



KWAZULU-NATAL PROVINCE
TRANSPORT
REPUBLIC OF SOUTH AFRICA

MINUTES OF MEETING FOR TENDER NO ZNB02638/00000/00/HOD/GEN/25/T – APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A PROVINCIAL ROAD SAFETY STRATEGY 18 MONTHS

DIRECTORATE:

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MINUTES OF MEETING: BRIEFING SESSION

ZNB02638/00000/00/HOD/GEN/25/T – APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A PROVINCIAL ROAD SAFETY STRATEGY 18 MONTHS

Date: 22 MAY 2025

Time: 10h05

Venue: DOT HEAD OFFICE, 172 BURGER STREET, PIETERMARITZBURG, INDLOVU BOARDROOM

Procedural matter	Person
1. Opening and welcome:	Ms Nonhlanhla Manukuza
2. Opening and introduction of members present: <ul style="list-style-type: none"> Mr Asibonge Mqadi Mrs Sthembile Diamini Ms Marini Pillay Mr Thokozani Mlotshwa 	Ms Nonhlanhla Manukuza
3. Bidding process	Ms Nonhlanhla Manukuza
<ul style="list-style-type: none"> Bid number and project description was confirmed. It was emphasized that bidders are to submit both hard copy and electronic copy on USB as per page 3 of the bid document. Part A- Invitation to Bid, Bidders were urged to ensure section is completed accurately and in full. Part B-Terms and conditions for bidding, bidders were made aware of terms and conditions and were urged to ensure completion in full. Section C- Authority to sign, section to be fully completed and signed. Section D- Registration on CSD, Bidders to ensure that they are registered on CSD and that their information is up to date. Section E- Declaration that information on CSD is correct and up to date, to be completed and signed. Section F- Official Briefing certificate, Bidders were requested to ensure that the certificate was completed and signed and also stamped and signed by the departmental official as this briefing was compulsory. SBD 3.1- Pricing Schedule, Bidders to ensure section is fully completed. Pricing must be inclusive of all activities that will 	



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meet the required deliverables.

- SBD 4- Bidder's Disclosure, Bidders to ensure that that SBD is fully completed and signed.
- SBD 6.1- Preference Points Claim Form, Bid would be evaluated in line with Regulations 2022. Bidders to ensure that specific goal points are claimed by fully completing the SBD form.
- SBD 7.2- Contract Form, The SBD would form part of the contract upon award. Bidders to ensure SBD is completed and signed.
- Section K- General Conditions of Contract, Bidders are to read and understand the section.
- Section L- Special Conditions of Contract, the bid would be evaluated in 3 stages i.e. Administrative Compliance (Document is fully completed), Functionality as per the evaluation criteria stipulated and Price and Preference points.

4. Explained the Terms of Reference

Ms Marini Pillay

The following were discussed in the specification

- ✓ Introduction and Background
- ✓ Approach
- ✓ Scope of work
- ✓ Deliverables expected from the project
 - Deliverable 1- Inception Report
 - Deliverable 2- Detailed Status Quo Report
 - Deliverable 3- Convene and Facilitate a Stakeholder Consultation Forum
 - Deliverable 4- Development of the Provincial Road Safety Strategy
 - Deliverable 5- Institutionalization of Strategy
- ✓ Key background documents
- ✓ Timeframe for the project- Correction and confirmation was made that the project would be 18 Months and not 12 months as stated on the document.
- ✓ Management Arrangements
- ✓ Reporting Arrangements

Questions	Answers
• Are bidders required to submit both electronic and hard copies?	• Yes
• Performance security amount is not specified as stated on page 26.	• The department will issue an addendum which will provide clarity on the performance security.
• Is there a specific location for the workshops that will be held and who are the stakeholders that will attend	• 8 Workshops will be held, 2 per region i.e. Pietermaritzburg, Ladysmith, Durban and Empangeni



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the workshops.	
<ul style="list-style-type: none"> Must bidders price for the logistical arrangements i.e. venues, catering etc.? Is there a specific type of venue the department prefers? 	<ul style="list-style-type: none"> Yes, Venue must be a conference venue.
<ul style="list-style-type: none"> Now that bidders are required to submit electronic copies of their proposal, how safe are their documents? 	<ul style="list-style-type: none"> The same document management system will apply for both hard copy and electronic copies of the bidder's proposal.
<ul style="list-style-type: none"> Why are the disbursements omitted/excluded on the pricing page. 	<ul style="list-style-type: none"> Bidder's prices are to be all inclusive, however the department will have discussions, and clarity will be provided in the addendum to be issued.
<ul style="list-style-type: none"> Will it be 1 workshop per region? 	<ul style="list-style-type: none"> There will be 8 workshops altogether, 2 per region.
<ul style="list-style-type: none"> Is this project going to be finalized and awarded? 	<ul style="list-style-type: none"> The department will thrive towards ensuring that the project is finalized and awarded, however the department reserves the right not to award for whatever reason there may be.

Addendum will be issued covering the following items:

- Page 26- Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
 - ✓ Addendum to be issued providing clarity on the performance security.
- Pricing Schedule omitted/ excluded disbursements
 - ✓ Addendum to be issued to provide clarity on whether disbursements should be priced separately or to be included in the pricing for deliverables.

Closure of the Meeting

Meeting closed at 11h15

Compiled by:	
Name:	Sthembile Dlamini
Signature:	
Date:	23/05/2025

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The minutes are a true reflection of the deliberations held.

Name	Designation	Signature	Date
Marlini Pillay	Deputy Director		23/05/2025
Thokozani Mlotshwa	Principal Road Safety		23/05/2025
Nonhlanhla Manukuza	Act- AD- Demand		23/05/25
Asibonge Mqadi	SAC		23/05/25