

MINUTES OF THE COMPULSORY BRIEFING MEETING

BID NUMBER:	15/FY/24
BID NAME:	UPGRADING OF INTERNAL ACCESS ROAD AT HLULEKA NATURE RESERVE
VENUE:	HLULEKA NATURE RESERVE
DATE:	10 OCTOBER 2023
START TIME:	12H00
END TIME:	13H30

IN ATTENDANCE

Name	Title
Mr. Mcebisi Sandi	Procurement Supervisor (Chairperson) - ECPTA
Ms. Mandilakhe Lawana	Senior Project Manager (PMU) - ECPTA
Mr. Mthokozisi Cele	BMK Group: Professional Service Providers (PSP)
Ms. Abonga Zibi	Community Outreach Officer- Hluleka Nature Reserve
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 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

The Reserve Manager, Ms. Nikelwa Tom tendered her apology to the meeting.

5. DISCUSSION ITEMS

5.1 SCOPE OF WORK/ OVERVIEW OF THE WORKS

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

PROJECT OVERVIEW

The Works comprise of the upgrading of the following at Hluleka Nature Reserve:

- i) Upgrading of the internal road from Chalets to Gate 44D (CH 1600.000 - CH 3180.000)

PROJECT SPECIFICATIONS

1 DESCRIPTION OF THE WORKS

1.1 Employer's objectives

The employer's objective is to upgrade internal roads at the Hluleka Nature Reserve

1.2 Overview of the works

The works comprise of:

The scope of work comprises of the following:

- i) Upgrading of internal roads
- ii) Mass earthworks
- iii) Subsoil drainage

1.3 Location of the works

The proposed project sites are located at the following co-ordinates reference points within Hluleka Nature Reserve:



	Start Coordinates	End Coordinates
Chalets to Gate 44D (CH 1600.000 - CH 3180.000)	31°49'0.90"S, 29°18'41.07"E	31°49'33.36"S, 29°18'6.71"E

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 **R2,000,000.00** 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
- 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 activities and must be inclusive of the methodology for road upgrades and paving including re-gravelling.
 - 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

Minutes of the compulsory briefing meeting: Upgrading of internal access road at Hluleka Nature Reserve. Bid 15/FY/24



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
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	<ul style="list-style-type: none"> • Proof of ownership, or • Proof of purchase, or • Lease agreement with the owner
1 x Tipper truck	<ul style="list-style-type: none"> • Proof of ownership, or • Proof of purchase, or • Lease agreement with the owner
1 x TLB/ Excavator	<ul style="list-style-type: none"> • Proof of ownership, or • Proof of purchase, or • Lease agreement with the owner
1 x Water Truck	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • Proof of ownership, or • Proof of purchase, or • Lease agreement with the owner
1 x Dumpy or Auto Level	<ul style="list-style-type: none"> • Proof of ownership, or • Proof of purchase, or • Lease agreement with the owner



1 x Loader (0.5m ³ bucket)	<ul style="list-style-type: none"> • Proof of purchase, or • Pictures, or lease agreement with the owner
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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	<ul style="list-style-type: none"> • 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))	20%	4	<ul style="list-style-type: none"> • CSD Report • CIPRO Certificate • ID Copies
10-50% HDI Ownership		2	
		0	

Minutes of the compulsory briefing meeting: Upgrading of internal access road at Hluleka Nature Reserve. Bid 15/FY/24



Specific Goals Category	Weighting (of 20 Points)	Number of points	Acceptable evidence
<10% HDI Ownership			
Locality (Enterprises located in the Eastern Cape Province)	10%	2	<ul style="list-style-type: none"> Municipal Account, or Proof of Address
Enterprise located outside the Eastern Cape		0	
>51% Youth Ownership	15%	3	<ul style="list-style-type: none"> CSD Report CIPRO Certificate ID Copies
10-50% Youth Ownership		1.5	
<10% Youth Ownership		0	
>51% Women Ownership	10%	2	<ul style="list-style-type: none"> CSD Report CIPRO Certificate ID Copies
10-50% Women Ownership		1	
<10% Women Ownership		0	
>51% Disability Ownership	5%	1	<ul style="list-style-type: none"> 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:

- a) Clause F.3.13 of the Standard Conditions of Tender
- b) 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.
- c) Contract data provided by the contractor; and
- d) The contents of the Tender Returnable which are to be included in the contract



BIDDERS SHALL TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

- i) The ECPTA reserves the right to negotiate market related rates with any bidder that has a potential of being awarded the bid.
- 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 water services on site.
- There is no electricity on site
- Accommodation inside the reserve is available at a cost to the service provider. Service providers may also make use of local community accommodation which is also available at cost to the service provider.
- Bidders are advised that unskilled local labour has to be procured from neighbouring community. Should there be skilled labour from the community, preference should be provided to local community.

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: Upgrading of internal access road at Hluleka Nature Reserve. Bid 15/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.	Does the Bill indicate pre-cast paving?	Yes, the BoQ indicates quantities of pre-cast paving, therefore service providers should price accordingly.
2.	does the locality relates to the company offices or the address of the directors?	The locality caters for both the company operating offices and director's residential address. Bidders must submit proof of address for either the company or the directors.

Bidders were taken through for site viewing.

The meeting adjourned at 13h30.

Prepared by M Sandi



Date 16 October 2023

