



## TECHNICAL SERVICES DEPARTMENT

### Architecture Unit | City Architects

166 K.E Masinga Road, Durban, 4001

P.O. Box 1548, Durban, 4000

Tel: 031 311 7376, Fax: 031 311 7111

[www.durban.gov.za](http://www.durban.gov.za)

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**Reference:** Contract No.36585-1B  
Integrated Infrastructure Maintenance And Construction For Buildings, Facilities and Engineering Systems Works For 36 Months.

**Enquiries:** Mxolisi Myeza & Nokuthula Mokoape

**Date:** 29 July 2026

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## SITE BRIEFING MINUTES FOR CONTRACT NO. 36585-1B

### INTEGRATED INFRASTRUCTURE MAINTENANCE AND CONSTRUCTION FOR BUILDINGS, FACILITIES AND ENGINEERING SYSTEMS WORKS FOR 36 MONTHS.

#### PRIOR ARRANGEMENTS LEADING TO THE MEETING

*Prior arrangements were made to ensure a safe and professional site briefing, and the following measures were implemented:*

- Moses Mabhida parking areas were reserved for service providers attending the briefing.
- The Moses Mabhida Mixed Zone was prepared and reserved for the service provider briefing. A total of 300 chairs were arranged, with additional standing space available to accommodate attendees exceeding the seating capacity.
- Metro Police officers were deployed on site to manage traffic flow, direct contractors to the designated parking areas within Moses Mabhida, and ensure the safety of municipal employees, members of the public, and municipal infrastructure.
- Access gates were closed on time to maintain order and control attendance.
- None of the service providers that were on time had any issues be it related to parking, accessing the venue, etc.

#### ON THE DAY OF THE BRIEFING (27<sup>th</sup> of JULY 2026)

##### 1. OPENING AND WELCOME

- All were welcome to the meeting.
- The document title introduced as "Integrated Infrastructure Maintenance And Construction For Buildings, Facilities And Engineering Systems For 36 Months".
- The contract number was stated as 36585-1B, which will be administered by Architecture.
- The meeting commenced on time and no any other person/service provider was allowed into the venue.

##### 2. ATTENDANCE

- All tenderers that arrived on time.
- All senior management from Architecture.
- eThekweni Municipality Supply Chain Management representative.
- eThekweni Municipality Health and Safety representative.
- eThekweni Metro present.

##### 3. GROUND RULES AND SAFETY PRECAUTIONS

- We are all to be professional in this space and respect house rules for the day.
- Keep all phones on silent.
- Ablution facilities are available to your right and left.
- In case there is an emergency, the same exits mentioned can be used if the dangerous situation is not within that exit. Also, the main exit can be used and a gathering point is at the parking lot.
- If you would like to raise a question, you raise your hand up and there will be a roving mic.

- If you would like to raise a question, you raise your hand up and there will be a roving mic.
- We will take questions as we go with the document, 3 questions at a time.
- At Architecture, we are multidisciplinary and the document is structured as such. Where a question is specific to a certain field or falls within a certain ambit, I will redirect that to be responded by the right and relevant colleague.
- Also, there is a designated space where you will be issued with a site briefing certificate. Each of you will stand up and walk to the table, fill in your details and be given the signed attendance certificate. Ensure that the information on the attendance register is clear.
- Each one of you here represents one company, no persons will sign for more than 1 company/service provider, unless it is a JV.
- SCM, before you leave, will close all the attendance registers.

#### **4. PURPOSE**

To establish a panel of pre-qualified contractors to deliver building construction, maintenance, repairs, refurbishment, and emergency works efficiently, ensuring quality, compliance, value for money, and improved management of municipal building assets.

#### **5. OBJECTIVES**

- Improve service delivery through faster procurement and work allocation.
- Preserve and extend the lifespan of building assets.
- Ensure compliance with statutory, safety, and quality standards.
- Achieve cost-effective and efficient project delivery.
- Provide flexibility to undertake planned, reactive, and emergency works.
- Monitor and improve contractor performance and accountability.
- Support local economic development and transformation objectives.
- Align construction and maintenance activities with the Infrastructure Asset Management Plan and long-term asset management strategy.

#### **6. SCOPE OF WORK**

The framework panel shall provide building construction, refurbishment, maintenance, repairs, alterations, and emergency works for municipal buildings and related infrastructure. The work includes planned, preventative and reactive maintenance, capital projects, specialist building services, statutory compliance, and the supply of labour, materials, plant, equipment, and supervision to ensure the efficient, safe, and sustainable management of municipal building assets.

#### **7. DOCUMENT INFORMATION**

- Title: Integrated Infrastructure Maintenance And Construction For Buildings, Facilities And Engineering Systems For 36 Months – Contract number – 36585-1B advertised on eTenders, eThekwini Municipality website, newspapers and all other relevant and legit platforms, etc.
- The required grades are from 3 to 9 for GB, EB and ME. We also require 4SI or above which is for lifts.
- As the document says “integrated”, the aim is to integrate all of our services so that there is a one stop shop for anything that is building infrastructure related within the eThekwini Municipality.
- The contract number only in the newspaper reflected as 35892-1M.
- The correct contract number is 36585-1B
- The briefing meeting is today, the 27th of July 2026
- The closing date only on the newspaper reflected as the 7<sup>th</sup> of August 2026.
- The correct tender closure is on the 21<sup>st</sup> of August 2026 at 11h00 at 166 KE Masinga Road – tender box.
- The employer’s agents are Mxolisi Myeza and Nokuthula Mokoape both from Architecture.
- You are to submit online as well. Lindo Dlamini is the person to contact in relation to this.
- As the tender closes on the 21st of August 2026, consolidated queries are to be uploaded by the 13<sup>th</sup> of August 2026 on the platforms alluded to at the top, namely eTenders and eThekwini website.
- The service providers were taken through the entire document highlighting critical aspects such as, but not limited to, eligibility, functionality, returnable documents, pricing, performance, termination, health and safety, etc.

## 8. QUESTIONS AND ANSWER SESSION

- a. Can one service provider bid for more than one CIDB class of works?  
**Yes, you can bid for more than one CIDB class of works.**
- b. How are we averaging the rates?  
**The rates of the most responsive service providers are to be used and averaged.**
- c. How are you sectioning submissions in one document?  
**Standard returnable documents are to be attached only once. If you are bidding for more than one CIDB class of works, the standard returnable are not to be submitted twice. One document can encompass all CIDB classes you are tendering for and ensure that the documentation for the functionality for each class of works is attached.**
- d. Are bills of quantities available as soft copies?  
**Yes, they are available but are not to be used for submission purposes. Submit handwritten bills of quantities as attached in the main document.**
- e. If you tender for more than one CIDB class of works and you disqualified in one, can you be appointed for the one you were not disqualified on?  
**Yes, if the service provide has met all requirements in the CIDB class of works, they will be appointed.**
- f. Possibility of extending closing date?  
**No, as the closing date is the 21st of August 2026.**
- g. ISO9001, is it compulsory for you to make it through?  
**Not compulsory but preferred and allocated points for grades 7 to 9.**

There were no further questions after this.

## 9. ADJOURNMENT AND SIGNING OF BRIEFING CERTIFICATES

Service providers brought their briefing certificates, and they were all signed and stamped.

Signature:   
Mxolisi Myeza  
Senior Manager: Assets and Facilities  
Date: 29/07/2026

Signature:   
Nokuthula Mokoape  
Senior Manager: Architecture and Project Management  
Date: 29/07/2026

Signature:   
Allan Shazi  
Deputy Head: Architecture  
Date: 29/07/2026