KWAZULU-NATAL PROVINCE
PUBLIC WORKS & INFRASTRUCTURE
REPUBLIC OF SOUTH AFRICA

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BID NO: ZNTU 04295 W : WIMS 071849: PROJECT: NKANDLA : CONSTRUCTION OF NEW DISASTER MANAGEMENT CENTRE AND FIRE STATION INCLUDING EARTHWORKS

• COMPULSORY CONTRACTOR SITE BRIEFING MEETING (TENDER BRIEFING MEETING) 14/10/2026
• Project Location: Erf 1266, Nkandla, 3855 (north-west of the Nkandla CBD)
• GPS co-ordinates -28°37'11.06"S, 31° 5'13.83"E
• Client: KZN DEPARTMENT OF PUBLIC WORKS
• Facility: NEW DISASTER MANAGEMENT CENTRE AND FIRE SERVICES STATION
• BID NO ZNTU 04295 W: Wims No: 071849
• Date of Meeting: 14 October 2026 **(Wednesday)**
• Time: 11.00am
• Venue: DPWI OFFICES, 191 PRINCE ALFRED STREET, PIETERMARITZBURG MAIN AUDITORIUM
• Facilitator: Danie Le Roux (DEPARTMENT OF PUBLIC WORKS REPRESENTATIVE) • SCM Official Emile Glover DEPARTMENT OF PUBLIC WORKS REPRESENTATIVE SCM

ATTENDANCE REGISTER OF BIDDERS AS PER THE ATTACHED 3 SETS OF THE REGISTERS COMPLETED				
APOLOGIES				
N/A				
DISTRIBUTION OF MINUTES				
By email to all attendees and on Departmental website				

1. WELCOME & INTRODUCTIONS

1.1. Attendants in person welcomed by Mr. le Roux and it was explained that it is a compulsory pre-tender briefing meeting and he drew attention to the advert and conditions on the advertisement of the bid.
1.2. Attendance Registers had been taken prior to entering the auditorium and the need for legibility was reiterated.

2. PURPOSE OF THE MEETING

2.1. To provide a tender briefing and clarify requirements, evaluation criteria, and submission procedures for the tender.

3. DISCUSSIONS: ATTENDANCE REGISTER

3.1 Mr le Roux discussed the tender advert in detail, drawing special attention to the following:
3.1.1 CIDB Grading 7GB or higher, WIMS and ZNT number is on there
3.1.2 The documents were available in hard copy and as electronic copy
3.1.3 This meeting, the **compulsory tender briefing** meeting, was indicated for **14 October 2026.**
3.1.4 The closing date of bids which is on **27 October 2026** at **11h00** and the tender box is at **191 Prince Alfred Street Pietermaritzburg** as per the bid document.
3.1.5 No late tenders will be excepted. The importance of the consideration of unforeseen circumstances as well as the availability of parking was highlighted.
3.1.6 No re-typing of documents will be accepted.
3.1.7 **No electronic signatures** will be accepted. The forms must be filled in by hand and in black ink.
3.1.8 The bills of quantities in excel format and scanned copy of the fully completed tender document Volume 1 and returnable, must be returned on a flash-drive together with the hardcopies of the fully completed original Volume and returnables
3.1.9 Bidders must be registered on the Central supplier's database.(CSD) T2.26
3.1.10 Site knowledge is noted as the location is provided in the document.
3.1.11 The current involvements of bidders on DPWI projects will be assessed during "responsiveness" with specific reference to Multiple awards as per the notes to tenderers in Volume1 of the bid document.
3.1.12 90/10 preference points are applicable.

4. DISCUSSIONS: VOLUME 1

4.1 This document must be fully completed and signed and initialled on each page.
4.2 **Important Notice** to bidders provides clarity on the bid.
4.3 Item 16 on page 4 of 5:
The **latest completed financial year** of your company must be used.
When signing the certificate EME / QSE certificates must be signed **in front of the commissioner of oaths** and he / she must stamp it. It must be stamped and signed on the **same date. Rank and force number** or any other identifying number of the commissioner must be on it.
4.4 Item 17 on page 4 of 5(important notice to bidders) was highlighted (similar to item 3.1.8 above). Should hardcopies go missing, the electronic copy serves as proof that it had been there.
4.5 The evaluation is performed in 3 phases, i.e., Phase 1 (administrative), Phase 2 (Functionality) and Phase 3 (Pricing and Specific Goals).
4.6 **PHASE 1:**
4.6.1 T 2.21, Form of offer and acceptance must be signed by the **duly authorized person by the company** to sign a bid.
4.6.2 T2.10 Site inspection meeting certificate must be signed and stamped after the meeting and forms part of the returnables. All bidders were also reminded to sign the attendance register before leaving the venue.
T 2.11 Bidders disclosure SBD 4 form: Correct completion was discussed in detail as majority of bidders become non-responsive due to the incorrect completion or not listing all the enterprises as per CSD that they are involved in.
4.6.3 T2.27 **Appropriate active** CIDB grading of the company was discussed and must be 7GB or higher.
4.6.4 T2.1 – T2.36 must be duly completed and signed. Mr le Roux draw the attention of the bidders on all these forms and the required returnable that needs to be submitted with specific reference when certified copies must be submitted.
4.6.5 T2.22 final summary of the BoQ must be completed on the hard copy attached as brought forward

from the figures on the Excel bills of quantities on the flash drive submission.

4.6.6 It was noted to bidders that they must initial each and every page of the bid document and all returnables submitted.

4.7 **PHASE 2:Functionality Criteria**

4.7.1 The functionality criteria as per the Important notice to tenderers were discussed in detail as well as the points for the functionality criteria as per T 2.34 and T2.34A to T.34 F
Tenderers who do not meet a minimum of Sub minimum points of 20 points as per (1) Financial standing will not proceed to the next stage of evaluation.
Tenderers who do not meet a minimum of 70 points for functionality will be non-responsive.

4.7.2 Methodology and approach Item 3 :High level construction programme, must be submitted and only only major activities/items must be indicated and detailed. Detail construction programme will be required before commencement of contract. OHS PLAN also do not need to be submitted with the tender submission but also need to be submitted before construction can commence and the functionality points for this item is 2 points instead of 5 points.

4.8 **PHASE 3**

4.8.1 Price and specific goals 90/10 principle was discussed.

4.9 DISCUSSION OF RETURNABLES VOLUME 1

4.9.1 Items on the "T2.1 List of Returnable documents" was briefly outlined and discussed.

4.9.2 T2.2 Authority to sign – Must be completed and only the authorised person are allowed to sign documents related to this contract and that is the person whose signature must appear on all related documents in this tender.

4.9.3 JV's need to submit all the documents required for each of the JV Partners as what will be required to be submitted by a single entity when tendering.

4.9.4 T2.6 List of proposed subcontractors. Note: the contract contains a 30% CPG requirement. Refer also to the Preliminaries and General
T2.7 Capacity of the tenderer must be completed and signed.

4.9.5 T2.8 Financial Standing must be signed.

4.9.6 EME/ QSE whichever is applicable to the Tenderer must be fully completed and correctly certified

4.9.7 T2.10 certificate – completed, signed and stamped after the meeting.

4.9.8 T2.11 SBD 4 – ensure that **YES/NO** is completed and **all relevant information** is disclosed. It was comprehensively explained on how to fill in this form. If it is not filled in correctly it will be a non-responsive.

4.9.9 T2.13.1 Electrical subcontractor must be registered with Department of Labour and the registration must be valid and active. Eskom or Municipal Connection will be applied for at the beginning of the contact and then the electrical subcontractor must be in place.

4.9.10 T2.17 OHS and Environmental declaration makes the bidder responsible taking into account OHS related matters and requirements. It also declares that it is appropriately priced.

4.9.11 T2.19 Tax compliance will be verified during tender adjudication and before award.

4.9.12 T2.21 Form of offer and acceptance must be completed in **figures and in words**, corresponding to the BoQ summary (T2.22).

4.9.13 All other T forms (T2.1 to T2.36 must be correctly completed and signed and dated and the appropriate returnables as required must be submitted.

4.9.14 T2.34 Functionality Criteria was discussed in detail with all subsequent returnables.

4.9.15 It is very important to **keep the sequence of the tender document in order** to make adjudication easy.

FAILURE TO SUBMIT ANY OF THE ABOVE DOCUMENTATION IN THE PRESCRIBED FORMAT, WILL LEAD TO IMMEDIATE DISQUALIFICATION

5. DISCUSSIONS: VOLUME 2

5.1 All the documents are available online. **The Excel BoQ must be completed in electronic version** for tender purposes. Conditions of Contract applicable is the GCC 2010 conditions of Contract.
Only the successful bidder after been awarded the contract will have to complete a hard-copy version of the balanced BoQ.
Volume 2 and the drawings and the excel bills of quantities were all uploaded to the e-tender portal and should be downloaded from there. Volume 2 Bills of quantities and drawings and excel bills of quantities must be read together. Excel bills of quantities is a condensed version to assist with the pricing

and the calculations.

5.2 **Some provisional sums** were allowed in the BoQ, e.g., electrical and water connection costs, landscaping, national youth workers etc.

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5.3 **The importance of taking escalating costs into account when pricing was stressed.** CPA does not cover all the increases well.

- e.g., the fuel costs have increased by 30% in the last few months, hence, especially in the beginning of the contract, earthworks, disposal of materials, bringing materials to site etc. will be costly.
- furthermore, labour costs are increasing every year. Every labourer will be paid legislated minimum wage. Hence, it must be considered that the construction period will go over two increases.
- Roof sheeting will only be required towards the end of the project, hence, take into account increases in steel prices.

5.4 The **high-level construction programme** must be following the correct sequence of events of the **main trades**, e.g.,

- site clearance
- fencing
- platform preparation
- foundations
- masonry work
- etc.

6. DISCUSSIONS: OTHER

6.1 **Roof sheeting**
The description in the bills of quantities is incorrect. Instead of AZ 150 it should be Z 200. Chromadek roof sheeting.

7. ANNOUNCEMENTS

7.1 The minutes will be issued on 16 October 2026 on the departmental website and via e mail .

7.2 An addendum and an updated excel spreadsheet will be issued on by 16 October 2026 to correct the description of the roof sheeting.

7.3 Bidders to complete the FORM NO T2.12 in Volume1 on the bid document that indicates that you have received the addendum.

8. QUESTIONS

No	Question	Answer
1	The number of rain days allowed are 55 in total. Do the 55 days have to be reached before EoT will be allowed?	No, if a month has more than 3 rain days, for example 15 days, then 3 will be deducted and the remainder(12 days) can be claimed as EoT. First 3 rain days per month will not be entertained for EOT
2	Why would an electrical contractor have to be provided if it is provisional.	The provisional sum is for the electrical connection to the site, not or the electrical work to be executed. In order to get the connection done, a CoC must be provided by the stated electrician.
3	Is there a provision for CPG	Yes, in the preliminaries. Bidders needs to carefully read the Preliminaries and General
4	In the programme, do I need to allow for the time it will take to establish the electrical connection?	No. There should be a time stipulated in the programme where it would have to be in place in order to start he main project. In the interim, site clearing etc. will be done. Not a full construction programme, just the main items so that, e.g., the roof construction does not

		come before the masonry work.
5	Volume 1, T2.13.2 and T2.13:3 are not in the downloaded tender document	They are not in the document because it is not applicable.
6	Roof Sheeting clarification: Chromadek / AZ 150 description not correct	Chromadek / Z 200 specification will be issued in an addendum
7	Will the spreadsheet be updated?	Yes, the spreadsheet will have to be updated and it will be e-mailed to all bidders that attended the briefing meeting. If you do not have an updated excel version it will still be accepted that you priced for Chromadek Z 200 roof sheeting as it is noted in this meeting.

9. CLOSING

9.1 The Tender Briefing adjourned at 12 h 55 am and then Mr le Roux started with the stamping and signing of the T2.10 site inspection certificates.

D Le Roux

15/10/2026

Place, Date