



**MINUTES OF MEETING: BRIEFING SESSION**

Minutes of meeting for Tender number: ZNB02082/00000/PMC/GEN/23/T THE UPGRADING OF THE PERIMETER FENCE AT THE COST CENTRE MANAGER'S OFFICE LOCATED AT WOODLANDS IN PIETERMARITZBURG-PHASE 1

DATE: 20 February 2024

Time: 10H00

Venue: Department of Transport Cost Centre,01 Woodlands Road Mountain Rise, District Office Boardroom

<b>Procedural Matter</b>	<b>Person</b>
<b>Opening and introduction of members present:</b>  <b>Ms SH Mbanjwa</b>	<b>Mr S Zondi</b> <b>Ms C Jansen</b> <b>Ms N Van Der Merwe</b> <b>Ms N Mhlongo</b>
<b>Bidding Process</b>	<b>Miss S Mbanjwa</b>
<ol style="list-style-type: none"><li>1. The session has been transcribed for record keeping purposes.</li><li>2. The advert stated that the meeting will start at 10H00 and was compulsory,due to a slight delay the meeting commenced at 10H10.</li><li>3. The advert was advertised on three (3) platforms:<ul style="list-style-type: none"><li>• E-Tender Portal</li><li>• Department of Transport website</li><li>• CIDB</li></ul></li><li>1. Administrative queries must be directed to Miss S Mbanjwa.</li><li>2. All technical queries must be addressed to Mr S Zondi.</li><li>3. Deadline for technical queries is Monday 11 March 2024 at 16h00.</li><li>4. There are two (2) stages of Evaluation:<ul style="list-style-type: none"><li>• 1<sup>st</sup> Administrative Compliance</li><li>• 2<sup>nd</sup> Price</li></ul></li></ol>	



1. To be eligible to bid for this Tender you need to be:
  - a. Registered and active on CSD
  - b. Tax compliant
  - c. CIDB contractor grading of 5CE or higher
  - d. Registered and active on CIDB.
2. The co-ordinates for a compulsory physical site briefing are on page T7 and T10.
3. Tender data will have precedence in the interpretation of any uncertainty or inconsistency between the tender data and the standard conditions of tender.
4. Tender closes 25<sup>th</sup> March 2024 at 11h00. No late entries will be accepted.
5. Validity period is 24 weeks from date of closing of tender.
6. Bidders are advised to obtain their own copies of the relevant acts, regulations and standards referred to in this document.

**1<sup>st</sup> Stage: Administrative Compliance:**

1. Bidders must be active on the CSD by the date of closing for this bid.
2. Bidders must be registered and active on CIDB
3. Contractors whose status is “Suspended” or “Expired” will not be considered for further evaluation.
4. Every member of a joint venture must be registered on CSD.
5. The contractors grading designation must be that of a **5 CE or higher**.
6. None of the respondents or its principles may be listed on the register of tender defaulters, and all persons listed as prohibited to do business with the state will be eliminated.
7. The Department reserves the right that over and above using any legal remedy, will cancel this tender.
8. As per T19 of the contract document it is compulsory for the bidders to perform a physical site briefing.
9. Amendments on page T20 must be specified in this case there is no amendments , if there are no amendments page T20 must signed and stamped.
10. Ensure that all information has been completed and signed.
11. A bidder or any of its Directors/ Shareholders etc must declare if they have any interest in other companies, employed by the state.
12. Bid validity is 24 weeks from date of closing which will be calculated from **11h00 25<sup>th</sup> March 2024**.
13. Bidder to ensure every returnable document are fully completed, signed and submitted
14. Suppliers were advised to attach an originally certified copy of BBBEE Certificate or Sworn affidavit.
15. Emphasis was made on the form of offer(**C3**) whereby amount written in numeric must also be written in words.
16. Suppliers were advised to initial each page of the tender document.
17. If certificate of briefing is not stamped and signed bid will be non-responsive.
18. An error of a blank page T2 was brought to the attention of all supplier’s present .



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1. Scope of work outlined in detailed to tenderers who have the skills and experience and qualifications. Provide a CV and letter of experience.
2. Quotations to carry out the project must be market related.
3. Attendance register must be completed at the District Office Boardroom before exiting the briefing .
4. A site briefing register will only be stamped and signed on site. Suppliers were informed to listen attentively due to the complexity of the project .

The Bill of Quantities for the tender was presented and all the sections were presented and discussed with the tenderers. Drawings detailing the concrete and reinforcement were shown to the tenderers. The tenderers were advised that the works were structural and included, clearing and grubbing, topsoil stripping and stockpiling, excavation, blinding, reinforcing, formwork and shuttering and structural concrete. The mesh fence will then be fixed behind the wall. The Department has confirmed the type of fence required. Tenderers can supply an alternative to their tender, but the original BOQ must be completed and both bills of quantities must be submitted with their tender. The working times are confined to the hours that the Department is opened and closed, and no work will be permitted on weekends.

### QUESTION & ANSWERS

**Q1. Can I attach my rates instead of CIPC within the local district?**

**A1. We do see people attaching their rates and BEC will further evaluate this.**

**Q2. What are the labour rates? And how many hours a day?**

**A2. R 48.50 per hour and 8 hours a day.**

**Q3. Querying If I fill out my document before 1 March 2024, I will use the previous financial year, and should I fill out my document after 1 March 2024 I would use this financial year ?**

**A1. That is correct**

**Closure: Chair closed the meeting 11:10am**



19. Supplier's were informed that the department does not issue an email of the award rather it is advertised on the 3 platforms where it was advertised ,then the awarded supplier is called in to fill out necessary documentation required, this is known as openness and transparency.
20. Any appeals regarding the award of this bid should be lodged within 5 working days from the date of the publication of the bid.
21. Pages T13-T16 are a basic explanation to help suppliers understand how functionality works and how to fill in page T28.
22. Page T21 is a compulsory questionnaire that needs to be filled in ,also in the event of a joint venture duplicate's must be made and filled in as each member of a joint venture has his/her own Company particular's.
23. Pages T22-T25 should have duplicate's in the event of a joint venture and be filled in and signed.
24. SDB4 Bidder's Disclosure ,if the bidder or any of its directors/ trustees/shareholders/members/partners or any person having a controlling interest in the enterprise, employed by the state need to state yes or no ,also if so, they need to furnish particulars as most do not do this therefore their tender becomes invalid.
25. SBD 4 Declaration should be signed stating that the undersigned has understood and is certifying that he/she has submitted all correct information.
26. Page T27 explains how the preference points for this project for price is.
27. Page T28 should be filled in correctly and be in line with your CSD report ,suppliers were informed if they tick and do not put in a numeric figure it will be considered 0 points, if a supplier claims 51% owned by black people with disabilities, he/she must attach a medical certificate stating this.
28. If bidders are of a joint venture duplicates of pages T28 and T29 must be made and filled in.
29. Page T29 is compulsory to be signed otherwise if points were claimed and this page isn't sign it will no be considered he/she will receive 0 points.
30. Members resolution on page T34 needs to be filled in especially specimen signature of signatory as many times suppliers fill out everything but fail to sign that therefore considering their bid invalid.
31. A company that is a joint venture must complete the forms in duplicate.
32. **Terms and Conditions for bidding -joint venture calculator is used to ensure bidder qualify**
33. Non-disclosure of information on the SBD 4 will invalidate your tender/bid.
34. Specific goals and points claimed on T28 must correspond to the Suppliers CSD report. Incorrect information provided is a false declaration.
35. The signatures on the Members resolution form, C3 pricing page and Service level agreement must match.
36. Changes to members Directorship must correspond with the CSD report.
37. The carry over amount on the Bill of Quantity must be the same figure written on C3 form of offer failure to comply will nullify your bid.
38. This tender close on 25<sup>th</sup> March 2024 at 11h00, no late bids will be accepted.
39. Only original documents filled in ink must be deposited in the Tender box.
40. The Tender box is situated at Department of Transport, Regional Office car park, Woodlands Road, Pietermaritzburg.
41. Submissions must be sealed securely and clearly identified by the tender number, description and closing date.
42. Bid document must be written legibly.

**Work Scope**

**Mr R Maipath**



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Name	Designation	Signature
Miss S Mbanjwa	SCM: Senior Admin officer	
Ms N Mhlongo	SCM: Senior Admin Clerk	
Mr S Zondi	CET	
Ms C Jansen	SCM:EPWP Intern	
Ms N Van Der Merwe	SCM:EPWP Intern	
Mr R Maipath	Consultant	



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