



HUMAN SETTLEMENTS, ENGINEERING AND TRANSPORTATION

EtheKwini Transport Authority Unit

30 Archie Gumede Place, Old Fort, Durban, 4001

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TENDER BRIEFING MINUTES

Contract Number: **1T-36720 & 1T-36501**

Contract Title: **Supply & Installation of Public Transport Shelters in Southern & Western Regions**

1. MEETING PARTICULARS

Date: 24 August 2026

Time: 11:00

Venue: ETA Building: 30 Archie Gumede Place, 2nd floor Boardroom 213

Meeting Type: Compulsory Tender Briefing Session

2. CHAIRPERSON

Mr M. Wosiyana

3. ATTENDANCE

The briefing session was attended by officials of the Public Transport Infrastructure Department and prospective bidders.

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. The Chairperson further emphasised that prospective bidders must ensure that the attendance register and clarification certificate are duly completed and signed before leaving the venue of the clarification meeting. Failure to obtain the required signature from ETA officials will result in the bidder being disqualified from further consideration.

5. PURPOSE OF THE SESSION

The ETA Public Transport Infrastructure branch is responsible for the supply, installation, and shelter maintenance of public transport within the eThekweni Municipal area. This includes minibus taxi ranks/stops and bus ranks/stops, holding areas, and associated shelters used by commuters, public transport operators, rank users, and members of the public.

The supply and installation of these shelters provide essential services, uphold basic human rights and needs, and ensure compliance with Occupational Health and Safety legislation for all citizens.

These contracts are intended to cover the supply and installation of new shelters at public transport facilities within the Western and Southern Region of eThekweni Municipality.

6. SCOPE OF WORK

This contract covers the supply and Installation of new public transport shelters at Southern and Western region of eThekweni Municipality. Contractors should familiarize themselves with all

types of shelters and public transport routes within the eThekweni Municipality before tendering for this work.

7. COMPLIANCE AND MANDATORY REQUIREMENTS

All bidders are required to comply with the general eligibility criteria which is as follows:

- a. CIDB 3CE class of construction work, are eligible to have their tenders evaluated.
- b. Minimum experience of 1 project as proof of verifiable experience, in works of a similar nature (Shelters, Fencing, Guardrails, handrail and sign boards), within the past 10 years, will be eligible to have their tenders evaluated. Tenderers are to complete and sign the submission forms for each experience submission, as included in Returnable Form: "Eligibility: Experience of Tenderer".
- c. Compulsory Certificate of Attendance of the Clarification meeting;
- d. Registration with Central Supplier Database (CSD) as a service provider;
- e. Valid Tax Clearance or Tax Compliance Status PIN.

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

8. EVALUATION CRITERIA

- a. The 80/20 Price Preference Point System, as specified in the SCM Policy: Section 52: Preferential Procurement will be applied in the evaluation of tenders (Ownership Goal = 75% and Location =25%)
- b. Allocation of Contracts: All 2 contracts are of the same nature and will be evaluated and awarded simultaneously.

Most responsive bidders will be limited to One Award per Service Provider.

9. TECHNICAL CLARIFICATIONS (QUESTIONS AND RESPONSES)

No questions were asked.

10. CLOSING PARTICULARS

Closing Date: **04 September 2026**

Closing Time: **11:00**

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. The Municipality reserves the right to accept or reject any bid in accordance with applicable legislation and policy.

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: **Thulisile Manqele**

Designation: **Chief Technician**

Date: **27 August 2026**

Approved by: **Nkosinathi Dube**

Designation: **Senior Management (PTI)**