



transport

Department:  
Transport  
PROVINCE OF KWAZULU-NATAL

DIRECTORATE:

SCM

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**BRIEFING MINUTES FOR:  
CONTRACT NO. ZNB00654/00000/00/HOD/INF/21/T.**

**UPGRADING OF MAIN ROAD P57 FROM CHAINAGE (3+000 TO 6+000) IN THE UGU DISTRICT UNDER  
DURBAN REGION**

**1. OPENING AND WELCOME**

- Miss N. Manukuza welcomed all present and declared the meeting open at 10h05 in confirmation with the members that the time is 10h05.
- Confirmed everyone was there for the right briefing: **CONTRACT NO. ZNB00654/00000/00/HOD/INF/21/T. UPGRADING OF MAIN ROAD P57 FROM CHAINAGE (3+000 TO 6+000) IN THE UGU DISTRICT UNDER DURBAN REGION**
- She introduced the Engineers and SCM representative from the Department.
- Miss Manukuza addressed all SCM/ Project Procurement queries and Kamawewe Development Engineers addressed technical queries.

**2. COMPLETION OF THE TENDER DOCUMENT**

- Project was advertised from 24 October 2024. It has been available on the Department website.
- Bidding enquiries: [Nonhlanhla.Manukuza@Kzntransport.gov.za](mailto:Nonhlanhla.Manukuza@Kzntransport.gov.za) or [Londiwe.Zuma@Kzntransport.gov.za](mailto:Londiwe.Zuma@Kzntransport.gov.za)
- Technical enquiries: [Percival.Msani@Kzntransport.gov.za](mailto:Percival.Msani@Kzntransport.gov.za) or [siya@kamawewe.co.za](mailto:siya@kamawewe.co.za)
- **A compulsory clarification Meeting** with representatives of the Employer will be held on site at **10h00 on Wednesday, 13 November 2024 @ Khipha Nyawose Hall.**
- The closing time for receipt of tenders is **11h00 on Tuesday, 03 December 2024 @ 172 Burger Street PMB.** Telegraphic, telephonic, telex, facsimile, electronic, e-mail and late tenders will not be accepted.
- Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

**3. SCM & TECHNICAL REQUIREMENTS**

- Functionality page T12

**This table is applicable to Complex Road projects, ie Upgrade**

| Functionality Criteria  | Weighting   |                    |      |         |      |         |      |         |      |         |     |           |     |                    |      |             |      |            |      |           |     |           |     |           |     |                   |      |         |      |         |     |         |     |         |     |         |     |
|---|---|--------------------|------|---------|------|---------|------|---------|------|---------|-----|-----------|-----|--------------------|------|-------------|------|------------|------|-----------|-----|-----------|-----|-----------|-----|-------------------|------|---------|------|---------|-----|---------|-----|---------|-----|---------|-----|
| <b>Key Personnel:</b><br><br>Detailed Curriculum Vitae and Qualifications<br><br>Projects Implementation Experience<br><br>Construction Experience  | <p><b>Contracts Manager (Maximum points = 25):</b></p> <p>Must be professionally registered with ECSA and / or SACPCMP (Pr Eng / Pr Tech Eng / Pr Techni / Pr CPM or Pr CM only)</p> <p>Years of Road Upgrade experience - calculated post qualification:</p> <table> <tr> <td>10 years and above</td><td>= 25</td></tr> <tr> <td>9 years</td><td>= 20</td></tr> <tr> <td>8 years</td><td>= 15</td></tr> <tr> <td>7 years</td><td>= 10</td></tr> <tr> <td>6 years</td><td>= 5</td></tr> <tr> <td>0-5 years</td><td>= 0</td></tr> </table> <p><b>Construction Manager (Senior Site Agent) (Maximum points = 20):</b></p> <p>LIC NQF 5 "Manage Labour-Intensive Construction Processes" or equivalent Quality Council for Trades and Occupations (QCTO) qualifications at NQF level 5 or 7.</p> <p>Years of Road Upgrade experience:</p> <table> <tr> <td>13 years and above</td><td>= 20</td></tr> <tr> <td>11-12 years</td><td>= 16</td></tr> <tr> <td>9-10 years</td><td>= 12</td></tr> <tr> <td>7-8 years</td><td>= 8</td></tr> <tr> <td>5-6 years</td><td>= 4</td></tr> <tr> <td>0-4 years</td><td>= 0</td></tr> </table> <p><b>Foreman / Supervisor (Maximum points = 15):</b></p> <p>LIC NQF level 4 "National Certificate: Supervision of Civil Engineering Construction Processes";</p> <p>Years of Road Upgrade experience:</p> <table> <tr> <td>5 years and above</td><td>= 15</td></tr> <tr> <td>4 years</td><td>= 12</td></tr> <tr> <td>3 years</td><td>= 9</td></tr> <tr> <td>2 years</td><td>= 6</td></tr> <tr> <td>1 years</td><td>= 3</td></tr> <tr> <td>0 years</td><td>= 0</td></tr> </table> <p><b>Score = 25 + 20 + 15 = 60 points</b></p> | 10 years and above | = 25 | 9 years | = 20 | 8 years | = 15 | 7 years | = 10 | 6 years | = 5 | 0-5 years | = 0 | 13 years and above | = 20 | 11-12 years | = 16 | 9-10 years | = 12 | 7-8 years | = 8 | 5-6 years | = 4 | 0-4 years | = 0 | 5 years and above | = 15 | 4 years | = 12 | 3 years | = 9 | 2 years | = 6 | 1 years | = 3 | 0 years | = 0 |
| 10 years and above  | = 25  |                    |      |         |      |         |      |         |      |         |     |           |     |                    |      |             |      |            |      |           |     |           |     |           |     |                   |      |         |      |         |     |         |     |         |     |         |     |
| 9 years   | = 20  |                    |      |         |      |         |      |         |      |         |     |           |     |                    |      |             |      |            |      |           |     |           |     |           |     |                   |      |         |      |         |     |         |     |         |     |         |     |
| 8 years   | = 15  |                    |      |         |      |         |      |         |      |         |     |           |     |                    |      |             |      |            |      |           |     |           |     |           |     |                   |      |         |      |         |     |         |     |         |     |         |     |
| 7 years   | = 10  |                    |      |         |      |         |      |         |      |         |     |           |     |                    |      |             |      |            |      |           |     |           |     |           |     |                   |      |         |      |         |     |         |     |         |     |         |     |
| 6 years   | = 5   |                    |      |         |      |         |      |         |      |         |     |           |     |                    |      |             |      |            |      |           |     |           |     |           |     |                   |      |         |      |         |     |         |     |         |     |         |     |
| 0-5 years   | = 0   |                    |      |         |      |         |      |         |      |         |     |           |     |                    |      |             |      |            |      |           |     |           |     |           |     |                   |      |         |      |         |     |         |     |         |     |         |     |
| 13 years and above  | = 20  |                    |      |         |      |         |      |         |      |         |     |           |     |                    |      |             |      |            |      |           |     |           |     |           |     |                   |      |         |      |         |     |         |     |         |     |         |     |
| 11-12 years   | = 16  |                    |      |         |      |         |      |         |      |         |     |           |     |                    |      |             |      |            |      |           |     |           |     |           |     |                   |      |         |      |         |     |         |     |         |     |         |     |
| 9-10 years  | = 12  |                    |      |         |      |         |      |         |      |         |     |           |     |                    |      |             |      |            |      |           |     |           |     |           |     |                   |      |         |      |         |     |         |     |         |     |         |     |
| 7-8 years   | = 8   |                    |      |         |      |         |      |         |      |         |     |           |     |                    |      |             |      |            |      |           |     |           |     |           |     |                   |      |         |      |         |     |         |     |         |     |         |     |
| 5-6 years   | = 4   |                    |      |         |      |         |      |         |      |         |     |           |     |                    |      |             |      |            |      |           |     |           |     |           |     |                   |      |         |      |         |     |         |     |         |     |         |     |
| 0-4 years   | = 0   |                    |      |         |      |         |      |         |      |         |     |           |     |                    |      |             |      |            |      |           |     |           |     |           |     |                   |      |         |      |         |     |         |     |         |     |         |     |
| 5 years and above   | = 15  |                    |      |         |      |         |      |         |      |         |     |           |     |                    |      |             |      |            |      |           |     |           |     |           |     |                   |      |         |      |         |     |         |     |         |     |         |     |
| 4 years   | = 12  |                    |      |         |      |         |      |         |      |         |     |           |     |                    |      |             |      |            |      |           |     |           |     |           |     |                   |      |         |      |         |     |         |     |         |     |         |     |
| 3 years   | = 9   |                    |      |         |      |         |      |         |      |         |     |           |     |                    |      |             |      |            |      |           |     |           |     |           |     |                   |      |         |      |         |     |         |     |         |     |         |     |
| 2 years   | = 6   |                    |      |         |      |         |      |         |      |         |     |           |     |                    |      |             |      |            |      |           |     |           |     |           |     |                   |      |         |      |         |     |         |     |         |     |         |     |
| 1 years   | = 3   |                    |      |         |      |         |      |         |      |         |     |           |     |                    |      |             |      |            |      |           |     |           |     |           |     |                   |      |         |      |         |     |         |     |         |     |         |     |
| 0 years   | = 0   |                    |      |         |      |         |      |         |      |         |     |           |     |                    |      |             |      |            |      |           |     |           |     |           |     |                   |      |         |      |         |     |         |     |         |     |         |     |
| <b>Tenderers Road Upgrade projects Experience:</b><br><br><b>Previous Projects</b><br><i>The evaluation will consider the nature of the reference projects, scope of services provided, and</i> | <p>List number of completed Road Upgrade projects</p> <p><b>CONSTRUCTION EXPERIENCE (Maximum points = 40):</b></p> <p>Final Approval Certificates/ Completion Certificates for 5 projects and above = 40</p> <p>Final Approval Certificates/ Completion Certificates for 4 projects and above = 32</p> <p>Final Approval Certificates/ Completion Certificates for 3 projects = 24</p> <p>Final Approval Certificates/ Completion Certificates for 2 projects = 16</p> <p>Final Approval Certificates/ Completion Certificates for 1 project = 8</p>  |                    |      |         |      |         |      |         |      |         |     |           |     |                    |      |             |      |            |      |           |     |           |     |           |     |                   |      |         |      |         |     |         |     |         |     |         |     |

|  |  |
|--|--|
| TOTAL  | Maximum score = 100 points<br>Maximum score = sum of all individual scores |
| <p><b>NB: Tenderers scoring 65% and above of the functionality score will qualify for further evaluation.</b></p> <p>Note: All personnel to be in employ of the bidding enterprise. Bidding with multiple enterprises will not be allowed. The Department will disregard all experience of duplicated personnel. The Department reserve the right to assess the functionality ongoing to ensure compliance. The Department must be apprised immediately if there is any change to the personnel identified in the tender document. Failure to comply with this requirement shall lead to contract termination. Any replacement must have equal or higher experience.</p> |  |

- Returnable Schedule T16

#### RETURNABLE SCHEDULES

|          |  |     |
|----------|--|-----|
| A        | CERTIFICATE OF ATTENDANCE AT CLARIFICATION MEETING                                     | T17 |
| B        | RECORD OF ADDENDA TO TENDER DOCUMENTS  | T18 |
| C        | COMPULSORY ENTERPRISE QUESTIONNAIRE  | T19 |
| D        | STANDARD BIDDING DOCUMENTS   | T20 |
| SBD 1:   | INVITATION TO BID  | T20 |
| SBD 4:   | BIDDER'S DISCLOSURE  | T22 |
| SBD 5:   | THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME .....                                  | T24 |
| SBD 6.1: | PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 | T26 |
| E        | B-BBEE VERIFICATION CERTIFICATE  | T34 |
| F        | CERTIFICATE OF AUTHORITY FOR SIGNATORY   | T35 |
| G        | CONSTRUCTION EXPERIENCE  | T37 |
| H        | KEY PERSONNEL  | T38 |
| I        | CONSTRUCTION EQUIPMENT   | T41 |
| J        | PROPOSED SUBCONTRACTORS  | T42 |
| K        | PARTICIPATION IN JOB CREATION USING LOCAL LABOUR                                       | T43 |
| L        | BIDDERS HEALTH AND SAFETY DECLARATION  | T45 |
| M        | DEVIATIONS AND QUALIFICATIONS  | T47 |
| N        | SCHEDULE OF ALTERNATIVE TENDERS  | T48 |
| O        | TECHNICAL PROPOSAL   | T49 |
| P        | NOTICES TO TENDERERS REGARDING THE COMPLETION OF FORMS                                 | T51 |
| Q        | ACCEPTABLE PROOF & RIGHT TO AWARD  | T52 |

The following schedules and forms are contained in this document and are to be properly completed as required:

- Returnable Schedules in T2.2.
- C1.1 Form of Offer and Acceptance, C1.1.1: Offer, on page C3.
- Contract Specific Data Provided by the Contractor in C1.2.3.
- Pricing Data in C2.2: Bill of Quantities.

This tender applies to both the (a) Skills Development Standard and the (b) Indirect Targeting Standard. Although in the case of these two standards there are no returnable documents, tenderers are sensitised that the proforma documents as listed below, shall be completed by the successful contractor after award of the contract within the stipulated period. (The proforma documents are provided in the tender data for information purposes only).

- Form A 1 List of Recognised Skills Development Agencies
- Form A 2 Baseline Training Plan
- Form A 3 Project Interim Report
- Form A 4 Supervisor Agreement
- Form A 5 Project Completion Report.
- Project Interim Report
- Project Completion Report and Declaration.

NOTE: The Tenderer is required to complete each schedule and form listed above to the best of his ability as the evaluation of tenders and the eventual contract will be based on the information provided by the Tenderer. Failure of a Tenderer to complete the schedules and forms to the satisfaction of the Client will lead to rejection on the grounds that the tender is non-responsive



- Certificate of Attendance – T17. To be signed today at the briefing and will not be signed at the Department offices.
- Record of Addenda – T18. There will be an addendum to be issued. Will be emailed and uploaded to Department website. Ensure handwriting is visible as possible.
- Preference point system- T30

| The specific goals allocated points in terms of this tender                             | Number of points allocated (90/10 system) (To be completed by the organ of state) | Number of points claimed (90/10 system) (To be completed by the tenderer) |
|---|---|---|
| 1. A Tenderer who is at least 51% owned by  | Max points = 6 points   |   |
| a) Black people   | 3 point   |   |
| b) Black people who are youth   | 1 point   |   |
| c) Black people who are women   | 1 point   |   |
| d) Black people with disabilities   | 1 point   |   |
|   |   |   |
| 2. Promotion of Tenderer's located in a Specific Area                                   | Max points = 2 points   |   |
| For CIDB grade 7 and above work: Operating business address located within the Province | 2 points  |   |
|   |   |   |
| 3. The creation of new jobs or the intensification of labour absorption                 | Max points = 2 points   |   |
| Local labour  | 2 points  |   |

- Declaration regarding company/firm - T31
- B-BBEE Exempted affidavit for exempted micro enterprises – T33
- Certificate of authority for signatory – T36
- Construction experience – T38
- Key personnel – T39
- Construction equipment – T42
- Participation in job creation using local labour – T44
- Page T45 - The minimum required content of such local labour for this project shall be 7.15%. Please familiarize yourself with the BCCEI labour rates for the Industry of Civil Engineering.
- Bidders health and safety declaration – T46
- Page C30 is meant to be for dayworks. The addendum will be the correction of that page. Items for labour is missing and PLC and CLO item has been repeated.
- Page C8 - "The contractor shall pay rates and wages, and observe conditions of labour, which are not lower than those established for the trade or industry where the work is carried out, as stated in the Contract Data."

- Page C3 – Form of Offer Tender amount to be written in words.
- Page C11 – CPG target is 30%

#### 4. BOQ C29

- It is a 12-month project
- A reminder that page C30 will be replaced by the Addendum to be issued.
- Page C34 Accommodation of Traffic – There is an allowance for construction of temporary detour road and maintenance thereof.
- Commercial materials will be used for the construction of the road layers. Ensure you price accordingly.
- Part E page C50 is the requirements for EPWP and NYS training.
- Part F page C53 is the procurement and training for subcontractors
- Part G page C56 is for Inservice training students. We have method 2 and method 3, which is TVET and Technicon students needing training to complete their qualification.
- Page C58 is the summary page.

#### 5. SCOPE OF WORKS

- Page C61 for Overview of the Works. – There is an error there. The upgrade is from Gravel to Blacktop not to Concrete.
- The following form part of the Scope of Works:
  - Clearing And Grubbing
  - Loading and Hauling
  - General Requirements and Provisions
  - Cut
  - Commercial materials
  - Roadbed
  - Fill
  - Road pavement layers
  - Stabilisation
  - Prime coat
  - Asphalt layers
  - Finishing the road reserve and treating old roads
  - Testing materials and judgement of workmanship
- Targeted Subcontractors Scope of Works can be found on Page C170
- Page C185 – You are not required to tender the rates for the subcontractor BOQ

#### 6. QUESTIONS

1) Is there a location for a spoil borrow pit?

Response: C224 and C225 of the tender document have co-ordinates and pictures of the borrow pits in the area respectively.

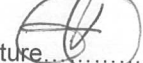
2) Is there a location for a site camp?

Response: The successful Contractor is advised to liaise with the community leaders such as the Councillor for the location of a suitable site camp.

#### 7. CLOSURE

- Stamp and sign tender documents
- Close attendance register

Date of Approval: 19/11/2024

Name Nontobato Mombura Organization DOT Signature 

Name Siphosile Mkhia Organization DOT Signature 

Name ..... Organization ..... Signature .....