



TITLE: Department of Forestry, Fisheries and the Environment (DFFE), invites suitably qualified contractors for the construction of a Material Recovery Facility (MRF) and the refurbishment of two existing transfer stations and procurement of recycling equipment for the Emalahleni Local Municipality (Indwe And Dordrecht Towns) within a period of eighteen (18) months

DFFE-T032 (23/24)

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| Subject | Minutes of Meeting - Compulsory On-Site Briefing Session | Date | September 08, 2023 |
| Chairperson | Ms. Hombakazi Blou, Director: Waste Minimization and Circular Economy | Time | 11:40 – 14:30 |
| Location | Indwe Townhall (Emalahleni Local Municipality) | | |
| Attendees | Attendance register attached | | |

| No. | Item | Discussion | Action/Decision |
|-----|---|--|---|
| 1 | Opening, Welcome and Introductions | The Chairperson, Ms Hombakazi Blou opened the session, acknowledged all those in attendance and thanked everyone for making time and showing interest to the project. She further introduced the officials from DFFE, the planning, consultants from Engineering Aces (Consultant) and Emalahleni Local Municipality. | For noting |
| 2 | Attendance | All the bidders in attendance were requested to sign the official attendance register | Attendance register was circulated and signed by all the bidders in attendance. |



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| 3 | <p>Purpose of the Meeting and Project Brief Background</p> | <p>The chairperson outlined the background and purpose of the meeting indicating that it is a compulsory briefing session for Tender T032 (23/24) for the construction of a material recovery facility (MRF) and refurbishment two existing transfer stations within the Emalahleni Local Municipality. She further stated that the session will be followed by Site Visits at Indwe and Dordrecht Transfer Stations.</p> <p>The agenda and timing was briefly outlined and all the presenters were indicated.</p> | <p>For noting</p> |
| 4 | <p>Overview of the Tender Document (Volumes 1,2,3)</p> | <p>Ms. Zimasa Nhlapo, the Project Manager presented the overview of the tender document, indicating that it is compiled in accordance with the CIDB standard for uniformity (SFU) in engineering and building works contracts. She indicated that it is divided into 3 volumes:</p> <ul style="list-style-type: none"> ▪ Volume 1 (Tendering Procedures) ▪ Volume 2 (Returnable Documents) ▪ Volume 3 (The Contract) – GCC Contract <p>She further highlighted the expected deliverables and the bid evaluation criteria.</p> <p>The bidders were informed that the functionality is divided into 6 criteria as follows:</p> <ul style="list-style-type: none"> ▪ Relevant construction work experience on previous contracts of a similar nature, scope /or complexity and value ▪ Reference letters from the bidder's clients for the completed construction project which covers company experience in refurbishment of existing buildings and construction of new buildings and civil related works ▪ Financial Standing | <p>For noting</p> |



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| 5 | <p>Overview of the SCM Returnable Documents</p> | <ul style="list-style-type: none"> ▪ Competency (copies of qualifications and track record/experience) of: ▪ Site Agent ▪ Contract Manager ▪ Occupational Health and Safety (OHS) Agent/Officer <p>Upon completion of the presentation, an opportunity for questions was provided to the bidders and question asked were clarification on the CIDB grading.</p> <p>Ms. Vonani Rikhotso, the SCM Practitioner outlined the SCM requirements and returnable documents for the submission of the bid document. She emphasized the importance of noting the closing date and the address for the submission of bid proposals. Bidders were encouraged to register their Bid Submission at the DFFE Ground Floor. Key forms to be completed were highlighted and these included the e Local Contents SDB and the percentage threshold to be clearly indicated.</p> <p>Ms. Nandipha Mkhengcele, the Provincial Project Manager, added and highlighted the following:</p> <ul style="list-style-type: none"> ▪ Experience of Project value must be above the R3 000 000.00 as indicated in the Functionality Criteria and bidders must carefully read the Functionality Criteria ▪ Reference Letters must be fully completed with the Specified Value and duration of the Project. ▪ Bidders must familiarize themselves with Standard Condition of Tender to ensure full understanding. <p>She also recommended that inquiries or clarity-seeking questions should be communicated via email for records purposes. Further indicated that the department will not process any enquiries received after 10 days to the closing date.</p> | For noting |



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| 6 | <p>Overview of the: Scope of Works/Project Designs Bill of quantities</p> | <p>Upon completion of the presentation an opportunity for questions was provided to the bidders. Questions raised were clarification on the OHS and followed with the request to share the EIA Report as supporting document to assess any potential hazards that could be considered as part of the OHS plan.</p> <p>Mr. Lefa Serobe (Consultant) presented the Scope of works, and overview of Drawings and bill of quantities (BOQ):</p> <p>a) Construction of a material Recovery Facility (MRF) and Refurbishment of the existing Transfer Station at Indwe Town:</p> <ol style="list-style-type: none"> i. Construction of a Material Recovery Facility. ii. Refurbishment of the existing storage room. iii. Refurbishment of the existing guard house. iv. Reconstruction of loading platform for three (3) skip bins for offloading waste. v. Construction of ablation facility. vi. Upgrade of access roads linking to the main road network. vii. Electrification of the facility. viii. Installation of 2.5m high razor wrap fence. ix. Installation of a complete solar power unit. x. Installation of 3-phase bulk electrical connection to the facility. xi. Installation of electrical reticulation. xii. Installation of sewer and water reticulation. <p>b) Refurbishment of the existing Transfer Station at Dordrecht Town:</p> <ol style="list-style-type: none"> i. Refurbishment of the existing storage room. ii. Refurbishment of the existing guard house. iii. Reconstruction of loading platform for three (3) skip bins for offloading waste. iv. Construction of ablation of facility. | For noting |



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| | | <ul style="list-style-type: none"> v. Electrification of the facility. vi. Installation of 2.5m high razor wrap fence. vii. Installation of a complete solar power unit. viii. Installation of electrical reticulation. ix. Installation of sewer and water reticulation. <p>c) Supply, delivery, installation, and commission of machinery and equipment, to support the operationalization of the MRF at Indwe, as per specifications:</p> <ul style="list-style-type: none"> i. Skip bins (4 x 6 m³) ii. Baling Machine x1 iii. Glass Crusher x 1 iv. Forklift x1 v. Double Shaft Shredder x1 vi. Washing and Drying Apparatus x1 vii. Weighing Scales x1 viii. Extruder Machine x1 ix. Sheet Press Machine x1 <p>d) Supply, delivery, installation, and commission of machinery and equipment, to support the operationalization of the MRF at Dordrecht, as per specifications:</p> <ul style="list-style-type: none"> i. Skip bins (4 x 6 m³) ii. Weighing Scales x1 <p>Upon completion of the presentation an opportunity for questions was provided to the bidders. The questions raised were in relation to the completion of the BOQ and bidders asked for the open (MS Excel) document in order to fully align their rate.</p> | |



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| 7 | <p>Questions and Discussions</p> | <p>Question: Is Civil Work allowed for experience? Response: Yes, Refurbishment, Construction of buildings and their associated Civil works are allowed.</p> <p>Question: CIDB Grading is 6CE? Response: Only 6CE or more will be considered, no other grading will be accepted.</p> <p>Question: Health and Safety concerns of existing site were raised; will contractors be provided with confirmation of Environmental Assessment conducted at the site? Response: The Health and Safety File will be submitted by the appointed Contractor which will be derived per the OHS specification included in the bid document. There is also an existing Building with Condition Assessment done by the consultant. In addition, the OHS specifications are part of the tender document and the BOQ also covers the Health and Safety costs of the project.</p> <p>Question: Quantity of cement is not specified in for the C4 base in the (BOQ) Response: Bidders were advised to include the cement content with 5% provision.</p> <p>Question: Electronic copy of the BOQ. Response: BOQ (XLS format) will be circulated to the bidders.</p> <p>Question: Is the Tender Box available for submission at any moment and is it safe to submit early?</p> | For noting |



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| | | <p>Response: The tender box is available, and it is safe to submit anytime</p> <p>Question: Is JV allowed?</p> <p>Response: JV is allowed, and the bidders must have a signed contract, combined BEE, and combined CIDB.</p> <p>Question: Is Subcontracting compulsory.</p> <p>Response: Subcontracting is not mandatory. It must be indicated in the Bid Documents if there is subcontracting. Bidders should familiarise themselves with the new regulations for subcontracting.</p> <p>Question: Will the contractor be allowed to conduct his own EIA and Safety Assessment; will the safety issues be catered for in the BOQ??</p> <p>Response: The Sites have been approved as Waste Handling Sites, there is no need for the contractor to conduct EIA. The contractor will submit a health and safety file and all risks will be identified in the health and safety assessment before submission of file by the contractor. All bidders have seen the sites and will price according to what they have seen for all Health and Safety aspects identified on site.</p> | |
| 8 | Site 1: Indwe Town | The site visit was conducted at Indwe town, and the scope of works for Indwe town was described again. An opportunity for questions was provided to the bidders. | For noting |
| 9 | Site 2: Dordrecht Town | The site visit was conducted at Dordrecht town, and the scope of works was described again. An opportunity for questions was provided to the bidders. | For noting |
| 10 | Summing up and Closure | Ms. Blou thanked all present for their time and attendance. The meeting was adjourned at 2:30pm. | For noting |