

**KWAZULU-NATAL PROVINCE**TRANSPORT
REPUBLIC OF SOUTH AFRICA**DIRECTORATE:**

Private Bag X9043, PIETERMARITZBURG, 3200

SCM

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

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MINUTES OF MEETING: BRIEFING SESSION

Minutes of meeting for Tender no: ZNB02185/00000/00/HOD/INF/23/T
ESTABLISHMENT OF A PANEL OF CONTRACTORS FOR THE CONSTRUCTION, BETTERMENT AND
REGRAVELLING, BLADING, DRAINAGE, ROUTINE MAINTENANCE AND ANCILLARY WORKS ON
VARIOUS GRAVEL ROADS

Date: 20 March 2024

Time: 10:00

Venue: Virtual Briefing on Microsoft Teams

Procedural matter	Person
Opening and welcome: Mr. P Moore welcomed all present at the meeting and introduced the Project Managers and Service Provider.	Mr. P Moore
Members present: Mr. P Moore Ms. L Zuma Mr. N Zondo Ms. S Mkhize	
Bidding process	Mr. P Moore and Ms. L Zuma
<p>The meeting was held to discuss the scope of works, tender rules, conditions of contract and give tenderers the opportunity to put forward questions relating to the scope of works and tender documentation for the above-mentioned contract.</p> <ol style="list-style-type: none">1) The session is being recorded for minutes purposes.2) The advert stated that the meeting will start at 10:00 and is non-compulsory.3) All administrative queries must be directed to Mr. Sandile Gwambe4) All technical questions must be addressed to Mr. Nqobile Zondo5) This document is based on three (3) stages of Evaluation: 1st Administrative Compliance 2nd Functionality 3rd Price	



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1st Stage: Administrative Compliance:

- (a) Bidders must be registered and Active on CSD
- (b) None of the respondents or its principals may be listed on the register of tender defaulters, and all person listed as prohibited to do business with the state will be eliminated.
- (c) Tender Closes on the 09th April 2024 at 11:00, no late entries will be considered.
- (d) Validity period is 12 weeks from date of closing of this tender.
- (e) Bidders are advised to obtain their own copies of the relevant acts, regulations and standards referred to in this document.
- (f) Tender data will have precedence in the interpretation of any ambiguity or inconsistency between the tender data and the standard conditions of tender.
- (g) Only Original documents filled in ink deposited in the Tender Box will be accepted.
- (h) The tender box is situated at the Department of Transport Head Office, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg.
- (i) Submissions must be clearly sealed and clearly identified by tender number, description and closing date.
- (j) Declare any other Companies in which Directors may have an interest in.
- (k) Bidders to ensure that all returnable documents are fully completed, signed and submitted.

- Due to COVID Risks briefings are held virtually

2nd Stage: Functionality

- 1 An addendum will be issued

3rd Stage: Preference Point

- 1 Not applicable at this stage

Scope of Works

Mr. Nqobile Zondo



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- The scope for this project is defined as follows:

The Province of KwaZulu-Natal, Department of Transport, invites tenders from contractors, experienced in roadworks, for the establishment of a panel of contractors for the construction, betterment and re-gravelling, blading, drainage, routine maintenance, and ancillary works on various gravel roads. The panel will be available for a duration of 36 months.

- Completion of the attendance register to be done electronically

❖ QUESTIONS AND ANSWERS

- Q1- On Page T32- Is this tender specifically for KZN businesses only?
- A1- Specific goals will not be applicable at this stage. At the second stage of Evaluation of Locality, bidders will not be disqualified but will not receive any points
- Q2- on Page T35- Districts and Municipalities. What is the minimum or maximum that can be chosen?
- A2- Respondents must rank the Districts 1-3 in order of preference. Rank 3 preferred, with 1 being the most preferred and 3 being the least preferred
- Q3- Page C3, the form of offer is not applicable. Should we sign even without filling in the amount?
- A3- The form of offer will be signed once an offer has been offered. It is not applicable at this stage
- Q4- Can the document be printed in black /white or colour?
- A4- Any is accepted
- Q5- Can a document be printed back to back?
- A5- Yes it can be printed back to back
- Q6- If currently, you are Grade 2 but by year end, you end up being Grade 4. How will it work?
- A6- The Tenderer must have a valid CIDB Grading. Refer to page T8, C2.1. It is subject to continuous evaluation



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- Q7- Page C89, are we supposed to fill in the contract or fill in once we receive the tender?
- A7- Page C89 is an EPWP proforma contract of employment, it will be applicable once you are on site. It does not need to be signed at this stage
- Q8- On H1, what qualifications are required for Contract Management?
- A8- The only component that is required is on T5, for Grade 5 CE and above with regards to labour enhanced competencies. Experience and qualifications for Management are not stated, will be subject to acceptance upon the works commencing on site
- Q9- Is Contract Management still relevant at this stage?
- A9- Not relevant at this stage, personnel will be considered at the second stage of evaluation
- Q10- At the form of offer, there is a watermark, do we not sign?
- A10- No need to sign at the second stage of evaluation, not applicable at this stage
- Q11- On Page T36- if there is no Municipal bill, is it okay to submit a Counsellors letter as proof of address?
- A11- CIPC documentation must accompany the Counsellors letter
- Q12- On Page C25, Should you sign experience or fill in?
- A12- Key Personnel under Labour enhanced activities are applicable to Grade 5 CE and above. Grade 1-4, you will need a Contracts Manager, Construction Manager and a Foreman, to make sure that the work is done properly on site.
- Q13- Is it compulsory to write your experience or can you attach it?
- A13- If you attach experience, we would like the page to be signed and refer where the attachment is
- Q14- Page T36, Mandatory Requirements, if you are Grade 3 CE, does that disqualify you?
- A14- Page T5 is clear and specific, paragraph 3. Only tenderers who comply with functionality criteria where required,



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administrative criteria for experience of key persons and company past performance

- Q15- If personnel, Contract and Construction Managers have been involved in re-gravelling, and the company has not done re-gravelling itself. Does this disqualify the company?
- A15- Yes automatically you are disqualified. The Department is looking for companies not individuals
- Q16- Will attendance certificates be issued?
- A16- No, proof of attendance will not be issued
- Q17- Are we supposed to attach plant and machinery?
- A17- Page C5, under paragraph 4, addresses the issue of plant. Grade 2 is not expected to have plant at this moment but at a later stage will be required to submit documents and associated proof for plant hire or available plant. Quotations will be required at a later stage
- Q18- If you are Grade 6 and above, is it necessary to attach the BOQ?
- A18- No, it is not applicable at this stage. You will not be prejudiced for not supplying us with the list of your plant?
- Q19- Will you be disqualified for attaching plant information?
- A19- No you will not, this is additional information. You can supply it but it is not a requirement




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An addendum will be issued

Closure:	The meeting was closed at 10:58
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Approval by officials who attended the meeting

The minutes are a true reflection of the deliberations held.			
Name	Designation	Signature	Date
Mr. P Moore	SCM		03/04/24
Mr. N Zondo	TIDS		