



**EMALAHLENI LOCAL MUNICIPALITY
REHABILITATION & UPGRADE OF MATTHEWS PHOSA ROAD
TENDER NO.: ELM 01/2021**

**MINUTES FOR NON-COMPULSORY CLARIFICATION MEETING
HELD VIA MICROSOFT TEAMS ON
23 FEBRUARY 2021
TIME: 11H00**

1. ATTENDANCE

1.1. PRESENT:

No.	CONTACT PERSON	ORGANIZATION	CAPACITY	INDEX
Client & Client Representatives				
1	Mr Mlungisi Tshuma	Mafahleni Engineers & Project Managers	Project Manager/Engineer	MT
2	Mr Edwin Sedupane	Emalahleni Local Municipality	PMU Manager	ES/Client
3	Mr Siyabonga Cele	Emalahleni Local Municipality	Project Manager	SC
Registered Tenderers				
1	Mosa Mashiane	Mphikeleli's Civil & Building cc	-	MM
2	Soul David Siwele	White Hazy Building Construction (Pty)Ltd	Company Representative	SDS
3	Frank Kruger	Tau Pele Construction (Pty)(Ltd)	Estimator	FK
4	Moses Meje	Morekuri Trading cc	-	MM
5	Sifiso Mkhize	Tuffi Construction	Representative	SM
6	Llew Kahn	Unik Civil Engineering	-	LK
7	Church Mushwana	Moepeng Trading 40cc	-	CM
8	Marika Schalkwyk	Colas South Africa (PTY)LTD	-	MS
9	Emmanuel Ochieng	-	-	EO
10	Mathew Mhlanga	Mathew Mhlanga Unity Construction	-	MM
11	M. Malatsi	Urban plan Consult	-	MM
12	Bertha	Lilithalethu Trading 41	-	B
13	Theresa Pretorious	SP Surfacing	-	TP
14	Hein Barnard	King Civil Engineering contractors	Estimating Assistant	HB
15	Mbali Mloi	Genlux Lighting A division of ACTOM(Pty)Ltd	Sales specialists	MM
16	Fihona Ismail	AQUA Transport/Plant hire (Pty) Ltd	Tender Department	FM
17	Ritesh Payland	Afriscan Construction	Snr Site Agent /Plant Manager	RP
18	Jarred Wade Naidoo	Ekene Investments cc	-	JWN
19	Wouter Dubery	Empyreal	-	WD
20	Mbali Mamojele/ Lungile Sigudla	T and Z Construction	-	M.M & LS

ITEM	DESCRIPTION	ACTION BY
2.1.	<p>WELCOME</p> <p>MT from Mafahleni Engineers introduced himself and indicated that he has Emalahleni representatives present as indicated in the attendance register.</p> <p>MT indicated that the emails sent to him by the parties to confirm attendance of the meeting will serve as an attendance register.</p>	
2.2.	<p>PROJECT DESCRIPTION</p> <p>MT gave a brief description of the rehabilitation and upgrade of the 5km road and associated works i.e.:</p> <ul style="list-style-type: none"> • The works will involve upgrading the road from mostly undivided dual/single carriageway to a double divided carriageway with 1.2m paved median, 0.6m shoulder on both sides of the road. • This entails upgrade of the road and widening of the pavement structure. • Widening sections will consist of 4 layers constructed while existing sections will consist of 3 layers as shown on typical cross section drawings EMAL 2018 001 RDS XS-01-TEN-A • Storm-water control i.e. new storm-water control throughout entire road. In some sections discharging into existing stormwater system • Street lighting will use LED lights. Will remove existing street light poles to install new street light poles • Construction of kerbs and side drains • Concrete block paved sidewalks 2m wide predominantly on both sides of the road • Road signs & markings • Bus stop construction using paving block approximately every KM and installation of the precast type shelters in bus bays 	
3.	<p>TENDER DOCUMENT</p> <p>MT explained that the Tender Document consisted of two distinct clusters, namely: TENDER and CONTRACT.</p> <p>He further directed all parties to acquire a copy of the Tender Document (available at www.emalahleni.gov.za or www.etenders.gov.za) as he would be referring to the document throughout the briefing session.</p>	
3.1.	<p>TENDER</p>	
3.1.1	<p>TENDER PROCEDURES</p> <p>MT indicated that the Tender Notice and Invitation to Tender, as well as Tender data can be found in pages T.2 and T.4 of the Tender Documents respectively.</p>	

ITEM	DESCRIPTION	ACTION BY
3.1.2.	<p>ELIGIBILITY</p> <p>MT drew the parties' attention to page T.4 of the Tender Document which states that eligible contractors who meet the evaluation criteria for minimum grading and is so registered with CIDB may apply;</p> <ul style="list-style-type: none"> • with a grading designation in the 8CE or higher of construction work, • Alternatively contractors registered with CIDB, with a grading designation of 7CE Potentially Emerging (PE) may also apply. 	
3.1.3.	<p>CLOSING DATES</p> <p>MT drew the parties' attention to page T.6 of the Tender Documents where it is stated that the closing date for submission of tender offers is 11h00 on Friday, 19 March 2021.</p>	
3.1.4	<p>TENDER VALIDITY</p> <p>MT informed the parties that the tender offer validity period is 90 days as stated on page T.6 of the Tender Document. He further mentioned that the tender validity period might be extended depending on circumstances.</p>	
3.1.5	<p>EVALUATION METHOD</p> <p>MT informed tenderers that Method 4: Financial offer, Quality and Preference, would be used to evaluate the tender offers. As stated in pages T.6- T.11 of the Tender Document;</p> <p><i>Tenderers who meet the pre-qualification criteria i.e. have submitted all relevant documentation according to the returnable schedules will be scored according to the quality criteria. Tenderers must achieve at least 75% on quality (75 out of 100) to qualify for the second stage i.e. financial offer, pricing & preferences (T8)</i></p> <p>The 90/10 system will be used.</p> <p>The quality scorecard is as follows (T9-T11):</p> <p>i) A maximum of 20 points will be awarded for demonstrated experience with respect to undertaking road construction projects within the last 10 years on similar projects.4 points per completed project i.e. enclosed appointment letter as well as completion certificate.</p> <p>ii) A maximum of 25 points will be awarded for the proven experience of the contracts manager, site agent, site foreperson, and safety officer combined. We have broken the 4 down to as follows:</p> <ul style="list-style-type: none"> • Contracts Manager, 10points, • Site Agent, 5 points, • Contracts foreman, 5 points and, • Safety officer, 5 points <p>iii) A maximum of 25 points will be awarded for the detailed method statement relevant to the project describing processes and procedure of works and manner in the company will conduct the works including:</p> <ul style="list-style-type: none"> • quality management, 5pts &; • Health & Safety processes (incl. current COVID regulations),5pts <p>(iv) A max. of 20 points will be awarded for submission of Plant & Equipment actually owned by the company. <i>No points will be awarded for hired plant or plant not in name of company</i></p> <p>(v) A maximum 10 points will be awarded for financial capacity proven by latest 3 year audited financial statements & bank rating for which there are points from A- F.F rating being the lowest and with zero points.</p>	

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3.1.6	<p>RETURNABLE DOCUMENTS</p> <p>MT drew the parties' attention to page T.14 of the Tender Document, which lists the returnable documents needed for evaluation purposes namely;</p> <ul style="list-style-type: none"> • Experience of Tenderer in relation to Scope of Works (<i>Page T.52</i>) • Key personnel (<i>Page T.53</i>) • Tenderers Financial Standing & Bank Rating (T.57) • Construction method statement & preliminary programme (T.58) • Contractors Safety Plan (T.60) • Quality Management Plan/ Questionnaire (T.61) • Plant & Equipment (<i>Page T.62</i>) <p>Pamphlets of the returnable documents has been provided in the Tender Document under the page numbers listed in parenthesis above</p>	
3.2	<p>CONTRACT</p>	
3.2.1	<p>AGREEMENT AND CONTRACT DATA</p> <p>MT indicated that the Form of Offer and Acceptance can be found on page C.1 of the Tender Document.</p> <p>The General Conditions of Contract for Construction Works, Third Edition 2015 (GCC 2015) will be applied to this Contract and is obtainable from www.saice.org.za.</p> <p>All special conditions of contract as well as amendments to the GCC 2015 are explained on pages C.6-C.10 of the Tender Document.</p> <p>MT reiterated as stated on page C.11 of the Tender Document that the Contract duration is 11 months and that failure to complete the works in the stated time will result in a penalty of 0.075% of the bid sum per calendar day being imposed.</p>	
3.2.2	<p>PRICING DATA</p> <p>MT stated that the tender offer will form 90% of the evaluation points.</p> <p>MT informed that price adjustments for variation in the cost of specials are allowed as stated on page C.12 of the Tender Documents.</p> <p>MT informed that the quantities in the Bill of Quantities provided are estimates and remeasurement will be done at the discretion of the Engineer on site.</p> <p>Descriptions in the Bills of Quantities are abbreviated and comply generally with Civil Engineering quantities 1990 issued by the SA institution of Civil Engineers.</p>	

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<p>3.2.3 PROJECT SPECIFICATION</p>	<p>MT turned the parties' attention to page C.60 of the Tender Document, where a description of the scope of work is given and indicates what is expected.</p> <p>Particular specifications which include; Occupational Health and Safety Specification, Environmental Management Programme are explained in pages C.171 - C.207</p>										
<p>3.2.4</p>	<p>MT gave the locality and coordinates of the site as;</p> <p>The project commences from the KG mall off ramp in Kwaguqa and terminating at the Hlalanikahle/Phillip Ndimande intersection.</p> <table border="1" data-bbox="285 638 1127 751"> <thead> <tr> <th></th> <th>Start</th> <th>End</th> </tr> </thead> <tbody> <tr> <td>Latitude</td> <td>25°52'21.90"S 25</td> <td>25°50'16.20"S</td> </tr> <tr> <td>Longitude</td> <td>29° 08'04.75"E</td> <td>29° 6'16.49"E</td> </tr> </tbody> </table> <p>MT also stated that even though briefing sessions are usually done on site, but because of Covid_19 restrictions, this briefing session had to be done remotely. He encouraged the parties to make a visit to the site so they can better plan for the works.</p> <p>3.2.5 SCOPE OF WORKS IN DETAIL</p> <p>MT detailed the scope of works as follows;</p> <ol style="list-style-type: none"> 1. Rehabilitation & Upgrade of sections along the existing 4.6km surfaced sections <ul style="list-style-type: none"> • Existing sections will receive 3 layers i.e. base, subbase stabilised, rip & re-compact upper selected layer. Material removed from existing pavement layers to be stockpiled and reused elsewhere • Widening sections will receive 4 layers i.e. base, subbase stabilised, upper selected, lower selected and rip & re-compact roadbed. • Convert some intersections into traffic circles and some that don't meet geometric standards to be standardized. • A 40mm Asphalt (continuously grade _medium grade) to be laid over entire road (4.6km) for the full proposed road width 2. Construction of sidewalks <ul style="list-style-type: none"> • 2m wide sidewalks shall be constructed on both sides of the road where necessary & possible with regard to available space on the road servitude. • Existing sidewalks (mostly 600m section around KG mall) that are still in good condition shall be cleaned, made good and left intact. 3. Rehabilitation & construction of storm-water drains <ul style="list-style-type: none"> • New storm water culvert pipes shall be installed where necessary to improve storm water drainage • Stormwater will mostly discharge into existing stormwater system • Existing blocked culvert(s) deemed necessary shall be cleaned out. 		Start	End	Latitude	25°52'21.90"S 25	25°50'16.20"S	Longitude	29° 08'04.75"E	29° 6'16.49"E	
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	<p>4. Construction of bus stops</p> <ul style="list-style-type: none"> • Bus bays are ideally situated every 1km or as indicated on the layout drawings i.e. on both side of the road <p>5. Construction of street-lights</p> <ul style="list-style-type: none"> • The existing street-lights shall be removed and replaced with LED lights • Street-lights will generally be placed in the median except where not possible particularly in the entry 400m section up to KG Mall 	
4	<p>ANNEXURES</p> <p>MT directed all parties to Annexure C5.1' which is under page C210 of the Tender Document for tender drawings of both the roads and electrical installations.</p>	
5.	<p>GENERAL</p> <p>MT gave the following final directives/ information for the tendering process;</p> <ul style="list-style-type: none"> • All documentation required in the tender should be submitted. • All pages should be filled in and signed where required and initialed at the bottom of each page as required by the tender • All tender document should be filled in using a black ink • Tender offer/amount in words on the cover page will govern over tender offer/amount in figures and tender offer/amount in either format on the inside of the tender document • Failure to comply with the returnable schedule will lead to disqualification • Local labour rate is as per SAFCEC gazetted rates which on its own are similar to the Dept of labour gazetted rates i.e. R 39.81/hr (day = 9hrs). This is set to increase on 01 September 2021. As of 01 March 2021 this has not been updated. • A clear email address/fax no. to send any addendums if any should be provided • Contract Price Adjustment applies to this contract. • 2 copies of the tender document (i.e.1 hardcopy and 1 in USB format and named in the name of tenderer) should be provided by the bidders. Both must be sealed in one envelope and USB must be named in the name of tenderer. • The complete document may only be submitted on the tender document that is issued. The excel BOQ is issued for calculation purposes. • MT emphasized that this was not a compulsory clarification meeting. 	
6.	<p>ADDENDUM/ERRATUMS</p> <p>MT informed that there are some addendums/erratum that tenderers should be made aware of on the Tender Document, namely;</p> <ul style="list-style-type: none"> • Page T.6 Request for clarifications date as stated on page T.6 of the Tender Document should be 12 March 2021 and not 12 February 2021 as indicated on drawings. • Drawing no. EMAL 2018- 001-GA-01 is supposed to be the locality map and not the contract board attached. This will be issued as an addendum and upload with the minutes on 01 March 2021. 	

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	<ul style="list-style-type: none"> • LSP drawings were not uploaded. These are the same long sections drawings but with images to enable anyone who needs to familiarise themselves with the site. The LPS drawings will be uploaded provided their size allows for an upload on the website on 01 March 2021. <p>7. QUESTIONS/COMMENTS</p> <p>Client (ES) urged bidders to pay particular attention to the compulsory returnable documents as stated on page T.2 of the Tender Document as these will be the first documents to be assessed.</p> <p>ES also encouraged bidders to make a site visit to better understand the challenges that they may face during construction and incorporate these in the method statement.</p> <p>ES asked that anyone having challenges downloading the Tender Document from the website should contact the Engineer or The Emalahleni Local Municipality so that those documents can be sent directly.</p> <p>MT confirmed that it is not compulsory to return the drawings in the Tender Document with the submissions.</p> <p>Client informed bidders that in the case where the Tender Document is too bulky to fit in the Municipality tender box, bidders should make the submission at The Emalahleni Local Municipality: Supply Chain, which is located on the first floor of the building. Should bidders choose to make the submission via Supply Chain, the onus is on the bidder to ensure that their submission has been recorded.</p> <p>8. CLOSURE</p> <p>MT thanked all parties for attending the briefing session, wished all the bidders good luck and concluded the meeting.</p>	