



COGHSTA

Department of
Cooperative Governance, Human Settlements and
Traditional Affairs
Northern Cape Province

Bid briefing session minutes NC/14/2022 NC/15/2022 and NC/19/2022 (Town Planning) that was held on 14 February 2023 in the Boardroom at 8h00.

A. WELCOME: The Chairperson, Mr Monoametsi	Chairperson
B. INTRODUCTION: All department officials introduced	Chairperson
C. PURPOSE OF THE MEETING - Mr Monoametsi gave brief background of the tender and alluded to the following (SCM issues) - The briefing is compulsory - The tender closes on the 3rd of March 2023 at 11 am on a Friday - The tender will be uploaded on the portal (www.coghsta.ncpg.gov.za) - Highlighted on the issues of new regulation which entails the Northern Cape specific goals which replace the B-BBEE. - Minimum requirement for functionality criteria is 70 points for bids to be further evaluated	Chairperson



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- Emphasis was on CSD registration and CIPC should be attached to show the directors of the company (both parties should share their certificates) - A latest CSD should be submitted with a compliant tax clearance	
E.2 TECHNICAL PRESENTATION • Mr Marindili went through the technical aspects of tender and he covered the following aspects - The three tenders are similar with only the difference of the Ritchie which already has an Environmental Authorization hence this scope of work will not be covered - The development is mixed development however the size of erven to cater for the supporting services will be discussed upon appointment - Appointed service provider would need to request title deed and zoning certificates from relevant authorities. - Were land belonging to the Housing Development Agency (HDA), service provider would need to be granted a special power of attorney from them. - All specialist need to be registered as professional with their relevant professions councils. • Mr Monoametsi emphasised the following in regard to professionals/specialists - A clear Memorandum of Agreement should be attached if service provider is to	M. Marindili/Chairperson



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- source such services and it should stipulate their availability
- Ensure specialist does not have two or more agreements with other service providers
- Professionals should not be working for two or more companies,
- Mr Marindli proceeded with the presentation and went through the scope work items:
 - Survey Phase: The contour interval should be 0.5 m in DWG format.
 - Technical investigations: All reports belong to the department and the payments are done based on milestone with evidence submitted and approval. With regard to Geotechnical Investigation an NHBRC approval is required prior any payment.
 - Geotechnical Investigation Must be conducted in line with SANS 634 and samples should be taken to SANAS accredited laboratory.
 - DETAILED TOWN PLANNING: at least a minimum of 300 m² per stand is expected at the De Aar and Ritchie however Pensfontein should be 350 m² in consideration of the geographical conditions of the region.
 - All reports should be signed off by relevant authorized officials: An approval of the General plan.
 - Reports/project documents and maps should be **5** copies to cater for (CoGHSTA, PMU, HDA, CoGHSTA regional and local Municipalities)



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TIME FRAME - Project is scheduled for 12 months' period. - The project is expected to commence on the 1st of April for only one financial year. Penalty clauses will be included in the SLA and should the appointed service does	M. Marindili
PRE EVALUATION FUNCTIONALITY Mr Marindili emphasized on the following issues - All documents that can be requested should be made available, failure to provide lead to disqualification - For joint ventures, both parties to submit tax clearance, CIPC/CIRPO, CSD and an agreement letter/MOU of both parties. - CVs need to be attached failure will lead to disqualification. - All supporting documents will be thoroughly verified	
EVALUATION: FUNCTIONALITY Mr Marindili emphasized on the following issues: - Team leader should be a professional town planner; technical planner or candidate planner will lead to disqualification - Indication of previous project should be based on completed projects - Service provider should indicate clear time frames	



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- If the bids are equal in terms of both criteria, all bidders will be called for a toss and it will be conducted on record.	Chairperson
QUESTIONS - Service provider posed question regarding restructuring of methodology - What should the MOU cover/content and at what length	Chairperson/Marindili - Encouraged and welcomed service providers to come up with other improved methodologies - MOU should be clear in terms of agreement and should stipulate availability of specialist.
CLOSURE Meeting was adjourned	Chairperson



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Minutes Approval

NAME AND SIGNATURE

Mpho Maribodi