



KWAZULU-NATAL PROVINCE

TRANSPORT
REPUBLIC OF SOUTH AFRICA

MINUTES OF BRIEFING MEETING FOR TENDER NUMBER: ZNB02670/00000/00/HOD/GEN/25/T- APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF TRAVEL MANAGEMENT FOR THE KWAZULU-NATAL DEPARTEMENT OF TRANSPORT FOR A PERIOD OF THREE (3) YEARS

DIRECTORATE:

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MINUTES OF MEETING: BRIEFING SESSION

MINUTES OF MEETING FOR TENDER NUMBER: ZNB02670/00000/00/HOD/GEN/25/T- APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF TRAVEL MANAGEMENT FOR THE KWAZULU-NATAL DEPARTEMENT OF TRANSPORT FOR A PERIOD OF THREE (3) YEARS

Date: 10 September 2025

Time: 10h05 am

Venue: 1st Floor Boardroom, Executive Building

Procedural matter	Person
1. Opening and welcome:	Ms. Nonhlanhla Manukuza
2. Opened and introduction of members present: <ul style="list-style-type: none">Mrs. Thabile Mtolo	Ms. Nonhlanhla Manukuza
3. Bidding process	Ms. Nonhlanhla Manukuza
<ul style="list-style-type: none">Project description: The closing date 03 October 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 Ms. Jessica KennethSection 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- Registration on the central supplier's databaseSection C- To declare that the information on CSD is correct and to make sure that it signed and dated at the bottomSection D- 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 OfficialsSection E- SBD 3.1 Pricing schedule tenderers to ensure they complete, sign and date the price pageSection F- SBD 4 to make sure it is signed and filled declaring all the directors, shareholders, members of the companySection G – Not applicable	



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- Section H- 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 I- General conditions of contract to be read and understood
- Section J- Special Conditions of Contract- the main stages of evaluation criteria were highlighted
- Section K- Authority to sign, suppliers to tick what is relevant to their company and make sure every member sign
- Section L- Terms of reference to be discussed by end user

4. Explained the Terms of Reference | Ms. Nonhlanhla Manukuza

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

- ✓ Introduction
- ✓ Purpose
- ✓ Contract Period
- ✓ General Service Requirements
- ✓ Scope of work
- ✓ Evaluation Criteria

Questions and Answers:

Questions	Answers
<ul style="list-style-type: none">• With regard to management fees, there are numerous items listed. How should these items be priced?	<ul style="list-style-type: none">• Service providers are required to calculate monthly costs for each item and then provide a consolidated fixed annual cost at the bottom.

Closure of the Meeting

Meeting closed at 11h00 am

Compiled by:

Name:	Philisiwe Mhlongo
Signature:	
Date:	15 September 2025




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Reviewed and supported by officials who attended the meeting

The minutes are a true reflection of the deliberations held.

Name	Designation	Signature	Date
Ms. Thabile Mtolo	Intern		15/09/2025

Approval 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		15/9/25