



**transport**

Department:  
Transport  
Province of KwaZulu-Natal

**ACQ011: BRIEFING SESSION  
MINUTES OF MEETING**

**Addresses:**

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**ENQUIRIES:** Miss Nonhlanhla Manukuza

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**MINUTES OF MEETING: VIRTUAL BRIEFING SESSION**

Minutes of meeting for Tender No: ZNB 02214/00000/00/HOD/INF/23/T:

THE CONSTRUCTION OF THE NSELENI RIVER BRIDGE REPLACEMENT No. 3380 ON MAIN ROAD P425  
AT KM 11,1 IN THE KING CETSHWAYO DISTRICT UNDER EMPANGENI REGION

Date: 26 September 2024

Time: 10h00

Venue: Virtual Briefing via MS Teams

Procedural Matter	Person
1. Opening and welcome:	Ms N Manukuza
2. Opened and introduction of members present: <ul style="list-style-type: none"><li>• Ms N Manukuza – SCM</li><li>• Mr Malibongwe Buthelezi (KZN DoT Project Manager)</li><li>• Mr. Jimmy McCann – HN Consulting Engineers (Pty) Ltd – Employer's Agent</li></ul> A full attendance register is attached to these minutes.	Ms N Manukuza
3. Bidding process	Ms N Manukuza
<ul style="list-style-type: none"><li>• Ms N Manukuza welcomed everyone to the tender clarification meeting for ZNB 02214/00000/00/HOD/INF/23/T for the Construction of the Nseleni River Bridge Replacement No. 3380 on Main Road P425 at km 11,1 in the King Cetshwayo District Under Empangeni.</li></ul> The following SCM requirements were highlighted by Ms N Manukuza	



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- Minimum requirements for bidders: CIDB contractor grading designation 8CE or higher, must be registered with CSD, must be registered with CIDB, and bidder must be tax compliant.
- Contractors were requested to provide construction experience to the client and that section T39 be signed in the BID document.
- T20 to T35 complete forms in full and ensure that all information is declared.
- Contractors were requested to complete Schedule F in full with the relevant signatures.
- Three-stage Evaluation Process - 1. Meet all administrative requirements (SCM Evaluation), 2. Functionality (Construction experience/T39 and Key Personnel/T40) and 3. Preference point evaluation (90/10 system applied because of value of contract).
- Tenderers need to be aware that all unskilled or local labour (6.5% minimum) are to be procured through the Project Liaison Committee, which will be established during the two months after award of the contract.
- T47 Health and Safety page on the tender document is to be completed in the Tender document and Health and safety file will only be requested (by client) on site once you go on site.
- T49 No Deviations and Qualifications
- T50 No alternative designs are allowed.
- T51 Technical proposal gives guidelines to structure key personal (proposal will assist in terms of what to put in key personal and construction experience).
- Section Q (T54) Acceptable proof rights to award and price negotiation will be completed at a stage where the contract is being awarded.
- All SBD forms need to be fully and accurately completed and signed. Need to declare everything. Incorrectly completed forms will be considered non-complaint with the administrative requirement evaluation stage and will not go further. Special attention was drawn to SBD 4 and SBD 6.1.
- Only original tender documents will be accepted - No emailed or faxed bid documents will be accepted. Documents must be placed in a sealed envelope which is clearly marked with the tender reference number, title, and closing date. Tenders must be placed in tender box at the foyer of 172 Burger Street, PMB. If the tender box is full, forms can be given to foyer security to keep.
- Bids need to be filled out on the official documents provided – you cannot retype documents – retyped documents will lead to disqualification of bid.
- Tender closes at 11:00am on 14 October 2024. No late submissions will be accepted for any reason. The bidder is solely responsible for ensuring that their bid documents are supplied on time.
- All returnable documents must be attached to the tender document.
- Any further procedural/administrative queries can be addressed by Mr. Sandile Nkala whose details are on the bid document.
- Tenders are to be filled in by hand in black ink. Tenders that are illegible will be considered non-responsive.
- Validity of tender is 24 weeks, calculated after closing time and closing date of tender.



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- Technical queries to be addressed by Mr. Pierre Queripel, whose details are on page T8 of the bid document.
- Meeting is being recorded for minute purposes.

### 4. Technical Considerations

Mr. Jimmy McCann (JM)

- JM introduced himself and welcomed all to the meeting.
- Tenderers were shown a locality plan on Google Earth showing the limits of construction. Existing bridge shown and the re-alignment of the road.
- Tenderers were shown the General Arrangement drawing and informed of the scope of works.
- The contract duration period is 24 months. This includes the annual builders' break and special non-working days. It also allows for at least two months for procurement of CPG subcontractors by the main contractor after award of the main contract. Bidders need to take these matters into consideration when preparing their programme for executing the works.
- A Health and Safety construction work permit will be required on this project.
- The Main Contractor will be responsible for the procurement, skills development, workmanship, and construction progress of the CPG subcontractors. In terms of the contract document, 30% of the work is to be allocated to CPG subcontractors invited in consultation with the PLC.
- Light traffic to be accommodated through the site at all times.
- The anticipated CPG work breakdown is shown on Page C234 of the Contract Document. Most significant CPG subcontracts: A Grade 4 contractor will do some of the earthworks and concrete works for the bridge, and a Grade 5 will do road works.
- Traffic officer to be engaged by the main contractor on this project.
- The Contract is to be governed by the SAICE General Conditions of Contract 2015, as amended by the Special Conditions of Contract in the Contract Document and the COTO 2020 standard specifications will be used on this contract.
- Maintenance will have to be carried out by contractor during the 12-month defects liability period (see Page C31 and C32) and the site will only be handed over to Department for maintenance at the end of the defects liability period.
- The location of the site camp is to be agreed with the Project Liaison Committee and will require the approval of the Environmental Control Officer (ECO) and Health and Safety specialist consultant.
- Drawings, minutes, electronic bill of quantities and addenda will be uploaded to the KZN Dept of Transport website.
- The electronic unpriced bill of quantities is merely provided as a tool to assist tenderers with pricing their tender. The Department and its agents cannot be held liable for any errors or inconsistencies contained therein.
- Programme:





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- A H&S Construction Work Permit is required prior to the commencement of the Works.
- Although not shown on the preliminary construction programme (Page C81) a two-month period is to be allowed for at the start of the Contract for the procurement of CPG subcontractors by the Main Contractor.
- Traffic accommodation is within the main contractor's scope.

5. Questions	Answers
<ol style="list-style-type: none"> <li>Are CPG Wage rates governed by Bargaining Council Rates or EPWP Rates?</li> <li>What layer works are required for the roadworks?</li> <li>Expected timeframe for the start of the project.</li> <li>Lump sum item in BOQ for demolition of the existing bridge. What is the weight of the existing bridge.</li> </ol>	<ol style="list-style-type: none"> <li>The minimum wage for the Main Contractor's and subcontractors' labour will be as stipulated for general workers in the civil engineering industry by the Bargaining Council for the Civil Engineering Industry (BCCEI).</li> <li>Drawing No. 3880/01 ROAD LAYOUT PLAN contains typical cross sections of the approaches as well as Pavement Design Certificate (PDC)</li> <li>Ideal start for Pile foundations will be in the dry season. To be aligned and governed by the SCM procedures outcomes.</li> <li>To be evaluated and determined by the tenderer and priced accordingly.</li> </ol>
5. Questions received from Tenderers subsequent to the meeting:	
<ol style="list-style-type: none"> <li>Items C12.1.2.1, C12.1.2.2 and C13.1.6.1 have not been included in the BoQ. How do we price for these?</li> </ol>	<ol style="list-style-type: none"> <li>The pricing schedule will not be amended to include these three payment items. The costs and profit normally associated with these payment items will be deemed to have been allowed for under the payment items that are already in the pricing schedule.</li> </ol>
6. Closure: 11h00	Ms N Manukuza





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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
Malibongwe Buthelezi	Project Manager for Department		31/09/2024
Ms N Manukuza	Supply Chain Management		02/9/24