

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

Minutes of briefing meeting for Tender no. ZNB02429/00000/00/HOD/GEN/24/T – THE APPOINTMENT OF A SERVICE PROVIDER TO ASSIST IN ESTABLISHING A PROVINCIAL FLEET MANAGEMENT UNIT FOR A PERIOD OF 48 MONTHS

**DIRECTORATE:**

Private Bag X9043, PIETERMARITZBURG, 3200

Supply Chain Management

Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, 3201

Tel: 033 355 0641

Fax: 033 355 8063

Sithembile.Ngcobo@Kzntransport.gov.za

**MINUTES OF MEETING: BRIEFING SESSION**

Minutes of meeting for Tender no ZNB02429/00000/00/HOD/GEN/24/T – THE APPOINTMENT OF A SERVICE PROVIDER TO ASSIST IN ESTABLISHING A PROVINCIAL FLEET MANAGEMENT UNIT FOR A PERIOD OF 48 MONTHS

Date: 20 January 2025  
Time: 10h00 am  
Venue: 1<sup>st</sup> Floor Executive Building

Procedural matter	Person
1. Opening and welcome:	Ms. Sithembile Mbelu
2. Opened and introduction of members present: <ul style="list-style-type: none"><li>Mr. Buyelani Ngubane</li><li>Mr. Jabulani Ncube</li><li>Ms. Nosipho Magutshwa</li><li>Ms. Nelisiwe Manana</li><li>Ms. Nonhlanhla Hlengwa</li></ul>	Ms. Sithembile Mbelu
3. Bidding process	Ms. Sithembile Mbelu
<ul style="list-style-type: none"><li>Project description: The closing date 12 February 2025, time at 11H00 am and place where bids are to be submitted – 172 Burger Street</li><li>Officials to be contacted with regard to Bidding procedure enquiries to be directed to Ms. Nonhlanhla Manukuza and technical enquiries to be directed to Mr. Buyelani Ngubane</li><li>Section A- Invitation to Bid</li><li>Part A- Invitation to Bid</li><li>Part B-Terms and conditions for bidding, bidders were made aware of terms and conditions, as well as Tax compliance requirements</li><li>The department is using Regulation 4 of PPPFA Regulations 2022 to evaluate this bid</li><li>Section B- Special instructions and notices to bidders regarding the completion of bidding forms, suppliers to read and understand</li><li>Section C Authority to sign, suppliers to tick what is relevant to their company and make sure every member sign</li><li>Section D -Indicates that tenderers need to be registered on Central Supplier Database otherwise they will be disqualified</li></ul>	





Minutes of briefing meeting for Tender no. ZNB02429/00000/00/HOD/GEN/24/T – THE APPOINTMENT OF A SERVICE PROVIDER TO ASSIST IN ESTABLISHING A PROVINCIAL FLEET MANAGEMENT UNIT FOR A PERIOD OF 48 MONTHS

- Section E- To declare that the information on CSD is correct and to make sure that it signed and dated at the bottom
- Section F- 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 G- Pricing schedule tenderers to ensure they complete, sign and date the price page
- Section H- SBD 4 to make sure it is signed and filled declaring all the directors, shareholders, members of the company
- Section I- 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 J- Contract form will be filled by both the successful bidder and the purchaser, and this form is only applicable at award stage
- Section K- General conditions of contract to be read and understood
- Section L- Special Conditions of Contract- the main stages of evaluation criteria were highlighted as well as mandatory requirements
- Section M- Terms of reference to be discussed by end user

4. Explained the Terms of Reference | Mr. Buyelani Ngubane

**The following were discussed in the specification:**

- ✓ Purpose
- ✓ Background
- ✓ Scope of Work
- ✓ Project Duration
- ✓ Project Pricing
- ✓ Competencies and Experience Required
- ✓ Skills Required
- ✓ The Proposal

**Functionality Criteria:**

- ✓ Bidder competencies and experience in establishment of fleet management unit (public or private)
- ✓ Professional Team
- ✓ Project Leader
- ✓ Team Member (Fleet Management Sector)
- ✓ Team Member (Finance Sector)
- ✓ Team Member (Business Development/ Organizational Development Sector)
- ✓ Team Member (Business System Development Sector)
- ✓ Team Member (Mechanical Technician)





Minutes of briefing meeting for Tender no. ZNB02429/00000/00/HOD/GEN/24/T – THE APPOINTMENT OF A SERVICE PROVIDER TO ASSIST IN ESTABLISHING A PROVINCIAL FLEET MANAGEMENT UNIT FOR A PERIOD OF 48 MONTHS

**Questions and Answers:**

Questions	Answers
<ul style="list-style-type: none"><li>• Service provider needed clarity if SBD 7.2 should be left blank?</li></ul>	<ul style="list-style-type: none"><li>• SBD 7.2 is applicable at award stage, you may only initial at the bottom of the pages.</li></ul>
<ul style="list-style-type: none"><li>• On page 12 price page, can I do price breakdown on a separate sheet and attach it underneath?</li></ul>	<ul style="list-style-type: none"><li>• Yes, you may use another page if you have run out of the given space, attach it underneath and state on SBD 3.1 to refer to next page for continuous of information.</li></ul>
<ul style="list-style-type: none"><li>• Which are four Regions Department of Transport has</li></ul>	<ul style="list-style-type: none"><li>• Durban</li><li>• Ladysmith</li><li>• Mpangeni</li><li>• Pietermaritzburg</li></ul>
<ul style="list-style-type: none"><li>• As reference letter, can I submit someone's CV if he/she has done a similar job?</li></ul>	No, we require a signed reference letter on client's letterhead.
<ul style="list-style-type: none"><li>• As it was mentioned that successful bidder must submit a proposal, how many cars does the Department own?</li></ul>	The exact number of cars the Department own will be communicated to a successful bidder, but roughly they over 8000 cars.
<ul style="list-style-type: none"><li>• On the functionality 2.1 &amp; 2.2; If the Project leader also has Fleet Management qualification, can he do more than 1 duties</li></ul>	Yes, that's acceptable.
<ul style="list-style-type: none"><li>• Page 39, Do we need to submit both reference letter and completion certificate?</li></ul>	Yes, you need to submit both reference letter and completion certificate.
<ul style="list-style-type: none"><li>• Is there a format of completion certificate that is required</li></ul>	No, there is no format of it.
<ul style="list-style-type: none"><li>• How many workshops does the Department has?</li></ul>	For now there are 3 workshops.

**Closure of the Meeting**

Meeting closed at 11h10 am





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

Minutes of briefing meeting for Tender no. ZNB02429/00000/00/HOD/GEN/24/T – THE APPOINTMENT OF A SERVICE PROVIDER TO ASSIST IN ESTABLISHING A PROVINCIAL FLEET MANAGEMENT UNIT FOR A PERIOD OF 48 MONTHS

<b>Compiled by:</b>	
<b>Name:</b>	Philisiwe Mhlongo
<b>Signature:</b>	
<b>Date:</b>	29 Jan 25

**Approval by officials who attended the meeting**

The minutes are a true reflection of the deliberations held.

Name	Designation	Signature	Date
Mr. Buyelani Ngubane	Deputy Director		2025/02/03

