



**KWAZULU-NATAL PROVINCE**

TRANSPORT  
REPUBLIC OF SOUTH AFRICA

**DIRECTORATE:**

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SCM

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**MINUTES OF MEETING: BRIEFING SESSION**

Minutes of meeting for Tender no: ZNB02243/00000/00/HOD/INF/23/T

**PROFESSIONAL ENGINEERING CONSULTING SERVICES FOR THE REHABILITATION OF MAIN ROAD P326 (FROM KM 0+000 TO KM 9+540) IN THE KING CETSHWAYO DISTRICT UNDER THE EMPANGENI REGION**

Date: 14 March 2024

Venue: Virtual Briefing on Microsoft Teams

<b>Procedural matter</b>	<b>Person</b>
Opening and welcome:  Miss N. Manukuza welcomed all present at the meeting and introduced the Project Managers and Service Provider.	Ms. N Manukuza
Members present: Mr. M Zondo Mr. S Ngubane Ms. S Mkhize	
<b>Bidding process</b>	<b>Ms. Nonhlanhla Manukuza</b>
<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"> <li>1) The session is being recorded for minutes purposes.</li> <li>2) The advert stated that the meeting will start at 12:00 and is non-compulsory.</li> <li>3) All administrative queries must be directed to Ms. Londiwe Zondi</li> <li>4) All technical questions must be addressed to Mr. M Zondo</li> <li>5) This document is based on three (3) stages of Evaluation:               <ol style="list-style-type: none"> <li>1<sup>st</sup> Administrative Compliance</li> <li>2<sup>nd</sup> Functionality</li> <li>3<sup>rd</sup> Price</li> </ol> </li> </ol>	



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### 1<sup>st</sup> 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 03<sup>rd</sup> 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, but bidders are encouraged to visit site, use locality map on the tender document and coordinates are on page T4.

### 2<sup>nd</sup> Stage: Functionality

- 1 Discussed by the Project Manager or Service Provider as per tender document, refer to Page T9-T12.

### 3<sup>rd</sup> Stage: Price and Preference Points

The following preference point systems are applicable to invitations to tender: the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included)

- 1 Further explanation is discussed on Page T32
- 2 Acceptable Proof for the allocation of Specific Goals Points- page T56, which are explained
- 3 The above specific goals will be verified on your CSD



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<b>Contract Data</b>	<b>Mr. Mlamuli Zondo</b>
<ul style="list-style-type: none"><li>• Discussed by Mr. Mlamuli as per the document</li><li>• The Period of Performance is 6 Months for the design plus 24 months for the Construction and plus defect liability period (12Months).</li><li>• The Start Date will be date of the last party signing this agreement and terminate 30 months plus defect liability period (12Months) thereafter. <b>(The amendment made to the Addendum No.1)</b></li><li>• The Consulting Engineer is required to provide the following insurances: <b>(The amendment made to the Addendum No.1)</b></li><li>• All persons in a joint venture or consortium shall carry a minimum professional indemnity insurance cover that is <b>three times</b> the final offer for normal services only, excluding disbursements, contingencies and vat (C11) <b>(The amendment made to the Addendum No.1 )</b></li><li>•</li></ul>	
<b>Pricing Data</b>	<b>Mr. Mlamuli Zondo</b>
<ul style="list-style-type: none"><li>• Discussed by Mr. Mlamuli as per the document</li></ul>	
<b>Personnel Requirements</b>	<b>Mr. Mlamuli Zondo</b>
<ul style="list-style-type: none"><li>• Discussed by Mr. Mlamuli as per the document</li><li>• <b>The amendment made to the Addendum No.1 in the BOQ</b></li><li>• (c) Construction Monitoring Team</li><li>• (i) Employers Agent ( Category B)</li><li>• (ii) Employers Agent ( Category C)</li></ul>	
<b>Scope of works</b>	<b>Mr. Mlamuli Zondo</b>
<ul style="list-style-type: none"><li>• The scope for this project is defined as follows:</li></ul> <p>The Province of KwaZulu-Natal, Department of Transport, invites tenders from Engineering Consultants, experienced in Roadworks, to provide professional services for the Rehabilitation of the Main Road P326 (From Km 0+000 To Km 9+540). This project is located in the uMlalazi Local Municipality under the King Cetshwayo District Municipality in the Empangeni Region. The total duration of the project is 24 months. The duration allowed for is to achieve all 6 Engineering Council of South Africa (ECSA) Normal Fee Services stages.</p>	



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- Stage 1: Initiation or Prefeasibility Report – The Stage is complete once the report has been approved by authorised office.
- Stage 2: Concept or Feasibility Report - The Stage is complete once the report has been approved by authorised office.
- Stage 3: Design Development Report - The Stage is complete once the report has been approved by authorised office.
- Stage 4: Design Documentation Report - The Stage is complete once the report has been approved by authorised office.
- Stage 5: Contract Administration and Inspection - The Stage is complete once the report has been approved by authorised office.
- Stage 6: Handover Report - The Stage is complete once the report has been approved by authorised office.
- Stage 7: Close-out Report - The Stage is complete once the report has been approved by authorised office.
- The appointed Consulting Engineers will be required to execute all works in line with the National Treasury Framework for Infrastructure Procurement and Delivery Management (FIPDM) Policy and the KwaZulu Natal Department of Transport IDPM Policy,2020
- Remuneration payable will be based on the below split and will be fee based.
- Percentage for Phases/Stages of the project:
- Completion of the attendance register to be done electronically



❖ QUESTIONS AND ANSWERS

- Q1-Goals, reference to enterprises, does it refer to Tenderer or QSE/EME?
- A1-Enterprises refers to the company
- Q2- Is it picking up existing centre lines or rehabilitation?
- A2- The scope of work is only for Rehabilitation only. It is not a reconstruction of the road. No geometric improvement will be done
- Q3-Page C3, Time of completion of services. Are they stated?
- A3 – Stage number 4, after 6 months, the contractor is to start
- Q4- Table 3.1.9, will it be after award?
- A4- To be completed within 7 days to the Department
- Q5-Rehabilitation and Geometric improvement. What about expropriation and provision in the document?
- A5-The provision is standard, from the proforma. Only stick to existing aligning
- Q6- In the BOQ, the qualification for Employer’s Agent Representative criteria is PrEng/ PrTech, seems to be higher than that of the Project Leader. Please clarify
- A6- An addendum will be issued to correct that
- Q7- Is the project strictly Rehabilitation experience?
- A7- Yes, it is strictly for specialised Road Rehabilitation
- Q8- Page C31, the number of sub consultants mentioned. Must their CV’s be submitted as well and be listed under T46?
- A8-C31, will need to be listed. Page T46- will only be for contractors. Submit CV’s for C31 as well
- Q9- Please clarify the contract period of 30 months?
- A9- Stage 1-4, allowance should be within 6 months. Stage 5 is 24 months



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- Q10- Why is there a provision of land expropriation in the BOQ, as the road will stick to the existing alignment.
- A10- All the materials will be obtained from commercial sources, not from the borrow pit .The reason for going to commercial sources is that most of the borrow pits are on land that is owned by the traditional leaders (Amakhosi), and they do not have mining rights for the operation; hence, the department is limiting the chances that the Department of Mineral Resources and Energy (DMR) will come and close the site. Provision is there just in case we need it.

**AN ADDENDUM WILL BE ISSUED**

Closure:

The meeting was closed at 13:03

### Approval by officials who attended the meeting

The minutes are a true reflection of the deliberations held.

Name	Designation	Signature	Date
Ms. N Manukuza	SCM	<i>P.P. Siku</i>	20/03/24
Mr. M Zondo	TIDS		