



KWAZULU-NATAL PROVINCE

TRANSPORT
REPUBLIC OF SOUTH AFRICA

MINUTES OF BRIEFING MEETING FOR TENDER NO. ZNB02576/00000/00/HOD/GEN/24/T – THE APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT A FEASIBILITY STUDY FOR THE UMKHANYAKUDE DRY PORT (GOLELA) AND NEW GREENFIELD OF MAKHATHINI FLATS

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

Nonhlanhla.manukuza@Kzntransport.gov.za

MINUTES OF MEETING: BRIEFING SESSION

MINUTES OF BRIEFING MEETING FOR TENDER NO. ZNB02576/00000/00/HOD/GEN/24/T – THE APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT A FEASIBILITY STUDY FOR THE UMKHANYAKUDE DRY PORT (GOLELA) AND NEW GREENFIELD OF MAKHATHINI FLATS

Date: 28 March 2025
Time: 10h05 am
Venue: T² McDonald Theatre

Procedural matter	Person
1. Opening and welcome:	Ms. Nonhlanhla Manukuza
2. Opened and introduction of members present: <ul style="list-style-type: none">Mr. Sipho MncubeMr. Asibonge MqadiMs. Thabile MtoloMs. Philisiwe Mhlongo	Ms. Nonhlanhla Manukuza
3. Bidding process	Ms. Nonhlanhla Manukuza
<ul style="list-style-type: none">Project description: The closing date 23 April 2025, time at 11H00 am and place where bids are to be submitted – 172 Burger StreetOfficials 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 MncubeSection A- Invitation to BidPart A- Invitation to BidPart B-Terms and conditions for bidding, bidders were made aware of terms and conditions, as well as Tax compliance requirementsThe department is using Regulation 4 of PPPFA Regulations 2022 to evaluate this bidSection B- Special instructions and notices to bidders regarding the completion of bidding forms, suppliers to read and understandSection C Authority to sign, suppliers to tick what is relevant to their company and make sure every member signSection D -Indicates that tenderers need to be registered on Central Supplier Database otherwise they will be disqualified	



MINUTES OF BRIEFING MEETING FOR TENDER NO. ZNB02576/00000/00/HOD/GEN/24/T – THE APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT A FEASIBILITY STUDY FOR THE UMKHANYAKUDE DRY PORT (GOLELA) AND NEW GREENFIELD OF MAKHATHINI FLATS

- 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. Sipho Mncube

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

- ✓ Contract Period
- ✓ Purpose
- ✓ Policy Imperative
- ✓ Scope of Work and Deliverables
- ✓ Measurable Indicators
- ✓ Payment Schedule

Functionality Criteria:

- ✓ Professional Team
- ✓ Project Leader
- ✓ Project Team Members
- ✓ Experience
- ✓ Research Methodology

Addendum will be issued to correct the following:

Page 53 number b) must read as follows: A team leader must have at least an NQF Level 9 in Project Management and/or Transport Engineering qualifications.



KWAZULU-NATAL PROVINCE

TRANSPORT
REPUBLIC OF SOUTH AFRICA

MINUTES OF BRIEFING MEETING FOR TENDER NO. ZNB02576/00000/00/HOD/GEN/24/T – THE APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT A FEASIBILITY STUDY FOR THE UMKHANYAKUDE DRY PORT (GOLELA) AND NEW GREENFIELD OF MAKHATHINI FLATS


Questions and Answers:

Questions	Answers
<ul style="list-style-type: none">On Page 11 price page, as VAT is proposed to increase what's going to happen after we have done our pricing?	<ul style="list-style-type: none">Nothing has been finalized regarding this matter, however if there is going to be any change, Treasury will communicate on how the department will accommodate the service provider with regards to VAT increase.
<ul style="list-style-type: none">Who completes page 12?	<ul style="list-style-type: none">The service provider.
<ul style="list-style-type: none">Regarding the Project leader reference letters, some companies do not address reference letters to the individual but to a company. In this case what should we do?	<ul style="list-style-type: none">Service providers must submit both the reference letters and CV's that must correspond with each other in terms of experience.
<ul style="list-style-type: none">Who completes page 22?	<ul style="list-style-type: none">Service provider must complete what is required on page 22 and sign on page 23.
<ul style="list-style-type: none">Can I quote and exclude VAT?	<ul style="list-style-type: none">If you are a VAT vendor, you will be required to add VAT.
<ul style="list-style-type: none">In a case of joint venture, what is the process to claim preferential procurement points if the other company is not from KZN?	<ul style="list-style-type: none">To claim points for KZN based companies the majority holder must be in KZN.
<ul style="list-style-type: none">This bid has 3 separate tasks, namely Dry Port, Greenfield and Branch lines. These Payment phases may create cash flow problems in terms of the order in which the tasks are to be completed	<ul style="list-style-type: none">Order of payment schedule will not stop the department from paying the service provider as and when the tasks are completed regardless of the order of the payment schedule.

Closure of the Meeting

Meeting closed at 12h20 am

Compiled by:

Name:	Philisiwe Mhlango
Signature:	
Date:	04 April 2025




KWAZULU-NATAL PROVINCE

TRANSPORT
REPUBLIC OF SOUTH AFRICA

MINUTES OF BRIEFING MEETING FOR TENDER NO. ZNB02576/00000/00/HOD/GEN/24/T – THE APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT A FEASIBILITY STUDY FOR THE UMKHANYAKUDE DRY PORT (GOLELA) AND NEW GREENFIELD OF MAKHATHINI FLATS

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	Act- AD - Demand		16/04/25

Approval by officials who attended the meeting

The minutes are a true reflection of the deliberations held.

Name	Designation	Signature	Date
Mr. Sipho Mncube	DEPUTY DIRECTOR		16/04/2025