

**MEETING:** NON-COMPULSORY ONLINE BRIEFING MEETING  
**PROJECT:** NC/08/2021 – OKIEP 31: THE CONSTRUCTION OF 31 BNG HOUSES IN OKIEP FOR THE NAMA-KHOI MUNICIPALITY  
**VENUE:** ONLINE TEAMS  
**DATE:** THURSDAY, 26 AUGUST 2021 **TIME:** 10h00

Item	Ref	Description
1.		<p><b>Opening &amp; Welcome</b></p> <p>Mr Karel Visagie (KV) from SCM (CoGHSTA Provincial office) opened the meeting by welcoming all present. He introduced his team and mentioned the projects that will be discussed from the Namakwa Region.</p> <p>Mr KV emphasised that the briefing is non-compulsory and that more service providers may tender.</p> <p>The Meeting was then further presented by Mr Philip Loots of V3 Consulting Engineers (CoGHSTA OS).</p> <p>The Tender Number and tender name was read out to confirm that all parties present are attending the correct meeting.</p>
2.		<b>Matters for discussion</b>
2.1		<p><b>Attendance Register:</b> An attendance register was completed by SCM of all those present.</p>
2.2		<p><b>Scope of Works:</b> The Construction of 31 BNG Houses in the Namakwa Region. The scope of works was also read out from the tender document see paragraph 2.10 the Scope of Works as per tender document Part C.3</p>
2.3		<p><b>Schedule 1: Method statement, project program and projected cashflow</b> Mr P. Loots clarified that the contractors need to provide a method statement and project program linking the cashflow to the milestones showing when they will claim.</p>
2.4		<p><b>Site Inspection:</b> A site inspection will not be compulsory, as per the tender document, the CoGHSTA Regional office will avail themselves in the week after the briefing.</p>
2.5 2.5.1		<p><b>Tender Document:</b> <b>General Tender Information:</b></p> <p>The tenders will close on Friday, <b>17 September 2021 @ 11h00.</b></p> <p>The 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</p>

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2.5.2		<p>on the back of the envelope as per clause F.2.13 on page T1-12 of the tender document.</p> <p>F.2.13.3 request that the entire Tender offer on paper shall be submitted as an <b>original plus 1 (ONE) electronic scanned copy on a flash/dvd drive</b></p> <p>The tenderers were requested to Study &amp; Familiarise themselves with the conditions stated in the tender document.</p>
2.6.	T 1.2	<b>Tender Data:</b>
2.6.1	F.2.1	<p>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 <b>4 GB PE</b> are eligible to have their tenders evaluated.</p> <p>Only tenderers who are registered on the Central Supplier Database (CSD) will be eligible to tender.</p>
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 <b>90 (ninety) days</b> from the closing date.
2.6.5	F2.18	<p>Provide other Material: Page T1-12</p> <ul style="list-style-type: none"> <li>• Audited financial statements for three years must be submitted with tenders where the tender amount exclusive of VAT <b>exceeds R 8, 695, 652.17 (Eight Million, Six Hundred Ninety-Five Thousand Six Hundred Fifty-Two Rand and seventeen Cents):</b></li> <li>• particulars of any contracts awarded to the Tenderer by an organ of state during the past 5 (five) years.</li> </ul>
2.6.6 – 2.6.8	F2.23	<p>Page T1-13 – The following certificates must be submitted with tender document:</p> <ol style="list-style-type: none"> <li>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.</li> <li>2) B-BBEE Certificate or an Exempted Micro Enterprise certificate or certified copy thereof.</li> <li>3) Valid NHBRC certificate.</li> </ol>

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2.6.9	F3.8	<p>Page T1-14 – Tenders will be considered non-responsive if, inter alia:</p> <ol style="list-style-type: none"> <li>the tender is not in compliance with the Scope of Work;</li> <li>the Tenderer does not comply with the CIDB contractor grading designation specified in F.2.1 above.</li> <li>the Tenderer has failed to clarify or submit any supporting documentation within the time for submission stated in the employers written request.</li> <li>the Tenderer is not registered with the NHBRC.</li> <li>The tenderer does not submit proof of CSD database registration</li> </ol>
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 from 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 – 21 – 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	F4.5	<p>Page T1-22 – Invalid tenders</p> <p>PL emphasized the circumstances listed on page T1-22, under which tenders shall be considered invalid.</p>
2.7	T 2	<p><b>Returnable Schedules:</b></p>
2.7.1	T.2.1	Completion of returnable schedules
2.7.2	T.2.2	List of returnable schedules
		<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"> <li>Schedule 1: method statement, project program and projected cashflow</li> <li>Schedule 5: Municipal Account, not older than 30 days to be attached. Alternative: A Lease Agreement, stating the tenant (contractor) is not accountable for the municipal accounts, will be accepted.</li> <li>Schedule 22: All NCP forms to completed in whole.</li> <li>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.</li> </ul>

Item	Ref	Description
2.8. 2.8.1  2.8.2	C1. C1.1.  C1.2	<p><b>Agreement &amp; Contract Data:</b></p> <p>Form of Offer &amp; Acceptance: The tenderers were requested to ensure that the Form of Offer on page C1-3 be filled in correctly and signed. <b>Should this not be the case, it will be considered a non-valid offer and the tenderer will be disqualified.</b></p> <p>Contract Data: Part 1:</p> <p>Clause 5.13.1 – Page C1-14: Penalties The following penalties will applicable on this contract:</p> <p style="padding-left: 40px;">a) The penalty for failing to complete the works is R 500-00 (Five hundred Rand) per house per calendar day of delay.</p> <p>Clause 6.10.1.5 – Page C1-1: Material on Site Tenderers were informed that <b>no advance</b> on materials not yet built into the Permanent Works will be paid by the Department.</p>
2.9	C2.2	<p><b>Bill of Quantities:</b></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 &amp; 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>Tenderers were informed that a full Geotechnical Investigation in line with the GFSH-2 is available with the tender on the CoGHSTA website.</p>
2.10	C3.1	<p><b>Scope of Works:</b></p> <p>PL read out the Scope of Works as contained in the tender document on pages C3-2 to C3-56.</p> <p><u>Foundations:</u> All Houses will require Foundations to be designed by an NHBRC registered Engineer</p> <p><u>Walls:</u> External walls: For this project Namakwa will be using the Corojem Facebricks, contractors need to find out where the nearest supplier are and price accordingly.</p> <p><u>Roofs:</u> Timber trusses (premanufactured) with Chromadek sheeting and 130mm isolation.</p> <p><u>Windows:</u> All other houses will receive small pane window frames as per the Minimum specifications</p>

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		<p><u>Services Connections:</u> Connections will be made to the existing water and sewer services, except where the scope indicate a 6m<sup>3</sup> conservancy tank, where a conservancy tank will be constructed on site. Electrical connections will be applied for at either the Local Municipality or ESKOM on behalf of the beneficiary.</p> <p>Where the temporary Wendy house is to be moved in Okiep, the power will be temporarily disconnected, and connected after completion of the new house.</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. <b>No interim payments will be made for site establishment. First payment will be made only after milestone 1 (Foundation &amp; Floor slab) has been reached.</b> 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 C3-26 to C3-31 were highlighted in the Scope of Works: <i>Wall finishes for Internal and external walls to be plastered and painted PL also highlighted that the raft foundation on Tender Drawings were for illustration purposes only.</i></p>
2.11	C3.3	<p><b>Engineering Drawings:</b> 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. <b>Tenderers were requested to read and sign the Drawing Notes attached to Volume 2 of the document.</b></p>
2.12	C3.5	<p><b>Annexures:</b> Annexure A: Monthly forms to be completed Annexure B: Occupational Health and Safety Specifications.</p>
3.		<p><b>Minutes of the Meeting:</b> 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.</p>

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4.		<b>Questions &amp; Answers</b>
4.1		<p>The Tender documents are made available free of charge and is downloadable the website.</p> <ul style="list-style-type: none"> <li>The question regarding whether the Audited financial statements for three years must be submitted. PL made it clear only where the tender amount exclusive of VAT <b>exceeds R 8, 695, 652.17.</b></li> </ul> <p>The Meeting was closed and adjourned.</p>

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 Authorised Signature of Tenderer

\_\_\_ - \_\_\_ - 2021  
 Date Signed