



**MINUTES OF THE COMPULSORY SITE BRIEFING MEETING FOR TENDER NO. EADC/INFRA/41/122024  
DESCRIPTION: PANEL FOR BUILT ENVIRONMENT FOR PROFESSIONAL SERVICE PROVIDERS FOR A FRAMEWORK AGREEMENT FOR A PERIOD OF THREE (03) YEARS**

**DATE: 28 January 2025**

**TIME: 11H00**

**VENUE: MS Teams (Compulsory Virtual Briefing Session)**

<b>1. OPENING AND WELCOMING</b>	CHAIRPERSON: MS. CIKIZWA SIGCU SERVICE PROVIDERS: All PROJECT LEADER: MS. CIKIZWA SIGCU SCM REPRESENTATIVE: MS. PHELISA CASA SECRETARIAT: MS. LUTHO KOMBELA CHAIRPERSON: MS. CIKIZWA SIGCU
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**1. OPENING AND WELCOMING**

Chairperson Ms. C. Sigcu welcomed everybody present, introduced herself and declared the meeting open. The professional team for this project was introduced as follows:-

Project leader: MS. CIKIZWA SIGCU

SCM REPRESENTATIVE: MS. PHELISA CASA

**Apology**

None were tendered.

## 2. ATTENDANCE REGISTER

Service providers were requested to provide their contact details (via chatbox). That they need to provide their company name, contact person, contact number and email address. It was further explained that this was a Compulsory briefing, which means that service providers that did not attend the briefing session will be eliminated.

## 3. EXPLANATION OF THE BIDDING PROCESS

An SCM representative unpacked the bidding process, putting an emphasis on the following:

- SCM emphasized that the project will be evaluated in two stages.
- **Stage 1 Mandatory Tender Returnable:** - Service Providers are to meet all the Mandatory Requirements in order to be evaluated further.
- **Failure to submit the Mandatory Requirements as required will result in the bid being disqualified.**
- **Stage 2 Functionality:** Involves an evaluation of Functionality only – At this stage Bidders must score a minimum score of **55%** for functionality (services).
- Bidders were reminded to ensure compliance with their tax obligations. SCM emphasized that the bidders' Tax status will be verified on the CSD prior to the bid award and where the preferred bidders is not compliant, **7 working days** will be granted for remedy, failing which the bidder will be disqualified.
- The Letter of authority to be signed and must be attached:  
Duly signed Letter of Authority MUST be submitted authorising the individual to sign on behalf of the bidder if:  
if there are more than one Owner/ Director / Shareholder / Member / Trustee etc. OR if there is only one Director / Shareholder / Member / Trustee / Owner etc. and they are not the one completing the bid document.  
Note: The Letter of Authority MUST be signed by all directors of the Bidder (or a signed Board Resolution authorising the signatory will be accepted) permission to perform other remunerative work outside of their employment where the PAMA does not apply to such an employee  
ECDC reserves the right to verify such information from their AO/AA

The project leader gave the full explanation about the following.

### 3.1 PROJECT INFORMATION

Eastern Cape Development Corporation (ECDC) intends to create a panel of Built Environment Professional Service Providers to render professional services and management support for programmes to be implemented at ECDC for a period of 3 years.

Services to be listed are as follows:

- € 1. Project Managers
- € 2. Quantity Surveyors
- € 3. Architects
- € 4. Structural Engineers
- € 5. Civil Engineers
- € 6. Electrical Engineers
- € 7. Mechanical Engineers
- € 8. Social Facilitators
- € 9. Health and Safety Agents
- € 10. Environmental Consultants.
- € 11. Town Planners
- € All Disciplines

The panel will be for a period of 3 years (36 months). ECDC reserves the right to allow new entrants to the Panel which will be permitted to apply to be added on the list of approved panel, annually after the anniversary of the contract .i.e. every 12 months until the 36 months has ended.

**NOTE 1**

**Awarding of the Bid**

- Bidders are to indicate which Discipline in the Bid they are responding to.
- Should a Bidder wish to submit for more than one professional discipline, Bidders to Mark the professional services they wish to be considered for and submit all required documents per discipline.

**1.2 Eligibility To Bid**

The professional service providers are expected to be professionally registered with the following **Built Environment statutory bodies:**

1. **South African Council for Project Managers Profession (SACPMMP)** for the provision of Project Management services
2. **South African Council for the Architectural Profession (SACAP)** for the provision of Architectural services.
3. **South African Council for the Quantity Surveying Profession (SACQSP)** for the provision of Quantity Surveying services.
4. **Engineering Council of South Africa (ECSA)** for the provision of Civil & Structural Engineering services, Mechanical Engineering services and Electrical Engineering services.
5. **South African Council for Project Managers Profession (SACPMMP)** for the provision of Health and Safety
6. **South African Council for Natural Scientific Professions (SACNASP)** for the provision of **Environmental Science services**
7. **South African Council for Planners (SACPLAN)** for the provision of Town Planning Services.
8. **Social Facilitator to have National Diploma in Social Sciences or Rural Development.**

**PROGRAMME**

**Tender Closing**

- That the closing date has changed from the initial date **11<sup>th</sup> February 2025** to the **28<sup>th</sup> February 2025** due to amendments on the pricing schedules as per discussions made at the site briefing.
- The close date and time of tender is as follow:  
Closing Date: **28<sup>th</sup> February 2025**  
Closing Time: **12:00PM**

**PRESENTATION OF THE PRICING SCHEDULE:**

- The project manager presented the part of the bid document for the pricing schedule and explained requirements as from page 57 to page 70 of the bid documents.
- That the tendered percentage (%) will be fixed and used for any adjustments during implementation.
- Also those rates per category would be used for pricing upon contract implementation stage.

**ADDENDUMS TO TENDER**

- Addendums to the tender will be sent to tenderers before the closing date of the bid relating to the changes of the closing date from the **11<sup>th</sup> February 2025** to the **28<sup>th</sup> February 2025** due to amendments on the pricing schedules as per discussions made at the site briefing.

**QUESTION AND ANSWERS SESSION:**

**Land Surveyors:**

Q1: The definitions on page 4 make mention of South African Geomatics Council (SAGC) however this professional body is meant for Land Surveyors, the tender document does not make mention of land surveyors was this deliberately eliminated?

A1: This discipline (Land Surveyors) was omitted on purpose as this panel is meant for built environment that the land surveyors will be subcontracted by the Project Manager.

Comment 1: The bidders made mentioned the land surveyors are part of built environment they should be considered for this tender and that ECDC should consider including this discipline, as the approach to leave subcontracting to appointed project manager will disadvantage the land surveyors as the project manager would prefer to utilise companies that they are familiar with.

Answer Comment 1: The project manager indicated that ECDC will consider issuing a panel for land surveyors as including this discipline might be considered as changing the bid document at this point. That this will not be in line with SCM prescripts (fairness) since there might be land surveyors that were not at the briefing session.

**Architectures:**

Q2: There is no pricing schedule included for Architecture discipline on the bid documents.

A2: This pricing schedule was attached as Annexure 1 on the ECDC website as there was an oversight in this regard.

Q3: Considering that the Architectural services have gazetted fee structure is it expected that service providers to use the said gazetted structure?

A3: Yes, it is advisable should the bidders consider using the Architectural services gazetted fee structure that they consider the latest fee structure for this year. It is advisable that this is a competitive bid and therefore bidders should consider using discounted fees.

Q4: What is the considerable professional indemnity considered for Architectural services?

A4: On page 46 of the bid document, paragraph 8: Insurance states "The Professional Service Provider shall provide **Professional Indemnity Insurance** cover shall be twice the fees payable to the consulting entity for a specific project appointed for. "

**SCM Questions:**

Q5: The bid document relates to submission of a soft copy how does ECDC expect these to be submitted i.e. via email?

A5: On page 10 states " Bid Document is submitted at the Bid Box, the bids document should be firmly bound, submitted with one (1) soft copy (of the original bid) inclusive of these terms and conditions of the original bid document are required to be submitted." Therefore ECDC requires that the soft copy be through means of USB attached to the bid document submitted on the bid dox.

Q6: Can bidders submit electronically filled tender returnable documents however physical signatures to be in black ink will this be permitted?

A6: Yes, this will be acceptable.

Q7: How soon will you start appointment for service provider?

A7: The bid validity for this bid is 180 days (six (06) months) however ECDC requires the panel as soon as possible therefore appointment might be earlier than the anticipated time indicated for validity period.

Q8: Is this bid for a panel and/or for an actual project?

A8: The bid is for a panel of service providers in preparation of works that will be received from ECDC clients.

Q9: Where can SBD 4: Declaration of Interest form be found on the bid document?

A9: On page 71 as Annexure F as per mandatory requirements on page 15 of the bid document.

Q10: Is it expected that bidders to submit separate documents for each discipline that they will select?

A10: No, bidders can fill-in one (01) bid document however select each discipline they prefer also ensure to submit necessary documents for each discipline as per requirements stated for functionality i.e. company experience, resources (key personnel), professional registrations.

**Allocation of works/ Rotation:**

Q11: If this is meant to be a panel how will work be allocated to bidders as the tender document refers to rotation of appointment to service providers?

A11: The bid document on page 11 states "**Professional service providers on the Panel will be selected on a Rotational Basis and according to their Geographical area for a specific project which the selected service providers will be evaluated for price and specific goals.**" The bidders need to take note that the Panel of all professional service providers will be used on a rotational basis for the invitation of quotations ((FOR PRICE CONFIRMATION PURPOSES, CONFIRMATION OF PRICES, NATURE OF PROJECT, AVAILABLE RESOURCES...)) based on the ECDC Procurement Policy 2022 competitive bidding thresholds. The panel may also be used on a rotational basis for negotiation, nomination or shopping procedures. The allocation of work will (as far as possible or reasonable) be done strictly on rotational bases irrespective of the case/matter/project value. However, work may be allocated depending on the relevant circumstances of the scope of work inter alia, based on previous involvement in a project, relevant experience, availability, business urgency, nature and complexity of the scope, etc. Bidders on the panel will be requested to confirm availability and price before they are contracted for a specific project.

**Joint Venture/ Consortiums:**

Q12: Can a company with one (01) discipline submit a bid or will they have to join a consortium?

A12: It is the bidder's choice to submit as a consortium and/or individually as there is an option for submission as an individual company and select per discipline as stated on page 8 of the bid document. That bidders to take note "**Bidders will not be allowed to submit as an individual bidder and as joint venture, that is viewed Collusion or Double dipping.**"

Q13: Will Joint Ventures/ Consortiums be permitted to tender?

A13: Yes, that bidders to take note "Bidders will not be allowed to submit as an individual bidder and as joint venture, that is viewed Collusion or Double dipping."

Q14: How will bidders be classified on the panel: will the bidders be classified or Consortiums?

A14: The panel will be classified per category/ discipline so companies will be listed for disciplines that they selected.

**Reference Letters:**

Q15: Will completion certificates be accepted as proof of experience?

A15: The requirement is that bidders to submit reference letters as per requirements stated on page 19-20 of the bid document, and/or Annexure H on page 74 of the bid document.

Q16: Should a bidder submit a reference letter on a client's letterhead that will be accepted must that be stamped by the client?

A16: Yes, a reference letter from the referee (client's letterhead) will be accepted as long as it is verifiable.

Q17: How far dated should the reference letter be for it to be acceptable?  
A17: There is not specific period however the reference letter should be verifiable.

Q18: Are these expected reference letter based on the company or company resource?  
A18: The expected reference letters must be for company's experience not the resource, as the bidders are expected to submit CVs of the allocated resources for each discipline.

Q19: In some cases clients don't put stamps on their reference letters, what should the companies do in this instance?  
A19: Reference letters on company letterheads will be accepted however these should be signed by the client and be verifiable.

Q20: Is it mandatory to use the template provided as Annexure H or will a reference letter Client's letterhead?  
A20: No, you can provide a reference letter on client's letterhead that it should be verifiable.

Q21: Annexure H: Can we rather reference to the attached reference letter or do we need to fill those forms too?  
A21: No, Reference letters on company letterheads will be accepted however these should be signed by the client and be verifiable.

Q22: Will it be permitted/ acceptable that a company submit reference letters of its previous company name i.e. the company changed its names due to various reasoning like a shareholder changing due to death?

A22: If the company can prove beyond comprehension that company experience is for the new company and submit CLPC change of names.

**Location/ Proof of Location:**

Q23: Will it not disadvantage other bidders if points for location will be granted for bidders within the Eastern Cape?  
A23: ECDC's mandate as a developmental agency is to empower businesses within the province.

Q24: Annexure B on page 51: must bidders provide proof per discipline or is the requirement for the location of the firm?  
A24: The bidder to provide the location of the firm.

Q 25: What is required on page 53, preferred area of operation must the bidder be located in that district to be appointed or will this be for allocation points?

A25: The requirement of the said bid is meant for bidders to tick/ select their area of preference amongst the districts within the Eastern Cape.



Q26: Considering that the bid document states that "Bidders will be re-imbursed for travelling disbursements from their Eastern Cape office and or from a minimum of 50km up to a maximum of 500km radius." On page 17 how will this impact them as a company that is based in the Western Cape for point allocation?

A26: The specific goals points allow that bidder to score points for location if that company is within the Eastern Cape and submitted proof thereof.

**Key Personnel:**

Q27: How many resources are expected per discipline?

A27: It is up to the bidder to provide more than one (01) resource per discipline however they need to make sure that required professional registrations for each resource is attached per discipline.

Q28: What is the required professional registration is expected for Project Managers?

A28: On page 9 of the bid document the requirement is that the Project Managers should be registered with **South African Council for Project Managers Profession (SACPMP)**.

Q29: Will each discipline be evaluated separately/ individually per discipline (i.e. Civil, Structural Engineers, bidders to submit specific reference letters for) for functionality or how will that be done?

A29: Individual evaluation per discipline will be done for functionality and bidders will be listed as such, however if the bidder is a Consortium "the percentages of each panel member (company) shall be added and divided by the number of panel members (companies) that submitted for that consortium) to establish the average percentage obtained by each bidder for functionality."

Q30: Is this bid require registration of key personnel or directors for the company that is bidding with the professional bodies?

A30: Bidders to consist of the following professionals with directors who are duly registered Professionals with the relevant professional statutory bodies or councils.

Q31: Must the director be ECSA registered?

A31: Bidders to consist of the following professionals with directors who are duly registered Professionals with the relevant professional statutory bodies or councils.

Q32: Social Facilitation in term of functionality is based only on the number of reference letters.

: no mentioning of Methodology, Qualification let's say MA or post graduate etc in Social Science or Community Development is higher in term of weight, etc. on your document is just no of reference letters etc?

A32: Page 9, Point 8. Social Facilitator to have National Diploma in Social Sciences or Rural Development.

Q33: Project proposal methodology is very important, where a person will give a clear understanding of the scope to be implemented. Need to have a detailed or clear project implementation plan like activities, time outputs and reporting. These will be clearly outlined in the methodology. Do you need a proposal?

A33: No, it is not the evaluation criterion however the bidder can submit one however if not submitted they will not be disqualified.

Q34: Page 28 is stated that copies of Professional registration to the relevant bodies/ council. SF as you stated early during the briefing is not yet regulated.

A34: Yes that is correct at the briefing session it was stated Social Facilitators are not yet regulated, the requirement is post qualification and will be amended as such.

Q35: Do you accept reference letters that are not related to the built environment like Water Conservation and demand management or sanitation related projects?

A35: Yes, these are considered as relevant/ similar experience for a social facilitator.

**Pricing Schedules/ Disbursements:**

Q36: Were price escalations accommodated for year 2 and year 3 of the contract?

A36: Yes this has been accommodated on page 68-69.

Q37: Why is the pricing schedule not based per category i.e. Health project/ Education projects so that pricing can be based on projects in different fields?

A37: It is difficult to base the pricing schedule on fictitious sites as ECDC can not quantify number of projects to be received from our clients.

Q38: Do we require value rands or percentages on the pricing schedules?

A38: The percentage is how the pricing should.

Q39: For disbursements, 500KM is mentioned as the max kilometres and projects are dispersed all over EC, now please clarify a site as far as Alilwal North assuming the bidders office is in East London, the distance between these two towns is 390KM (to only). Who is liable for the variance costs, assumingly overall travels would total to 780KM?

A39: ECDC as a government entity is bound to look into cost containment thus the requirement of capping costs for disbursement.

Q40: What is required on page 70 for schedule E-Summary Disbursement is it a percentage or value rand? Is there a need for the total column?

A40: Schedule E- Summary Disbursement requires a value rand per item.

Q41: How would we add the total percentages from the pricing schedule to point 3 on page 70?

A41: The project manager stated that the pricing schedules per discipline will be revised.

**Other Matters:**

Q42: The project manager made mention of agricultural projects that ECDC deals with. However, the scope of works does not include agricultural engineers.

A42: The project manager indicated that ECDC will consider issuing a panel for land surveyors as including this discipline might be considered as changing the bid document at this point. That this will not be in line with SCM prescripts (fairness) since there might be land surveyors that were not at the briefing session.

Q43: How many bidders will be considered for each discipline or be listed per discipline?

A43: There is no specific number that will be considered, bidders will listed as they meet the evaluation criteria for functionality.

Q44: How will appointment be done for a project or per discipline considering that other bidders will be submitting for multiple disciplines? As in if companies have tendered for all disciplines.

A44: This will depend on the Nature of project at the time. If the project requires a full project team, the multi-discipline companies will be considered and if in that company not all the disciplines are available, ECDC will take from the panel the remaining required members. If the project requires only one or two professional members they will be appointed from the individual companies on the panel.

**4. CLOSURE**

The end user thanked everyone for attending the meeting and declared the meeting officially closed.

SCM Representative

Ms. P. Casa



Date

07/02/25

Approved By Project Leader



Ms. C. Sigcu

Date

07/02/2025