



**CONTRACT NO: BID 8/2/2/433 (2025-2028) BID FOR A PANEL OF CONSULTANTS TO RENDER PROFESSIONAL ENGINEERING, QUANTITY SURVEYING AND ARCHITECTURAL SERVICES FOR VARIOUS PROJECTS FOR MIDVAAL LOCAL MUNICIPALITY**

Date : 17 April 2025  
Time : 10:00  
Venue : Midvaal Locality Municipality Town Hall, Meyerton.  
Chairperson : Mr N.NTULI

**AGENDA ITEMS**

ITEMS	DISCUSSION	RESPONSIBLE
1. Opening and welcome	<ul style="list-style-type: none"><li>➤ The meeting was chaired by N.Ntuli who welcomed all present and officially opened the meeting.</li></ul>	N.NTULI
2. Attendance	<ul style="list-style-type: none"><li>➤ Engineering Services Representatives</li><li>➤ Supply chain representatives</li><li>➤ Prospective tenderers.</li></ul> (Refer to the attendance register)	

### 3. Proceedings

#### WELCOME AND INTRODUCTION

SCM welcomed all attendees to the compulsory tender briefing for the abovementioned project.

SCM confirmed that this briefing is compulsory, and all attendees must ensure they fill in the attendance register in legible writing and that one representative per company is allowed. The roll call will be done after the briefing and companies without representatives will be deemed absent for the tender briefing.

#### SUPPLY CHAIN MANAGEMENT (SCM)

- SCM confirmed that the bid number for the briefing as **8/2/2/433**.
- It is confirmed that the closing date for the tender is **06 May 2025 at 10:00**. No late submission will be entertained. Tenderers must ensure that the bid number is indicated on the submission document. Tenderers were encouraged to submit 2 submissions, the tender document and annexure returnables, not to insert anything in between the tender document.
- Prospective bidders to submit separate submission for each field applied for. Failure to do so will result in the bids not evaluated.
- The bid documents can be procured from SCM at **R442.00**. The tenderers can be requested electronically from [tenders@midvaal.gov.za](mailto:tenders@midvaal.gov.za), or the tender can be downloaded from the [etenders.gov.za](http://etenders.gov.za) website.
- The tenderers must ensure that the submission contains all pages of the issued document.
- The tenderers must ensure that they are registered with the **CSD** by the submission date and that the **MAAA** number is provided.
- All MDB forms must be duly completed. The tenderer ensures that **MDB 4** is duly completed (revised document will all MBDs to be circulated via etenders), and the shareholders should be listed even if the state does not employ a specific director.
- Tenderers must submit the company's Rates and Taxes, which should not be overdue more than 90 days. If the property is leased, a signed lease agreement must be submitted.
- Only sworn affidavits on the format the DTI or CIPC provides will be accepted. The tenderer must submit the original sworn affidavit and not a copy. For BBBEE certificates, the companies issuing the certificate must be accredited by SANAS and the registration number is to be provided. In the case of a joint venture, a consolidated BBBEE must be submitted.
- Under specific goals, the tenderer will be allocated 05 points for locality, 05 points for BBBEE. To claim points for the locality, the tenderer must submit a company's Rates and Taxes account or the Rates and Taxes of a director residing in Midvaal Local Municipality or Confirmation of the company's director(s) ward and voting district as per the IEC (Independent Electoral Commission of South Africa. If the required information is not submitted, the tenderer will not be allocated points.
- Bidders also requested extension on the closing date because of public holidays. This will be communicated via addendum to be issued.
- Pricing should include the current VAT %, the awarded panel will then adjust it accordingly as approved by National Treasury.

	<p>The tender must be submitted at: THE TENDER BOX: BLOCK A CIVIC CENTRE 25 MITCHELL STREET MEYERTON</p> <p>It is confirmed that the bid may not be faxed or emailed. The Tenderers are informed not to use correction fluid in their bids.</p> <p>a. All questions relating to this tender must be directed to <a href="mailto:tenders@midvaal.gov.za">tenders@midvaal.gov.za</a>.</p> <p>3. <u>Functionality and Minimum requirements.</u> Functionality and minimum requirements to be evaluated for this tender were explained to all prospective bidders.</p> <p><b>Questions and Answers</b></p> <p>Q: Can one personnel be used multiple times in one field applied for? A: No duplication of personnel multiple times on one field.</p> <p>Q: On company experience, do you require completed projects or also the ones in progress? A: Bidders are to submit an appointment letter and reference letter as outlined in the tender document in order to meet minimum requirements as required. Completed projects only are to be submitted.</p> <p>Q: Appointment letters, do you accept sub-consulting/contracting? A: Yes, sub-consulting is accepted</p> <p>Q: some clients are strict on sharing documents; can they submit reference letters? A: The requirements of the tender are strictly that to meet minimum requirements on company experience, an appointment letter and reference letter are to be submitted.</p> <p>Q: Geotech: Site agent necessary? A: Yes.</p> <p>Q: Do you accept dolomitic studies? A: Yes</p> <p>Q: Clarity on completion certificates are they enough or also need a reference letter? A: The requirements of the tender are strictly that to meet minimum requirements on company experience, an appointment letter and reference letter are to be submitted.</p> <p>Q: Professional Engineer, do you consider a break on registration? A: Submit both certificates of registration with ECSA.</p> <p>4. Tender Correspondence</p> <p>Tender correspondence and queries related to the tender are to be addressed through the supplied email on the advert, at <a href="mailto:tenders@midvaal.gov.za">tenders@midvaal.gov.za</a>.</p>
4. Closing	Meeting Adjourned at 12h15am