

MINUTES OF THE COMPULSORY SITE INSPECTION

Contractor	Witness 1	Witness 2	Employer	Witness 1	Witness 2

Minutes



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Client : COGHSTA
 Project : Remedial work to 491 RDP Houses
 Contract : 2334-50-02/03
 Contractor : N/A
 Meeting : Compulsory Tender Briefing & Site Visit
 Date : 18 August 2021
 Time : 9:00am
 Venue : Lerato Park Site Office (28°40'31.10"S and 24°43'8.69"E)
 File : 2334-50-02/03

Item		Action
1.	<p>WELCOME</p> <p>Mr Stuart Graham on behalf of the COGHSTA (Department of Cooperative Governance, Human Settlement & Traditional Affairs) welcomed all present and chaired the meeting.</p> <p>Mr. Graham asked if there is any objection to wait 15 minutes before the commencement of the meeting due to confusion regarding the venue. There were no objections and the meeting commenced at 9:15.</p>	
2.	<p>ATTENDANCE</p> <p>An attendance register was circulated and all present were requested to complete the document and provide the necessary contact details. The attendance will be the official record of any tenderer's attendance of the meeting in terms of the Tender Data.</p> <p>The meeting is compulsory for Main Contractors only, i.e. tendering entities submitting bids in terms of the Tender Data.</p> <p>Two tenderer's arrived after the starting time of 9:15 (tenderer representative details included under no. 14 and 15 in the attendance register). A request was sent to the client for their acceptance. The client confirmed that they can be accepted as attended.</p>	
3.	<p>APOLOGIES</p> <p>Jas Jacobs of COGHSTA Karel Visagie of COGHSTA</p>	
4.	<p>REPRESENTATION</p>	
4.1	<p>EMPLOYER</p> <p>Karel Visagie of COGHSTA Jas Jacobs of COGHSTA</p>	
4.2	<p>PRINCIPAL AGENT</p> <p>Bigen Africa Services (Pty) Ltd Marthinus Pretorius Marthinus.Pretorius@bigengroup.com</p>	



Item		Action
4.3.1	<p>AGENTS QUANTITY SURVEYOR Bigen Africa Services (Pty) Ltd Stuart Graham Stuart.graham@bigengroup.com</p>	
4.3.2	<p>STRUCTURAL ENGINEER Bigen Africa Services (Pty) Ltd Francois de Kock Francois.deKock@bigengroup.com</p>	
4.3.3	<p>WET SERVICES Bigen Africa Services (Pty) Ltd</p>	
4.3.4	<p>ELECTRICAL Bigen Africa Services (Pty) Ltd Mark Lowe Mark.Lowe@bigengroup.com</p>	
4.3.5	<p>HEALTH AND SAFETY Detail to be confirmed</p>	
4.3.6	<p>ENVIRONMENTAL Detail to be confirmed</p>	
5.	<p>SCOPE OF WORK</p>	
5.1	<p>General</p> <p>This contract is for the repair of 240 freestanding, 116 semi detached and 135 duplex houses (all currently occupied) previously constructed within the Lerato Park Integrated Housing development.</p> <p>A recent condition based assessment was conducted to determine the extent of the defects. Details of the repair work for the 491 RDP houses have been included in the drawings (Volume 2) and specifications under part C3.4. This contract will be primarily based on the previously designed drawings and specifications, with amendments and technology enhancements as may be required. This includes but not limited to, remedial work to previously constructed works: masonry, waterproofing, carpentry and joinery, ceilings, ironmongery, metal works, plastering, tiling, plumbing and drainage, internal and external electrical works, glazing, paintwork, external works (landscaping, paving), ect.</p> <p>Refer to Section C3.1 for the Description of the works, Page C3.1-1. Refer to Section C3.2 for the Engineering, Page C3.2-1. Refer to Section C3.3 for the Procurement, Page C3.3-1. Refer to Section C3.4 for the Construction, Page C3.4-1. Refer to Section C3.5 for the Management, Page C3.5-1.</p>	



Item		Action
<p>5.2</p>	<p>Decanting</p> <p>30 Decanting houses will be constructed, prior to repair work to RPD houses, for the decanting facility for the repair work to the first 135 houses. This applicable up until the end of the financial year.</p> <p>All 30 decanting houses will be located on the same erf and fenced off (as per the layout plan). The decanting houses shall consist of 2 bedrooms, a bathroom and a kitchenette. Three options for the decanting units have been included in the bills of quantities (Schedule 1, Bill 4):</p> <ol style="list-style-type: none"> 1. As per drawing 2334.50.02.SUA.14.U005 and 2334.50.02.SUA.14.U006 (Refer to Volume 2 of the tender) 2. An alternative building style as proposed by the tenderer and approved by the Employer 3. A rental unit as proposed by the tenderer and approved by the Employer <p>The employer will select the preferred option. Price being one of the determining factors.</p> <p>Inhabitants of all the duplex units (135 units), x1 freestanding house (to be demolished and rebuilt) and x1 semidetached units (to be demolished and rebuilt) will be relocated to a temporary decanting housing (30 in number) facility while remedial work is performed on the units. Based on the severity of the remainder of the freestanding units and the semidetached units, the inhabitants will have the choice of moving into the decanting units. The default would be to work around the current inhabitants/furniture/etc. and avoid having to move the inhabitants into the decanting units. The decanting of the inhabitants will be implemented in accordance to the contractors planned and approved (by the principal agent) programme.</p> <p>For purposes of water consumption at the decanting units the contractor shall perform the following: Deregistration of home owners details from their existing RPD house to the decanting unit and then back to the renovated house on completion of the renovation of the RDP house. This captured at the relevant municipal service provider</p> <p>For purposes of electrical consumption at the decanting units the contractor shall perform the following:</p> <p>Supply and install electrical prepaid meters all in accordance with Sol Plaatje Municipality and their preferred service provider. The electrical connection shall be registered in the name of the Contractor. Coupons for electricity shall be purchased by the user as prescribed by the Sol Plaatje Municipality.</p> <p>On completion of the project, the contractor shall disestablish and rehabilitate the demarcated decanting area complete. This shall include, but not limited to handing over all temporary decanting structures to the client (Applicable to option 1 & 2), removal of all: earthworks and concrete works; services; fencing and gates; parking areas and clear and grub of the site. Rehabilitation of the stand to its original condition and to the approval of the Environmental Consultant.</p> <p>Additional service to be performed by the contractor:</p> <ul style="list-style-type: none"> • Provide a 72 hour notice prior to moving of the inhabitants to and from the decanting units. 	



Item		Action
	<ul style="list-style-type: none"> • Moving of inhabitants in and out of decant houses (Including all interior and exterior possessions) • Formulating checklists for moving in and out of decanted houses • Repair of any damages to decanting houses • Keeping terrain clean and in a neat condition 	
<p>5.3</p>	<p>Demolition and Construction of New Houses</p> <p>2 of the 491 units will be demolished and reconstructed due to excessive cracking (Included in the structural engineer’s drawings). The house topologies include the following:</p> <ul style="list-style-type: none"> • Freestanding houses – 1 House • Semidetached houses – 1 Houses <p>This includes but not limited to, demolishing existing building, earthworks, concrete, formwork, reinforcing, masonry, waterproofing, roof covering, carpentry and joinery, ceilings, ironmongery, metal works, plastering, tiling, plumbing and drainage, internal and external electrical works, glazing, paintwork, external works (landscaping, paving), ect.</p>	
<p>5.4</p>	<p>Sectional Completion</p> <p>Each house/unit has been defined as a section (Section 1 to 491). The planning and coordination of how the sections will be implemented shall be the responsibility of the Contractor.</p> <p>The contractor shall include the following in their planning and in the following order of preference:</p> <ol style="list-style-type: none"> 1. Remedial work to x1 freestanding house (to be demolished and rebuilt) and x1 semidetached units (to be demolished and rebuilt). 2. Remedial work to the 135 duplex units, 3. Remedial work to the remainder of the houses/units 4. A minimum of 5 houses will be inspected by the Principal Agent (or Agents, who are delegated the authority) at a time with the intentions of achieving sectional practical completion. <p>Each section of houses shall be inspected by the engineer and contractor before any work may commence, this to confirm work required lists.</p> <p>The handover of completed houses/units, to the home owners, shall be done when all houses in the section have been constructed complete. The Contractor shall remain responsible for the sections until such time as they are handed back to the house owner.</p> <p>Sectional Practical Completion on the individual houses shall only be achieved once the prescribed scope of work for each individual house has been completed to a quality-approved standard (Quality forms affixed to this contract need to be completed for each of the houses). This includes the moving the inhabitant from the temporary accommodation (Decanting units) back to the newly renovated house and the reconnection of the municipal/prepaid water and electrical meters.</p> <p>In order for the last Section to achieve Practical Completion, all decanting units and services shall be removed, and the erf rehabilitated to its original state prior to construction.</p>	



Item		Action
5.5	<p>Defects period</p> <p>Defects liability period shall be dealt with in the following manor: The defects liability period for the sectional works shall commence on the date of sectional practical completion and end at midnight (00:00) ninety (90) calendar days from such date.</p>	
5.6	<p>Architectural details</p> <ul style="list-style-type: none"> • Remove and re-fix roof and ridge tiles correctly • Install roof underlay, where missing, damaged or incorrectly installed • Replace PVC ceiling with gypsum ceiling and cornices and install insulation • Replace damaged doors and door frames • New plaster band around external windows and doors • Rebuild brickwork above doors and windows that are affected by structural cracks so that lintels can be installed above doors. • Repair substandard floor screed and tiled splashbacks • Repaint interior and exterior of houses (All surfaces) • Re-fixing/Tightening of screws, bolts, etc to all existing electrical fittings, ironmongery fittings, cupboards, curtain rails, doors (Including supplying missing screws, plugs, bolts, etc) • Repair work to the surrounding aprons with a combination of in-situ concrete and paving • Waterproofing and tiling shower walls • Replace faulty door and window furniture • Replace glazing to windows 	
5.7	<p>Structural details</p> <p>The existing houses poses several structural problems that requires fixing</p> <ul style="list-style-type: none"> • Beam filling cracked and coming loose • Excessive cracks through walls due to high activity of clay • Internal wall cracking at connection with exterior walls is due to lack of V-Joint <p>Corrections needed</p> <ul style="list-style-type: none"> • Remove and redo all loose beam filling • Repair cracks and install movement joints • Remove plaster and install proper V-Joint 	
5.8	<p>Wet Services</p> <p>The current water supply consists of polycop pipes with copper fittings. Most houses are leaking due to poor installations and several taps have broken off in walls. Items that require replacing includes</p> <ul style="list-style-type: none"> • Replace outside water taps and install new stand pipe • Replace inferior quality fiberglass baths • Repair and replace external water reticulation • Repair and replace external gullies • Replace or repair faulty plumbing fittings 	
5.9	<p>Civil Works</p> <ul style="list-style-type: none"> • Shaping of soil away from houses • Platforms for three demolished houses • Aprons are 600mm wide and are too small and needs to be increased to 1200mm 	



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<p>5.10</p>	<p>Electrical Works Electrical Scope of Works The electrical installation works is comprised of the main component, namely internal electrical building installations;</p> <p>Internal Electrical Reticulation</p> <ul style="list-style-type: none"> a) Supply and installation of domestic 8-way distribution boards in each unit as required, or alternatively the making good of previously installed DB's. b) Supply and installation of all lighting and small power wiring and appliances in each dwelling unit as required, or alternatively the making good of previously installed materials and equipment. c) Supply and installation of all luminaires and lamps in each dwelling as required, or alternatively the making good of previously installed luminaires. d) Supply and Installation of all materials required to ensure a compliant earthing and bonding system, or alternatively the making good of previously installed materials and equipment. e) Investigation of all units' electrical installations and disconnection and removal of any illegal, hazardous or sub-standard electrical installations and/or wiring. f) Testing and commissioning as well as the issue of a Certificate of Compliance (CoC) for each dwelling unit. 	
<p>5.11</p>	<p>Health & Safety Please ensure that you fill in the bills of quantities included in the health and safety specification. Included under Section C3.5 Management Annexure C: Health and Safety Specification. The bottom line figure/total should then be included in the bill of quantities: Bill No. 1 – Preliminary Item 1.8 - Clause 7.2 - Compliance with Health & Safety Specification and Regulations</p>	
<p>5.12</p>	<p>Environmental Refer to the Environmental Management Plan included under Section C3.5 Management – Annexure D: Environmental Management Plan. And the ROD included under Section C3.5 Management – Annexure B: Record of Decision.</p>	
<p>5.13</p>	<p>Subcontractors All subcontractors shall be appointed as a domestic subcontractor. Suitable services shall be made available from the main contractor to the domestic subcontractors.</p> <p>Prospective tenderers are required to sub-contract 30% of the contract sum (excluding Preliminary and General items) to a local sub-contractor(s). A list of local subcontractors will be provided by the employer (Employer subcontractor list – Annexed to the minutes). Only the subcontractors included in the list will be deemed acceptable. In the event of alternative subcontractors being used, such subcontractors will not form part of the requirement of subcontracting to 30% to local subcontractors.</p> <p>For purposes of tender eligibility, tenderers will need to indicate which of local subcontractors from the Employer's subcontractors list will be utilised in the construction of the works.</p> <p>Tenderers must submit proof of subcontracting arrangement between the main tenderer and the subcontractor. Proof of subcontracting arrangement may include a subcontracting arrangement between main tenderer and the subcontractor.</p>	



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	<p>The list of subcontractors will be provided, however the responsibility to sub-contract with competent and capable subcontractors rests with the tenderer. The list provided is sourced from the departmental database. <u>Any tenderer who responds by saying they will subcontract on appointment without listing subcontractors and supporting documents will be disqualified.</u></p>	
6.	<p>TENDER DOCUMENTS</p>	
6.1.	<p>CIDB requirements Required contractor grading for the contract is 8GB or higher.</p>	
6.2.	<p>Document layout The tender documents consists of 2 volumes, namely: Volume 1:Contract Document Volume 2: Book of Drawings The tender documents is consistent with the CIDB's Standards for Uniformity in Construction Procurement.</p>	
6.3.	<p>Availability Tender documents were made available electronically from 13 August 2021 by the Northern Cape Department of Co-operative Governance, Human Settlements and Traditional Affairs. (http://www.coghsta.ncpg.gov.za/index.php/tenders)</p>	
6.4.	<p>Returnable Documents & Schedules Refer to Part T2: Section T2.1 for the list of returnable documents.</p>	
	<p>Please note that a soft copy of the bills of quantities has been added to the list of returnable documents. Refer to "Pricing Instructions & Quantities" below for details.</p>	
	<p>All documents must be submitted. A non-submission of any document will result in a tender submission being non-responsive. Furthermore prospective tenderers must ensure that submitted documents are valid as documents that are not valid will also result in a submission being considered non-responsive.</p>	
	<p>Refer to Part T2 Section T2.2 for the returnable schedules. Ensure submission of all schedules including 3 year's financial statements and all required original documentation.</p>	
	<p>Tenders shall be submitted in an original hard copy format (all documents downloadable from the COGHSTA portal) and included with a complete scanned copy in electronic format (pdf). The soft copy shall be loaded onto a flash dish and submitted with the hard copy.</p>	
6.5.	<p>Pricing Instructions & Quantities A soft copy of the bill of quantities is attached. It will be required of the tenderers to hand in a soft copy (excel) of the bill of quantities with the hard copy bound in the tender document. Any changes made to the bill of quantities will be grounds for disqualification of tender. The hardcopy of the bill of quantities will take precedence to any ambiguity/differences between the hard and soft copy of the bill of quantities.</p>	
	<p>Refer to Part C2.1 – Pricing instructions (3. Quantities) with regards to the method of measurement for the different schedules in the bills of quantities.</p>	

Item		Action
6.6.	<p>Tender Drawings All drawings are included in Volume 2. A drawing register has been annexed to the minutes. The tenderers need to ensure that all drawings have been downloaded.</p>	
6.7.	<p>Closing Date of Tender Tenders are to be submitted in the tender box at the Department of Co-operative Governance, Human Settlements and Traditional Affairs (Kimberley) at the Larry Moleko Louw Building, 9 Cecil Sussman Road, Kimberley, 8301 no later than 10 September 2021 at 11:00am. Refer to the Tender Notice and Invitation to Tender, Section T1.1, as well as Section T1.2, Tender Data.</p>	
6.8	<p>Method of Tender Evaluation</p> <ul style="list-style-type: none"> • After evaluation of the tenderer’s responsiveness, eligible tenderer will then be evaluated on “Functionality, Price and Preference” • The manner in which functionality will be assessed is based on the following categories: <ul style="list-style-type: none"> ○ Company Experience - 30% ○ Project Staff Experience - 40% ○ Plant & Equipment - 10% ○ Companies Owned by Women, Youth and People with disabilities - 10% ○ Company Locality (Northern Cape) - 10% (Proof to be provided in the form of utility bills) <p>The points shall be totalled to obtain a score out of 100%, to obtain the final score for functionality. The minimum number of evaluation points to be eligible for functionality scoring shall be 70%. Should the tender achieve a minimum of 70% functionality scoring, the tender will then be evaluated on what has been prescribed in section T1.2 clause 3.11.1 (Price and Preference). If the minimum points have not been achieved, the tenderer will be regarded as non-responsive.</p>	
6.9.	<p>Applicable Preference Point System</p> <p>The tender will be evaluated on the preference point system in accordance to The Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2017 (Government Gazette No. 40553).</p>	
6.10	<p>NCP4 Document to be filled in Correctly</p> <p>As informed by the client, please ensure to fill in the Clause 2.8 and 2.8.1 correctly. Dishonest answers will be cause for rejection of a tender. The document can be found under Section T2.2 – Returnable Schedules.</p>	
7.	<p>CONTRACT DETAILS</p>	
7.1	<p>General Conditions of Contract</p> <ul style="list-style-type: none"> • The agreement shall be the Principal Building Agreement prepared and published by the Joint Building Contracts Committee: Edition 6.2, May 2018. 	



Item		Action
	<ul style="list-style-type: none"> • The preliminaries shall be the JBCC® General Preliminaries (Edition 6.2 - May 2018) prepared and published by the Joint Building Contracts Committee for use with the JBCC Principal Building Agreement (6.2 Edition - May 2018). • References have been included in the Preliminaries (Section A, B and C) for details on the individual items. • Contract price adjustment will be applicable to the contract. • Cumulative penalties will be applicable to the following two sections, which are incomplete within the time period specified: <ul style="list-style-type: none"> • Section 1 to 135 <ul style="list-style-type: none"> • Working Days - 219 • Penalties - R 3500 Penalty amount per calendar day • Section 136 to 491 <ul style="list-style-type: none"> • Working Days – 455 • Penalties - R7700 Penalty amount per calendar day • The following guarantees will be applicable to the contract: <ul style="list-style-type: none"> ○ Fixed construction guarantee and ○ 5% retention of the Contract Sum • An advance payment guarantee will be required for any advance payment made on materials on site • As per PartC1.2.2 JBCC Contract Data CE <ul style="list-style-type: none"> ○ Preliminaries will be paid in accordance to option A (prorate to the contract value) ○ Preliminaries will be adjusted in accordance to option A 	
<p>7.2</p>	<p>Time for Completion Construction period: 455 working days. Commencement (possession of the site is to be given on) shall be within 10 working days of receipt of all documentation as specified in JBCC PBA clause 15.10:</p> <ul style="list-style-type: none"> • Health and Safety Plan • Initial programme • A detailed cashflow forecast • Insurance • Building permit (with the assistance of the Employer) in accordance to Occupational Health and Safety Act" 	
<p>7.3</p>	<p>Insurance The Contractor will cover the following insurance policies: Contract works insurance Public liability insurance Contractor all risk insurance SASRIA (For riots, strikes, etc) The contractor will be responsible for all general excess costs on claims.</p>	
<p>7.4</p>	<p>VAT VAT will not be applicable to this project.</p>	
<p>7.5</p>	<p>JBCC Form of Offer (Also known as Offer and Acceptance) The Form of Offer will need to be filled in and signed. In the event of the Form of Offer not been filled in and signed, the tender will be rejected. This is deemed as an incomplete offer.</p>	

Item		Action
8.	FACILITIES & SITE CONDITIONS	
8.1	<p>Professional Team Site Camp Tenderers won't need to provide a site camp for the professional team as one is already available, as indicated on the Lerato Park site layout plan attached. However it will be the tenderers/contractors responsibility to provide relevant services and security as defined in the tender document.</p>	
8.2	<p>Contractor's Site Camp At the location indicated on the Lerato Park site layout plan (attached). All services to be provided by the contractor (As defined in the tender document - Part C3.4.2 - Variation & Additions).</p>	
8.3	<p>Geotechnical report Due to the size of the geotechnical report, it has not been included in the tender document. Tenderer's can obtain a soft copy from the Principal Agent (Marthinus Pretorius) on request.</p>	
8.4	<p>Concurrent Construction Activities Completion of the Lerato Park Community Residential Units (CRU) which surround the 491 RDP houses. The demarcation of the works are indicated on the attached Lerato Park site layout plan.</p>	
8.5	<p>Stockpile sites In the event of stock piling being required, refer to the attached Lerato Park site layout plan for indication. In the event of the stock pile site being used, on completion the stock pile site will be rehabilitated to its original state and to the approval of the Environmental Consultant.</p>	
9.	<p>INFORMATION ISSUED Tender documents (Volume 1) and tender drawings (Volume 2) Minutes and attendance register Soft copy of schedule of quantities</p>	
10.	<p>ADDENDUMS TO TENDER DOCUMENTS Any queries from tenderers shall be requested 5 working days prior to the closing of the tender. Any additions to the document that are required will be issued within three days of the closing of tender, unless an addendum is issued to postpone the closing date of the tender.</p>	
11.	GENERAL	
11.1	<p>Workmanship and quality control Refer to Part C3.5.1.4 and C3.5 - Annexure A1 - Index to Site Forms and Annexure A2: Quality Assurance Forms, which are the quality control forms that the contractor is required to utilize during the course of construction works.</p>	



Item		Action
<p>11.2</p>	<p>Inspections The contractor shall inform the employer’s representative of all inspections (Informed with prior notice). It will be the employer’s representative’s prerogative to attend selective inspections.</p>	
<p>11.3</p>	<p>Detailed site inspection Following the briefing session, a site inspection was performed at 3 of the affected houses. The three houses included the typical layout of:</p> <ul style="list-style-type: none"> • Free standing house • Semi-detached house • Duplex house 	
<p>11.4</p>	<p>Question period There were no questions asked, however on previous tender clarification meetings the following questions were asked:</p> <p>Q: Will the illegal structures be removed before work commences? A: Prior to any structures being removed/taken down, discussion between the ward councillor and the homeowner first need to be performed. On approval of the homeowner, the illegal structures shall be carefully dismantled and placed aside for the homeowners use.</p> <p>Q: Can individual houses be rotated (Taken over, repaired and then handed back)? A: A minimum of 5 houses will need to be inspected at a time before practical completion is considered. If the individual houses of the minimum of 5 (as per above) succeed with practical completion, they can individually be handed over to the owners.</p> <p>Q: What is the minimum wage on the project? A: Minimum wages need to conform to legislation.</p> <p>Q: Can the site be visited at a later stage (Prior to the closing of the tender)? A: Yes. Prior to visiting the site, please inform the Marthinus Pretorius (Marthinus.Pretorius@bigengroup.com) of your intentions to visit the site so that he can inform the security and the ward councillor of your visit. Please note that any one entering the site will be done at their own risk. The employer and agents to the contract will not be held liable for any injuries, damage or death.</p> <p>Q: Regarding the removal of the decanting structures at the end of the project, which items needs to be removed and which items are to be handed over to the municipality? A: The following items are to be demolished and discarded at a place identified by the contractor and to the approval of the Environmental Consultant:</p> <ul style="list-style-type: none"> • Earthworks platforms to be replaced with suitable topsoil • Concrete raft complete, including aprons • Water pipes (Including installing end caps), sewer pipes (Including installing end caps) and electrical reticulation • Ceilings (including cornices) and internal dry walls (including tracks and studs) with Nutec boards • Concrete bases of the fence poles <p>The remainder of the structure, including all the fittings and finishes, shall be transported to the client within a freehaul distance of 20km.</p>	

Minutes



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Item		Action
11.5	Completion of attendance register Completed by all parties who attended the meeting and attached to the minutes.	
11.6	Electronic data The bills of quantities in excel have been attached to the email for Addendum 1/Minutes of the site tender briefing.	
11.7	Closure Any further queries should be directed to Marthinus Pretorius (Marthinus.Pretorius@bigengroup.com), who will then redirect the query to the relevant agent for clarity. The attendance register was collected. No tenderers queried the procedure conducted. The tenderers were thanked for attending the site visit and clarification meeting, and the meeting was adjourned.	