



**Addresses:**

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PIETERMARITZBURG, 3200  
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Pietermaritzburg, 3201

**ENQUIRIES:** Miss Nonhlanhla Manukuza  
Supply Chain Management  
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**MINUTES OF MEETING: NON-COMPULSORY VIRTUAL BRIEFING SESSION**

Tender No: ZNB02493/00000/00/HOD/INF/24/T:

THE CONSTRUCTION OF ANCILLARY WORKS ON MAIN ROAD P700 (km 33,6 TO KM 68,0)  
IN THE KING CETSHWAYO DISTRICT UNDER EMPANGENI REGION

Date: 07 November 2024 Time: 10h00

Venue: Virtual Briefing via MS Teams

Procedural Matter	Person
1. Opening and welcome:	Ms N Manukuza
2. Opened and introduction of officials: <ul style="list-style-type: none"><li>Ms N Manukuza – SCM</li><li>Mr Malibongwe Buthelezi (KZN DoT Project Manager)</li><li>Mr. Pierre Queripel – HN Consulting Engineers – Employer’s Agent</li></ul>	Ms N Manukuza
3. Bidding process	Ms N Manukuza
<ul style="list-style-type: none"><li>Ms N Manukuza welcomed everyone to above meeting.</li></ul> <p>The following SCM requirements were highlighted by Ms N Manukuza</p> <ul style="list-style-type: none"><li>Minimum requirements for bidders: CIDB contractor grading designation <b>7CE</b>, must be registered with CSD, must be registered with CIDB, and bidder must be tax compliant.</li><li>T17: This is a non-compulsory briefing meeting.</li><li>T20 to T35 complete forms in full and ensure that all information is declared.</li><li>T21: Fill in all of this section.</li><li>T22: Pay careful attention to the terms and conditions. You must sign this page.</li></ul>	



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- T23-25: Bidder's disclosure: Your company (all your companies), you and your relatives, anyone working for organs of state (not just for Dept of Transport).
- T31 Specific Goals: The choice of 90/10 and 80/20 depends on the value of the tender. (90/10 is for tenders above R50 million, 80/10 is for tenders below R50 million). If you don't claim points, you will receive zero, even if the supporting documents indicate that you should receive points.
- 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.
- T32: Declaration with regard to Company/Firm: Tick-boxes matter. Include JV agreement (with all signatures) as attachment if applicable.
- T37: BBBEE verification: You are allowed to attach an affidavit if you don't have a BBBEE certificate.
- T38: Certificate of Authority: Please make sure that this is signed and filled in properly.
- Contractors were requested to provide construction experience to the client and that section T39 be signed in the BID document.
- T40: Construction experience - Major on experience relevant to the project but bidders need not limit their experience to this.
- T41: Key Personnel: qualifications to be attached and certified.
- Contractors were requested to complete Schedule F (Certificate of Authority for Signatory) in full with the relevant signatures.
- T46: Include calculation. Tenderers need to be aware that all unskilled or local labour (**8.2%** minimum) are to be procured through the Project Liaison Committee, which will be established during the two months after award of the contract. Target: 60% women, 55% youth, 2% disabled. This will be enforced.
- 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 will be entertained.
- T50 No alternative designs are allowed.
- T51 Technical proposal: do not take this lightly. Gives guidance for structuring structure key personnel and resources. Tenderers were encouraged to ensure CV's are up to date.
- 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.



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- 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 28 November 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 Ms. Nonhlanhla Manukuza whose details are on page T5 of 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.
- Technical queries to be addressed by Mr. Pierre Queripel, whose details are on page T8.

4. Questions	Answers
1. Nil.	
5. Technical Considerations	Mr. Pierre Queripel

- PQ introduced himself and welcomed all to the meeting.
- Tenderers were shown a locality plan on Google Earth showing the limits of construction. The Engineer currently has offices at km75. Contractor to make his own arrangements for site office in consultation with PLC, ECO and safety consultant.
- The contract duration period is 14 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 C178 of the Contract Document.
- 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 C30) and the site will only be handed over to Department for maintenance at the end of the defects liability period.





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- 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.
- 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 contained therein.
- Programme:
  - A H&S Construction Work Permit is required prior to the commencement of the Works.
  - The preliminary construction programme is on (Page C62) 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.
- Minimum wage is currently R51.00 per hour as per BCCEI (as from 01 September 2024). This changes in September each year.

6. Questions	Answers
Nil.	
The meeting closed at 11h00	

### Compiled by Employer's Agent:

Name: Pierre Queripel

Date: 12 Nov 2024

Signature:

### 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	PP	13/11/2024
Ms N Manukuza	Supply Chain Management		14/11/24