

MINUTES OF THE COMPULSORY BRIEFING MEETING

BID NUMBER:	16/FY/24
BID NAME:	CONSTRUCTION OF STAFF ACCOMMODATION, ABATTOIR, KITCHEN AND ABLUTION FACILITY AT COMMANDO DRIFT NATURE RESERVE
VENUE:	COMMANDO DRIFT NATURE RESERVE
DATE:	11 OCTOBER 2023
START TIME:	12H00
END TIME:	14H00

IN ATTENDANCE

Name	Title
Mr. Mcebisi Sandi	Procurement Supervisor (Chairperson) - ECPTA
Ms. Mandilakhe Lawana	Senior Project Manager (PMU) - ECPTA
Mr. Sicelo Kabalaza	Section Ranger: Commando Drift Nature Reserve
Mr. Dunmore Tirivanhu	DGIT Architects: Professional Service Providers (PSP)
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, Mr. Khanyiso Ngwabeni tendered his apology to the meeting.

5. DISCUSSION ITEMS

5.1 SCOPE OF WORK/ OVERVIEW OF THE WORKS

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

- Preliminary and General which includes site establishment – establish all plant and equipment, offices, etc. to carry out the works as described below, shown on the drawings and listed in the Bill of Quantities.
- Site Clearance which will involve removal of vegetation and the stockpiling of topsoil for later use.
 - Construction of a New Abattoir
 - Construction of 4-Bedroom Housing unit with ensuites
 - Construction of Kitchen and Ablution Facilities
 - Demolition of Existing skinning Shed

Location of the works

The proposed site is located at the following co-ordinated reference points:

NAME	CO-ORDINATES	
Commando Drift Nature Reserve	32°10'80.1"S	26°03'95.8"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.

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- (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 **5GB Only**. Contractors with designation higher or lower than 5GB will not be considered.
- (iii) **Company Experience:** Bidders **MUST** provide evidence of completion of at least two (2) building projects (GB). Proof will be accepted in the form of **Practical Completion certificates** and or **final completion certificate ONLY**. Only projects with a rand value of **R2,000,000.00** and above will be considered for evaluation.
- (iv) **Methodology**

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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

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.
- b. The Methodology submitted must demonstrate the approach to be used in carrying out construction activities and must be inclusive of the methodology for construction work in line with the scope of work.
- c. 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
Contracts Manager	BTech/ National Diploma or higher in Civil/Building or Professional Registration as	8 or Higher

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	Construction Manager with SACPCMP (Pr. CM)	
Site Agent	BTech/ National Diploma or higher in Civil/Building	5 or Higher
Foreman	N/A	8 or Higher
Electrician	Trade test/ Wireman's Licence with Department of labour	5 or Higher
Plumber	Trade test with Department of labour	5 or higher
Occupational Health and Safety Officer	NOSA Certification or any other NQF 5 qualification or higher in OHS	1 or Higher
Environmental Control Representative/ Officer	Relevant Certification/Qualification	1 or higher

NB: 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.

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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	
<10% HDI Ownership		0	
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:

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- 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 JBCC 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

- The reserve utilizes rainwater tank for drinking. There is no municipal water available for human consumption
- The reserve also has water available from the borehole. The water is not purified and may

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be suitable for construction activities.

- Electricity is available on site. The contractor will be expected to contribute towards the electrical bill based on their consumption.
- Accommodation is not available on site. Bidders may however erect temporary shelter within the reserve.
- Unskilled local labour to be sourced from the nearby community. Should there be skilled labour from the community, preference should be provided to locals.

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.

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.	Who is responsible for transportation of local labour from their residents to site?	The contractor is responsible for all costs associated with their employees including transportation and accommodation costs.
2.	Is it possible for the appointed contractor to utilize one of the unused houses within the reserve and make good prior de-establishment	If the contractor and ECPTA agree on utilizing the unused house, the contractor would be required to re-imburse ECPTA, the re-imburement may be renovations and painting of the house prior site de-establishment. This may be discussed with the successful service provider.
3.	Are ablution facilities available within the reserve?	The contractor is required to bring their own mobile ablution facilities. The compliance would be monitored by the PSP and reserve management.
4.	Would ECPTA accept unstamped reference forms?	Bidders must submit completion certificates or practical completions certificates signed off by previous or current clients. Should the bidder opt to utilize reference forms

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		contained in the document, the reference forms must be signed and stamped by previous or current clients clearly stipulating the project name, start & completion date as well as value of the project. Unsigned and unstamped forms will not be accepted.
5.	Is Local Content and Annexure C still utilized in light of the new regulations?	The Local Content requirements are no longer pre-qualification criteria as it used to be prior the new regulations. Currently, the Local Content provisions are part of Specific Goals. Should the bidder fail to comply with the requirements of Local Content, the bidder will score zero out of 8 points, however, will not be disqualified from the process.
6.	Are there alternative access road to site?	There are no alternative access roads to site. Bidders must utilize the main access road used during the briefing meeting.
7.	Is the setup of storage facility allowed?	Reserve Management will make provisions for storage area. It will, however, remain the responsibility of the bidder to secure the material on site.
8.	How secured is the reserve?	The reserve is secured; however, the contractor is responsible for providing 24/7 security for works and materials on site.

Bidders were taken through for site viewing.

The meeting adjourned at 14h00.

Prepared by M Sandi

Date 16 October 2023


