



## 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: ZNB02076/00000/00/HOD/INF/23/T  
PROFESSIONAL ENGINEERING CONSULTING SERVICES FOR THE UPGRADE OF MAIN ROAD 707 FROM KM 0.000 - KM 26.240 IN THE KING CETSHWAYO DISTRICT UNDER THE EMPANGENI REGION

Time: 12:00

Date: 29 February 2024

Venue: Virtual Briefing on Microsoft Teams

Procedural matter	Person
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. V Ndlovu 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. V Ndlovu</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>	



**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 20<sup>th</sup> March 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**

- 1 The following preference point systems are applicable to invitations to tender: the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included)
- 2 Further explanation is discussed on Page T33
- 3 Acceptable Proof for the allocation of Specific Goals Points- page T57, which are explained
- 4 The above specific goals will be verified on your CSD



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<b>Pricing Data</b>	<b>Mr. Victor Ndlovu</b>
<ul style="list-style-type: none"><li>Discussed by Mr. V Ndlovu</li></ul>	
<b>Scope of works</b>	<b>Mr. Victor Ndlovu</b>
<ul style="list-style-type: none"><li>The scope for this project is defined as follows:  The Project is: The Upgrade Of Main Road 707 From Km 0.000 - Km 26.240 In The King Cetshwayo District Under The Empangeni Region, The Professional Service Provider is required to render professional service as per below: From km 0+000 to km 26+240 the project is the upgrade from gravel to blacktop which requires all IDMS stages as outlined on the FIDPM Policy and the KwaZulu Natal Department of Transport IDPM Policy,2020.</li><li>Stage 1: Initiation or Prefeasibility Report – The Stage is complete once the report has been approved by authorised office.</li><li>Stage 2: Concept or Feasibility Report - The Stage is complete once the report has been approved by authorised office.</li><li>Stage 3: Design Development Report - The Stage is complete once the report has been approved by authorised office.</li><li>Stage 4: Design Documentation Report - The Stage is complete once the report has been approved by authorised office.</li><li>Stage 5: Contract Administration and Inspection - The Stage is complete once the report has been approved by authorised office.</li><li>Stage 6: Handover Report - The Stage is complete once the report has been approved by authorised office.</li><li>Stage 7: Close-out Report - The Stage is complete once the report has been approved by authorised office.</li><li>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</li><li>Remuneration payable will be based on the below split and will be fee based.</li><li>Percentage for Phases/Stages of the project:</li></ul> <p>❖ Completion of the attendance register to be done electronically</p>	



❖ **QUESTIONS AND ANSWERS**

- Q1- Can the Key Personnel, Project Leader and Employer's Agent be the same person?
- A1 -We want each and every key personnel to be separate
- Q2- Page C19- BOQ states that Category D is the Employer's Agent and Page T11-Employer's Agent Representative must be registered under Category C. Please clarify
- A2- The Employer's Agent must be registered. The Employer's Agent Representative, the Department will clarify this query
- Q3 – The Construction Contract, will there be 1 contract for 24km's, or will they be split?
- A3 - The contract can be split to 10 and 14kms
- Q4- The Pricing Schedule, section 2, part C. Are those the only 4 personnel needed, will there be no additions?
- A4- There will be training at the request of the client. Page C20 is about training or in-service training
- Q5 – Can we have the recording?
- A5 –The minutes will be uploaded
- Q6- Section 2, A-C, will those be added on the addendum?
- A6- The amendment will be on Section 2 C. The hours will remain as they are
- Q7- May the program be relooked and discussed on appointment or whether the milestones or time frames are fixed?
- A7- Time frames and the program will be discussed once a consultant has been appointed
- Q8- Page T33-Please clarify the EME/QSE item?
- A8- The item remains as is

**AN ADDENDUM WILL BE ISSUED**



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Closure:	The meeting was closed at 12:39
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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
Ms. N Manukuza	SCM		6/3/24
Mr. V Ndlovu	TIDS		05/03/2024