

Minutes Site Briefing Meeting

Client : Department of Co-Operative Governance Human Settlement Traditional Affairs
 Project : Internal Civil Engineering Services: Phase 6
 Contract : NC/24/2022
 Minutes : Site Inspection and Clarification Briefing Meeting
 Date : 14 February 2023
 Time : 10h00
 Venue : Bigen Site Office Lerato Park
 File :

Item		Action
1.	WELCOME Mr K Visagie of COGHSTA welcomes all at the tender site briefing for the Internal Civil Engineering Services: Phase 6. He assures all tenders that the tender proses will be fair and transparent. Mr Visagie introduce Mr M Pretorius from Bigen Africa who will chair the meeting.	Info
2.	ATTENDANCE An attendance register is circulated. Mr Pretorius requested all who attend the meeting must make sure to fill in the attendance register and assure that all information must be correct and readable. See Annexure 2.	All
3.	INTRODUCTION	
3.1	Employer The employer is the Northern Cape Department of Co-operative Governance, Human Settlement and Traditional Affairs and will be represented by Mr K Kgwele.	
3.2	Local Authority The Local Authority is Sol Plaatje Local municipality, who will also be the beneficiary of the project.	
3.3	Engineer The Engineer (Employer's Agent) is Bigen Africa Services (Pty)Ltd and will be represented by Mr's L Gertenbach, M Pretorius and N van der Westhuizen.	
4.	SCOPE OF THE WORKS	
4.1	The scope of work for this project is for the construction of internal Civil Engineering Services for Phase 6 of the Lerato Park Integrated Housing Development. The project aims to deliver services for some 825 housing opportunities. The following work is inter alia included in this contract: <ul style="list-style-type: none"> • uPVC water mains, reticulated in street reserves <ul style="list-style-type: none"> ○ water pipes ranging from DN75 to DN250, totalling 7735m • uPVC midblock and road frontage sewers 	

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	<ul style="list-style-type: none"> ○ sewer pipes ranging from DN160 to DN200, totalling 7175m ○ Brown field area. • kerbed, interlocking concrete block paved roads <ul style="list-style-type: none"> ○ 60 and 80mm interlocking paving blocks, totalling 43 425m² ○ Kerb inlet storm water structures and junction boxes ○ concrete storm water pipes ○ Stormwater pipes DN450 to DN1050, totalling 2355m ○ Cable Ducts for future electrical reticulation road crossings 	
4.2	Phasing plan	
5.	TENDER DOCUMENTS	
5.1	<p>Document layout</p> <p>The document is a standard CIDB tender document comprising 2 volumes which includes the following:</p> <p>VOLUME 1</p> <ul style="list-style-type: none"> • Portion 1: TENDER <ul style="list-style-type: none"> ○ Part T1 Tendering procedures ○ Part T2 Returnable documents • PORTION 2 CONTRACT <ul style="list-style-type: none"> ○ Part C1 Agreements and contract data ○ Part C2 Pricing Data ○ Part C3 Scope of work ○ Part C4 Site Information Green <p>VOLUME 2: BOOK OF DRAWINGS</p>	
5.2	<p>Availability</p> <p>Tender documents can be downloaded from the Client's tender portal. All addenda / correspondence will also be published on the site</p>	
5.3	<p>Quantities</p> <p>Contract will be re-measurable and tenderers are to take note that this contract is VAT exempt (The Employer will not be paying VAT) See annexure 5.3.</p>	
5.4	<p>General Conditions of Contract</p> <p>GCC 2015</p>	
5.5	<p>CIDB requirements</p> <p>7CE</p>	
6.	<p>TARGETED PROCUREMENT</p> <p>Other than the Specific Goals i.t.o. the Procurement Regulations, 2022 (Government Gazette No. 2721) and the employers supply chain management practices, the tender will be subject to Functionality scoring in which the tenderer must score a minimum of 70 % to be considered further.</p>	

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	<p>The functionality scoring will be based on the following:</p> <ul style="list-style-type: none"> • Tenderers Experience (Maximum scoring of 40%) • Project Staff Experience (Maximum scoring of 40%) • Plant and equipment (Maximum scoring of 20%) <p>The successful tenderer must sub-contract a minimum of 30% of the contract value to a local subcontractor. A list of sub-contractors will be provided by the employees.</p>	
7.	PROGRAMME	
7.1	Tender Closing 3 March 2023 at 11:00am	
7.2	Anticipated Commencement Date	
7.3	Time for Completion <ul style="list-style-type: none"> • Phase 6.1 (343 sites) – 300 days • Phase 6.2 (482 sites) - 365 days 	
7.4	Construction programme and cash flow	
8.	FEATURES REQUIRING SPECIAL ATTENTION	
8.1	Returnable schedules and compulsory documents	
8.2	Access to site and camp	
8.3	Ground and subsoil conditions	
8.4	Survey and setting out	
8.5	Bedding and Borrow materials and spoil sites	
8.6	Construction power and water	
8.7	Concurrent construction activities	
8.8	Existing services	
8.9	Workmanship and quality control	
8.10	Security	
8.11	"As-built" drawings	
8.12	Wayleaves	
9.	ADDENDUMS TO TENDER	
	Minutes of this meeting will be the first addendum and no other addendums at this stage.	
10.	DETAILED SITE INSPECTION	
	Site inspection was conducted and midblock areas was shown to all. It was stated all must insure to tender accordingly.	
11.	QUESTION PERIOD	
	No questions.	

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Item		Action
12.	SIGNING OF CERTIFICATES Attendance register will serve as signing of certificates.	
13.	CLOSURE The meeting was adjourned at 12H30.	

ANNEXURE 2

Attendance Register



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Client : Department of Co-operative Governance Human Settlement And Tradional Affairs
Project : Internal Civil Engineering Services: Phase 6
Contract : NC/24/2022
Agenda : Site Briefing and Clarification Meeting
Date : 14 February 2023
Time : 10h00
Venue : Bigen Site Office (Lerato Park)
File :

PLEASE PRINT. Attendees to indicate distribution preference by selecting the appropriate block.

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ANNEXURE 5.3

Northern Cape Department of Co-operative Governance, Human Settlement and Traditional Affairs
LERATO PARK INTEGRATED HOUSING DEVELOPMENT
TENDER NUMBER: NC/24/2022
INTERNAL CIVIL ENGINEERING SERVICES PHASE 6

Summary of Schedules

Schedule No.	Description	Amount (R)
1	PRELIMINARY AND GENERAL	
2	PROVISIONAL SUMS AND PRIME COST ITEMS	
3	DAYWORKS AND TEMPORARY WORKS	
4	SITE CLEARANCE	
5	EARTHWORKS	
6	EARTHWORKS (PIPE TRENCHES)	
7	EARTHWORKS (ROADS , SUBGRADE)	
8	uPVC PIPELINES	
9	BEDDING (PIPES)	
10	CABLE DUCTS	
11	SUBSOIL DRAINAGE	
12	uPVC SEWERS	
13	STORMWATER DRAINAGE	
14	ERF CONNECTIONS (WATER)	
15	SUBBASE	
16	SEGMENTED PAVING	
17	KERBING, CHANNELLING, EDGE BEAMS, ETC	
18	ANCILLARY ROADWORKS	
	Sub-Total	
	Provisional sum: Allowance for Contract Price Adjustment (14% of Sub-Total)	
	Sub-Total	
	Provisional sum: Allowance for Contingencies (10% of Sub-Total)	
	Total Construction Cost	
	Value Added Tax at 0% (Zero)	-
	Total Amount of Tender Carried Forward to Form of Offer and Acceptance	

Bankers Details :

Contractor's Name: _____
Name reflected on bank statement: _____
Bank: _____
Branch: _____
Account Number: _____
Cheque Account _____ or Savings Account _____

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2