

AGENDA: COMPULSORY BRIEFING MEETING
PROJECT: NC/20/2022 – THE CONSTRUCTION OF 20 BNG HOUSES IN THE KAMIESBERG MUNICIPALITY, 10 IN PAULSHOEK AND 10 IN SOEBATSFONTEIN
DATE: WEDNESDAY, 22th February 2023
VENUE: SOEBATSFONTEIN MUNICIPAL OFFICE
TIME: 09h00

Item	Ref	Description
1.		Opening & Welcome Mr D Roberts (DR) welcomed all the tenderers present, introduced the CoGHSTA representatives and explained the purpose of the briefing. (DR) from V3 Consulting (CoGHSTA PMU) presented the tender document to the attendees. The Tender Number and tender name were read out to confirm that all parties present are attending the correct meeting. The tenderers were informed that the tender will close only on Friday, 03 March 2023 @ 11h00.
2.		Tender Documents Tenderers were informed to print their own tender document from the e-tender website. They were further requested to submit a Hard Copy document with a scanned electronic format on a DVD or flash drive.
3.		Matters for discussion
3.1		Attendance Register: An attendance register circulated, and all present were instructed to write neatly, to ensure that the contact details are legible.
3.2		Scope of Works: Construction of 20 BNG Houses in the Kamiesberg Municipality of which 10 is in Soebatsfontein and 10 in Paulshoek. The scope of works was also read out from the tender document.
3.4		Site Inspection: Site inspection was done after briefing.
3.5 3.5.1		Tender Document: General Tender Information: The tender will close on 03 March 2023 @ 11h00. Tender Box is situated at the offices of COGHSTA, 9 Cecil Sussman Road, Kimberley. A two-stage, one envelope procedure will be used, thus tender prices will not be read out directly after closing. They will however be published on the website by CoGHSTA Supply Chain Management Unit. Please ensure that the correct Tender Details are clearly written on the cover of the sealed envelope and that the details and return address of the tenderer is placed on the back of the envelope as per clause F.2.13 on page T1-11 & 12 of the tender documents.

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3.5.2	T 1.2 F.2.1	The tenderers were requested to Study & Familiarise themselves with the conditions stated in the tender document.
3.6.	T 1.2	Tender Data:
3.6.1	F.2.1	Eligibility: Page T1-10 – According to estimated project value, tenderers who are registered with the CIDB, in a contractor grading designation equal to or higher than 4GB are eligible to have their tenders evaluated.
3.6.2	F2.10	Pricing of Tender offer: Page T1-11 – The tendered fixed price will not be subjected to escalation.
3.6.3	F2.13	Submission of Tender offer: The location of the tender box and identification details to be displayed on the tender envelope is described on Page T1-11 and 12.
3.6.4	F2.16	Page T1-12 –The tender offer validity period is 90 (ninety) days from the closing date.
3.6.5	F2.18	Provide other Material: Page T1-12 • Audited financial statements for three years must be submitted with tenders, if applicable • particulars of any contracts awarded to the Tenderer by an organ of state during the past 5 (five) years.
3.6.6	F2.23	Page T1-13 – The following certificates must be submitted with tender document: 1) Original Tax Clearance certificate or copy inclusive of verification PIN. Tenderers were advised to confirm their Tax Clearance Status with SARS before tender closure. 2) B-BBEE Certificate or an Exempted Micro Enterprise certificate or certified copy thereof. 3) Valid NHBRC certificate. 4) CSD documents recently downloaded from the CSD website.
3.6.7	F3.8	Page T1-14 – Tenders will be considered non-responsive if, inter alia: a) the tender is not in compliance with the Scope of Work; b) the Tenderer does not comply with the CIDB contractor grading designation specified in F.2.1 above; c) the Tenderer has failed to clarify or submit any supporting documentation within the time for submission stated in the employers written request; d) the Tenderer is not registered with the NHBRC; e) the tenderer does not submit proof of CSD database registration;

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3.6.8	F3.11	Evaluation of Tender Offers (Functionality): DR explain the below criteria: Functionality will be scored and a minimum of 70 out of the possible 100 is required to be evaluated any further. Functionality criteria defined from Page T1-16. Criteria 1: List the 5 projects to be evaluated for functionality in Returnable Schedule 8. The tenders were informed that projects up to 5 years ago will be able to score for points. Attach Appointment Letters and Completion Certificates as supporting documents to score points. Criteria 2: Tenderers were requested to attach CV's and certificates to obtain points for a NHBRC registered engineer. Criteria 3: Tenderers were advised to attach an organogram clearly stating the roles of specific individuals as well as relevant proof to score points. It was also noted that should any individuals on the nominated project team not be employed by the tenderer, agreements or a memo of understanding should be attached to obtain points for functionality criteria 3. (CV's inclusive of Qualifications) Criteria 4: Proof of ownership for plant listed should be attached to score points for this criterion.
3.6.9	F3.11.8.	Page T1-18 – Points of Preference. Scoring System applicable to this tender will be the 80/20. As set out in the table in the paragraph.
3.6.10	F4	Page T1 – 21 – Additional Conditions of tender
	F4.1	Page T1 – 21 – Compliance with Occupational Health and Safety Act Tenderers are to note the requirements of the Occupational Health and Safety Act No. 85 of 1993 and the Construction Regulations 2014 where applicable.
3.6.11	F4.2	Page T1 – 21 – Eligibility with respect to Expanded Public Works Programme Monthly project reporting will be done on all the EPWP reporting documentation attached in Annexure A of Part 3: Scope of Works of this Tender Document. The Employer shall withhold any payments should EPWP reporting not be submitted monthly or with each claim, whichever comes first.
3.6.12	F4.4.	Page T1-22 – Community Liaison Officer It is a requirement of the Contract that a Community Liaison Officer shall be appointed by the Contractor. The cost is included in the fixed sum.
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3.7	T 2	Returnable Schedules:
3.7.1	T.2.1	Completion of returnable schedules
3.7.2	T.2.2	List of returnable schedules The list of returnable Schedules was discussed, and tenderers were explained how to complete all the returnable schedules: • Schedule 21: All NCP forms to completed in whole.

3.8.	C 1.	Agreement & Contract Data:
3.8.1	C 1.1.	Form of Offer & Acceptance: The tenderers were requested to ensure that the Form of Offer on page C1-3 be filled in correctly and signed. Should this not be the case, it will be considered a non-valid offer and the tenderer will be disqualified.
3.8.2	C1.2	Clause 5.13.1: Penalties: The following penalties will be applicable on this contract: a) The penalty for failing to complete a house within 8 weeks of casting foundation is R 500-00 (Five Hundred Rand) per house per calendar day of delay. b) The penalty for failing to complete the total Works is R 1000-00 (One Thousand Rand) per outstanding house per calendar day of delay.
3.9	C2.2	Bill of Quantities: The Bill of Quantities should be read in conjunction with the minimum house specification and the building drawings attached to the tender document and should be priced accordingly. It was noted and mentioned to all the contractors that they need to consider the filling and compaction of the foundations within the pricing Schedule as it is in the Scope of works.
3.10	C3.1	Scope of Works: DR read out the Scope of Works as contained in the tender document on pages C3-2.
3.10.1		Page C3-14 – Clause C3.1.6.4 Certificates of Payment The interim payment stages shall be based on progress achieved on milestones per house. No interim payments will be made for site establishment and discarding of materials. First payment will be made only after milestone 1 (Foundation) has been reached.

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3.10.2	C3.1	It was highlighted that COGHSTA does not pay VAT. The Minimum Specification of houses on pages C3-25 to C3-28 were highlighted in the Scope of Works. Clause 3.1.10.5 Should be added and read as follow: The contractor will be required to submit a Completion Quality Pack for each stand number in the scope of works as part of completion of the project. Each pack will consist of the following documentation: (i) Signed Happy Letter (ii) As-built drawing of house indicating orientation on stand and services connections. (iii) SANS 10400 – A: Form 4 (Structure) – Signed by the NHBRC Registered Engineer (iv) Test Cube results (v) Roof Certificate (vi) COC – Electrical Installation Retention payments will be retained should the above documents not be submitted per stand.
3.11	C3.3	Engineering Drawings: Where specifications on the drawings deviate from the minimum housing specifications as stated in clause C 3.1.10 of the Scope of works, the contractor shall adhere to the specifications.
4.		Minutes of the Meeting: The tenderers are required to sign receipt of the Minutes of the tender briefing and attach it as part of Addendum 01 to the tender document.
5.		General, Questions & Answers
5.1		The contractor asked whether it is necessary for them to visit both sites; Soebatsfontein and Paulshoek? DR answered both sites must be visited, so that contractors can familiarise themselves with the gradients of all the erven. A Smith and the Speaker of the Kamiesberg Municipality addressed that contractors must consider the distances and the delivery of materials to these areas, also where to get all the materials from. The Meeting was adjourned

 Authorised Signature of Tenderer

____ - ____ - 2023
 Date Signed