



TECHNICAL SERVICES DEPARTMENT
ENGINEERING SERVICES DIRECTORATE

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MINUTES OF COMPULSORY TENDER BRIEFING MEETING

CONTRACT NO: 36685-2E			
FRAMEWORK CONTRACT FOR INTEGRATED PUBLIC REALM DELIVERY, LANDSCAPE INFRASTRUCTURE SERVICES AND ANCILLARY WORKS FOR A PERIOD OF THREE (3) YEARS ON AN AS-AND-WHEN-REQUIRED BASIS (WARD 00)			
Meeting For:	Compulsory Briefing	Time:	11H00
Date of Meeting:	07 September 2026	Location:	Moses Mabhida (Parking Space)

1. ATTENDANCE

Employer / Project Team:

- eThekweni Municipality representatives from the Engineering Services Directorate, Technical Services Department and Supply Chain Management (SCM).
 - Ben Bhukwana
 - Lefentse Molubi
 - Asiphe Maranjani
 - Skhumbuzu Mzimakwe

Tenderers:

- Prospective tenderers as recorded on the attendance register.

Apologies:

- None recorded.

2. WELCOME AND INTRODUCTIONS

The Chairperson welcomed all attendees and thanked prospective tenderers for attending the compulsory briefing session. Members of the Employer and Project Team introduced themselves. The Project Team also apologised for the confusion regarding the briefing venue arrangements and expressed appreciation for the patience and cooperation shown by tenderers.

3. PURPOSE OF THE BRIEFING

The purpose of the compulsory briefing session was explained. The meeting aimed to provide tenderers with an understanding of the contract requirements, tender documentation, submission procedures, evaluation criteria, and opportunities to seek clarification before tender submission.

4. OVERVIEW OF THE CONTRACT

Ben Bhukwana provided an overview of the framework contract, highlighting the following:

- The contract duration of three (3) years.
- The as-and-when-required nature of the appointment.
- The framework arrangement for future work packages.
- The intention to establish a pool of qualified service providers to deliver landscape and public realm infrastructure projects during the contract period.

5. SCOPE OF WORKS

It was explained to tenderers that the anticipated scope of works may include:

- Integrated public realm development projects.
- Landscape infrastructure services, including sports grounds, parks, schools, clinics, municipal offices, etc.
- Ancillary construction and maintenance works.
- Related services as may be instructed under individual work orders.

6. FRAMEWORK CONTRACT APPROACH

The following was clarified:

- Specific projects and task orders will be released as required during the framework period.
- Appointment under the framework does not guarantee a fixed quantity or value of work.
- Work assignments will be issued in accordance with the contractual framework procedures.

7. TENDER DOCUMENTATION

Tenderers were reminded to thoroughly review all tender documents, including:

- Conditions of Tender.
- Scope of Work.
- Technical specifications.
- Pricing documents.
- Returnable schedules and forms.

8. BILL OF QUANTITIES / PRICING SCHEDULE

The Employer emphasised the following requirements:

- All pricing schedules must be completed accurately.
- Rates and prices must be clearly stated.
- Incomplete pricing schedules may result in disqualification.
- Tenderers should ensure arithmetic accuracy throughout the submission.

- The Microsoft Excel BoQ provided with the tender documentation is for capturing, calculation and verification purposes only.
- The Excel BoQ is not a returnable document and is intended solely to assist tenderers with capturing rates and calculating totals electronically.
- Tenderers must manually transfer in writing all final rates and prices onto the official Bill of Quantities contained in Annexure 1 of the tender document including the Addenda.
- Electronically completed, typed, or separately submitted Excel BoQs will not be accepted.
- Only the officially completed handwritten BoQ included in the tender document will be considered for evaluation.

Failure to complete and submit the official Bill of Quantities contained in Annexure 1 in the prescribed manner may result in the tender being deemed non-responsive.

9. TENDER SUBMISSION REQUIREMENTS

Tenderers were advised to ensure the inclusion of:

- All mandatory returnable documents.
- Signed declaration forms.
- Signed attendance register as well as the certificate of attendance at the clarification meeting.
- Required schedules.
- Statutory and compliance documentation.
- Any other documentation listed in the tender requirements.

10. FUNCTIONALITY REQUIREMENTS

The evaluation criteria relating to functionality were discussed, including:

- Relevant experience of the Tenderer on similar projects – 60 points.
- Project Organogram – 40 points.
- Qualifications and experience of key personnel.
- Supporting evidence for all claims made in the submission.

11. PROGRAMME AND CONTRACT PERIOD

Clarity was provided that:

- The framework contract will be valid for a period of three years.
- Individual work orders issued as and when required under the framework may have separate programme requirements and completion periods.
- Contractors will be expected to meet the timelines stipulated in each task order.

12. CLARIFICATION OF TENDER QUERIES

Tenderers were afforded an opportunity to raise questions regarding the tender.

13. ADDENDA AND TENDER CLARIFICATIONS

The Employer advised that:

- Any amendments to the tender documentation will be issued through formal addenda.
- An addendum is expected to be issued in respect of the Bill of Quantities, as the last two pages of Annexure 1: Bill of Quantities (BoQ) were inadvertently omitted from the tender document issued to bidders.
- The addendum will include the omitted pages and must be incorporated into the tender submission requirements upon issue.
- Tenderers should monitor the official communication channels and procurement portal for the issuance of any addenda and tender clarifications.
- Only written clarifications and addenda formally issued by the Employer will be considered binding and form part of the tender documentation.
- Tenderers were advised to ensure that the addendum is obtained, reviewed, and included as part of their tender submissions.

14. TENDER CLOSING REQUIREMENTS

Tenderers were reminded to:

- Submit tenders on or before 02 October 2026 at 11H00, as stipulated in the tender document.
- Follow the prescribed submission method.
- Ensure that submissions are complete.
- Note that late submissions will not be accepted.

15. GENERAL QUESTIONS AND ANSWERS

Attendees / tenderers were afforded an opportunity to raise general questions. The Employer responded as follows:

NO.	QUESTION / ISSUE RAISED	EMPLOYER'S RESPONSE / CLARIFICATION
1	What methodology/format is required when referencing projects of a similar nature previously completed?	The Employer advised that, as per the tender document, bidders are required to submit details of projects of a similar nature previously completed. Each project submission must include: (i) a project description detailing the scope of work undertaken; (ii) photographic evidence of the completed works; (iii) information demonstrating experience in at least three (3) of the specified categories, namely: • Environmental rehabilitation, ecological restoration and erosion control systems. • Landscape construction (hard and soft landscaping). • Irrigation and water management systems, including water features, sustainable drainage and water harvesting. • Recreational facilities, play areas and public amenities, including trim trails, outdoor gym equipment and rubberizing. • Public realm fencing. • Specialized turf and sports field installation and management. • Public realm infrastructure and streetscape works, including furniture, wayfinding and placemaking elements. • Public open space and park upgrades. • Greening and tree planting programmes. • Urban design implementation and public realm enhancement projects, including streetscape upgrades, pedestrian environments, civic spaces, plazas and walkability improvements.
2	Will bidders be penalized if they provide project methodology and descriptions for similar projects completed but do not provide pictorial evidence?	The Employer clarified that pictorial evidence forms part of the required submission for demonstrating experience on projects of a similar nature. Tenderers are therefore strongly encouraged to include photographs of completed works for each referenced project. Failure to provide supporting pictorial evidence may adversely

		affect the assessment of functionality where such information is required in terms of the tender document.
3	Under the Project Organogram, can a tenderer submit the same individual for more than one discipline? For example, can a Site Manager who also holds a Pest Control Operator Certificate occupy both positions on the organogram?	No. The Employer confirmed that key personnel may not occupy more than one position on the Project Organogram. Each position must be filled by a separate individual, and one key personnel member may only be allocated to one discipline or role for the purposes of the functionality assessment.

Additional Clarification:

Tenderers were reminded to ensure that all information submitted in support of functionality requirements is clear, complete, and supported by the necessary documentation, qualifications, and evidence as stipulated in the tender document.

Submitting the same registered professionals by different tenderers will result in disqualification.

Tenderers were encouraged to submit any further queries through the official tender clarification process before the closing date.

16. CLOSING REMARKS

The Chairperson thanked all attendees for their participation and emphasised the importance of complying with all tender requirements. The meeting was formally closed.

17. CLOSURE AND SIGN-OFF

Meeting Closed	_____	Date	_____
Prepared By	_____	Date	_____
Approved By	_____	Date	_____
Signature	_____		