



## KWAZULU-NATAL PROVINCE

TRANSPORT  
REPUBLIC OF SOUTH AFRICA

DIRECTORATE:

Private Bag X9043, PIETERMARITZBURG, 3200

SCM

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

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### MINUTES OF MEETING: BRIEFING SESSION

Minutes of meeting for Tender no: **ZNB02098/00000/00/HOD/INF/23/T**  
**PROFESSIONAL ENGINEERING CONSULTING SERVICES FOR THE REHABILITATION OF MAIN ROAD P19 (FROM KM 26.00 TO KM 38.62) IN THE UTHUKELA DISTRICT UNDER THE LADYSMITH REGION**

Time: 10:00

Date: 23 January 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. B Myeza Ms. Z Mnikathi Ms. S Mkhize	
Bidding process	Ms. N Manukuza
<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 Mr. Sandile Nkala</li><li>4) All technical questions must be addressed to Ms. Zanele Mnikathi</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) Registered and Active on CSD - Bidders must be active on the CSD by the date of closing for this bid and each member of the joint venture has to be registered on the CSD.
  - (b) Tax Compliant
  - (c) 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.
  - (d) Tender Closes on the 13<sup>th</sup> of February 2024 at 11:00, no late entries will be considered.
  - (e) Validity period is 12 weeks from date of closing of this tender.
  - (f) Bidders are advised to obtain their own copies of the relevant acts, regulations and standards referred to in this document.
  - (g) Tender data will have precedence in the interpretation of any ambiguity or inconsistency between the tender data and the standard conditions of tender.
  - (h) Only Original documents filled in ink deposited in the Tender Box will be accepted.
  - (i) The tender box is situated at the Department of Transport Head Office, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg.
  - (j) Submissions must be clearly sealed and clearly identified by tender number, description and closing date.
  - (k) Declare any other Companies in which Directors may have an interest in.
  - (l) 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 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included);
- 2 Further explanation is discussed on Page T32
- 3 Acceptable Proof for the allocation of Specific Goals Points- page T56
- 4 The above specific goals will be verified on your CSD



DESCRIPTION OF THE WORKS	Mr. Bongumusa Myeza
<ul style="list-style-type: none"><li>• 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 P19(From Km 26.00 To Km 38.62). This project is located in the Inkosi Langalibalele Local Municipality under the Uthukela District Municipality in the Ladysmith Region. The total duration of the project is 24months. The duration allowed for is to achieve all 6Engineering Council of South Africa (ECSA) Normal Fee Services stages.</li><li>• Contract Section<ul style="list-style-type: none"><li>• Page C9 to Page C11 – Information provided by Employer/Client</li><li>• Page C19 to Page C21 – Pricing Schedule</li><li>• Page C22, C25, C32, C64 – Scope of Works</li></ul></li></ul> <p>❖ The duration of this project is <b>24 Months</b>.</p> <p>❖ Completion of the attendance register to be done electronically</p> <p>❖ QUESTIONS AND ANSWERES</p> <ul style="list-style-type: none"><li>• Q1- Nivana- Is the bid requirements to subcontract 30% on targeted enterprise?</li><li>• A1 – No it is not compulsory to subcontract but if the Service Provider feels the need then it must be provided under section J Proposed Subcontracting which is subjected to Department approval.</li><li>• Q2- Danisa Zulu – a) It is stated that all person in Joint Venture or Consortium shall carry a minimum professional indemnity of R10 million is this applicable on sub-consulting/subcontracting?  B) Topographical Survey amount is not the same under rate and amount column is there an error and which is the correct amount?</li><li>• A2- a) it is not applicable on the sub-consulting/subcontracting as stated on the document but if the Department decides to include it then it will be stated on the addendum.  b) This will be corrected with the issuing of an addendum.</li><li>• Q3 – Babalwa – Under functionality are we allowed to use duplicate personnel when tendering?</li><li>• A3 – It is not allowed and it will be stated on the addendum</li></ul>	





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- Q4 – Naome – There is proof requirement under functionality, if we do not provide the required proof will the points be forfeited, or can we use company letterhead to state that the personnel works for the company?
  - A4 – No the letterhead will be not considered, and the proof stated on the functionality must be provided in order to get points, no proof of employment no points to be allocated.
  - Q5 – Lisa – The requirements on the Employers Agent Representative versus the Project Lead seems to be incorrect, the Project Lead indicates that Pr Techni is accepted while it is not accepted on Employers Agents Representative.
  - A5 – It will be amended when issuing an addendum, the Project Lead requirements should be SACPCMP Pr CPM or Pr CM and ECSA Pr Eng or Pr Tech Eng.
- AN ADDENDUM WILL BE ISSUED**

Closure:	The meeting was closed at 10:45
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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		29/1/24
Mr. B Myeza	TIDS	Signed by: Bongumusa Innocent Myeza Signed at: 2024-01-29 13:42:37 +02:00 Reason: Witnessing Bongumusa Innocent 	29/01/24
Ms. Z Mnikathi	TIDS	Signed by: Zanele Priscilla Mnikathi Signed at: 2024-01-29 13:50:40 +02:00 Reason: Witnessing Zanele Priscilla Mnikathi 	29/01/24