



**MINUTES OF BRIEFING MEETING FOR TENDER NO. ZNB02687/00000/00/HOD/GEN/25/T – APPOINTMENT OF SERVICE PROVIDER FOR CALIBRATION, AD-HOC MAINTENANCE AND REPAIRS TO 12 PROVINCIAL WEIGHBRIDGES FOR A PERIOD OF 5 YERAS**

**DIRECTORATE:**

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**MINUTES OF MEETING: BRIEFING SESSION**

**MINUTES OF MEETING FOR TENDER NO. ZNB02687/00000/00/HOD/GEN/25/T – APPOINTMENT OF SERVICE PROVIDER FOR CALIBRATION, AD-HOC MAINTENANCE AND REPAIRS TO 12 PROVINCIAL WEIGHBRIDGES FOR A PERIOD OF 5 YERAS**

Date: 19 Sep 2025

Time: 10h00 am

Venue: McDonald Theatre, 172 Burger Street, Pietermaritzburg

Procedural matter	Person
1. Opening and welcome:	Ms. Nonhlanhla Manukuza
2. Opened and introduction of members present: <ul style="list-style-type: none"><li>• Mr. Sipho Mncube</li><li>• Ms. Leesha Govender</li><li>• Mr Andile Zondi</li><li>• Ms. Philisiwe Mhlongo</li></ul>	Ms. Nonhlanhla Manukuza
3. Bidding process	Ms. Nonhlanhla Manukuza
<ul style="list-style-type: none"><li>• Project description: The closing date 30 September 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. Sipho Mncube</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>	



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- 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 - SBD 3.1 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- SBD 6.1 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- SBD 7.2 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. Sipho Mncube

**The following were discussed by the end-users in the meeting**

- ✓ Background
- ✓ Duration
- ✓ List of Weighbridges
- ✓ Mandatory Requirements
- ✓ Scope of Work
- ✓ Guarantee

**On the following pages there will be no addendum issued as this is not the core technical requirement for the operation of the weighbridges:**

Page 14,15,16,17,18,19,20,21,22,23,24,25 add the 4.8 column

**Questions and Answers:**

Questions	Answers
• What is the 80/20 system for?	• It is the formula used to allocate points for prices and specific goals
• What type of Weighbridge, Model and what is the capacity of it?	• All is being stipulated on the Scope of Work & however the capacity is 40 ton hermitically sealed
• What is the weighing system and in which areas are these going to be taking place	• The areas of these weighbridges are mentioned on page 53 of the document
• Can you provide the contact details of the	• A memo will be done to informed station



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station commanders so we can enquire about the weighbridge?	commanders to expect & assist service providers with information
<ul style="list-style-type: none"><li>Who checks if the pump is working?</li></ul>	<ul style="list-style-type: none"><li>AD-HOC repairs and maintenance and if something is faulty, we organize the service provider to maintain and inspect</li><li>Will be informed by the department official in that area of work.</li></ul>

**Closure of the Meeting**

Meeting closed at 11h00 am

**Compiled by:**

**Name:**

Andile Zondi

**Signature:**

**Date:**

19 Sep 2025

**Reviewed and supported by officials who attended the meeting**

The minutes are a true reflection of the deliberations held.

Name	Designation	Signature	Date
Ms. Nonhlanhla Manukuza	Acting Assistant Director SCM		23/09/25

**Approval by officials who attended the meeting**

The minutes are a true reflection of the deliberations held.

Name	Designation	Signature	Date
Mr. Sipho Mncube	AESIGN SHK		23/09/25

