



KWAZULU-NATAL PROVINCE

TRANSPORT
REPUBLIC OF SOUTH AFRICA

DIRECTORATE

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Transport Infrastructure and District Services
Durban Region

Enquiries : Mrs S. Maharaj
Date : 08 March 2024

MINUTES FOR SITE BRIEFING MEETING FOR PROJECTS:

ZNB02031/00000/00/KWA/INF/23/T
ZNB02030/00000/00/KWA/INF/23/T
ZNB02032/00000/00/KWA/INF/23/T
✱ ZNB02033/00000/00/KWA/INF/23/T

PROVISION OF MAINTENANCE ON PROVINCIAL ROADS OVER A PERIOD OF 36 MONTHS WITHIN
KWADUKUZA, NDWEDWE, MAPUMULO AND MANDENI AREAS UNDER COST CENTRE KWADUKUZA IN
THE DURBAN REGION (CIDB GRADE 8CE OR HIGHER)

Date and Time: Tuesday, 08 March 2024 at 10h00

Venue: Department of Transport, Kwadukuza

10 Colenbrander Street, KwaDukuza

AGENDA

1. Welcome
2. Project Team
3. Tender Documentation
4. Tender Section of Document =- T Section
 - Description of Site Location and Access
 - Details of Contract (Scope of work)
 - Contract Data
 - Pricing Data
 - Project Programme
5. Checklist and document signing
6. Closing date and time for closure
7. Contractor's questions
8. Document signing
9. Site briefing conclusion/Closing

1. WELCOME

- 1.1 All attendees were welcomed; Mr N Govender introduced himself and the SCM officials and Mr M. Sikhakhane (Technical) and Cost Centre Manager Mr B. Mthethwa, of the Department of Transport. The attendance register was circulated, and tenderers were requested to provide accurate, up-to-date contact information.

- 1.2 See Annexure for site attendance register.

2. PROJECT TEAM

- Employer – Department of Transport

3. TENDER DOCUMENTATION

ZNB02031/00000/00/KWA/INF/23/T

ZNB02030/00000/00/KWA/INF/23/T

ZNB02032/00000/00/KWA/INF/23/T

ZNB02033/00000/00/KWA/INF/23/T

CIDB 8 CE OR HIGHER

Closing dates: 08, 10, 12 and 16th April 2024 at the Regional Office, 4 Aubrey Road, Pinetown at 11h00.

Incorrect submission will not be accepted.

Document to be bound and submitted in a sealed envelope

4. TENDER SECTION OF DOCUMENT - PAGES T1 to T47

- T2 – Returnable Document
- C2 – Pricing data
- C3 –
- C4
- T4 Lodge an appeal
- T5- Tender notice and invitation to tender
- T6- Briefing session details and map GPS Co-ordinates:
- T10, T11, T12 - compliance
- T2.1. – disqualified should document submitted, unanswered questions – disqualified.
- T24 – Goal explained - CIPC, Sworn Affidavit, ID, Medical report, BBBEE Scoring
- T27 – Specific goals for the tender and points claimed- 80/20 or 90/10.
- T29 – B-BBEE Exempted affidavit
- T40 – Local labour
- T41 Bidder Health and Safety declaration
- T45 – Notice to Tenderers regarding the completion of forms.

Mr Govender highlighted the key areas in relates to SCM matters that Bids needed to take note of to ensure that their bids are not disqualified due to non-compliance. Upon completion of his presentation, the floor was given an opportunity to raise or seek clarity on any areas of concerns. Seeing that there were not matters of importance raised, Mr Govender then handed over the meeting to his colleague Mr M Sikhakhane.

TECHNICAL

Mr M. Sikhakhane discussed the 4 contracts, scope of work, BOQ, Project specification, Amendment. Each contract differs, maintenance for a period of 3 years, grass cutting, guardrail, blading , etc.

All four documents has CPG - 30%. In terms of working of the contract for each year. Set amount of work and budget for the 1st year, system in place how work will be split for 3 years. CPG is clear line out but this document is different. Each item will be priced. When the supplier is awarded then the CPG will be discussed as it is a maintenance contract. One representative per set of tenders. In terms of the drawings a “state that the drawing will be given to the contractor’s”- NO as it is maintenance contracts.

CHECKLIST AND DOCUMENT SIGNING

Bid Requirements:

- 1) Registered as per the document specified 8CE or higher with CIDB
- 2) Registered on the new National Treasury’s Centralised Supplier Database (CSD)
- 3) Valid Tax registration with SARS

In order ensure validity of Tender; Bidders must ensure that the sections are fully completed in legible ink and signed where applicable (any uncompleted section may cause the Bid to be rejected).

List of Returnable Documents

1. Returnable Schedules.
2. C1.1 Form of offer and Acceptance,
3. Contract Specific Data Provided by the Contractor in C1.2.2 Part B
4. Pricing Date in C2.2: Schedule of Quantities

6. CLOSING DATE & TIME FOR TENDER

Complete tender in sealed envelope bearing the tender number must be deposited in the Department tender Box, KZN Department of Transport, 4 Aubrey Road, Regional Office Pinetown, 3602 on or before 11h00 on

08 April 2024 - ZNB02031/00000/00/KWA/INF/23/T

10 April 2024 - ZNB02030/00000/00/KWA/INF/23/T

12 April 2024 - ZNB02032/00000/00/KWA/INF/23/T

16 April 2024- ZNB02033/00000/00/KWA/INF/23/T

Bidders received after the due date and time will not be considered.

7. CONTRACTORS’ QUESTIONS

1. T2 is it mandatory to print in those colours as specified.

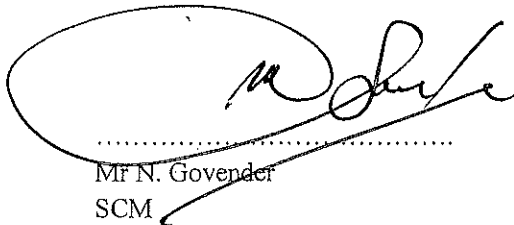
8. DOCUMENT SIGNING

- Certificate of attendance at the clarification meeting (within document) was signed, stamping of documents was done. Four documents, four T15 pages to be signed, and each has a different project number at the top of each T15page.

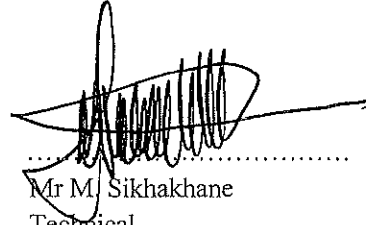
9. SITE BRIEFING CONCLUSION/CLOSING

The meeting closed at 12.30

Thanks to all present for attending.



Mr N. Govender
SCM
KZN Department of Transport
Regional Office
Durban
031 7002222



Mr M. Sikhakhane
Technical
KZN Department of Transport
CC Kwadukuza