



## KWAZULU-NATAL PROVINCE

TRANSPORT  
REPUBLIC OF SOUTH AFRICA

DIRECTORATE:

Private Bag X9043, PIETERMARITZBURG, 3200

SCM

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### MINUTES OF MEETING: BRIEFING SESSION

Minutes of meeting for Tender no: ZNB02177/00000/00/HOD/INF/23T  
PROFESSIONAL ENGINEERING CONSULTING SERVICES FOR THE REHABILITATION OF MAIN ROAD P1-6 (FROM KM 6.000 TO KM 40.00) IN THE UMGUNGUDLOVU DISTRICT UNDER THE PIETERMARITZBURG REGION

Date: 18 March 2024

Time: 10:00

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. N Gcabashe Ms. T Dlamini 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 10:00 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 Ms. Thabisa Dlamini Jiba</li><li>5) This document is based on three (3) stages of Evaluation: 1<sup>st</sup> Administrative Compliance 2<sup>nd</sup> Functionality 3<sup>rd</sup> Price</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 16<sup>th</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 90/10 system for requirements with a Rand value above 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 T57, which are explained
- 3 The above specific goals will be verified on your CSD



Contract Data	Mr. Ndabezinhle Gcabashe
<ul style="list-style-type: none"><li>• The Period of Performance is 6 Months from stage 1 to 4 when awarded for the design plus 30 months from stage 5 to stage 6 handover 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 36 months plus defect liability period (12Months) thereafter. <b>(The amendment made to the Addendum No.1) - Page C9.</b></li><li>• Page C10 Clause 5.4.1-point number 1. Insurance against Professional Indemnity Cover is: R13 000 000-00 must be change to <i>'Insurance against Professional Indemnity Cover is: <b>Three times</b> the final offer for normal services only, excluding disbursements, contingencies and Vat.'</i> <b>(The amendment made to the Addendum No.2) - Page C9.</b></li></ul> <p>Period of cover: Duration of Contract inclusive of the duration of the Design Period as agreed upon during the Design Development Stage.</p>	
Pricing Data	Mr. Ndabezinhle Gcabashe
<ul style="list-style-type: none"><li>• An addendum will be issued for page C20 on the table item 2 (c) Employers Agent must be Category B and a Site technician must be added to table and be under category D. the quantity column for these items to be amended to 30 months and not 8. <b>(The amendment made to the Addendum No.3) - Page C20.</b></li><li>• The construction estimated cost for the Rehabilitation of P1-6 (Km 6.000 to Km 40.000) is R317 900 000 excl. Vat, this will be the amount used to calculate the Fee Services stages one to seven as per ECSA guideline.</li><li>• The percentage for fee services will be based on the scope of works defined and specified in the document guided by ECSA determining the fee structure. The amount calculated will be paid as per stage approved and signed.</li><li>• The Construction monitoring and disbursement will be based on two unit of measurement, it is going to be for time-based items and second one will be provisional sum items.</li><li>• For time-based items, rates need to be provided on the pricing schedule provided on page C20. There are 3 categories required B, C and D. Category B, C and D are calculated based on hours for office-based personnel, and Category C and D accommodate site-based personnel calculated in months.</li><li>• All these categories need to be priced by the tenderer.</li><li>• Disbursements will have provisional sums allocated to all of them; which are accommodation, travel and general disbursement for requiring other service providers for their services. For these items a tenderer is required to provide a mark up percentage.</li></ul>	





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<b>Personnel Requirements</b>	<b>Mr. Ndabezinhle Gcabashe</b>
<ul style="list-style-type: none"><li>Discussed by Mr. Gcabashe as per the document.</li><li>The Personnel requirements are as the specified in the schedule of Prices, category B will be project lead, category C Lead designer and category D Project Engineer/ technician. All these personnels are hourly based for the project and are required throughout the project duration.</li><li>Category B for Employers Agent; category C for Employers agent representative and category D for Site Technician. All these are monthly based for the project and are required from stage 5 when construction starts on the project.</li></ul>	
<b>Scope of works</b>	<b>Mr. Ndabezinhle Gcabashe</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 MAIN ROAD P1-6 (KM 6.000 TO KM 40.000) UNDER THE PIETERMARITZBURG REGION the rehabilitation of Main Road P1-6 (From Km 6.00 To Km 40.00). This project is located in the Umngeni Local Municipality under the uMgungundlovu District Municipality in the Pietermaritzburg Region. The total duration of the project is 36 months. The duration allowed for is to achieve all 6 Engineering Council of South Africa (ECSA) Normal Fee Services stages.</p> <ul style="list-style-type: none"><li>Stage 1: Initiation or Prefeasibility Report – The Stage is complete once the report has been approved by authorized office.</li><li>Stage 2: Concept or Feasibility Report - The Stage is complete once the report has been approved by authorized office.</li><li>Stage 3: Design Development Report - The Stage is complete once the report has been approved by authorized office.</li><li>Stage 4: Design Documentation Report - The Stage is complete once the report has been approved by authorized office.</li><li>Stage 5: Contract Administration and Inspection - The Stage is complete once the report has been approved by authorized office.</li><li>Stage 6: Handover Report - The Stage is complete once the report has been approved by authorized office.</li><li>Stage 7: Close-out Report - The Stage is complete once the report has been approved by authorized 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>	



- Completion of the attendance register to be done electronically

❖ QUESTIONS AND ANSWERS

- Q1- Can you use one key personnel for different roles?
- A1- No, we need different personnel for every role
- Q2- What is the CPG percentage for this contract?
- A2- There is no CPG in this contract but there is targeted training on C21
- Q3- The pricing schedule item 1A Normal fee services and 2A, contract administration. How will it be paid?
- A3- Item 1A will be paid from stage 1 to 4 during design and preparation of document and 2A, will be paid when the contractor has been awarded.
- Q4- Item 2A- Contract Administration. The Employers Agent, do you want a category C, not D/ Is there no requirement for levels on the personnels.
- A4- The pricing schedule item 2(a)(i) Project Lead and 2(c)(i) Employers Agent, both should be category B, an addendum will be issued for these items.
- Q5- Pricing Schedule, will there be an addendum?
- A5- An addendum will be issued to correct that.

Closure:



The meeting was closed at 11:15



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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		27/3/24
Mr. N Gcabashe	NEXOR-IDMS		27/03/24