



KWAZULU-NATAL PROVINCE

TRANSPORT
REPUBLIC OF SOUTH AFRICA

DIRECTORATE

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Transport Infrastructure and District Services
Durban Region

Enquiries : Mrs S. Maharaj
Date : 31 May 2024

MINUTES FOR SITE BRIEFING MEETING FOR PROJECTS:

ZNB02334/00000/00/KWA/INF/24/T

BETTERMENT AND REGRAVELLING AND INSTALLATION OF DRAINAGE PIPES ON PROVINCIAL ROAD P102 BETWEEN KM 6.000 AND 25.709 IN THE NDWEDWE LOCAL MUNICIPALITY (KZ293), DEPARTMENT OF TRANSPORT: ILEMBE DISTRICT OFFICE, DURBAN REGION FOR GRADE 5CE OR HIGHE

Date and Time: Friday, 31 May 2024 at 10h00

Venue: Department of Transport, Kwadukuza

10 Colenbrander Street, KwaDukuza

AGENDA

1. Welcome
2. Project Team
3. Tender Documentation
4. Tender Section of Document =- T Section
 - Description of Site Location and Access
 - Details of Contract (Scope of work)
 - Contract Data
 - Pricing Data
 - Project Programme
5. Checklist and document signing
6. Closing date and time for closure
7. Contractor's questions
8. Document signing
9. Site briefing conclusion/Closing

1. WELCOME

- 1.1 All attendees were welcomed; Mr N Govender introduced himself and the SCM officials and Mr X Ngcobo (Technical) area manager at KwaDukuza Cost Centre. The attendance register was circulated, and tenderers were requested to provide accurate, up-to-date contact information on the site clarification register (Legal and trading names to be completed on site register). All tenders were advised to ensure that they recorded and signed the site register. Failure to do so would lead to them being disqualified during the evaluation process.

- 1.2 See Annexure for site attendance register.

2. PROJECT TEAM

- Employer – Department of Transport

3. TENDER DOCUMENTATION

ZNB02334/00000/00/KWA/INF/24/T

CIDB 5 CE OR HIGHER

Closing dates: 21 June 2024 at the Regional Office, 4 Aubrey Road, Pinetown at 11h00.

Late submission will not be accepted.

Document to be bound and submitted

4. TENDER DOCUMENT SECTIONS - PAGES T1 to T51 and C1 to C165

- T2 – Returnable Document
- C2 – Pricing data
- C3 – Scope of Work
- C4 – Site Information
- T4 Lodge an appeal
- T5- Tender notice and invitation to tender
- T6- Briefing session details and map GPS Co-ordinates:
- T10, T11, T12 - compliance
- T2.1. – disqualified should document submitted, unanswered questions – disqualified.
- T24 – Goal explained - CIPC, Sworn Affidavit, ID, Medical report, BBBEE Scoring
- T26 – Specific goals for the tender and points claimed- 80/20.
- T29 – B-BBEE Exempted affidavit
- T35 – Certificate of Authority for Signatory
- T37 – Construction Experience
- T38 – Key Personnel
- T43 – Local labour
- T45 Bidder Health and Safety declaration
- T47 – Deviations and Qualifications
- T49 – Notice to Tenderers regarding the completion of forms.

Mr Govender highlighted the key areas in relation to SCM matters which Bidders needed to take note of and ensure that their bids are not disqualified due to non-compliance. Upon completion of his presentation, the Bidders were given an opportunity to raise or seek clarity on any areas of concerns. Seeing that there were no matters of importance raised; Mr Govender then handed over the meeting to his colleague Mr X Ngcobo.

TECHNICAL

Mr X Ngcobo discussed the contract scope of work, BOQ, Project specification, Amendment. He stated that this is a normal Betterment and Regravelling but due to the nature of the site being a rocky surface, it was discussed that these surfaces will need a 300mm wearing course due to the nature of gravel on these surfaces. It was further stated that for this contract, an output of 8km will be done and it will be achieved by doing different sections of the road that are critical.

5. CHECKLIST AND DOCUMENT SIGNING

Bid Requirements:

- 1) Registered as per the document specified 5CE or higher with CIDB
- 2) Registered on the new National Treasury's Centralised Supplier Database (CSD)
- 3) Valid Tax registration with SARS

In order ensure validity of Tender; Bidders must ensure that the sections are fully completed in legible ink and signed where applicable (any uncompleted section may result in the Bid to be rejected).

List of Returnable Documents

1. Returnable Schedules.
2. C1.1 Form of offer and Acceptance,
3. Contract Specific Data Provided by the Contractor in C1.2.2 Part B
4. Pricing Date in C2.2: Schedule of Quantities

6. CLOSING DATE & TIME FOR TENDER

Complete tender in sealed envelope bearing the tender number must be deposited in the Department tender Box, KZN Department of Transport, 4 Aubrey Road, Regional Office Pinetown, 3602 on or before 11h00 on 21 June 2024

Bidders received after the due date and time will not be considered.

7. CONTRACTORS' QUESTIONS

1. T2 is it mandatory to print in black as specified.

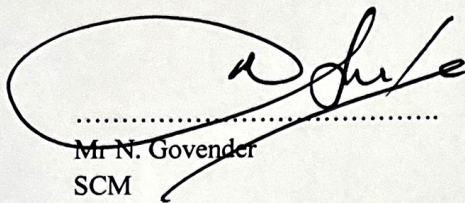
8. DOCUMENT SIGNING

- Certificate of attendance at the clarification meeting (within document) was signed, stamping of documents was done. One document, One T15 page to be signed, with it corresponding project number at the top of each T15page.

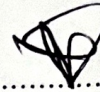
9. SITE BRIEFING CONCLUSION/CLOSING

GROWING KWAZULU-NATAL TOGETHER

Thanks to all present for attending.



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Mr N. Govender
SCM
KZN Department of Transport
Regional Office
Durban
031 7002222



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Mr X Ngcobo
Technical
KZN Department of Transport
CC Kwadukuza