



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

MINUTES OF THE BRIEFING SESSION FOR TENDER NO: HP26/001GS

DATE: 30 JULY 2026 TIME: 10:00

VENUE: VIRTUAL

EXPANDED PUBLIC WORKS PROGRAMME PHASE V MID-TERM REVIEW

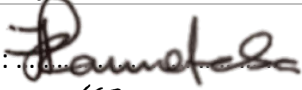
ITEMS	RESPONSIBLE	DISCUSSION
1. Opening and Welcome	Project Manager	The meeting was officially opened by Ms Kgomo tso Zantsi, she welcomed all the officials and bidders present.
2. Present	All	◆ Ms Kgomo tso Zantsi (Project Manager) ◆ Ms. Mannukoana Ramotheba (SCM Practitioner) ◆ Prospective bidders
3. Introduction	Project Manager	Ms Zantsi introduced BSC and SCM members as well as other colleagues from the Department who were present.
4. Circulation of Attendance Register.	SCM	There was no attendance register to be signed as the briefing session was non-compulsory.
5. Presentations	Project Manager	The Project manager made a presentation to the prospective bidders outlining the following: • Background of EPWP • The objective of EPWP phase V

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	SCM Practitioner	• EPWP phase V strategies • EPWP phase V targets and progress to date • EPWP phase V MTR Assignment outline ❖ Objectives ❖ Focus areas and questions ❖ Methodology ❖ Phases of MTR ❖ timeframe SCM presentation was based on the approved tender document that was published on www.etenders.gov.za and www.publicworks.gov.za . The returnable documents (PA-FORMS) requirements were explained in detail during the presentation as follows: PA-32 (Bid Offer) must be properly received on the bid closing date and time specified on the PA-04 (GS): Notice and invitation to Bid, fully completed and signed in ink. Substantive administrative as well as administrative responsiveness criteria were explained to the bidders. Submission of other compulsory returnable schedules / documents as per (PA-09 (GS): list of returnable documents: PA10: Bidders should familiarise themselves with the General Conditions of Contract (GCC). PA11: (Declaration of Interest) Failure to complete this form will render the bidder non-responsive.

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		PA15.1 Resolution of Board of Directors should be completed and all required information supplied by bidders. PA15.2 Resolution to enter into consortia or JV. If any is applicable the form should be completed in full. PA15.3 Resolution of Consortia or JV: Correct full names and registration numbers of bidders forming a Consortium or JV to be provided in this form. PA16: Bidders were informed about the specific goal applicable to this project. The specific goals were unpacked and explained accordingly. The minimum score of 80% (functionality) must be met to qualify further evaluation for price and preference. Closing date for this Tender is 12/08/2026 and the closing time is at 11H00 am. No late submissions will be accepted. It was explained to the bidders that they need to ensure that they complete and sign all the forms on the tender document. Bidders were requested to provide their contact details to receive soft copies of the presentations.
6. Questions & Answers	All	Question 1 (KNNA & KNA Consulting Engineers) Are we allowed to complete the bid document digitally?

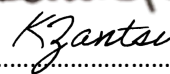
ITEMS	RESPONSIBLE	DISCUSSION
		Response Yes, service providers can digitally complete the bid document, but the signature must be original. Question 2 Are all disbursements expected to be included within the quoted rates in the pricing schedule? Response Yes, the pricing schedule should be inclusive of all disbursements. Question 3 (Africa Chartered Managers) • Proposal for future is to increase payments from three to four tranches for future projects, specifically adding a payment after fieldwork completion to bridge the seven-month gap between the first and second installments. • Recommendation to increase the weighting allocated to company experience in future evaluation criteria. • Proposed limiting team members to Monitoring and Evaluation specialists to ensure relevant evaluation expertise, rather than including other professionals without direct evaluation experience. Comment: The chairperson acknowledged the proposals, noting they would be considered for the next project. It was clarified that the briefing session was intended solely to answer questions about the Terms of Reference, not to modify them.
5. Closure	Chairperson	Meeting adjourned at 11:55

Compiled by: Mannukoana Ramotheba

Signature: 

Date: 31/07/2026

Approved and approved by: Kgomoiso Zantsi

Signature: 

Date: 31/07/2026