



## BRIEFING SESSION MINUTES

**Briefing Session:** 25 March 2024 (Compulsory)

**Venue & Time:** Human Rights Conference Room, Constitution Hill, Old Fort Building, 11 Kotze Street, Braamfontein

**Bid Number:** GGDA/15/2023-24/RAMPART

**Closing Date:** 26 April 2024; Closing Time: 11:00

**Description:** The Appointment of a contractor for Repair Remedial and Restoration work to the existing Rampart Buildings and Surrounding Walls at the Old Fort at Constitution Hill.

**GGDA Representatives**

- |                          |                               |
|--------------------------|-------------------------------|
| Kgalaletso Sennanye (KS) | - GGDA Senior SCM Manager     |
| Zanele Mthembu           | - GGDA Senior Project Manager |
| Mpho Lekalakala          | - PRT – New Earth Consulting  |
| Brendan Hart             | - Heritage Architect          |

**Service Providers as represented, as per attendance register.**

		ACTION
1.	<b>Welcome</b>	
1.1	The Chairperson welcomed all present.	<b>KS</b>
1.2	The attendance register was signed.	
2.	<b>Purpose</b>	

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2.1	<p><b>Purpose of the Tender Briefing Session</b></p> <p>To clarify the requirements of the tender as stipulated in the bid document and to answer any queries that potential service provider might have on bid document</p> <p><b>Bid Number:</b> GGDA/15/2023-24/RAMPART.</p> <p><b>Closing Date:</b> 26 April 2024; Closing Time: 11:00</p> <p><b>Description:</b> The Appointment of a contractor for Repair Remedial and Restoration work to the existing Rampart Buildings and Surrounding Walls at the Old Fort at Constitution Hill.</p> <p><b>Bid Validity Period:</b> 90 Days</p> <p><b>Bid Submission Requirements:</b> 2 Envelopes. Submissions Must Be Submitted in One Original and One Copies on USB</p> <p>Envelop A - Technical (1 Original and USB Copy)          Envelop B - Financials/BOQ (1 Original and USB Copy)          (Bidders to ensure they comply with the two-envelop submission requirements)</p> <p>Bid Documents Must Be Deposited in the Bid Box Situated At: <b>GGDA Office, 124 Main Street, Johannesburg</b></p>	KS
3.	<p><b>Presentation</b></p>	
3.1	<p><b>Extent of Works</b></p> <p>This is Heritage project; all works to be done in compliance with the provided specification.</p> <p>3.2</p> <ul style="list-style-type: none"> <li>○ Demolishing existing stone retaining walls and re-constructing same including constructing a reinforced concrete retaining wall behind</li> <li>○ Demolishing 2no. Guard house and re-constructing new including re-use of materials salvaged from the demolitions.</li> <li>○ Repairs to 2no. guard houses not affected by subsidence.</li> <li>○ Waterproofing the existing vaulted concrete roof over the Rampart building</li> <li>○ Repairing cracks inside the buildings</li> <li>○ Making good plaster and painting walls to match existing.</li> <li>○ External work comprised of paving including kerbs and landscaping.</li> <li>○ Commissioning &amp; hand-over</li> </ul> <p><b>The following Mandatory (pre-qualification) criteria apply: -</b></p> <ul style="list-style-type: none"> <li>• The tenderer must be a <b>CIDB contractor grading of 6GB or higher</b> &amp; must submit a valid CIDB Grading Certificate with their bid on closing date. (NB: validation of the CIDB grading as submitted will be checked and verified on CIDB website)</li> <li>• <b>Contracts Manager</b> registered as a professional with SACPCMP as a Pr. Construction Manager (<i>not a CPM</i>)*</li> </ul>	<p>ZM</p> <p>ZM</p> <p>ZM</p>

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3.3		<ul style="list-style-type: none"> <li>• An <b>Occupational Health and Safety Officer (OHS Officer)</b> registered as a professional with SACPCMP (<i>not OHS Agent or OHS Manager</i>)*             <ul style="list-style-type: none"> <li>○ <b>*Submission of these professionals will lead to a bidder being disqualified. Submission of candidates will be disqualified.</b></li> </ul> </li> <li>• A <b>Site Agent</b> with a National Diploma in Civil Engineering</li> <li>• A <b>Quantity Surveyor</b> with BSC/BTech (NQF level) 7 qualification in Quantity Surveying</li> </ul> <p>The following certified documentation is to be forwarded with the tender documentation with regards to the key personnel:</p>										
3.4		<p>NB: Bidder to read the bid document to fully understand all the required mandatory requirements as outlined in the bid document</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #e0e0e0;"> <th style="width: 60%;">Functionality</th> <th style="width: 20%;">Evidence/ Supporting information required</th> <th style="width: 20%;">Maximum Points</th> </tr> </thead> <tbody> <tr> <td colspan="3"><b>1. Experience of the Tendering Entity as detailed on Form J</b></td> </tr> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>➢ Value of similar Heritage Building Work at or above 6GB (R10M) work carried out by the tendering entity.                             <ul style="list-style-type: none"> <li>○ 5 x Appointment letter &amp; Signed Final Completion Certificates (20 points)</li> <li>○ 4 x Appointment letter &amp; Signed Final Completion Certificates (16 points)</li> <li>○ 3 x Appointment letter &amp; Signed Final Completion Certificates (12 points)</li> <li>○ 2 x Appointment letter &amp; Signed Final Completion Certificates (8 points)</li> <li>○ 1 x Appointment letter &amp; Signed Final Completion Certificate (4 points)</li> <li>○ No Appointment letter &amp; Signed Final Completion Certificates (0 Points)</li> </ul> </li> </ul> </td> <td style="vertical-align: top;"> <p>Provide Appointment letter &amp; Final Completion certificates of projects previously completed.</p> <p>Appointment letters without the corresponding final completion certification will score a zero</p> </td> <td style="text-align: center; vertical-align: middle;">20</td> </tr> </tbody> </table>	Functionality	Evidence/ Supporting information required	Maximum Points	<b>1. Experience of the Tendering Entity as detailed on Form J</b>			<ul style="list-style-type: none"> <li>➢ Value of similar Heritage Building Work at or above 6GB (R10M) work carried out by the tendering entity.                             <ul style="list-style-type: none"> <li>○ 5 x Appointment letter &amp; Signed Final Completion Certificates (20 points)</li> <li>○ 4 x Appointment letter &amp; Signed Final Completion Certificates (16 points)</li> <li>○ 3 x Appointment letter &amp; Signed Final Completion Certificates (12 points)</li> <li>○ 2 x Appointment letter &amp; Signed Final Completion Certificates (8 points)</li> <li>○ 1 x Appointment letter &amp; Signed Final Completion Certificate (4 points)</li> <li>○ No Appointment letter &amp; Signed Final Completion Certificates (0 Points)</li> </ul> </li> </ul>	<p>Provide Appointment letter &amp; Final Completion certificates of projects previously completed.</p> <p>Appointment letters without the corresponding final completion certification will score a zero</p>	20	
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3.5		<p style="color: red; font-weight: bold;">Project value to be R10m or above, anything less will not be considered Only GB works, not civil, roads Completion certificate or letters not signed will not be accepted Panel appointments, IPW, purchase order will be accepted</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tbody> <tr> <td colspan="3"><b>2. Client Reference</b></td> </tr> <tr> <td style="vertical-align: top;"> <p>Reference by way of reference letters issued by previous / current clients of the tendering entity for work done.</p> <ul style="list-style-type: none"> <li>○ 5 x Reference Letters from Previous / Current Clients (10 points)</li> <li>○ 4 x Reference Letters from Previous / Current Clients (8 points)</li> <li>○ 3 x Reference Letters from Previous / Current Clients (6 points)</li> <li>○ 2 x Reference Letters from Previous / Current Clients (4 points)</li> <li>○ 1 x Reference Letter from Previous / Current Clients (2 points)</li> <li>○ No Reference Letters (0 Points)</li> </ul> </td> <td style="vertical-align: top;"> <p>Provider reference letters from clients on their letterheads stating the nature of work, value of work, start and completion date and a contactable reference i.e. email address and contact number.</p> </td> <td style="text-align: center; vertical-align: middle;">10</td> </tr> </tbody> </table> <p style="color: red; font-weight: bold;">All information should be included in the letter, one missing information, the letter will not be accepted Letters are to be on letterhead, a stamp will not be accepted Reference letters are to be for the projects submitted under item 1</p>	<b>2. Client Reference</b>			<p>Reference by way of reference letters issued by previous / current clients of the tendering entity for work done.</p> <ul style="list-style-type: none"> <li>○ 5 x Reference Letters from Previous / Current Clients (10 points)</li> <li>○ 4 x Reference Letters from Previous / Current Clients (8 points)</li> <li>○ 3 x Reference Letters from Previous / Current Clients (6 points)</li> <li>○ 2 x Reference Letters from Previous / Current Clients (4 points)</li> <li>○ 1 x Reference Letter from Previous / Current Clients (2 points)</li> <li>○ No Reference Letters (0 Points)</li> </ul>	<p>Provider reference letters from clients on their letterheads stating the nature of work, value of work, start and completion date and a contactable reference i.e. email address and contact number.</p>	10				
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<p><b>4. Capacity of the Tendering Entity (Refer to FORM I)</b></p> <p>➤ <b>Plant and Equipment</b></p> <ul style="list-style-type: none"> <li>○ Tower Crane (2 Points)</li> <li>○ Mobile Crane (2 Points)</li> <li>○ Scaffolding (2 Points)</li> <li>○ Drop-side Truck (2 Points)</li> <li>○ TLB (2 Points)</li> </ul> <p>Proof of ownership to be submitted with the bid if owned. If equipment is to be leased then the lease company should state on their letterhead that the equipment will be available to the tenderer for the duration of the contract, citing the <b>contract number</b> on such communication which is to be submitted with the bid.</p>	<p style="text-align: center;"><b>Proof of ownership to be submitted with the bid if owned and if the equipment is to be leased, then the lease company should state in their letterhead that the equipment will be available for the duration of the contract.</b></p>	<p><b>10</b></p>
<ul style="list-style-type: none"> <li>• Do not put Natis of equipment or cars that is not requested.</li> <li>• Natis will only be considered if on the bidding company name</li> <li>• Lease letter must include contract number and name and list all the equipment required.</li> <li>• Lease without contract number of equipment will not be accepted</li> </ul>		
<p><b>5. Execution Plan / Methodology by the Tendering Entity</b></p> <p>➤ <b>Methodology</b></p> <p>A detailed approach and methodology statement wherein the approach to be followed in each stage is to be outlined. This section should show the tenderer's understanding of how to work with heritage buildings.</p>	<p style="text-align: center;"><b>A detailed approach and methodology statement wherein the approach to be followed in each stage is to be outlined. This section</b></p>	
<ul style="list-style-type: none"> <li>○ Bulk earthworks (2.0 points)</li> <li>○ Concrete works (2.0 points)</li> <li>○ Retaining walls (2.0 points)</li> <li>○ Demolish and rebuild (2.0 points)</li> <li>○ Protection, additional care and caution required to existing structures (2.0 points)</li> </ul> <p>➤ <b>Programme of Work</b></p> <ul style="list-style-type: none"> <li>○ Task List Shows full Scope of Works with integrated understanding of heritage implications on the programme. (2.0 point)</li> <li>○ Reasonable Duration for each task with integrated understanding of heritage implications on the duration of each task (2.0 point)</li> <li>○ Linkage between tasks and sequencing thereof taking into account the implications of the heritage implications, protection of existing structures, additional care and caution required. (2.0 point)</li> </ul> <p>➤ <b>Quality Control</b></p> <ul style="list-style-type: none"> <li>○ Quality Control Practices and Procedures Must Include Quality Management System, Health and Safety Plan and An Environmental Management Plan. (4.0 Points)</li> </ul>	<p style="text-align: center;"><b>should show the tenderer's understanding of the process and input required towards the successful execution of the heritage building project.</b></p>	
<p><b>If methodology is not detailed, you will score zero.</b></p> <p><b>Programme that does include all tasks and unrealistic timeframes will score zero</b></p>		

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	<p style="color: red;">If either one of the Quality controls, OHS plan or Environmental management plan is missing, the bidder will be scored zero</p> <p><b>NB:</b> The PSP Heritage Architect gave a Presentation on the Heritage Specifications, of which the details of the specification and drawings were in the USB provided to bidders during the briefing session after the Extent of Presentation done by the Project Manager.</p> <p><b><u>QUESTIONS SESSION</u></b> All further queries/ questions can be sent to email as stated in the tender document – <b>tenders@ggda.co.za</b></p> <p><b><u>QUESTIONS AND ANSWERS DURING BRIEFING</u></b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">QUESTIONS</th> <th style="width: 50%;">ANSWERS</th> </tr> </thead> <tbody> <tr> <td>1. Will the bidders be granted access to the site for Inspection after the Briefing?</td> <td>Yes, although the bidders were taken through the site during the briefing session but for those that still need access, they will be given access to view site after the briefing</td> </tr> <tr> <td>2. How should the proposal be submitted?</td> <td>Two-envelops - Technical Envelope and Pricing Envelope</td> </tr> <tr> <td>3. Bidders requested GGDA to share Excel BOQ to allow them to do calculation</td> <td>Excel BOQ has been emailed and published on the website for all bidders to access  NB: Excel BOQ is not for submission</td> </tr> <tr> <td>4. Where Can the Bidders get the Heritage Presentation?</td> <td>The information as presented by the Heritage Architect is on the USB as given to the bidders</td> </tr> <tr> <td>5. Can the bidders submit a Construction Health and Safety Officer?</td> <td>Yes, they may</td> </tr> <tr> <td>6. When submitting Form 1 can they include letter of intent.</td> <td>Yes, they may</td> </tr> <tr> <td>7. SBD4, do you need to submit two Copies, if got more than one director?</td> <td>No, only one Copy of the SBD4 of which the declaration will be bidding to all the directors</td> </tr> <tr> <td>8. What is the duration of the Contract?</td> <td>6 Months</td> </tr> </tbody> </table>	QUESTIONS	ANSWERS	1. Will the bidders be granted access to the site for Inspection after the Briefing?	Yes, although the bidders were taken through the site during the briefing session but for those that still need access, they will be given access to view site after the briefing	2. How should the proposal be submitted?	Two-envelops - Technical Envelope and Pricing Envelope	3. Bidders requested GGDA to share Excel BOQ to allow them to do calculation	Excel BOQ has been emailed and published on the website for all bidders to access  NB: Excel BOQ is not for submission	4. Where Can the Bidders get the Heritage Presentation?	The information as presented by the Heritage Architect is on the USB as given to the bidders	5. Can the bidders submit a Construction Health and Safety Officer?	Yes, they may	6. When submitting Form 1 can they include letter of intent.	Yes, they may	7. SBD4, do you need to submit two Copies, if got more than one director?	No, only one Copy of the SBD4 of which the declaration will be bidding to all the directors	8. What is the duration of the Contract?	6 Months	<p><b>BH</b></p> <p><b>ALL</b></p>
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<b>5</b>	<p><b>Closing Notes</b></p> <ul style="list-style-type: none"> <li>Supplier to ensure their financial proposal is in line with the market related prices as per their professional rates</li> <li>Bidders to read the bid document in detail and understand the expected deliverables.</li> <li>Give detail attention to mandatory, technical criteria and required supporting documents</li> <li>Bid Document Free, to be downloaded from GGDA website – <a href="http://www.ggda.co.za">www.ggda.co.za</a></li> </ul>	<b>KS</b>																		



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	<ul style="list-style-type: none"> <li>• Adhere to the closing date and time for Friday, 26 April 2024 at 11h00. Submission at GGDA Office, 124 Main Street, Marshalltown, Johannesburg</li> <li>• Bid received are registered immediately after the tender closes on the day, which is only the registration of the bidder's name. Bidders who are interested to view the tender register process are welcome to stay behind for observation. The tender register gets published for "Respondent bidders" on the GGDA website (<a href="http://www.ggda.co.za">www.ggda.co.za</a>) of which those not attending can access it there.</li> </ul>	
<p><b>6</b></p>	<p><b>Closure of meeting</b></p> <p>There being no further business the Chairperson declared the meeting closed.</p> <p>The meeting was officially closed at 13h30.</p> <p>             _____  <b>Chairperson</b> </p> <p style="margin-left: 350px;">           18/04/2024            _____  <b>Date</b> </p> <p>             _____  <b>Project Manager</b> </p> <p style="margin-left: 350px;">           18/04/2024            _____  <b>Date</b> </p>	<p style="text-align: center;"><b>KS</b></p>