



KWAZULU-NATAL PROVINCE

TRANSPORT
REPUBLIC OF SOUTH AFRICA

Minutes of briefing meeting for Tender no. ZNB025000/00000/00/HOD/GEN/24/T – APPOINTMENT OF PROFESSIONAL ENGINEERING SERVICE PROVIDER TO PROVIDE PROGRAMME MANAGEMENT SUPPORT, MENTORSHIP SUPPORT AND BUSINESS TRAINING FOR THE CONTRACTOR DEVELOPMENT PROGRAM FOR A PERIOD OF THREE (3) YEARS.

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MINUTES OF MEETING: BRIEFING SESSION

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Date: 21 October 2024

Time: 10h00

Venue: T² CENTRE-MACDONALDS THEATRE

Procedural matter	Person
1. Opening and welcome:	Ms. Sithembile Mbelu
2. Opened and introduction of members present: <ul style="list-style-type: none">Mr. Bongumusa MthembuMr. Nhlanhlehle SitholeMs. Zinhle Ngcamu	Ms. Sithembile Mbelu
3. Bidding process	Ms. Sithembile Mbelu
<ul style="list-style-type: none">Project description: The closing date 11 November 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. Bongumusa MthembuPart 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	



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they will be disqualified

- Section D- To declare that the information on CSD is correct and to make sure that it signed and dated at the bottom
- Section 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 Officials
- 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 90/10 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. Bongumusa Mthembu and Mr. Nhlanhlehle Sithole

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

- ✓ Contract Period

Mandatory Requirements:

- ✓ CETA accredited with accreditation letter detailing all Unit Standards for which the bidder is accredited
- ✓ Valid Professional Registered with SACPCMP as PrCPM or Professional Construction Mentor or Construction Mentor, with ECSA as Civil (Pr. Eng. / Pr. Eng. Tech)

Functionality Criteria:

- ✓ Company Experience
- ✓ Capacity and Experience of 1 Programme Manager or Director
- ✓ Capacity and Experience of the Project Leaders, must be Project Leaders- for 11 Districts
- ✓ Capacity and Experience of Mentors, Mentor Leaders for 11 Districts
- ✓ The Relevance of the Methodology



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Addendum will be issued to correct the following:

Page 1, 37 & 46 Mandatory Requirements- to read as follows: CETA and SETA accredited with accreditation letter detailing all Unit Standards for which the bidder is accredited.

Page 7 Item no 1 to be amended to: An QSE or EME which is at least 51% owned by

Page 12 Item 3.1 a) to be amended to: Professional Construction Mentor (provincial level), (4 Hours x 21 Days 12 Months x 3 Years).

Page 13 Item no 6 to read as follows: Provision of SETA Accredited Business Training: SAQA ID 49648, or ID 66249, (Quote the Average of 149 credits).

Page 14 Item no 7 to remove duplicated SAQA ID 20813.

Page 38 Item no 3 b) under description, to be amended to: Professional Registered with SACPCMP as PrCPM or PrCM or Professional Construction Mentor or Construction Mentor or with ECSA as Civil (Pr. Eng. / Pr. Eng. Tech Registration.

Page 47- 11.2 Mentors to read as follows:

- 1 x Principal Mentor: registered at SACPCMP as Professional Construction Mentor
- 11 x Mentors: registered SACPCMP as SACPCMP as PrCPM or PrCM or Professional Construction Mentor or Construction Mentor or with ECSA as Civil (Pr. Eng. / Pr. Eng. Tech registration PrCM). Out of 11 Mentors, minimum of 3 must be registered as Professional Construction Mentor or Construction Mentor.

Page 48- 11.3 Social Facilitators - to be amended to: 4 x Social Facilitators: Bachelor of Community Development/ Developmental Studies / Social Science and detailed CV's.

Page 48 – 11.4 to be amended to: CETA and SETA Accredited Training Providers

- 4 x Classroom Training Providers.

Questions	Answers
<ul style="list-style-type: none"> • Service provider needed a clarity on CETA LIC- whether to submit more than NQF Level 5 since on the document it written at least NQF Level 5? 	<ul style="list-style-type: none"> • Bidders can submit Level 5 and above.
<ul style="list-style-type: none"> • It was noted that on the TOR and Pricing page it's requires Social Facilitators but, on the functionality, there is nothing that speaks about submitting of their CV's and qualifications of them, it a question if it's okay if their CV's and 	<ul style="list-style-type: none"> • It's indicated on page 48 that they are required.



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qualifications are not submitted?	
<ul style="list-style-type: none">On page 43 it is noted that an accounting service are required, however it is not mentioned on the functionality or price page that accounting person is required?	<ul style="list-style-type: none">Yes, is one of the additional activities from (TOR) that has not include in the price schedule.
<ul style="list-style-type: none">For someone who has more than one companies, can the submit CSD or Municipality Statement as proof of Address?	<ul style="list-style-type: none">Municipality letter can be used.
<ul style="list-style-type: none">Can a Project Leader and Mentor be one person?	<ul style="list-style-type: none">Their roles are separated as indicated in their items. The Dept has made a specification in the document. We cannot tell the service provider on how to run the projects as long as the service provider comply with the specifications and deliver as per the separated roles outlined in the document.
<ul style="list-style-type: none">Comments from suppliersThere was comment that the Historical Registered Qualifications (HRQ) whose last date for enrolment has been extended from 30 June 2024 to 30 June 2026. This means that these are the only qualifications registered by CETA, that any training companies can train. There are a number of construction SETA qualifications whose last date for enrolment was not extended beyond 30 June 2024, these include Construction Roadworks NQF level 2 and level 3, Construction Health Safety and Many others.	

Closure of the Meeting

Meeting closed at 11h45

Compiled by:

Name:	Sithembile Mbelu
Signature:	
Date:	05/11/24

Approval by officials who attended the meeting


The minutes are a true reflection of the deliberations held.



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Name	Designation	Signature	Date
Mr. Bongumusa Mthembu	C.E.T.		06/11/2024