

**DIRECTORATE:****Private Bag X9043, PIETERMARITZBURG, 3200****SCM****Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, 3201****Tel: 033 355 0655****Siphesihle.mkhize@kzntransport.gov.za****MINUTES OF MEETING: BRIEFING SESSION**

Minutes of meeting for Tender no: ZNB02184/00000/00/HOD/INF/23/T

ESTABLISHMENT OF A PANEL OF PROFESSIONAL ENGINEERING CONSULTING SERVICES FOR THE CONSTRUCTION OF NEW ROAD INFRASTRUCTURE, ROAD UPGRADES, AND ROAD STRUCTURES ON VARIOUS ROADS FOR A PERIOD OF 36 MONTHS

Date: 13 June 2024

Time: 11:00

Venue: Virtual Briefing on Microsoft Teams

Procedural matter	Person
Opening and welcome: Ms. N Manukuza welcomed all present at the meeting and introduced the Project Managers and Service Provider.	Ms. N Manukuza
Members present: Mr. N Zondo Ms. S Mkhize	
Bidding process	Ms. N Manukuza
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. 1) The session is being recorded for minutes purposes. 2) The advert stated that the meeting will start at 10:00 and is non-compulsory. 3) All administrative queries must be directed to Ms. Nonhlanhla Manukuza 4) All technical questions must be addressed to Mr. Nqobile Zondo 5) This document is based on three (3) stages of Evaluation: 1 st Administrative Compliance 2 nd Functionality	



1st 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 08th July 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.
- (l) Section T21, Returnable Schedules was discussed and explained regarding Returnable Schedules
- (m) A second stage of Evaluation which is Functionality was discussed in detail from Page T13- T17, questions were raised and answered

- Due to COVID Risks briefings are held virtually

2nd Stage: Functionality

- 1 Discussed by the Project Manager or Service Provider as per tender document, refer to Page T12-T17



Scope of Works

Mr. Ngobile Zondo

- The scope for this project is defined as follows:

The Province of KwaZulu-Natal, Department of Transport, invites respondents from Consulting Engineers, for the appointment onto a panel of professional engineering consultants for the construction of new road infrastructure, road upgrades and road structures on various roads for a period of 3 years (36 months) in the Province of KwaZulu Natal

- Completion of the attendance register to be done electronically

❖ **QUESTIONS AND ANSWERS**

- Q1- T49, Key Personnel. Can we submit the same Employer's Agents name on each schedule?
- A1- The answer is no. On T49, 1 Personnel to be assigned on each Key Personnel.
- Q2- Can the above be reviewed?
- A2- The request is noted but the requirements are stipulated on the document
- Q3- T24 Addendum, how can we respond and get the addendum?
- A3- The addendum will be posted on the Departmental website
- Q4- The ranking of the panels on page T13. Please clarify if we mark it with an X per order of preference? On Returnable R, it does not state ranking
- A4- Please indicate a priority. An addendum will be issued
- Q5- Reference letters of clients. Do we submit 5 copies of references, one copy for each project?
- A5- Attach one letter per project
- Q6- On Section O, do we attach all CVS and academic records? Do we attach on Section H or O?
- A6- Page T57, is a guide to assist with Key Personnel. Attach CV's and qualification. Section H is for attachments. Section O is a technical proposal, which is a guideline to structure Section H



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- Q7- On T48, are we still allowed to attach projects that are still on going in terms of dates?
- A7- Only work that has been completed will be looked at. Work that has not been completed will not receive any points
- Q8- The Key Personnel of 6 years' experience in Road Upgrades post qualification in Geometric and Pavement Design. Please clarify if the Lead Design Engineer is required to have both experiences or one will suffice?
- A8- Page T14, the Lead Design must be registered with ECSA as a PrEng or Pr Tech Eng minum 6 years' experience in design and construction of Road Upgrade post qualification. The Lead Design Engineer shall be a Category C personnel
- Q9- Page T49, can we reduce requirements to cater for emerging consultants?
- A9- The request is noted and will be escalated to the Department of Transport seniors
- Q10- Will targeted enterprises be required at the RFQ stage?
- A10- Not applicable at this stage. They will be required during quotation stage
- Q11- T40, do we not sign the Declaration?
- A11- Not applicable at this stage
- Q12- Page C 3.1.1, CIDB Build Programme. How do we apply it?
- A12- C22, Paragraph 5. Provide 150 hours of training on a project by project basis. C66, the CSDG, to provide certification for that
- Q13- The 2022 panel that was advertised, what happened to it?
- A13- Information will be provided to the public by DOT
- Q14- Is this panel IDT?
- A14- The panel is not IDT

An addendum will be issued

Closure:


The meeting was closed at 12:49



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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		20/06/24
Mr. N Zondo	TIDS		