



Private Bag 3613, Pietermaritzburg, 3200

145 Chief Albert Luthuli Road, Pietermaritzburg, 3200

Tel: 033 897 4440

**BRIEFING SESSION MEETING MINUTES**

**BID 1243/2022-F APPOINTMENT OF A PANEL OF PROFESSIONAL SERVICE PROVIDERS (PSPs) TO ASSIST PROVINCIAL DEPARTMENTS, PUBLIC ENTITIES, AND MUNICIPALITIES IN THE PLANNING, BUDGETING, IMPLEMENTATION, MONITORING AND REPORTING OF NEW AND EXISTING INFRASTRUCTURE ASSETS WITHIN THE PROVINCE OF KWAZULU-NATAL ON AN “AS AND WHEN REQUIRED” BASIS FOR A PERIOD OF THREE YEARS (36 MONTHS).**

**HELD VIRTUALLY ON WEDNESDAY 07 DECEMBER 2022 AT 10:00 am**

<b>In Attendance:</b>	
Ms. A Zondo	
Ms. T Dube	
Ms. N Khuzwayo	
Ms. T Selepe	
Mr. M Xaba	
Mr. T Madgwick	
Mr. R Kempen	
Prospective bidders	



<b>ITEM</b>	<b>DISCUSSION</b>
<b>1</b>	<p><b>WELCOME</b></p> <p>The meeting was declared open at 10H00. The facilitator, Ms. Khuzwayo welcomed all the bidders and thanked them for attending the Bid required by the Provincial Treasury, Infrastructure Management Unit.</p>
<b>2</b>	<p><b>ITEM FOR DISCUSSION</b></p> <p>2.1 Completion of tender documents</p> <p>2.2 Terms of Reference</p> <p>2.3 Questions</p> <p>2.4 Closure</p>
<b>3.</b>  <b>3.1</b>	<p><b>PRESENTATIONS</b></p> <p><b>Supply Chain Management Presentation</b></p> <p>1. The bid document BID 1243/2022- F was tabled. Ms. Khuzwayo presented how the tender document should be completed. She highlighted sections that need to be completed in order for the bidder to be considered as responsive and She specifically highlighted the following sections of the Bid document:</p> <ul style="list-style-type: none"><li>• <b>Cover Page:</b> The bid is issued with pre-qualifying criteria and it is a condition of the tender that the bidder must have a level 1 B-BBEE status level contributor and/ or EME or QSE.</li><li>• The bidders must substantiate that they meet the above criteria by submitting their B-BBEE certificate/ Sworn affidavit.</li></ul> <p>2. Ms. Khuzwayo further explained that the bidders must use the template for sworn affidavit issued by DTI/CIPC and B-BBEE certificate must be issued by a SANAS accredited verification agency. Bidders were also reminded that the sworn affidavit must be duly completed, a name and ID number of the owner/director/member must be completed, full enterprise details must be completed and signed by the deponent in front of the authorized commissioner of oaths.</p> <p>3. Ms. Khuzwayo also emphasized that the sworn affidavit must clearly indicate the financial year-end in full (day, month and year) and indicate the B-BBEE level that they are claiming as well as the financial year-end which their revenue of the B -BBEE level is based on.</p>



ITEM	DISCUSSION
	<p>4. Bidders who were going to submit as joint ventures, consortiums or trusts must submit a consolidated B-BBEE Certificate based on the joint ventures', consortiums' or trusts' consolidated financial statements for which the B-BBEE Certificate was based on.</p> <p>5. Ms. Khuzwayo mentioned that the briefing session is not compulsory and bidders who did not attend the meeting may also submit their proposals and they will be accepted.</p> <p>6. Ms. Khuzwayo also mentioned that the bid document is available at <a href="http://www.kzntreasury.gov.za/Tenders/Advertisements">http://www.kzntreasury.gov.za/Tenders/Advertisements</a> and e-Tender Portal: <a href="http://www.etenders.gov.za">www.etenders.gov.za</a></p> <p>7. Ms. Khuzwayo highlighted:</p> <ul style="list-style-type: none"><li>• <b>PART A: SBD 1:</b> Ms. Khuzwayo went through SBD 1 and reminded bidders about the closing date and time which will be the 19 December 2022 at 11H00. She advised the bidders to submit their proposal on time before the closing date and indicated that telegraphic, telephonic, telex, facsimile, e-mailed and late tender proposals will not be accepted.</li></ul> <p>The proposals are to be delivered or deposited in the bid box available in the ground floor of the address provided in SBD 1 and she also indicated that supplier's information must be completed in all aspect.</p> <ul style="list-style-type: none"><li>• <b>PART B:</b> Terms and conditions; Bidders must read and familiarize themselves with the terms and conditions of this bid and sign in confirmation and acceptance.</li></ul> <p>8. <b>Section A:</b> Ms. Khuzwayo went through the special instructions and emphasized that the bidders were not to make any alterations to the document. She further explained that the use of correction fluid is prohibited throughout the document and any alterations must be initialled by the bidder and the signatures on the document had to be original not copies.</p> <p>9. <b>Section B:</b> Registration on the Central Supplier Database (CSD) is compulsory because the Department does not conduct business with suppliers who are not registered on the database.</p> <p>10. <b>Section C:</b> Declaration of information on the CSD should be correct and up to date. The delegated official must complete and sign this form.</p> <p>11. <b>Section D:</b> A completed Briefing Certificate will not be signed as the briefing session is not compulsory.</p>



ITEM	DISCUSSION
	<p>12.<b>Section E:</b> Pricing Schedule is not applicable in this bid.</p> <p>13.<b>Section F:</b> Bidders Disclosure. The bidder must complete and sign this form. Emphasis was made on item 2.3.1 which stipulate that “Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?”. She advised the bidders to furnish and submit this information on the separate documents if the given space is not enough for the verification purpose.</p> <p>14.<b>Section G:</b> The National Industrial Participation is not applicable for this bid.</p> <p>15.<b>Section H:</b> Preference points claim: Ms. Khuzwayo emphasized that bidders are to complete this document in full in order to be eligible to claim their preference points and use attached sworn affidavit template. She also emphasized that sworn affidavit must be signed by the deponent and commissioner on same day.</p> <p>16.<b>Section I:</b> Local content declaration is not applicable for this bid.</p> <p>17.<b>Section J:</b> Contract form is not applicable for this bid, bidders will sign SLA if appointed for this bid.</p> <p>18.<b>Section K:</b> General Conditions of contract: Ms. Khuzwayo emphasized that bidders need to read and familiarize themselves with the general conditions of the contract.</p> <p>19.<b>Section L:</b> Special conditions of contract: Ms. Khuzwayo emphasized that bidders need to familiarize themselves with the conditions of the contract. She further mentioned that this bid is issued with four (4) evaluation phases, namely pre-qualification criteria, supply chain management administrative compliance, minimum mandatory – professional disciplines required for assignments and functionality criteria.</p> <p>She also highlighted that the validity period of this bid is 180 days and this bid is subjected to bid appeals within a period of 5 days after the advertisement of the award and bidders should submit their appeals to <a href="mailto:Batsecretariate@kzntreasury.gov.za">Batsecretariate@kzntreasury.gov.za</a>.</p> <p>20.<b>Section M:</b> Ms. Khuzwayo emphasized on the importance of properly completing the Authority to sign a bid and bidders must indicate the enterprise status by signing the appropriate box provided and resolution letter must be attached from the bidder.</p> <p>(i) It was stated that e.g. if a bidder is a company, a certified copy of the resolution by board of directors which is personally signed by the chairperson must be attached with this bid.</p>



<b>ITEM</b>	<b>DISCUSSION</b>
	<p>(ii) Ms. Khuzwayo then highlighted that it is a bidding condition that bidder's failure to complete, sign and date section M and failure to provide the certificate(s) in the form of a resolution as described above, shall result in the tender being considered non-responsive and rejected. In addition, bidders must complete and sign section M form and attach the resolution letter.</p> <p>Ms. Khuzwayo handed over to Mr. Kempen to elaborate on the Terms of Reference (TOR) issued with the bid.</p>
<b>3.2</b>	<p><b>Terms of Reference Presentation</b></p> <p>Mr. Kempen proceeded by going through the Terms of Reference (TOR) and emphasized the following:</p> <p><b>PURPOSE OF THE BID</b></p> <p>Mr. Kempen explained that the purpose of this bid is to provide information that will enable the bidder to offer a comprehensive proposal for a suitable qualified and experienced infrastructure professional service providers in accordance with the given scope.</p> <p><b>SCOPE OF WORK</b></p> <p>Mr. Kempen indicated that the KZN Provincial Treasury wish to establish an infrastructure support team consisting of built environment professionals and experts with requisite skills and experience to provide the necessary capacity support to improve capability and the performance to enable provincial departments, public entities and municipalities in planning and implementation of their infrastructure delivery objectives in following categories:</p> <ul style="list-style-type: none"><li>• Category A - Specific Built Environment</li><li>• Category B - Contract Management</li><li>• Category C - Allied Service for the Built Environment</li></ul> <p>Mr. Kempen explained that bidders must indicate very clearly the category that they are bidding for on the table below and list the Reference Letters submitted for each category:</p> <p>(a) <b>Annexure 1 Reference Letters:</b></p>



ITEM	DISCUSSION											
	<b>No</b>	<b>List of categories</b>	<b>Category</b>	<b>Indicate Reference letters for each category</b>								
	1.	<b>Specific Built Environment Services</b>		1. 2. 3.								
	2.	<b>Contract Management Services</b>		1. 2. 3.								
	3.	<b>Allied Services for the Built Environment;</b>		1. 2. 3.								
<p><b>NB: Should the service provider desire to be in more than one category they must provide their proposals distinguishing between each category as mentioned above; failure to indicate a category and reference letters, will lead to an automatic disqualification</b></p> <p><b>Category A - Specific Built Environment Services</b></p> <p>Mr. Kempen explained that service providers may select a specific field of work they are bidding for per category: Copies of qualifications and specified registration requirements selected must be attached to the submission for Category A. Failure to attached qualifications and professional registration will lead to disqualification.</p> <p>Mr. Kempen further explain that service provider must indicate discipline within category A that they bidding for by writing yes if left blank it will mean bidder is not bidding for that category and bidder must inspect name of person who have correct professional registration and qualification for that discipline.</p> <p style="text-align: center;"><b>Category A- Category of Specific Built Environment Services</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Discipline/ Field of Expertise</th> <th style="text-align: center;">Registration Requirements</th> <th style="text-align: center;">Yes/No</th> <th style="text-align: center;">Name of Specialist Resource</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Discipline/ Field of Expertise	Registration Requirements	Yes/No	Name of Specialist Resource				
Discipline/ Field of Expertise	Registration Requirements	Yes/No	Name of Specialist Resource									



**Category B - Contract Management Services for the Built Environment.**

Mr Kempen explained that for each discipline / field of expertise selected service providers must indicate (Yes/No) and insert the name the specialist resource. **Copies of qualifications and specified registration requirements selected must be attached to the submission for Category B.**

Mr Kempen further explained that this category covers one area for contract management but very specific to build environment.

**Category B - Contract Management Services for the Built Environment**

Discipline / Field of Expertise	Description of Services	Qualification / Registration Requirements	Yes/No	Name of Specialist Resource
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**Category C - Allied Services for the Built Environment.**

Mr Kempen explained for each discipline / field of expertise selected service providers must indicate (Yes/No) and insert the name the specialist resource. **Copies of qualifications and specified registration requirements selected must be attached to the submission for Category C.**

**Category C- Allied Services for the Built Environment**

Discipline / Field of Expertise	Description of Services	Qualification / Registration Requirements	Yes/No	Name of Specialist Resource
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Mr Kempen further explained that it is important for service providers to note mandatory information and not leave out important information from the table provided.

**Professional Disciplines Required for assignments noted.**

The professional disciplines are required for the appointment provided in Table 1 above. Please also note the following requirements:

- a) Mandatory professional qualifications;
- b) Mandatory professional registration (where specified only);
- c) Compile Profile

**The absence of such qualifications and professional registrations (where specified) and reference letters will mean the company will not be evaluated any further and will therefore be disqualified.**



ITEM	DISCUSSION						
	<p><b>Functionality Criteria</b></p> <p><b>Evaluation Guide</b></p> <p>Mr Kempen explained that the selection of the service providers to be placed on the panel will be subject to the criteria set out in the <b>Evaluation Criteria</b>.</p> <p>Guide for the selection of suitable service providers will be undertaken on the following basis:</p> <ol style="list-style-type: none"><li>a. A <b>company profile</b> including history, group structure, operations, logistics, and related companies and services; illustrating how they are structured to provide Infrastructure management service and years of practical experience.</li><li>b. A minimum of three (03) contactable references (traceable reference letters) must be provided from the service provider's client/s detailing the actual work completed that relate to the categories of services (as listed above). The reference letter must indicate the following:<ol style="list-style-type: none"><li>1. Name and description of the service provided</li><li>2. Confirmation that the bidder had successfully completed the service</li><li>3. Referee name and contact numbers</li><li>4. Name of the institution where the work was undertaken on the Institutions letterhead.</li><li>5. The duration of the service provided (start and end date must indicate the month and the year).</li><li>6. Reference letter must be signed by the relevant client signatory</li></ol></li></ol> <p>Mr Kempen further explained that KZN Treasury may verify their reference letters from the referee provided on the reference letters.</p> <p>Mr Kempen explained that the evaluation will be based on the following phases:</p> <table border="1" data-bbox="378 1644 1272 1848"><tbody><tr><td>Phase 1</td><td>Pre-qualification criteria</td></tr><tr><td>Phase 2</td><td>Mandatory Requirements</td></tr><tr><td>Phase 3</td><td>Functionality scoring (Element 1 and Element 2)</td></tr></tbody></table>	Phase 1	Pre-qualification criteria	Phase 2	Mandatory Requirements	Phase 3	Functionality scoring (Element 1 and Element 2)
Phase 1	Pre-qualification criteria						
Phase 2	Mandatory Requirements						
Phase 3	Functionality scoring (Element 1 and Element 2)						





**Functionality Criteria and Scoring Thresholds**

**“Functionality”** means the measurement according to predetermined norms of a service or commodity designed to be practical and useful, working or operating, taking into account quality, reliability, viability and durability of a service or commodity.

The functionality criteria and scoring thresholds establishes the competence and capability of the bidder to undertake the proposed project. **Table 5** below shows the functionality criteria elements and applicable threshold score. A bid submission who scores less than threshold score **will be excluded** from further bid evaluation proceedings.

**Functionality Criteria**

Element No.	Functionality Criteria	Threshold Score
Element 1	<p><b>Minimum mandatory:</b></p> <p>Must provide copies of:</p> <ul style="list-style-type: none"> <li>• Qualifications.</li> <li>• Professional Registration for each Discipline / Field of Expertise (where specified only)</li> <li>• Company Profile</li> </ul>	Compliant / non-compliant submission
Element 2	<p><b>Minimum capability score:</b></p> <ul style="list-style-type: none"> <li>• Three performance references letters credited to the firm with contactable details.</li> </ul>	60%

**Table 5: Functionality Criteria**

**Mr Kempen further emphasises that service providers must look at the following special conditions carefully to make sure they do not leave out any information when submitting a bid.**

**SPECIAL CONDITIONS**

- 1 Responses must clearly indicate which **category/categories** that the bidder is responding to.
- 2 Proposals may be submitted for any of the **categories** indicated in the scope detail above.
  - a. A response to one or more of the services with supporting documentation per category of service.
  - b. Where an entity forms a Joint Venture or consortium in order to enhance their strength/s, the proposal should clearly highlight what aspect of the scope of work/service required each party will be adding value to and the split to be clearly defined in terms of percentage proceeds to each party.
  - c. The successful bidder/s will then enter into a service level agreement/s with Provincial Treasury confirming the appointment as and when required.



ITEM	DISCUSSION
	<p>d. As and when contracts are agreed upon, the rates will be paid to consultants as per mutual agreement or gazetted rates for professional service providers in terms of experience.</p> <p>e. The bidder's staff compliment must address the demographics of the country in line with government policies.</p> <p>f. Please note that there is no guarantee of actual appointment for work – this expression of interest only provides for acceptance and approval into the <b>KZN Provincial Treasury Panel of Infrastructure Professional Service Providers (PSPs)</b>.</p> <p>g. Any appointment of a PSP to assist provincial departments, public entities, and municipalities in the planning, budgeting, implementation, monitoring and reporting of new and existing infrastructure needs and assets within the province of KwaZulu-Natal will be done on an “<b>as and when required</b>” basis.</p>
3.3	<p><b>Questions and Answers</b></p> <p>1. On page 8 you talk about site inspection I would like to know which site? - <i>Section D page 8 for purpose of this bid is not applicable.</i></p> <p>2. If the individual resource submitted leaves the company can that individual be replaced with someone who have same professional qualification and professional registration? - <i>Yes, bidder can change resources if individual initially submitted leaves the company but bidders are encouraged to updated KZN Treasury as soon as that individual is replaced not to wait until the last moment.</i></p> <p>3. If the three reference letters do not cover all the fields that bidder is bidding for can bidder provide more? - <i>Yes, bidder can provide three or more reference letters</i> - <i>On page 65 bidder must also note that reference letter must have name and description of the bidder, confirm if the bidder successful completed the project or not, referee name and description, name of the institution where work was undertaken on the letterhead of that institution.</i></p> <p>4. Should reference letters be within the last ten years? - <i>Yes, as it December 2022 now department will work from this period going back to ten years.</i></p> <p>5. As Department is requesting contactable references on reference letters, should the contact details be for person or individual from department. - <i>Yes the reference letter must be contactable, hence the Department may need to contact your referee to verify the letters.</i> - <i>Reference letters should be linked to the bidder as not the individual who is working for the bidder as it is bidder which will be earning points</i></p> <p>6. Can a bidder submit more than one resource? - <i>Yes the bidder can submit more than 1 resource. Bidder can indicate in fields of categories that they</i></p>



<b>ITEM</b>	<b>DISCUSSION</b>
	<p><i>qualifying for.</i></p> <p>7. Bid document specifically mentioned that project managers they should be registered with SACPCMP but with PMP is also recognized as project management qualification would department consider it?</p> <ul style="list-style-type: none"><li>- <i>No, as department is specific to infrastructure projects bidder have to just stay with requirement specified on this document at this stage.</i></li></ul> <p>8. Can bidder write a letter on their company letterhead and submit it to relevant relevance institution and ask them to stamp or sign it as it difficult to get reference letters in institution?</p> <ul style="list-style-type: none"><li>- <i>No, as TORs are already issued with these conditions that the reference letter must have the institutions letterhead, the Department cannot change anything now. Bidders may send bid document to institutions and explain to them why they need reference letters with their letterhead.</i></li></ul> <p>9. Should bidder submit certified copies of qualifications and professional registration?</p> <ul style="list-style-type: none"><li>- <i>No, at this stage the department does not need certified copies only when actual service is required the Department will require certified documents.</i></li></ul> <p><b>NB:</b> Service providers were advised that if they have further questions or queries, they may direct them to the contact details provided in the document.</p> <p><b>ADDITIONAL INFORMATION NOTED:</b></p> <p>The Department has noted that most bidders are failing to meet the pre-qualifying criteria conditions in completing the sworn affidavit, therefore the bidders were advised on the below issues:</p> <ul style="list-style-type: none"><li>- The sworn affidavit or B-BEE certificate must clearly indicate the financial year end in full (day, month and year), because that is the correct way of indicating the financial year end.</li><li>- If the sworn affidavit submitted indicate February 2020/ 28 Feb/2020 will not be considered, therefore previous year revenue period could not be determined and that is not the correct way of indicating the financially year because the Department cannot make an assumption.</li><li>- Furthermore, it was emphasized that the declaration of interest (SB4) must be completed in full, Companies involved should be fully furnished and attached on the proposal for this bid as stipulated in Companies and B-BBEE Act.</li><li>- In a case whereby a space provided is not enough, bidders are allowed to submit an attachment so that information can be verified.</li></ul> <p>Lastly Ms. Khuzwayo reminded bidders of the closing date and time of the bid as mentioned below:</p>



**KWAZULU-NATAL PROVINCE**

TREASURY  
REPUBLIC OF SOUTH AFRICA

ITEM	DISCUSSION
	<p><b>Closing time: 11:00</b></p> <p><b>Closing Date: 19 December 2022</b></p> <p>Delivery address: <b>Ground floor, 145 Chief Albert Luthuli Street, Treasury House, Pietermaritzburg.</b></p> <p>Bidders were again reminded that no late bids will be accepted. It remains the responsibility of the service provider to ensure that the proposal reaches the Department before the closing date and time.</p>