



KWAZULU-NATAL PROVINCE

TRANSPORT
REPUBLIC OF SOUTH AFRICA

Minutes of briefing meeting for Tender no. ZNB02438/00000/00/HOD/GEN/24/T – PROVISION OF MIDAS CIVIL SOFTWARE AND ANNUAL MAINTANANCE FOR 3 YEARS

DIRECTORATE:

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Supply Chain Management

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MINUTES OF MEETING: BRIEFING SESSION

Minutes of meeting for Tender no ZNB02438/00000/00/HOD/GEN/24/T – PROVISION OF MIDAS CIVIL SOFTWARE AND ANNUAL MAINTENANCE FOR 3 YEARS

Date: 21 November 2024

Time: 11h00

Venue: Virtual

Procedural matter	Person
1. Opening and welcome:	Ms. Sithembile Mbelu
2. Opened and introduction of members present: <ul style="list-style-type: none">Mr. Mnelisi GasaMr. Nhlalwenhle Zondi	Ms. Sithembile Mbelu
3. Bidding process	Ms. Sithembile Mbelu
<ul style="list-style-type: none">Project description: The closing date 12 December 2024, time at 11H00 and place where bids are to be submitted – 172 Burger StreetOfficials to be contacted with regard to Bidding procedure enquiries to be directed to Ms. Sithembile Mbelu and technical enquiries to be directed to Mr. Mnelisi GasaPart A- Invitation to BidPart B-Terms and conditions for bidding, bidders were made aware of terms and conditions, as well as Tax compliance requirementsThe department is using Regulation 4 of PPPFA Regulations 2022 to evaluate this bidSection A- Special instructions and notices to bidders regarding the completion of bidding forms, suppliers to read and understandSection B Authority to sign, suppliers to tick what is relevant to their company and make sure every member signSection C -Indicates that tenderers need to be registered on Central Supplier Database otherwise they will be disqualifiedSection D- To declare that the information on CSD is correct and to make sure that it signed and dated at the bottomSection E- Official briefing session Certificate-, it was emphasized that suppliers needed to make sure that when they leave the briefing their form is signed and stamped by the OfficialsSection F- Pricing schedule tenderers to ensure they complete, sign and date the price page	



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since this was a noncompulsory briefing session

- Section F- Pricing schedule tenderers to ensure they complete, sign and date the price page
- Section G- SBD 4 to make sure it is signed and filled declaring all the directors, shareholders, members of the company
- Section H- Preference points claim form bidders were notified of the preference point system that was going to be used, in this case this bid was to be evaluated using 80/20 preference point system
- Section I- Contract form will be filled by both the successful bidder and the purchaser, and this form is only applicable at award stage
- Section J- General conditions of contract to be read and understood
- Section K- Special Conditions of Contract- the main stages of evaluation criteria were highlighted as well as mandatory requirements
- Section L- Terms of reference to be discussed by end user

4. Explained the Terms of Reference | Mr. Mnelisi Gasa

The following were discussed by the end-users in the meeting

- ✓ Contract Period
- ✓ Specification

Addendum will be issued to correct the following:

Page 33 Step 2.1- to read as follows: This bid will be evaluated using the 80/20 preference point system.

Questions and Answers:

There were no questions raised.

Closure of the Meeting

Meeting closed at 11h30

Compiled by:

Name:

Sithembile Mbelu

Signature:

Date:

21 Nov 24




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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
Mr. Mnelisi Gasa	Chief Engineer: Structural	 <small>Signed by Mnelisi Mnyama Gasa Signed at 2024-11-26 13:55:52 +02:00 Reason: Witnessing Mnelisi Mnyama Gasa</small>	26/11/24