



MINUTES FOR DFFE-T039 (23/24)

COMPULSORY PRE-BRIEFING SITE MEETING

DATE: 29 NOVEMBER 2023 | **VENUE:** COFFEE BAY, KSD MUNICIPALITY, EASTERN CAPE | **TIME:** 09H00 – 14H00

CHAIRPERSON:

Ms. Hombakazi Blou

MINUTES OF THE COMPULSORY INFORMATION SESSION FOR INTERESTED BIDDERS FOR:

THE APPOINTMENT OF A SUITABLE MULTI-DISCIPLINARY BUILT ENVIRONMENT SERVICE PROVIDER TO PROVIDE PROFESSIONAL SERVICES IN PLANNING, DESIGNING, AND CONSTRUCTION MONITORING FOR THREE (3) SUSTAINABLE RECYCLING FACILITIES IN KING SABATA DALINDYEBO LOCAL MUNICIPALITY IN THE EASTERN CAPE PROVINCE

| NO | ITEM | DISCUSION | DECISION | COMMENTS |
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| 1. | OPENING AND WELCOME | <p>The chairperson, Ms. Hombakazi Blou, officially opened the meeting and welcomed all those who were in attendance.</p> <p>She furthermore introduced the officials from the Department of Forestry, Fisheries and the Environment.</p> | Noted | None |
| 2. | AGENDA | <p>The chairperson presented the agenda for the day as follows:</p> <ul style="list-style-type: none">▪ Presentation of the Terms of Reference of the project and Q&A▪ Presentation of the Bid Evaluation Process and Q&A▪ Departure to the project sites as follows:<ul style="list-style-type: none">- Coffee Bay Multipurpose Centre, Coffee Bay- Mqanduli Landfill Site, Mqanduli- Qweqwe Landfill Site, Mthatha <p>The agenda was adopted with no amendments.</p> | Noted | None |



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| 3. | ATTENDANCE | All prospective bidders in attendance were requested to sign the attendance register for the pre-site briefing meeting. A copy of the attendance register is attached hereto. | Noted | The attendance register was signed at the pre-briefing meeting and a rollcall was done at each project site. |
| 4. | PURPOSE OF THE MEETING | The Chairperson outlined that purpose of the on-site meeting is to provide prospective bidders an opportunity to view the project sites and provide clarity on any questions that the bidders may have related to the technical, scope of work and administrative aspects of the project. | Noted | None |
| 5. | PRESENTATION OF THE TERMS OF REFERENCE | <p>Ms Tandiwe Siyema (the project manager) gave a brief overview of the project as follows:</p> <ul style="list-style-type: none">• The project responds to the National Waste Management Strategy (Waste Minimisation Pillar).• The planning and the design services will lay a foundation for the following subsequent projects:<ol style="list-style-type: none">1. Construction of a Recycling Facility and a Composting Facility within the Qweqwe Landfill Site2. Construction of a Recycling Facility, a Weighbridge, and Fencing within the Mqanduli Landfill3. Construction of a paved ramp and mechanical services within the Coffee Bay Multi-purpose Facility4. Business Development and Procurement of machinery for operationalization of the Recycling Facilities in KSD5. Procurement of recyclable waste collection vehicles to support the Recycling facilities in KSD Municipality | Noted | None |



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| | | <ul style="list-style-type: none"> • The built environment technical advisor, Mr Anele Mahlwele explained the scope of work highlighting the following: <ul style="list-style-type: none"> ○ The multidisciplinary professional services required ○ The designs for each project site and other additional services required as per the TOR. ○ The cost estimates for basic professional fees which are based for the relevant profession (engineering, architectural, quantity surveying, etc.), time-based fees and disbursements, and summary costing; with emphasis that bidders must ensure that they complete both the Annexure A – Pricing Schedule, Annexure Band SBD 3.3. ○ Bidders were requested to include their mark-up on specialist studies. ○ Bidders were requested to ensure that all costs associated with travelling are allowed for in the item Travel and Subsistence (T&S). ○ Bidders were requested to take into consideration that they will administer construction contracts for 3 different contractors. <p>Upon completion of the TOR presentation, prospective bidders were given an opportunity to ask questions and clarity was provided.</p> | | |
| 6. | PRESENTATION OF THE BID EVALUATION PROCESS | <p>The Supply Chain Management Representative, Ms Greta Shikwambane, gave a brief overview of the process as follows:</p> <ul style="list-style-type: none"> • Emphasis was made on the closing date and time, the | Noted | None |



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| | | <p>delivery address, and delivery instructions when using courier services (bidders are to ensure that the courier personnel register the submission of the proposals when depositing into the tender box).</p> <ul style="list-style-type: none"> • Only physical bid proposals will be accepted (no emailed proposals). • Outlined the four evaluation phases that will be followed: <ul style="list-style-type: none"> • Phase 1: Pre-compliance • Phase 2: Mandatory Requirement • Phase 3: Functionality Criteria • Phase 4: Price and Specific Goals • Highlighted the key forms to be completed and signed, and the submission of supporting administrative documents such as TCC & CSD. <p>Furthermore, the prospective bidders were urged to ensure that they sign the attendance register.</p> <p>Upon completion of the presentation session, prospective bidders were given an opportunity to ask questions and clarity was provided.</p> | | |
| 7. | QUESTIONS FOR CLARIFICATION. | <p>Q – Will an Environmental Impact Assessment (EIA) be required for these project sites ? Is it part of the scope of work?</p> <p>A –EIA is one of the additional services as indicated in the TOR. It may/may not be required and should it be required, it will be indicated on the appointment letter of the prospective bidder. For Qweqwe and Coffee Bay, however, EIA will not be required as it was carried out before constructing the existing facilities.</p> <p>Q – In terms of the geotechnical investigations and topographical</p> | | |



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| | | <p>survey, have these been done before? If yes, can we override the existing ones? Will they be required for all the project sites?</p> <p>A – Geotechnical investigations and topographical survey will definitely be required for the Mqanduli project site as there are no records of previous designs and studies carried out. Geotechnical investigations were previously carried out for design and construction of existing facilities at the Qweqwe project site.</p> <p>Q – Can we make sure that the local SMMEs benefit from this project.</p> <p>A – The current project requires professional built environmental professionals. Local SMMEs will benefit during the implementation of the one of the projects highlighted earlier, i.e., the operationalisation and business development project which will include training and coaching of local SMMEs to ensure that the established facilities in KSD remain operational</p> <p>Q- How many percentages you may share when you are sub-contracting?</p> <p>A-its an agreement between both parties on how many percentages they want to share</p> | | |
| 8. | DEPARTURE TO THE PROJECT SITES | <p>The site visits were conducted in all the three (3) project sites (viz. Coffee Bay Multipurpose Centre, Mqanduli Landfill Site, and Qweqwe Landfill Site).</p> <p>The scope of work and requirements for each site were</p> | | |



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| | | presented once more, and all prospective bidders were given an opportunity to do a walk about at each site. | | |
| 9. | CLOSURE | The chairperson thanked all attendees for their time and presence. The meeting was adjourned at 14H00. | Meeting adjourned | None |