

**KWAZULU-NATAL PROVINCE**TRANSPORT
REPUBLIC OF SOUTH AFRICA**DIRECTORATE:**

Private Bag X9043, PIETERMARITZBURG, 3200

SCM

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MINUTES OF MEETING: BRIEFING SESSION

Minutes of meeting for Tender no: ZNB02341/00000/00/HOD/INF/24/T

ESTABLISHMENT OF A PANEL OF PROFESSIONAL ENGINEERING CONSULTING SERVICES FOR REHABILITATION AND RESEAL PROJECTS ON VARIOUS ROADS, FOR A PERIOD OF 36 MONTHS

Date: 20 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. M Sithole 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. Ngobile Zondo 5) This document is based on two(2) stages of Evaluation: 1 st Administrative Compliance 2 nd Functionality	



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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 17th 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

- 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. Milton Sithole

- 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 service providers for Rehabilitation and Reseal Projects 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- Which document do we look at on the website for this briefing?
- A1- The document is split twice into the tender and contract section for

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- Q2- Reference letters must be for Rehabilitation, can other things be considered. For example, refurbishment, does the wording have an effect?
- A2- There is a clause under Functionality on page T13 that states, that "The evaluation will consider the nature of the reference projects, scope of services provided and client references"



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- The Department requires to establish a panel of service providers who will call upon to do Road Rehabilitation for the Department. Inclusive of the scope of works, you will be also be required to do Reseals. If the refurbishment is related to Rehabilitation and clearly indicated, then it should suffice
- Q3- On Key Personnel, you requested a payslip or appointment letter. Please clarify what is needed for Employers Agent, Lead Design Engineer and Employers Agent Representative
- A3- Proof of Employment in the form of a payslip, appointment letter or employment contract to be attached. These are required and are used as proof
- Q4- Will a covering letter suffice as proof of employment signed by the CEO of the company?
- A4- Yes it will suffice and is acceptable
- Q5- Will the addendum be uploaded on the website?
- A5- Yes it will be uploaded on the website if it will be issued with the minutes
- Q6- On the Signatory letters, is it sufficient if the CEO signs or only Directors are to sign?
- A6- On page T44, Members Resolution, Directors are required
- Q7- Will other projects such as Road Infrastructure or Storm Water projects be accepted?
- A7- Those types of projects will not be accepted. The Department is looking for Road Rehabilitation
- Q8- Please clarify, the appointment letters that are not clearly defined. How will those be adjudicated?
- A8- Page T13 covers that. The Department is looking for Road Rehabilitation experience. Submit proof of this experience on your documents
- Q9- Page C30, are CV's needed for surveyors?
- A9- Requirements on Page C30- C31 are not required at this stage. Bidders must be aware of the calibre of service providers that will be needed on the project


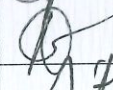
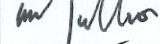
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Closure:

The meeting closed at 12:01

Approval by officials who attended the meeting

The minutes are a true reflection of the deliberations held

Name	Designation	Signature	Date
Ms. S Mkhize	SCM		27/06/24
Ms. N Manukuza	SCM		27/06/24
Mr. M Sithole	TIDS		02/07/2024