



public works

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Public Works
PROVINCE OF KWAZULU-NATAL

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Date: 28th October 2019

TO ALL PROSPECTIVE BIDDERS

Dear Sir/Madam,

DEPARTMENT OF PUBLIC WORKS: REPAIRS AND RENOVATIONS TO STORM DAMAGED SCHOOLS THROUGHOUT THE PROVINCE OF KWAZULU-NATAL: STORM DAMAGED SCHOOLS: PHASE 14 – **OPEN TENDERS: MINUTES/NOTES FROM COMPULSORY PRE-TENDER BRIEFING MEETINGS**

MINUTES/NOTES

The Compulsory Pre-Tender Briefing Meetings pertaining to the specific clusters held on the following dates as listed in the table below, has reference:

TENDER BRIEFING NO.	DATE	VENUE	TIME	CLUSTER NO.
1	22 nd October 2019	Main Auditorium, Cedara Campus	11H00	As per tender advert
2	24 th October 2019	DPW Mayville Regional Office, Main Lecture Hall	11H00	As per tender advert

1. INTRODUCTION / ATTENDANCE/OBJECTIVES

- 1.1. The Chairperson (Mr. Danie LeRoux) welcomed all Tenderers and advised them of the Client Representation and Lead Consultants presence at the meeting and then circulated the attendance registers. Tenderers were requested to ensure that the attendance register is completed legibly in order for ease of communication should any queries arise.
- 1.2. The Chairperson read through and explained the Tender Advertisement.
- 1.3. Mr LeRoux highlighted that this tender advert is for open tenders for all prospective tenderers(bidders) for 5GB and higher and 6GB and higher. Cluster 127 tender document states CIDB rating of 6GB or higher however the advert states 5GB or higher . It is confirmed that the CIDB rating is 5GB or higher for this cluster 127 as advertised.
- 1.4. The chairperson indicated that those tenderers who do not have their documents on hand for the briefing session held at Cedara may bring through purchased documents to the session held at Mayville Regional.

2. TENDER RULES AND INSTRUCTIONS

- 2.1. Mr. LeRoux presented the following tender rules and instructions:
 - Volume 2 of the bid document does not need to be returned as part of the bid to Department however, the flash drive attached to respective documents containing the bills of quantities fully completed in electronic format and Volume 1 with returnable documents and a CD containing scans of all returnable documents (as per Volume 1) are to be returned as a bid in a sealed and clearly marked envelope to Department at closing date of tenders on 4 November 2019.
 - The Department reserves the right not to award to the lowest bidder.

- The Department will conduct a detailed risk assessment prior to the award of the bid.
- Tender documents must be purchased prior to the starting time of tender briefing meeting. No tender documents will be issued at the tender briefing meeting.
- No late arrivals will be admitted to the tender briefing meeting.
- Submission of a PDF copy of the completed bid tender document together with all supporting tender documents must be submitted on a readable compact disc together with the bid at close of tender.
- **Priced bills of quantities needs to be submitted on the respective included flash drive for that specific tender as part of the tender documents.**
- Late submissions will not be accepted.
- Faxed or e-mailed bids are not accepted.
- Only Bidders registered on the Central Suppliers Database and within the applicable CIDB grading or higher as listed in the tender advert will be legible to submit bids.
- Multiple awards of bids will be limited (unless by exception due to circumstances) in order to spread the work amongst a large number of successful bidders and to minimize the risk to the Department. Multiple awards shall be limited to the ceiling value of the applicable CIDB grading of the recommended bidder unless previous contracts awarded has been more than 60 % completed in terms of the actual scope of the contract and time expended are within the allocated time lines of the contract period of the contract with specific reference to the activity based construction program and concise demonstration has been given that the bidder has the capability and resources to complete the project successfully.
- **Bidders to note that these bids are advertised as Grade 5GB & 6GB or higher as per the tender advert. These tenders are advertised on the old CIDB Gratings prior to change of CIDB Gratings on 6 October 2019.**

3. KEY DATES/MILESTONES

- 3.1. Tenderers were advised that Tenders Close on **Monday, 04th November 2019 at 11H00** at The Department of Public Works, **191 Prince Alfred Street, Pietermaritzburg**. Tenderers were urged to make sure they allow adequate time travel time when submitting their tender document into the tender box.

4. TENDERERS TO NOTE THE FOLLOWING PERTINENT ISSUES IN RESPECT OF TENDERING AND TENDER SUBMISSION

- 4.1. It was stressed that only Tenderers already registered prior to closing date of tenders on the CSD DATABASE within the applicable CIDB grading are allowed to tender for the advertised. Tenderers must ensure that their CIDB gradings are active on the CIDB website.
- 4.2. The completion of all tender returnable documents as per volume 1 of 2 was discussed:
- Returnables to be completed legibly and in its entirety.
 - Where attachments are prescribed, these attachments to be stapled to the respective returnable page.
 - Original documents or certified copies by a Commissioner of Oaths will only be acceptable.
 - Returnables to be signed off and dated where required.
 - No other flash drive either than the one attached to respective bid documents will be accepted by Department. If the bid does not include the approved flash drive, the bid will be rendered as non-responsive.
 - It was explained that the flash drives are clearly labelled with the cluster number on it.
- 4.3. It was noted that designated signatories must be authorized to sign off the tender and any other documents related to this tender. Tenderers are to ensure that "letters of authority" to sign tender documents must be provided where required.
- 4.4. It was further noted that Tenderers are to ensure that where original documents are required, the Tenderer to comply with same to avoid immediate disqualification.
- 4.5. Tenderers were advised all tender bids must be submitted on original tender official forms as per the tender document, no copies will be accepted, except for those T2.10 pages handed out and originally signed for by tenderers on the 24th October 2019, as a result of there not been sufficient bid documents to pick up from Department.

- 4.6. Local Labour employment requirements to be complied with during the contract execution. The successful Tenderer to provide all work employment contracts, record of payment of wages, certified copies of identity documents, photographs etc. in the prescribed forms. The maximum use of local labour is encouraged. Preference to be given to parents of those children that are currently enrolled in the respective school and whom are not employed. However, this is not an EPWP project. Tenderers must read the Preliminaries contained in Volume 2 of the tender document. Tenderers' attention was also specifically drawn to the payment of labour rates as per minimum legislative labour rates for general work.
- 4.7. Tenderers were advised to take into consideration access to site and OHS requirements in Volume 2 when pricing the tender. Sufficient allowance must be made for all OHS requirements i.e. PPE, Medical certificates, OHS plan and all other safety related requirements especially in terms of asbestos disposal and removal where applicable on the specific project.
- 4.8. Tenderers were explained in detail the importance of submitting certified documents as per item 17. Of the "Important Notice to Bidder" in the tender document. The Chairperson was specific in highlighting that copies of certified documents will render BBB-EE ratings not be taken into account when applying preference points. BBB-EE certificates must be an original or original certified copy and must be certified by an official commissioner of oaths with all details clearly indicated.
- 4.9. Tenderers were informed to comply with the minimum specified CIDB grade for each cluster.
- 4.10. All Tenderers were advised to ensure that the Site Inspection Certificate is signed by a DPW Official/ Representative as confirmation of attendance for the site briefing session. The Chairperson has drawn the attention of bidders to the sections Notes to bidders and Important notice to bidders in Section T1.1 and urged tenderers to ensure compliance to this section.
- 4.11. The Chairperson noted that T2.21 "Form of Offer and Acceptance" needs to be filled out correctly and as per the "Final Summary" (Blue Page) and Bill of Quantities, signed by respective authorized person, stamped and witnessed by alternative person. Tender offer amount in words and in figures must correspond. Tenderers to ensure that the Authorised signature and Witness must be different people.
- 4.12. The Chairperson emphasized to the Tenderers the importance of having unique and dedicated project resources for each school as per the organogram format provided in the tender document.
- Unique and dedicated project resources must be provided for each school within a cluster. The duplication of resources across the specified schools will not be entertained.
- 4.13. The Chairperson advised Tenderers to price for the submission of a detailed OHS Plan based on the project specific OHS specification per school as included in the tender document in Volume 2. Tenderers to also price for the involvement of an accredited OHS practitioner, to manage the OHS aspects on the project. Tenderers also need to price for the safe disposal of asbestos as per DOL regulations where applicable in the tender documents. The Tenderers to price for medical reports/certificates for all Employees deployed on the construction site. The medical report to be provided by a registered Occupational Health Practitioner. All costs associated with this item must be priced under the OHS compliance requirements. Proper safety gear must be purchased from an accredited Personal Protective Equipment (PPE) company. **Tenderers must sign the OHS declaration Item 2.17 in the returnable section. An OHS PLAN only needs to be submitted after award of contract letter has been issued to the successful bidder and does not need to be submitted at closing date of tenders.**
- 4.14. Tenderers were asked to take note of the Returnables that are to be valid for 60 Days after the date of Tender closing.
- 4.15. The chairperson explained that as per Phase 2 of the evaluation of criteria, paragraph (a), tenders are to provide a letter from an approved financial institution or bank confirming 2.5% of project value is available to the tenderer in the form of bridging finance.
- 4.16. The chairperson explained in detail the importance to provide an "Intent to provide a construction guarantee" of 5% of the project value as it is not a guarantee however the intent. Tenderers were advised that the proforma in volume two of tender document should be looked at as no other wording will be accepted when a guarantee needs to be submitted at the time of award.
- 4.17. The chairperson clearly explained that the bridging finance T2.36 and the intent to provide a construction guarantee T 2.42 are different documents.

- 4.18. Tenderers were advised to take specific consideration of current local labour rates when pricing the Bills of Quantities.
- 4.19. The chairperson explained in detail that the General Conditions of Contract used for this programme is GCC 2010.
- 4.20. The chairperson further noted and explained to tenderers that the GCC 2010 already takes into account 3 rain delays which successful tenderers will not be legible to claim for.
- 4.21. The Chairperson advised tenderers that the retention period for these projects is six (6) months and a 5% retention in this regard per payment cert will be held back and released when the applicable stage in terms of the GCC 2010 contract conditions has been met.

5. EVALUATION CRITERIA

- 5.1. The Chairperson discussed the evaluation criteria/process in detail:
 - Bidders were informed that both Volume 1 of the bid document needs to be completely filled in and must be submitted at closing date of tenders in the same envelope per cluster together with all returnable and the respective flash drive for that specific tender.
 - Also information must be clearly marked on the sealed envelope.
 - Submission of Statutory and Essential Information. Failure to submit the documentation in the prescribed format will lead to immediate disqualification of the tender including the following:
 - Proof of confirmation of bridging finance.
 - Letters of credit reference
 - Detailed schedule of resources
 - Schedule of years of experience of the resources on similar projects
 - Schedule of years of experience on similar projects, similar value and duration by the bidding entity.
- 5.2. The Chairperson advised Tenderers to refer to the three phases of evaluation criteria included in the tender document and to comply with all sub-criteria required in order to proceed to the next phase.

6. COMMENCEMENT PERIOD AFTER SUBMISSION OF APPROVALS FOR OHS, GUARANTEES AND INSURANCES

- 6.1. Tenderers were advised of the following:
 - Approval of OHS file and insurances within 14 calendar days from date of Letter of Intent to Award.
- 6.2. The Tenderers to visit each school to ascertain the location, restrictions, access etc.
- 6.3. Sub-contractors to be fully aware of OHS requirements applicable to the Principal Contractor.
- 6.4. Sub-contractors to be fully aware of the contractual conditions applicable to the Principal Contractor. The Electrical subcontractor must be registered with the Department of Labour and registration must be valid.
- 6.5. Addendums to the bid document were issued via email by the respective consultant and handed out at tender briefing session on the 24th October 2019. Bidders are to note such on the Item no T2.12 Record of addenda to tender documents.
- 6.6. If multiple tenders are being submitted, a certified copy of valid BBBEE certificate, Original valid tax clearance certificate, Original letter of intent etc. must be provided in the initial tender and copied and certified in the other tender submissions. This also includes all other certificates, competence reports etc. Tenderers to clearly indicate which tender document contains the original certificates.
- 6.7. This is not an EPWP project, however the engagement of local labour, as described in the tender document is compulsory.
- 6.8. In the case of multiple tender submissions, the Tenderer to indicate the tender submission that contains the original documentation.

- 6.9. Tenderers to respond to the risk evaluation criteria in each bid and not make reference to other independent bids.
- 6.10. Tender is 80/20% - 80% price and 20 % preference because tender is under R50 million.
- 6.11. Sub-contractors that are utilized on the contract are not allowed to be amended after being awarded the contract.
- 6.12. A formal BBBEE certificate which is signed by a BEE verification agency, will only be accepted if such certificate is issued by a SANAS approved agency. Where BBBEE certificates are not included, Original signed sworn affidavits for SMME AND QSE as per DTI standard forms must be included.
- 6.13. Form of offer and acceptance must be signed by authorized person and witnessed.
- 6.14. Credit reference must be specifically for building project supplies.
- 6.15. Defects liability period is 6 months for all these tenders.
- 6.16. Contract durations differ based on scope of works

7. RESPONSE TO QUESTIONS, ITEMS AND ADDENDUMS NOTED

22ND OCTOBER 2019:

Question 1: Since CIDB grading has changed, does this affect this bid?

Answer 1: No, this tender was advertised before the CIDB grade changes hence this tender will be subject to the old CIDB grading.

Question 2: What happens if 2.5% as per Phase 2 is met but not the credit references of R 800 000.00?

Answer 2: Tenderers are to note that tenders / bids are to align to all requirements as outlined and required in the tender documents.

Question 3: Is the 2.5% of paragraph (a) different from the 5% of paragraph (g)?

Answer 3: Yes, 2.5% is specific to the financial institution/ bank providing bridging finance which is made available to the respective tenderer and the 5% is the guarantee that Department requires in the form of a construction guarantee as per the Conditions of Contract.

Question 4: Must returnables be scanned on disc or attached to bid document?

Answer 4: Returnable's must be attached to the tender document in the specific section where required as well as it must be scanned on CD and then the CD labelled with the name of the bidding entity must be included in the tender submission at closing date of tenders.

Question 5: If we are tendering for more than one cluster, must we provide the 2.5% bridging finance for all?

Answer 5: Yes, however tenders can use their highest bid value and provide 2.5% value from financial institution or bank on that and have a certified copy of that attached to other bids.

Question 6: Must the 2.5% letter be specific to the school?

Answer 6: No, however the intent to provide 5% construction guarantee has to be.

Question 7: There is a challenge to obtain UIF and letter of good standing as the tenderer does not have this, is this required?

Answer 7: Yes, tenderers must be registered with UIF and provide letter of good standing as per requirements in the bid document.

Question 8: Must the copy of CIDB, Municipal rates and CSD be certified as document states so?

Answer 8: Only the copy of the Municipal Rates need to be certified, CSD and CIDB copy only must be included but it must be latest printouts.

Question 9: Formula error noted in excel file on flash drive for Cluster 83.

Answer 9: Tenderer to check on version of excel been used as the use of a decimal or point could result in error.

Question 10: If at this stage the bid reflects "N/A" under sub-contractors as at time of award the business forum gets involved, is that accepted?

Answer 10: Sub-contractors are to be filled out where intended to make use by the main bidder and can be adjusted at time of award and resubmitted to Department should business forums get involved.

24TH OCTOBER 2019:

Question 1: Which GCC is been used for these projects?

Answer 1: GCC 2010

Question 2: Does CIDB certificate need to be certified?

Answer 2: Only the copy of the Municipal Rates need to be certified, CSD and CIDB copy only must be included but it must be latest printouts. DPW are able to make current printouts from these websites.

Question 3: Does the UIF have to be supplied by Department of Labour or SARS?

Answer 3: Either or Both will be accepted.

Question 4: Is the credit limit required as it is sometimes difficult to obtain?

Answer 4: Yes.

Question 5: Is a bank statement accepted rather than a bridging finance?

Answer 5: No, has to be a letter or confirmation of bridging finance as stipulated in documents. Statement can be provided as long as the letter is also provided. Letter of confirmation of overdraft facility from bank is also acceptable.

Question 6: Will bank rating be accepted instead of 2.5% letter?

Answer 6: No.

Question 7: To confirm, is the minimum rate for labour still R20 per hour?

Answer 7: Yes, however tenderers are urged to please check this when pricing as this could change from now until time of award.

ADDENDUMS ISSUED:

ADDENDUM NO.	CLUSTER NO.	NUMBER OF PAGES SUBMITTED
1	127	T2.22, Final Summary of BOQ – page to be included in Volume 1
2	80	Pages 102&103 Electrical bills Sibhangwana primary school WIMS063270 - to be included in Volume 2

8. MEETING CLOSURE

The Meetings were closed and it was confirmed that minutes will be available from the tender office at 191 Prince Alfred street Pietermaritzburg and it will also be posted on the Departmental website.



MR. DANIE LEROUX

Chief Engineer: Professional Services

DATE: 29/10/2019

Addendum No1

DEPARTMENT OF PUBLIC WORKS : HEAD OFFICE
STORM DAMAGED SCHOOLS - PHASE 14
SIGWEJE HIGH SCHOOL
WIMS NO. 063813

Section No	FINAL SUMMARY	Page No	Amount
1	SECTION NO.1 : PRELIMINARIES AND GENERAL	37	
2	SECTION NO.2 : BUILDING WORKS	97	
3	SECTION NO.3 : EXTERNAL WORKS	104	
	Sub Total		R
	ADD: VAT @ 15%		R
	Grand Total		R
	Carried to Form of Offer T2.21 & Final BOQ Summary T2.22		R

ITEM NO	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
Brought forward from previous page					
2	Block C Distribution board	Supply Install	ea ea	1 1	
3	Block A Kitchen Distribution board	Supply Install	ea ea	1 1	
E	<u>EXCAVATIONS</u>				
	All prices below shall include the excavation of trenches and holes, separating of stones, their original finish.				
1	Excavate in soft ground		m ³	48	
2	Excavate in soft rock		m ³	10	
3	Excavate in hard rock		m ³	5	
4	Supply cable marker tape & Install 400mm below finished ground level.		m	300	
F	REMOVAL OF EXISTING ELECTRICAL INSTALLATION				
1	Removal of existing Electrical installation in Block A	Sum		1	
2	Removal of existing Electrical installation in Block B	Sum		1	
3	Removal of existing Electrical installation in Block C	Sum		1	
G	LIGHTNING PROTECTION INSTALLATION AND ISSUING OF CERTIFICATE				
1	Allow for the execution of a Soil Resistivity Survey for the site and for submitting a copy of the reports to the Engineer.	Sum		1	
2	Allow for the testing of the complete installation, including lightning protection earth electrodes and the issuing of test certificates	No		3	
3	50mm PVC insulated for bonding down conductors to earth rods, etc. inclusive of lugs, ferrules, bolts, etc.	m		262	
4	Supply and install corrosion resistant stainless steel terminal for roof connection points and aluminium bond to take aluminium down conductor from roof terminals.	No		14	
5	Supply and Install ferrules and lugs for bonding of any metalwork to air terminal system.	No		38	
6	Supply and install 1.5m copper 16mm diameter earth rods driven into the ground including jointing to copper bonding conductor.	No		14	
Carried forward to next page					

ITEM NO	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
Brought forward from previous page					
7	Supply and install test point connection in each down conductor COMPLETE with 132x82x55mm deep screw lid enclosure.	No	14		
8	Supply and Install 25mm pvc pipe	m	68		
9	Supply and Install 50mm aluminium conductor	m	262		
H	Testing and Commissioning Electrical Installation, Cables and Distribution Boards and Issuing COC as per SANS 10142.				
1	Block A : DB - A	Sum	1		
2	Block B : DB - B	Sum	1		
3	Block C : DB - C	Sum	1		
I	5% Allowance for builders work	Sum	1		
Carried forward to the summary page for electrical					