

MINUTES OF THE COMPULSORY BRIEFING MEETING

BID NUMBER:	11/FY/24
BID NAME:	CONSTRUCTION OF ACCESS ROADS & REHABILITATION OF STORMWATER STRUCTURES AT MKHAMBATHI NATURE RESERVE
VENUE:	MKHAMBATHI NATURE RESERVE
DATE:	09 OCTOBER 2023
START TIME:	14H00
END TIME:	16H30

IN ATTENDANCE

Name	Title
Mr. Mcebisi Sandi	Procurement Supervisor (Chairperson) - ECPTA
Ms. Mandilakhe Lawana	Senior Project Manager (PMU) - ECPTA
Mr. Lwazi Khuzwayo	Reserve Manager: Mkhambathi Nature Reserve
Mr. Arnold Jumira	Afroteam Consultants: Professional Service Providers
Mr. Sandile Mnikina	Mkhambathi Land Trust
Mr. S. Qhamitsi	Mkhambathi Land Trust
Mr. Nangamso Mahlamvu	ECPTA- MNR
Bidders	Refer to the attendance register

1. OPENING & WELCOMING

Mr. Sandi opened the meeting, welcomed everyone in the meeting and thanked the attendees for expressing their interest in the bid. The purpose of the meeting outlined by Mr. Sandi is to provide the bidders with the detailed scope of work, evaluation and adjudication criteria of the bid and also to give bidders an idea of the location of site, dynamics and terrain for transportation of materials for proper costing purposes.

2. INTRODUCTIONS

ECPTA staff, Mkhambathi Land Trust representatives as well as the Project Management team introduced themselves to the meeting.



3. ATTENDANCE REGISTERS

The attendance register was circulated for all to complete. Bidders were informed that they must complete the register fully as it will be used to verify attendance as part of the evaluation criteria. Bidders were also informed that they may not sign on behalf of any bidder that is not present on site.

4. APOLOGIES

None.

5. DISCUSSION ITEMS

5.1 SCOPE OF WORK/ OVERVIEW OF THE WORKS

The Project Management team led by Mr. Arnold Jumira took the meeting through the detailed scope of work as follows:

PROJECT OVERVIEW

The work comprises of

Construction of 5.5km paved roads with stone pitch lined drains. The roads will provide a suitable network within the reserve for visitors to tour the reserve with better ride comfort. The current status of the road is a gravel wearing course carrying low volumes of traffic from tourists and rangers who navigate the area. The upgrade will provide suitable riding quality road that will directly benefit, visitors, rangers and other reserve employees. It will further reduce the dust levels that were experienced by immediate residents along the roads.

1. Re-gravelling of beachfront access road
2. Refurbishment of Gaza bridge
3. Paving of waterfall access road

The scope of works includes but not limited to the following:

- Clearing and grubbing
- Traffic accommodation

Minutes of the compulsory briefing meeting: Construction of access roads and rehabilitation of stormwater structures at Mkhambathi Nature Reserve. Bid 11/FY/24



- 150mm thick, roadbed preparation compacted to 93% MOD AASHTO density.
- 150mm thick G5 material compacted to 95% MOD AASHTO density.
- 150mm thick G7 material compacted to 95% MOD AASHTO density.
- 30mm thick sand bedding
- 80mm thick grass block pavers
- Excavation laying and backfilling of 600mm to 900mm diameter pipe culverts for storm water discharge
- Construction of catch pits and headwalls for storm water discharge
- Construction of 1m wide “V” drains lined with stone pitching
- Installation of timber post mounted road signs

The works comprise the following main activities:

1. Preliminaries and General

This comprises of site establishment before commencement of work. The contractor shall establish all plant and equipment, offices and satisfy health and safety legal requirements for work to be carried out as described below and shown on the drawings and listed in the Bill of Quantities.

2. Upgrades to be carried out according to designer’s specifications for the following works:

- *Paving of the Waterfalls Access Road*
- *Regravelling of beachfront access road*
- *Refurbishment of Gaza Bridge*

3. Site de-establishment and cleaning up.

Location of the works

The proposed site is located at the following co-ordinated reference points:

NAME	CO-ORDINATES	
Mkhambathi Nature Reserve	-31.276S	29.984E



5.2 SUPPLY CHAIN MANAGEMENT PRESENTATION

Mr. M Sandi took the meeting through as follows:

The briefing meeting is compulsory therefore bidders were urged to duly complete the attendance registers and clearly state the bidding company name and contact details for ease of communication. Bidders were further advised not to insert credentials on behalf of bidders who have not attended the compulsory briefing meeting.

Also noted in the presentation is the effect of any question concerning the tender, should be done before the **24 October 2023** in writing, for the questions and answers to be distributed to everyone.

EVALUATION CRITERIA

Bids will be evaluated in three (3) stages as follows:

Stage 1: Compliance with bid requirements

Bidders must comply with the set of compliance requirements listed below. Failure to comply with any of the requirements listed below will lead to immediate rejection of the bid.

- (i) **Compulsory Briefing:** Bidders must attend the compulsory briefing meeting on site.
- (ii) **CIDB:** Bidders must be registered with CIDB with a contractor grading designation equal to **5CE Only**. Contractors with designation higher or lower than 5CE will not be considered.
- (iii) **Company Experience:** Bidders **MUST** provide evidence of completion of at least two (2) road related projects (CE). Proof will be accepted in the form of **Practical Completion certificates** and or **completion certificate ONLY**. Only projects with a rand value of **R2,500,000.00** and above will be considered for evaluation.

(iv) Methodology

The bidder shall submit a project proposal highlighting the methodology to be used in the project. The proposal submitted must demonstrate the bidder's level of understanding of the project scope and should include the following sections;

- Preliminary program
- Methodology and approach
- Project Organogram

Minutes of the compulsory briefing meeting: Construction of access roads and rehabilitation of stormwater structures at Mkhambathi Nature Reserve. Bid 11/FY/24



- Quality Plan and approach
- Occupational Health and Safety Plan for the project
- Environmental Management Plan for the project
- Cash-flow projections
- Project organogram

Bidders must take note of the following factors which will be used in evaluating responsiveness of submissions;

- a. The Preliminary Programme submitted must include the full scope of work as described in the work specification and schedule of quantities. It should highlight all the planned activities, the sequence of executing the works and the completion timeframes of the activities. The logic of the sequencing of construction activities and correlation with the cash flow shall be considered together with practicality of the completion timeframes provided for the respective activities.
 - c. The Methodology submitted must demonstrate the approach to be used in carrying out road construction and rehabilitation activities
 - d. The Occupational Health & Safety Plan and Environmental Management Plan submitted must be project specific and should highlight the bidder's awareness and commitment to compliance with all relevant regulations i.e. (Construction Regulations, 2014; OHS ACT 1993; National Environmental Management Act, 1998; Environmental Conservation Act, 1989 etc.).
- (v) **Team Capability:** Bidders must provide CV's and copies of qualifications (where applicable) for the following team members.

Resources	Qualifications	No of years' Experience
Site Agent	BTech/ National Diploma or higher in Civil/Building	5 or Higher
Contracts Manager	BTech/ National Diploma or higher in Civil/Building or Professional Registration as Construction Manager with SACPCMP (Pr. CM) or ECSA.	8 or higher
Foreman	N/A	8 or Higher

Minutes of the compulsory briefing meeting: Construction of access roads and rehabilitation of stormwater structures at Mkhambathi Nature Reserve. Bid 11/FY/24



Occupational Health and Safety Officer	SACPCMP registration, NOSA Certification or any other NQF 5 or higher relevant qualification in OHS	1 or Higher
Environmental Control Representative/ Officer	Relevant Certification/Qualification	1 or higher

(vi) **PLANT AND EQUIPMENT**

At minimal level the following plants and equipment has been identified as critical to have or hire for execution of the project. Bidders must submit evidence of availability of plant as per the schedule below:

Plant and Equipment	Evidence required
1 x Grader	• Proof of ownership, or • Proof of purchase, or • Lease agreement with the owner
1 x Tipper truck	• Proof of ownership, or • Proof of purchase, or • Lease agreement with the owner
1 x TLB/ Excavator	• Proof of ownership, or • Proof of purchase, or • Lease agreement with the owner
1 x Water Truck	• Proof of ownership, or • Proof of purchase, or • Lease agreement with the owner
1 x Grid roller (4x4) or 1 x self –propelled vibrator pad-foot roller (15t)	• Proof of ownership, or • Proof of purchase, or • Lease agreement with the owner
1 x Dumpy or Auto Level	• Proof of ownership, or • Proof of purchase, or • Lease agreement with the owner
1 x Loader (0.5m ³ bucket)	• Proof of purchase, or • Pictures, or lease agreement with the owner

Minutes of the compulsory briefing meeting: Construction of access roads and rehabilitation of stormwater structures at Mkhambathi Nature Reserve. Bid 11/FY/24



NB: Bidders must comply with all the above requirements and evidence required. Failure to comply with any of the above requirements will lead to immediate rejection of the bid.

Stage 2: Price and Specific Goals

CRITERIA FOR FUNCTIONALITY	POINTS
Price	80
Specific goals	20
Total	100

Price and specific goals points will be calculated as described in the Preferential Procurement Regulations of 2022. SBD 6.1 form must be used to claim points for specific goals for the company. A copy of CSD report, Medical Certificate and Proof of Address must be submitted as proof of specific goals. When the above documentation is not provided as proof the company will automatically score zero points for specific goals.

Price and Specific Goals points will be calculated as described in the Preferential Procurement Regulations of 2022. SBD 6.1 form must be used to claim points for specific goals of the company.

Specific Goals Category	Weighting (of 20 Points)	Number of points	Acceptable evidence
Local Production and Content	40%	8	- DTI Local Content Declaration Form (SBD 6.2) - DTI Local Content Declaration Form (Annexure C)
>51% Historically Disadvantaged Individuals Ownership (South African citizen - who, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act 110 of 1983) or the Constitution of the Republic of South Africa, 1993, (Act 200 of 1993)) 10-50% HDI Ownership <10% HDI Ownership	20%	4 2 0	- CSD Report - CIPRO Certificate - ID Copies
Locality (Enterprises located in the Eastern Cape Province)	10%	2	Municipal Account, or

Minutes of the compulsory briefing meeting: Construction of access roads and rehabilitation of stormwater structures at Mkhambathi Nature Reserve. Bid 11/FY/24



Specific Goals Category	Weighting (of 20 Points)	Number of points	Acceptable evidence
Enterprise located outside the Eastern Cape		0	• Proof of Address
>51% Youth Ownership	15%	3	• CSD Report • CIPRO Certificate • ID Copies
10-50% Youth Ownership		1.5	
<10% Youth Ownership		0	
>51% Women Ownership	10%	2	• CSD Report • CIPRO Certificate • ID Copies
10-50% Women Ownership		1	
<10% Women Ownership		0	
>51% Disability Ownership	5%	1	• Medical Certificate
10-50% Disability Ownership		0.5	
<10% Disability Ownership		0	
TOTAL	100%	20	

Stage 3: Risk Analysis

In addition to the evaluation of Responsiveness, a risk analysis will be performed on the Tenderers having the highest ranking / number of points to ascertain if any of the following, as relevant, present an unacceptable commercial risk to the employer in terms of:

- Clause F.3.13 of the Standard Conditions of Tender
- Unduly high or unduly low Tendered rates or amounts in the Tender offer. In this regard, a financial risk analysis will be performed to verify that the rates entered in the Bill of Quantities are reasonable and balanced. Bids may be disqualified if Tendered rates are found to be distorted. Such evaluation will include "Rate Only" items.
- Contract data provided by the contractor; and
- The contents of the Tender Returnable which are to be included in the contract

BIDDERS SHALL TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

- The ECPTA reserves the right to negotiate market related rates with any bidder that has a potential of being awarded the bid.

Minutes of the compulsory briefing meeting: Construction of access roads and rehabilitation of stormwater structures at Mkhambathi Nature Reserve. Bid 11/FY/24



- ii) The Eastern Cape Parks & Tourism Agency Supply Chain Management Policy will apply.
- iii) Bidders must be registered with the National Treasury Central Supplier Database (CSD)
- iv) Eastern Cape Parks & Tourism Agency does not bind itself to accept the highest bid or any other bid and reserves the right to accept the whole or part of the bid.
- v) Bids which are late, incomplete, unsigned, or submitted by facsimile or electronically, will not be accepted.
- vi) Bids submitted are to hold good for a period of **150 days**
- vii) An edition of the GCC, 2015 agreement shall be signed with the successful service provider.
- viii) ECPTA reserves the right to terminate the contract if not satisfied with the work produced by the service provider. Only bidders that have met the requirements of the proposal / specification shall be considered during the adjudication process.
- ix) Companies that bid as joint venture must submit an official signed business agreement by both parties. If the service provider does not meet this requirement, it will be automatically disqualified.
- x) The ECPTA Bid Committee and the Supply Chain Management Unit may, before a bid is adjudicated or at any time during the bidding process, oblige a bidder to substantiate any claims it may have made in its bid documents.

5.3 RESERVE MANAGEMENT PRESENTATION

- There is no accommodation on site.
- Water use for construction activities would be used on approval by the environmental management office.
- The reserve is co-managed with Mkhambathi Land Trust, therefore unskilled local labour has to be procured from the neighbouring community. Should there be skilled labour from the community, preference should be provided to locals.
- Environmental Management Plan (EMP) has been developed for the project and is attached to the bid document. Bidders must study the EMP and provide their detailed plan in line with the specifications.

Closing Date is Tuesday, 31 October 2023 at 11:00am. Documents clearly labelled with tender number and tender name must be submitted at the ECPTA Offices located in East London, Corner of Fleet and Oxford Street.

Minutes of the compulsory briefing meeting: Construction of access roads and rehabilitation of stormwater structures at Mkhambathi Nature Reserve. Bid 11/FY/24



Bidders were advised of the difficulty in finding parking within the ECPTA head office precinct. To this effect bidders were advised to submit their documents in time to avoid any inconvenience as the late bids will not be accepted.

6. Questions and Answers

NO	QUESTION	RESPONSE
1.	Is there close-by borrow pits? If so, how far are they from the site?	There are borrow pits closer to the site. These borrow pits are available through local authorities at a cost to the bidder. For the purpose of the tender, bidders are advised to cost the materials based on commercial prices. Details of the borrow pit will be shared with the successful service provider.
2.	Does the BoQ specify that the material must be of commercial costs?	Yes, the BoQ states that the import material to be used must be at commercial price.
3	Why does the bid indicate 5CE only? Are Grades above 5CE acceptable?	The bid is inviting contractors with CIDB Grade 5CE only. Contractors with grades lower or higher than 5CE would not be acceptable. This is in line with the Eastern Cape Local Economic Development Procurement Framework.
4	Are bidders allowed to deposit tender documents in Lusikisiki or at Mkhambathi?	The bid documents MUST be deposited in the tender box situated at No 17-25 Oxford Street, East London. Tender documents deposited elsewhere will not be considered and ECPTA will not be responsible to transit bidder's tender documents.
5	What type of Joint Venture (JV) Agreements are acceptable?	Any type of JV agreements is acceptable on condition that the JV agreement is project specific and signed by all parties to the JV.
6	On the Team Capability, are professional registered with ECSA acceptable	Yes, ECSA registered professionals will be accepted provided that they meet the minimum number of years' experience required.



7	Are bidders supposed to complete the CV template and also submit CV's or would it be acceptable to accept either of the two?	Bidders may either complete the CV template signed off by the relevant resource or attach a typed CV. Typed CV's or completed CV template must be accompanied by copies of certificates or qualifications where necessary.
8	Plant supply is centralized in the area through Plant Co-Operative. Are bidders still required to submit the letter as well as copies of registration papers for the plant or is the letter alone sufficient?	Proof of plant is acceptable in any of the following documents. • Proof of ownership, or • Proof of purchase, or • Lease agreement with the owner In cases where the plant would be sourced from external sources, a letter/lease agreement plus copies of registration papers must be submitted.
9	For cost minimization purposes, is the entity open to online submissions?	Online submissions will not be accepted. The bid documents MUST be deposited in the tender box situated at No 17-25 Oxford Street, East London. Tender documents deposited elsewhere will not be considered and ECPTA will not be responsible to transit bidder's tender documents. In cases where the bidder would make use of the courier company, it is the responsibility of the bidder to ensure that documents are deposited in the tender box before the closing date and time.

Bidders were taken through for site viewing.

The meeting adjourned at 16h30.

Prepared by M Sandi -----

Date 16 October 2023


