



MINUTES OF MEETING FOR TENDER NO ZNB02308/00000/00/HOD/GEN/24/T – APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE KWAZULU-NATAL TRANSPORTATION MASTER PLAN PROJECT SUPPORT FOR 2 YEARS

DIRECTORATE:

Private Bag X9043, PIETERMARITZBURG, 3200

Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, 3201

Tel: 033 355 0641

Fax: 033 355 8063

Supply Chain Management

Sithembile.Ngcobo@Kzntransport.gov.za

MINUTES OF MEETING: BRIEFING SESSION

MINUTES OF MEETING FOR TENDER NO ZNB02308/00000/00/HOD/GEN/24/T – APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE KWAZULU-NATAL TRANSPORTATION MASTER PLAN PROJECT SUPPORT FOR 2 YEARS

Date: 11 November 2024

Time: 10h00

Venue: 172 Burger Street, Execute Building 2nd Floor Boardroom

Procedural matter	Person
1. Opening and welcome:	Ms. Sithembile Mbelu
2. Opened and introduction of members present: <ul style="list-style-type: none">Ms. Thandeka MhlongoMs. Lungile ShangaseMs. Happiness SibisiMr. Lindokuhle Phungula	Ms. Sithembile Mbelu
3. Bidding process	Ms. Sithembile Mbelu

Project description appointment of a service provider to provide KWAZULU NATAL Transportation master plan project support for 2 years.

- The closing date: 27 November 2024 at 11: 00 and where the documents are to be submitted – 172 Burger Street PMB 3201. was emphasized
- Project description: The closing date and where the documents are to be submitted – 172 Burger Street
- Officials to be contacted with regard to Bidding procedure enquiries and Technical enquiries were outlined
- Part B-Terms and conditions for bidding, bidders were made aware of terms and conditions, as well as Tax compliance requirements
- The department is using Regulation 4 of PPPFA Regulations 2022 to evaluate this bid
- The bid process was discussed in detail the SCM officials went through section A to L in detail
- Section A notice to respondents regarding the completion of forms.
- Section B -Authority to sign- suppliers to tick what is relevant to their company and make sure every member sign
- Section C all suppliers of good and services to the state are required to register on the central supply Database.
- Section D declaration that information on central supply Database in correct and up to date.
- Section E indicates official briefing session/site inspection certificate, it was emphasized that service provider must make sure that by the time they leave their documents are stamped and



MINUTES OF MEETING FOR TENDER NO ZNB02308/00000/00/HOD/GEN/24/T – APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE KWAZULU-NATAL TRANSPORTATION MASTER PLAN PROJECT SUPPORT FOR 2 YEARS

signed by an SCM official

- Section F Pricing schedule tenders to ensure they complete, sign and date the pricing page.
- Section G It is required for the bidder to make this declaration in respect of the details required.
- Section H Preference points claim form bidders were notified of the preference point system that was going to be used.
- Section I SBD 7.2 Contract section of services this form must be filled in duplicate by both the service provide (Part 1) and the purchaser (Part 2) Both forms are only applicable at award stage
- Section J general condition of contract.
- Section K Special conditions of contract, contract period, evaluation criteria, functionality criteria and preferential point evaluation.
- Section L specification /Terms of reference.
- SCM official and went through each document in details.

4. Explained the Terms of Reference

Mr. Lindokuhle Sibisi

The following were discussed by the end user:

- ✓ Transportation master plan Final report

FUNCTIONALITY CRITERIA

- ✓ Experience of the company.
- ✓ Qualifications and Experience of the **Project Management /Transport Planning/Town Planning/Quality Management**
- ✓ Evidence: **Certificate qualification**
- ✓ Evidence: **CV of project leader showing number of projects**
- ✓ Provide reference letter

SCOPE OF WORK

- ✓ Main Goals: Ensuring quality and standardization of out puts
- ✓ Deliverables: Make necessary comments and inputs
- ✓ Analyze and comment in all the plans and strategies developed as per the transportation master plan deliverables
- ✓ Prepare reports for the government clusters and the office of the Head of department
- ✓ Provide similar services on secondary projects emanating from the Kwazulu-Natal Transportation Master Plan.
- ✓ Analyze and comment on the Transport Master Plan Final Report

Questions

Answers

1. The Documents are still available for purchasing?
2. If you have Joint Venture must you submit / attach both partners agreement information?
3. The line at the footer of SBD 4 is it for signature as well?
4. When referring Similar work what do you means?
5. Experience if one has dealt with each one of these town places, project etc. will they be taken as one of the experiences?

- Yes the documents are available at B Block Acquisitions
- Yes, both company documents must be attached as well as the agreement
- Not that is not a space for signature you only sign at the end of SBD 4
- Quality assurance work is regarded as similar, Yes it will be taken as experience.
- Yes, as long as it's one of the mentioned projects under experience



MINUTES OF MEETING FOR TENDER NO ZNB02308/00000/00/HOD/GEN/24/T – APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE KWAZULU-NATAL TRANSPORTATION MASTER PLAN PROJECT SUPPORT FOR 2 YEARS

6. Will the Department assess all report submitted by the main contractor?	
7. Provision of reference letters for team leaders as most letters are addressed to companies not to individuals?	
8. Project team members if each one has one similar project experience and others have two or three similar project experience will it be regarded as 4 or above similar project completed?	<ul style="list-style-type: none">• Maybe you only need to do one report a month, it is very rare that you will get more than one report in one month• Yes you can use these letters as team leaders would have put them onto their CV's as well• No One project team member must have the whole four to be regarded as having met the requirements

An addendum will be issued on following:

1. Correcting the Closing Date
Remove: closing date 25 November 2024
Replace: 27 November 2024
2. Bidding procedure enquiries
Remove: Thanduxolo Ndlovu
Replace: Lindokuhle Phungula
3. Briefing session
Page 11 item number 7 be removed as this was duplicated
Contract period: remove 12 Months replace 24 months

Closure of the Meeting

Meeting closed at 10:55

Compiled by:	
Name:	Ms. Sithembile Mbelu
Signature:	
Date:	13/11/24

Approval by officials who attended the meeting

The minutes are a true reflection of the deliberations held.

Name	Designation	Signature	Date
H. Sibisi	DD-Admin		11/14/2024