

MEETING: COMPULSORY BRIEFING MEETING
PROJECT: NC/04/2021 – DIAMOND PARK 100: THE COMPLETION OF 52 BNG HOUSES IN DIAMOND PARK, SOL PLAATJE LOCAL MUNICIPALITY
VENUE: ONLINE – MICROSOFT TEAMS
DATE: WEDNESDAY, 14 APRIL 2021 **TIME:** 13h00

Item	Ref	Description
1.		<p>Opening & Welcome</p> <p>Mr Tebogo Monoametsi from Coghsta SCMU) opened the meeting by welcoming all present.</p> <p>The Tender Number and tender name were read out to confirm that all parties present are attending the correct meeting.</p> <p>Mr Monoametsi informed all than Mr Philip Loots from V3 Consulting Engineers will lead the meeting.</p> <p>The tenderers were informed that the tender will close only on Friday, 30 April 2021 @ 11h00.</p>
2.		Matters for discussion
2.1		<p>Attendance Register:</p> <p>Attendance will be verified against the online meeting attendance.</p>
2.2		<p>Scope of Works:</p> <p>This project is the completion of a previous project which could not be completed. Of the 100 units, 52 were only constructed until slab / surface bed level. The scope is then the completion of 52 BNG houses of which 5 is for Disabled beneficiaries.</p>
2.3		<p>Schedule 1: Site Visit/Clarification Meeting Certificate:</p> <p>Schedule 1 for this tender will be ignored.</p>
2.4		<p>Site Inspection:</p> <p>A site inspection was not required.</p>
2.5		Tender Document:
2.5.1		<p>General Tender Information:</p> <p>The tenders will close on 30 April 2021 @ 11h00.</p> <p>Tender Box is situated at the offices of COGHSTA, 9 Cecil Sussman Road, Kimberley.</p> <p>A two-stage, one envelope procedure will be used, thus tender prices will not be read out at tender opening directly after closing.</p> <p>Please ensure that the Tender Details are clearly written on the cover of the sealed envelope and that the details and return address of the tenderer is placed on the back of the envelope as per clause F.2.13 on page T1-12 of the tender document.</p>
2.5.2		<p>The tenderers were requested to Study & Familiarise themselves with the conditions stated in the tender document.</p>

2.6.	T 1.2	Tender Data:
2.6.1	F.2.1	Eligibility: Page T1-10 – According to estimated project value, tenderers who are registered with the CIDB, in a Contractor grading designation equal to or higher than 6 GB are eligible to have their tenders evaluated.
2.6.2	F2.10	Pricing of Tender offer: Page T1-11 – The tendered fixed price will not be subjected to escalation.
2.6.3	F2.13	Submission of Tender offer: The location of the tender box and identification details to be displayed on the tender envelope is described on Page T1-12.
2.6.4	F2.16	Page T1-12 –The tender offer validity period is 90 (ninety) days from the closing date.
2.6.5	F2.18	Provide other Material: Page T1-13 <ul style="list-style-type: none"> • Audited financial statements for three years must be submitted with tenders, • a certificate signed by the Tenderer certifying that the Tenderer has no undisputed commitments for municipal services, • particulars of any contracts awarded to the Tenderer by an organ of state during the past 5 (five) years.
2.6.6	F2.23	Page T1-13 – The following certificates must be submitted with tender document:
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2.6.8		<ol style="list-style-type: none"> 1) Original Tax Clearance certificate or copy inclusive of verification PIN. Tenderers were advised to confirm their Tax Clearance Status with SARS before tender closure. 2) B-BBEE Certificate or an Exempted Micro Enterprise certificate or certified copy thereof. 3) Valid NHBRC certificate. <p>Tenderers were advised to confirm if they were invited from the database as a Joint Venture and should submit the required JV documentation if applicable.</p>
2.6.9	F3.8	Page T1-14 – Tenders will be considered non-responsive if, inter alia: <ol style="list-style-type: none"> a) the tender is not in compliance with the Scope of Work; b) the Tenderer does not comply with the CIDB contractor grading designation specified in F.2.1 above. c) the Tenderer has failed to clarify or submit any supporting documentation within the time for submission stated in the employers written request. d) the Tenderer is not registered with the NHBRC. e) The tenderer does not submit proof of CSD database registration f) The tenderer is not at least 51% Woman or Youth owned.

2.6.10	F3.11	<p>Evaluation of Tender Offers (Functionality):</p> <p>Functionality will be scored and a minimum of 70 out of the possible 100 is required to be evaluated any further. Functionality criteria defined on Page T1-16. Tenderers were advised to attach an organogram clearly stating the roles of specific individuals as well as relevant proof to score points for the different functionality criteria's. It was also noted that should any individuals on the nominated project team not be employed by the tenderer, agreements or a memo of understanding should be attached to obtain points for functionality criteria.</p> <p>The scoring system applicable to this tender will be the 80/20 for eligible tenderers who scored 70 or more for functionality.</p>
2.6.11	F4.2	<p>Page T1 – 20 – Eligibility with respect to Expanded Public Works Programme</p> <p>Monthly project reporting will be done on all the EPWP reporting documentation attached in Annexure A of Part 3: Scope of Works of this Tender Document. The Employer shall withhold any payments should EPWP reporting not be submitted monthly or with each claim, whichever comes first.</p>
2.6.12	F4.4	<p>Page T1-17 – Community Liaison Officer</p> <p>P.L highlighted that it is a requirement of the Contract that a Community Liaison Officer (CLO) for each area shall be appointed by the Contractor. The location of the works stretches over two municipal areas; thus (2) two CLOs must be appointed.</p>
2.6.13	F4.5	<p>Page T1-22 – Invalid tenders</p> <p>P.L emphasized the circumstances listed on page T1-22, under which tenders shall be considered invalid.</p>
2.6.14	F4.14	<p>Page T1-25 – Sub-Contracting</p> <p>The successful tenderer should not subcontract a more than 25% of the value of the contract.</p> <p>Tenderers were encouraged to nominate suppliers and request quotations before submitting tenders.</p> <p>This contract does not make allowance for compulsory 30% Sub-contracting.</p>
2.6.15	F4.15	<p>Page T1-25 – Compulsory Completion date</p> <p>The completion of works on site MUST be no later than 30 March 2022.</p> <p>P.L encouraged tenderers to take this into consideration when planning their works programme.</p>

2.7	T 2	Returnable Schedules:
2.7.1	T.2.1	Completion of returnable schedules
2.7.2	T.2.2	<p>List of returnable schedules</p> <p>The list of returnable Schedules was discussed and tenderers were explained how to complete all the returnable schedules:</p> <ul style="list-style-type: none"> • Schedule 1: Site Visit/Clarification Meeting Certificate. (N/A) • Schedule 5: Municipal Account, not older than 30 days to be attached. Alternative: A Lease Agreements stating the tenant (contractor) is not accountable for the municipal accounts will be accepted. • Tenderers should submit proof of payment of municipal rates. The employer may reject any tenderer should they have failed to pay municipal rates and taxes or municipal service charges are in arrears for more than 30 days. • Schedule 22: All NCP forms to completed in whole. • Tenderers should answer question 2.8 on the NCP 4 form honestly. Should the department find dishonesty, the tenderer will be disqualified from the evaluation.
2.8.	C1.	Agreement & Contract Data:
2.8.1	C1.1.	<p>Form of Offer & Acceptance:</p> <p>The tenderers were requested to ensure that the Form of Offer on page C1-3 be filled in correctly and signed. Should this not be the case, it will be considered a non-valid offer and the tenderer will be disqualified.</p>
2.8.2	C1.2	<p>Contract Data: Part 1:</p> <p>Clause 5.13.1 – Page C1-14: Penalties</p> <p>The following penalties will applicable on this contract:</p> <ol style="list-style-type: none"> a) The penalty for failing to complete a house within 8 weeks of casting foundation is R 500-00 (Five Hundred Rand) per house per calendar day of delay. b) The penalty for failing to complete the total Works is R 1000-00 (Two Thousand Rand) per outstanding house per calendar day of delay. <p>Clause 6.10.1.5 – Page C1-1: Material on Site</p> <p>Tenderers were informed that no advance on materials not yet built into the Permanent Works will be paid by the Department.</p>
2.9	C2.2	<p>Bill of Quantities:</p> <p>The Bill of Quantities should be read in conjunction with the minimum house specification and the building drawings attached to the tender document and should be priced accordingly.</p> <p>Tenderers were cautioned to take note that this was a fixed price tender and that bidders should take P's & G's and all other project related costs into consideration when pricing this tender.</p> <p>Contractors are required to provide under their tendered Fixed price for the appointment of an NHBRC registered Engineer to design, inspect and sign off on foundations, superstructures and roofs.</p>

		<p>Included in the scope, as indicated in the BoQ, the contractor shall be responsible for temporary relocation and connection of electrical connection, inclusive of stand pole, to new location of informal structure, moved by owner, and to relocate and connect electrical connection, inclusive of stand pole, to newly built BNG house.</p> <p>Tenderers were informed that the first section of the Bill of Quantities are for 95 standard 40m² BNG houses and the Section B outfitted the 5 x Category C, 45m² Disabled houses to be constructed.</p> <p>The totals of both sections to be carried over to the Summary on page C2-6.</p>
2.10	C3.1	<p>Scope of Works: PL read out the Scope of Works as contained in the tender document on pages C3-2 and C3-3.</p> <p>Page C3-4 – Clause C3.1.3: A Geotechnical Report is attached to the tender document as Annexure C.</p> <p>Page C3-9 – Clause C3.1.6.3.10 Climatic conditions: Tenderers to take note of the amount of days predicted for work effected by adverse weather conditions.</p> <p>Page C3-13 – Clause C3.1.6.4 Certificates of Payment: The interim payment stages shall be based on progress achieved on milestones per house. No interim payments will be made for site establishment. First payment will be made only after milestone 2 (Wall Plate) has been reached. The interim stages in which payments will be made to the successful contractor are set out on page C3-13. The tenderers were made aware that there is no milestone for site establishment and clearance.</p> <p>Page C3-24 – Clause C3.1.9.15 Value Added Tax: It was highlighted that COGHSTA does not pay VAT.</p> <p>Clause C3.1.10 The Minimum Specification of houses on pages C3-25 to C3-27 were highlighted in the Scope of Works: <i>Wall finishes for Internal walls to be plastered and painted and external walls to be semi-face brick with sealant as per the specifications stated in C 3.1.10.</i> Coghsta Regional office requested that the window frames on the drawings and in the scope be replaced with Cottage pane window frames. Contractors to change window schedules on building plans, to be submitted to Municipality for approval.</p> <p>Drawings attached in the Tender document does not show a basin in the bathroom, however the scope includes a hand basin in the bathroom and should be priced for.</p> <p>Clause C3.1.11 Physical Disabilities The additional fittings for 45m² Category C houses are listed on page C3-27.</p>

		<p>Page C3-28 – Clause C3.1.12 Construction Time:</p> <ul style="list-style-type: none"> (i) A maximum of 8 weeks’ construction period allowed per house. (ii) Brickwork to commence within 2 weeks after casting of foundation. <p>Page C3-28 – Clause C3.1.13 states the compulsory completion date is the 30 MARCH 2022.</p> <p>Page C3-28 – Clause C3.1.14 Completion Quality Pack:</p> <p>The contractor will be required to submit a Completion Quality Pack for each stand number in the scope of works as part of completion of the project.</p> <p>Each pack will consist of the following documentation:</p> <ul style="list-style-type: none"> (i) Signed Happy Letter (ii) As-built drawing of house indicating orientation on stand and services connections. (iii) SANS 10400 – A: Form 4 (Structure) – Signed by the NHBRC Registered Engineer (iv) Test Cube results (v) Roof Certificate (vi) COC – Electrical Installation
2.11	C3.3	<p>Engineering Drawings:</p> <p>Where specifications on the drawings deviate from the minimum housing specifications as stated in clause C 3.1.10 of the Scope of works, the contractor shall adhere to the specifications as per clause C3 3.1.10.</p> <p>Tenderers were requested to read and sign the Drawing Notes attached to Volume 2 of the document.</p>
2.12	C3.5	<p>Annexures:</p> <p>Annexure C: Geotechnical Report</p> <p>Annexure D: Registered Sub-Contractors:</p> <p>Sub-contractors are listed in Annexure D of the tender document. The successful tenderer may only subcontract to a supplier who are registered with the CIDB, in a Contractor grading designation equal to or higher than a Contractor grading designation determined in accordance with the sum value to be sub-contracted.</p> <p>The subcontractor must comply with all regulations and submit NHBRC, CIDB, CSD and BBBEE Certificate and their tax affairs must be in order. Agreement of the subcontracting must be submitted by the Tenderer.</p>
3.		<p>Supply Chain Management Requirements:</p> <p>Mr Tebogo Monoametsi from the Supply Chain Department encouraged the tenderers to ensure that all their certificates are valid and up to date.</p> <p>Tenderers were also advised to ensure all details are updated on CSD and current CSD reports should be submitted with their tenders.</p> <p>Tenderers should complete all the NCP forms in full to avoid disqualification.</p>

4.		Minutes of the Meeting: The tenderers are required to sign receipt of the Minutes of the tender briefing and attach it as part of addendum 01 to the tender document.
5.		Questions & Answers
5.1		<i>None.</i>

 Authorised Signature of Tenderer

____ - ____ - 2021
 Date Signed