



TENDER BRIEFING MINUTES

Contract Number: 34155-1B

Contract Title: Appointment of a Framework Contract of Service Providers for Repairs, Maintenance & Installation of Electrical Systems in eThekweni Municipality Buildings for a 24-Month Period

1. MEETING PARTICULARS

Date: 08 April 2026

Time: 10:00

Venue: Moses Mabhida Stadium – Retail Undercover Parking

Meeting Type: Compulsory Tender Briefing Session

2. CHAIRPERSON

Mr Govuzela

3. ATTENDANCE

The briefing session was attended by officials of the eThekweni Municipality, prospective bidders, and relevant stakeholders.

A duly completed attendance register is attached hereto as proof of attendance.

4. OPENING AND WELCOME

The Chairperson formally welcomed all parties and confirmed that the session constituted a compulsory briefing in terms of the tender conditions. It was emphasized that non-attendance may result in disqualification.

5. PURPOSE OF THE SESSION

The purpose of the briefing session was to provide clarity on the tender requirements, outline the scope of work, and ensure that all prospective bidders have a uniform understanding of the project specifications and conditions of contract as outlined in the tender index to procurement document.

6. SCOPE OF WORK

The contract entails the appointment of a panel of service providers for the execution of repairs, maintenance, and installation of electrical systems within various eThekweni Municipality buildings. This is a framework agreement for a period of twenty-four (24) months, and work will be allocated on an ad hoc basis through the issuance of task orders. Contract is for 2EB,3EB,4EB,5EB and higher.

7. COMPLIANCE AND MANDATORY REQUIREMENTS

All bidders are required to comply with the general eligibility (a-h) on page 18. Making sure that the CSD, CIDB etc is valid by the closing tender date.

Failure to comply with mandatory requirements will result in the bid being deemed non-responsive.



TECHNICAL SERVICES DEPARTMENT

Engineering Services Directorate: Architecture Division

166 K.E. Masinga Road, Durban, 4001
PO Box 680, Durban, 4000
Tel: 031 311 7783, Fax: 031 311 7111
www.durban.gov.za

8. PRICING AND EVALUATION CRITERIA

Bids will be evaluated in accordance with the Municipality's Supply Chain Management Policy, the Preferential Procurement Policy Framework Act (PPPFA), and associated regulations.

The evaluation process will include:

- General eligibility compliance
- Functionality assessment
- Price and preference point scoring

Bidders to fully complete the form of offer after completing the BOQ

9. TECHNICAL CLARIFICATIONS (QUESTIONS AND RESPONSES)

Q1: Clarification was sought regarding the geographical scope of the contract.

A: It was confirmed that the contract covers multiple municipal facilities and is not limited to a specific site. Service providers must demonstrate capacity to operate across various locations.

Q2: Enquiries were made regarding pricing under the framework arrangement.

A: It was confirmed that bidders must submit rates as per the Bill of Quantities (BOQ) for their CIDB grading, which will form the basis for pricing of all task orders issued during the contract period.

Q3: Enquiries were made regarding the inclusion of emergency maintenance.

A: It was confirmed that the scope includes both planned active maintenance and reactive/emergency maintenance. Contractors must ensure availability for emergency response.

Q4: Enquiries regarding submitting a CV for a Professional Electrical technologist or Engineer instead of a Professional Electrical Technician

A: It was confirmed that bidder can submit Professional Electrical Technician or Higher as long as they are registered with Engineering Council of South Africa (ECSA).

Q5: Enquiries regarding the BOQ without quantities.

A: All the BOQ submitted to BSC for uploading on the portal had quantities, will double check if the BOQ uploaded were the correct ones

Q6: Clarification was requested on the mechanism for work allocation.

A: It was confirmed that work will be allocated through formal task orders issued by the Municipality, detailing scope, timelines, and performance expectations.

Q7: Clarification was requested regarding health and safety obligations.

A: Contractors are required to submit comprehensive Health and Safety documentation, including risk assessments and safety plans, and ensure full compliance with legislative requirements.



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Q8: Clarification was sought on performance monitoring mechanisms.

A: It was confirmed that contractor performance will be continuously monitored against key performance indicators, including quality, responsiveness, and compliance.

Q9: Clarification was requested regarding provision of materials and equipment.

A: Unless otherwise specified, contractors will be responsible for the supply of all materials, tools, and equipment necessary for the execution of the works.

Q10: Clarification was requested on the mechanism for work allocation.

A: It was confirmed that work will be allocated through formal task orders issued by the Municipality, detailing scope, timelines, and performance expectations.

10. CLOSING PARTICULARS

Closing Date: **08 April 2026**

Closing Time: **12:00**

All submissions must be made in accordance with the instructions contained in the tender document. Late submissions will not be accepted.

11. GENERAL

Bidders were reminded to ensure that all returnable documents are duly completed signed and initial each page. The Municipality reserves the right to accept or reject any bid in accordance with applicable legislation and policy. Bidders to note that there is an error on page 31 of the tender document, the professional electrical engineering or higher is required from 4EB or 3EB CIDB grading company. Bidders to check the updates/addendum on the portal every day.

12. ADJOURNMENT

There being no further business, the Chairperson thanked all parties for their attendance and participation, and the meeting was formally adjourned.

Prepared by: **Nothando Ngubane**

Designation: **Chief Technician EBS**

Date: **08 April 2026**

Approved by: **Mbali Govuzela**

Designation: **Senior Management (EBS)**