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**ENQUIRIES:** Miss N Manukuza / Miss S Mkhize  
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**MINUTES OF MEETING: VIRTUAL BRIEFING SESSION**

Minutes of meeting for Tender No: ZNB 00399/00000/00/HOD/INF/21/T:

THE UPGRADE OF MAIN ROAD P494 FROM KM 11.600 TO KM 14.000 AND CONSTRUCTION OF CULVERT STRUCTURES AND CWAKA RIVER BRIDGE ON MAIN ROAD P494 IN THE KING CETSHWAYO DISTRICT UNDER EMPANGENI REGION

Date: 19 January 2024  
Time: 10h00  
Venue: Virtual Briefing via MS Teams

Procedural Matter	Person
1. Opening and welcome:	Ms N Manukuza
2. Opened and introduction of members present: <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 (Pty) Ltd – Employer’s Agent</li> </ul> A full attendance register is attached to these minutes.	Ms N Manukuza
3. Bidding process	Ms N Manukuza
<ul style="list-style-type: none"> <li>• Ms N Manukuza welcomed everyone to the tender clarification meeting for ZNB00399/00000/HOD/INF/21/T for the Upgrade of the Main Road P494 from km 11.600 to km 14.000</li> </ul>	



and Construction of Culvert Structures and Cwaka River Bridge on Main Road P494 in the King Cetshwayo District under Empangeni Region.

The following SCM requirements were highlighted by Ms N Manukuza

- Minimum requirements for bidders: CIDB contractor grading designation 8CE, must be registered with CSD, must be registered with CIDB, and bidder must be tax compliant.
- Contractors were requested to provide construction experience to the client and that section T39 be signed in the BID document.
- Three-stage Evaluation Process - 1. Meet all administrative requirements (SCM Evaluation), 2. Functionality (Construction experience/T39 and Key Personal/T40) and 3. Preference point evaluation (90/10 system applied because of value of contract).
- Tenderers need to be aware that all unskilled or local labour (6.1% minimum) are to be procured through the Project Liaison Committee, which will be established during the two months after award of the contract.
- 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.
- T51 Technical proposal gives guidelines to structure key personal (proposal will assist in terms of what to put in key personal and construction experience).
- 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.
- 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 15 February 2023. 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 Mr. Sandile Nkala whose details are on 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 T10 of the bid document.
- Meeting is being recorded for minute purposes.

4. 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. Road works start at km11,600 and end at km14,000. Existing surfacing starts at km14,000 onwards and we are tying into that existing surfacing.
- We also have 3 structures on the project:

Structure	Approx Chainage on P494	Approx Latitude	Approx Longitude
Cwaka River Bridge (4-span bridge)	km 10,940	28°37'30.19"S	31°56'25.00"E
Triple Cell Box Culvert (cast insitu) 1,8m x 1,8m	km 12,080	28°36'58.35"S	31°56'12.00"E
Triple Cell Box Culvert (cast insitu) 3m x 3m	km 8,300	28°37'32.15"S	31°57'53.15"E

- The contract duration period is 22 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.
- The roadworks section comprises of mainly layerworks and material from commercial sources. Minimum allowance for earthworks has been made.
- Light traffic to be accommodated through the site at all times.
- For CPG allocation, some work will be done by CPG on the bridge and bulk of ancillary work will be CPG work.
- 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.



- Page C32 will be replaced by an addendum with an unpriced version.
- Maintenance will have to be carried out by contractor during the 12-month defects liability period and the site will only be handed over to Municipality for maintenance at the end of the defects liability period.
- 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.
- Locally-based student to be appointed for in-service training.
- Drawings, 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 inconsistencies contained therein.
- Programme:
  - A H&S Construction Work Permit is required prior to the commencement of the Works.
  - 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: This is outsourced to CPG subcontractors, except the Main Contractor is to engage the traffic safety officer.

5. Questions	Answers
Q1: On Page T51, Will the technical proposal be part of the evaluation and will there be points be allocated towards the evaluation.	A1: Yes, there will be points allocated in the functionality, but the technical proposal will assist you on what should be provided when submitting the functionality on page T13.
Q2: Please provide an editable electronic bill of quantities in Excel format.	A2: An unpriced electronic bill of quantities will be distributed in excel format to assist tenderers with calculating of pricing. The Employer and Employer's agent will not be held responsible for any errors contained therein. Official pricing is to be filled in by hand.
Q3: Mr Jokhoo asked if have there been any local borrow pits that run along the road	A3: PQ said no local borrow pits have been identified. Should the contractor wish to make use of any borrowpits it is the contractor's responsibility to obtain the necessary approvals.




# transport




Department:  
Transport  
Province of KwaZulu-Natal

## ACQ011: BRIEFING SESSION MINUTES OF MEETING

Q4: Mr Mntengwane noted that there is a lump sum payment in the Pricing Data for the Contractor to price for the Construction Work Permit. He asked if it should rather be a provisional sum, in the understanding that the application is not at the contractor's expense.	A4: PQ stated that the submission of a Construction Work Permit requires a significant amount of input from the Contractor. The lump sum is intended to cover the Contractor's administrative costs in doing so. Such a cost was previously deemed to be covered in the contractor's P and G rates.
6. Closure: 11h00	Ms N Manukuza

Compiled by Employer's Agent:	
Name: Pierre Queripel	
Signature: 	
Date: 25/01/2024	

### 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		25/01/2024
Ms N Manukuza	Supply Chain Management		29/1/24
Ms S Mkhize	Bid Evaluation Committee		29/01/2024

