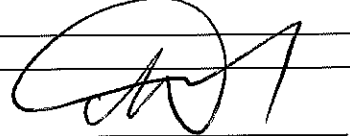
Submitted for your further support and approval.

Regards,

  
 MR B MACKENZIE  
 COST CENTRE MANAGER PMB  
 DATE 11.10.2023

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~~RECOMMENDED / NOT RECOMMENDED~~

  
 BSC CHAIRPERSON  
 PMB REGION  
 DATE 11/10/2023

~~APPROVED / NOT APPROVED~~