



BRIEFING SESSION MINUTES

Briefing Session: 08 October 2024 (Compulsory)

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

Bid Number: GGDA/14/2024-25/RAMPART

Closing Date: 18 October 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

Service Providers as represented, as per attendance register.

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

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2.1	<p>Purpose of the Tender Briefing Session</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>Bid Number: GGDA/14/2024-25/RAMPART.</p> <p>Closing Date: 18th October 2024; Closing Time: 11:00</p> <p>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.</p> <p>Bid Validity Period: 90 Days</p> <p>Bid Submission Requirements: 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: GGDA Office, 124 Main Street, Johannesburg</p>	KS
3.	<p>PRESENTATION</p>	
3.1	<p>1. SCOPE OF WORKS</p> <p>The works described above will not be limited to the above description. These will be in line with the BOQ for the entire project scope. The extent of the works includes:</p> <ul style="list-style-type: none"> ○ Site Establishment, site office and site personnel ○ Demolishing existing stone retaining walls and re-constructing same including constructing a reinforced concrete retaining wall behind ○ Demolishing 2no. Guard house and re-constructing new including re-use of materials salvaged from the demolitions. ○ Repairs to 2no. guard houses not affected by subsidence. ○ Waterproofing the existing vaulted concrete roof over the Rampart building ○ Repairing cracks inside the buildings ○ Making good plaster and painting walls to match existing. ○ External work comprised of paving including kerbs and landscaping. ○ Commissioning & hand-over 	ZM

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3.2	<p>2. EVALUATION PROCESS</p> <p>➤ THE FOLLOWING MANDATORY (PRE-QUALIFICATION) CRITERIA APPLY: -</p> <ul style="list-style-type: none"> • The tenderer must be a CIDB contractor grading of 6GB or higher & 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) • Professional registration and qualifications of all Key Personnel as detailed below: <ul style="list-style-type: none"> - A Contracts Manager registered with SACPCMP as a <i>Professional Construction Manager (Pr.CM)</i> or <i>Professional Construction Project manager (Pr. CPM)</i>. - An Occupational Health and Safety (OHS Officer) who is registered with SACPCMP as <i>Professional Construction Health and Safety Officer (Pr. CHSO)</i>. - A Site Agent with a National Diploma in Civil Engineering (NQF 6) - A Quantity Surveyor with BSc degree/BTech in Quantity Surveying (NQF 7) <p>NB: The following certified documentation is to be forwarded with the tender documentation with regards to the key personnel:</p> <ul style="list-style-type: none"> • Originally certified copies of all qualifications and professional registration certificates where required. • NB: (Candidate registrations and expired professional registration certificates will not be accepted for the applicable Key Personnel above); • NB: A tender that fails to meet any of the above mandatory/pre-qualifying criteria stipulated above is an unacceptable tender & will be disqualified. • NB: GGDA reserves the right to verify the information provided and misrepresentation will result in the bidder been disqualified. 	ZM
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Stage 4: QUALITY CRITERIA/FUNCTIONALITY EVALUATION				
3.3	<p>1. Experience of the Tendering Entity as detailed on Form J</p> <p>➤ Value of similar General Building Work at or above 6GB (R10M) carried out by the tendering entity.</p> <ul style="list-style-type: none"> ○ 5 x Appointment letter & Signed Final Completion Certificates (20 points) ○ 4 x Appointment letter & Signed Final Completion Certificates (16 points) ○ 3 x Appointment letter & Signed Final Completion Certificates (12 points) ○ 2 x Appointment letter & Signed Final Completion Certificates (8 points) ○ 1 x Appointment letter & Signed Final Completion Certificate (4 points) ○ No Appointment letter & Signed Final Completion Certificates (0 Points) 	<p style="text-align: center;">Evidence/ Supporting information required</p> <p style="text-align: center;">Provide Appointment letter & Final Completion certificates of projects previously completed.</p> <p style="text-align: center;">Appointment letters without the corresponding final completion certification will score a zero</p>	20	Points Scored
3.4	<p>2. Expertise of the Key Personnel of the Tendering Entity to be supported by CVs and copies of relevant qualifications and professional registration certificate to be submitted with the bid. All certificates are to be certified by a commissioner of oaths within 3 months of the date of submission of the bid.</p> <p>➤ Experience of the Contract Manager with a Civil Engineering Degree or BTech (NQF7) – Number of years on Civil/Building Works of projects:</p> <ul style="list-style-type: none"> ○ Above 7 Years (7 points) ○ Above 5 - 7 Years (5 points) ○ Above 3 - 5 Years (3 points) ○ Above 2 - 3 Years (2 points) 	<p style="text-align: center;">Provide detailed CV's and originally certified copies of qualifications and professional registrations (where required) for key personnel</p>	7	Points Scored
3.5	<p>○ Above 7 Years (7 points)</p> <p>○ Above 5 - 7 Years (5 points)</p> <p>○ Above 3 - 5 Years (3 points)</p> <p>○ Above 2 - 3 Years (2 points)</p>		7	Points Scored
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				ZM

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3.6	<ul style="list-style-type: none"> ○ 1 - 2Years (1 points) ○ Below 1 year (0 points) <p>➤ Experience of the Site Agent with a National Diploma in Civil Engineering (NQF 6) – Number of years on Civil/Building Works of projects:</p> <ul style="list-style-type: none"> ○ Above 7 Years (7 points) ○ Above 5 - 7 Years (5 points) ○ Above 3 - 5 Years (3 points) ○ Above 2 - 3 Years (2 points) ○ 1 - 2Years (1 points) ○ Below 1 year (0 points) <p>➤ Experience of the OHS Officer with a certificate in Construction Health and Safety or other relevant qualification (NQF Level 3) – Number of years on Civil/Building Works of projects</p> <ul style="list-style-type: none"> ○ Above 7 Years (7 points) ○ Above 5 - 7 Years (5 points) ○ Above 3 - 5 Years (3 points) ○ Above 2 - 3 Years (2 points) ○ 1 - 2Years (1 points) ○ Below 1 year (0 points) 	7			ZM
3.7	<p>➤ Experience of the Quantity Surveyor with as BSC Degree/BTech in Quantity Surveying (NQF 7) – Number of years on Civil/Building Works of projects:</p> <ul style="list-style-type: none"> ○ Above 7 Years (7 points) ○ Above 5 - 7 Years (5 points) ○ Above 3 - 5 Years (3 points) ○ Above 2 - 3 Years (2 points) 	7			ZM

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3.8	<ul style="list-style-type: none"> ○ 1 - 2Years (1 points) ○ Below 1 year (0 points) <p>➤ Experience of the General Foreman with matric or NQF 3 certificate – Number of years on Civil/Building Works of projects:</p> <ul style="list-style-type: none"> ○ Above 7 Years (7 points) ○ Above 5 - 7 Years (5 points) ○ Above 3 - 5 Years (3 points) ○ Above 2 - 3 Years (2 points) ○ 1 - 2Years (1 points) ○ Below 1 year (0 points) 				ZM
3.9	<p>3. Capacity of the Tendering Entity (Refer to FORM I)</p> <p>➤ Plant and Equipment</p> <ul style="list-style-type: none"> ○ TLB (2 points) ○ Concrete vibrator (2 points) ○ Drop-side truck (2 points) ○ Scaffolding (2 points) ○ Excavator (2 points) <p>Proof of ownership to submitted with the bid if owned. If equipment is to be leased, letter of intent to lease is to be submitted. 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 contract number on such communication which is to be submitted with the bid.</p>	<p>Proof of ownership to be submitted with the bid if owned and if the equipment is to be leased, letter of intent to lease to be submitted. The lease company should state in their letterhead that the equipment will be available for the duration of the contract citing the tender number.</p>	10		ZM
3.10	<p>3. Execution Plan / Methodology by the Tendering Entity</p> <p>➤ Methodology</p> <p>A detailed approach and methodology statement wherein</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</p>			
3.11	<p>A detailed approach and methodology statement wherein</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</p>			

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	<p>the approach to be followed in each stage is to be outlined. This section should show the tenderer's understanding of the process and input required towards the successful execution of the project.</p> <ul style="list-style-type: none"> ○ Bulk earthworks (2.0 points) ○ Concrete works (2.0 points) ○ Retaining walls (2.0 points) ○ Demolish and rebuild (2.0 points) ○ Waterproofing (2.0 points) <p>➤ Programme of Work</p> <ul style="list-style-type: none"> ○ Task List Shows full Scope of Works (0 - 2.0 points) ○ Duration for each task (0 - 2.0 points) ○ Linkage between tasks and sequencing thereof (0 - 2.0 points) <p>Quality Control</p> <ul style="list-style-type: none"> ○ Quality control practices and procedures must include all of the following: <ul style="list-style-type: none"> ○ Quality Management System (0 – 1 point) ○ Health and Safety Plan (0 – 2 points) ○ Environmental Management Plan (0 - 1.0 Point) 	<p>understanding of the process and input required towards the successful execution of the project.</p>	<p>10</p> <p>6</p> <p>4</p>		<p>ZM</p> <p>ZM</p>
	<p>6. Financial Standing of the Tendering Entity</p> <p>Bank rating letter stamped within 3 months of the closing date of this tender.</p> <ul style="list-style-type: none"> ○ Bank Code A (15.0 points) ○ Bank Code B (10.0 points) ○ Bank Code C (5.0 points) ○ No Bank Code or Bank Code below a C (0.0 points) 	<p>Please attach the tendering entity's stamped and signed Bank Rating Letter.</p> <p>The GGDA will confirm the bank rating letters with the respective banks.</p>	<p>15</p>		<p>ZM</p> <p>ZM</p>
	<p>TOTAL POINTS</p>		<p>100</p>		
	<p>MINIMUM POINTS REQUIRED</p>		<p>70</p>		

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<p>Bidders to note for functionality: -</p> <p>Experience of bidding entity: -</p> <ul style="list-style-type: none"> • Project value to be R10m or above, anything less will not be considered, NB: General Building projects, no civil, no roads • Completion certificate or appointment letters not signed will not be accepted • Panel appointments, IPW, purchase order will be accepted <p>Key Personnel</p> <ul style="list-style-type: none"> • Update your CVs to give details on projects completed and any value of projects will be accepted • Provide qualifications • Experience in Civil or General building works <p>Plant & Equipments: -</p> <ul style="list-style-type: none"> • Do not put Natis of equipment or cars that is not requested. • Natis will only be considered if on the bidding company name • Letter of intent to Lease from leasing company must include contract number and name and list all the equipment required. • Lease without contract number of equipment will not be accepted • Lease equipment to indicate will be available for duration of contract as and when required. <p>Methodology: -</p> <ul style="list-style-type: none"> • If methodology is not detailed, you will score zero. • Programme that does include all tasks and unrealistic timeframes will score zero • If either one of the Quality controls, OHS plan or Environmental management plan is missing, the bidder will be scored zero <p>Programme</p> <p>Duration of the contract is six (6) months</p> <p>Put all the plans as required, Quality, OHS, etc.</p> <p>Bank Grading</p> <p>Please ensure its Bank stamped, if not, won't be accepted</p> <p>NB: GGDA has already appointed a Heritage Specialist to work with the successful contractor and supervise the heritage work. Bidder will appoint a Heritage subcontractor in line with JBCC subcontracting</p> <p><u>QUESTIONS SESSION</u></p> <p>All further queries/ questions can be sent to email as stated in the tender document – tenders@ggda.co.za</p> <p><u>QUESTIONS AND ANSWERS DURING BRIEFING</u></p>	<p>ZM</p>
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QUESTIONS	ANSWERS	ALL
<p>1. Is the tender closing on the 1st of Nov or 18th Oct 2024, as the website indicate 1st Nov 2024</p>	<p>The tender is closing as outlined in the Bid Document which is the 18th Oct 2024 at 11h00, submission at 124 Main Street</p> <p>1st Nov 2024 on the website is an error and bidder to submit on the 18th Oct 2024</p>	
<p>2. Please clarify the submission for two envelops</p>	<p>1st Envelop will contain the Original Bid document and your technical document with all the supporting documents and a copy thereof on a USB</p> <p>2nd Envelop will contain original submission of the BoQ (handwritten BoQ) with completed "Form of Offer" and copy in a USB (NB: any document on the bid with R 'value must be on pricing envelop).</p> <p>NB: Bidder will be submission two (2) x USBs</p>	
<p>3. How will the appointment of the subcontractor work</p>	<p>Subcontracted work will be related to the heritage work and subcontractor will be appointed by the successful contractor as per JBCC guidelines</p> <p>Subcontractor will be reporting and managed by the main contractor as per JBCC</p> <p>We are not giving bidders random contractor to subcontract to, we are following the JBCC standard requirements to appoint a subcontractor.</p>	
<p>4. Does the sum of Reference letter must be to what value</p>	<p>We wont sum up the submission of references</p> <p>NB: Please note – For this tender, No Reference letters are required (this was in an old tender, but it's been removed on this current tender)</p> <p>Bidders are only required to submit – Appointment Letters with Completion Certificate to value of R10mil</p>	
<p>5. For Contract Manager, noted it requires BTech or BSC Civil, will architectural qualification not suffice</p>	<p>There will be a very minimal work on architectural. Main work will be Civil work and thus the reason civil engineering</p>	



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		qualification is required for the Contract Manager		
5	<p>Closing Notes</p> <ul style="list-style-type: none"> Supplier to ensure their financial proposal is in line with the market related prices as per their professional rates Bidders to read the bid document in detail and understand the expected deliverables. Give detail attention to mandatory, technical criteria and required supporting documents Bid Document Free, to be downloaded from GGDA website – www.ggda.co.za Adhere to the closing date and time for Friday, 18 October 2024 at 11h00. Submission at GGDA Office, 124 Main Street, Marshalltown, Johannesburg 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 (www.ggda.co.za) of which those not attending can access it there. 			KS
6	<p>Closure of meeting</p> <p>There being no further business the Chairperson declared the meeting closed.</p> <p>The meeting was officially closed at 13h00.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;">  _____ Chairperson </div> <div style="text-align: center;"> 14/10/2024 _____ Date </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;">  _____ Project Manager </div> <div style="text-align: center;"> 15/10/2024 _____ Date </div> </div>			KS