

SITE MEETING HANDOVER**ELUHEWINI JPS**

Project Managers Ref: DoEEC/02/17
Client: Independent Development Trust
Site: Eluhewini JPS
Project: Eluhewini JPS – Provision of Emergency Classrooms & Admin Buildings
Date & Time: 7 September 2016, 11a.m
Venue: Site Office

1. ATTENDANCE REGISTER

N Mgudlwa	Lebofor Pty Ltd	mvusimbali@gmail.com
M Ntlikithi	Elona Themba	mcebisi15@yahoo.co.uk
M Makapela	Makapela Engineers	malibongwem@makapela.co.za
Fikile Ndzingani	Athi Ayanda Consulting	athiayandaconsulting.co.za
Simphiwe Dayile	BHC BEP	civils@bhcbep.co.za
Nyameko Giqo	IDT	NyamekoG@idt.org.za
Admire Moyo	BHC BEP	admire@bhcbep.co.za
Eluhewini JPS	SGB	

2. APOLOGIES

Aku Beke	IDT	AkuB@idt.org.za
----------	-----	-----------------

3. MINUTES OF PREVIOUS MEETING:

3.1 This is first meeting to be held on site

4. MATTERS ARISING:

4.1 These will be dealt with under the individual headings.

5. CONTRACT DETAILS:

5.1	Acceptance of Tender:	1 September 2016
5.2	Site handover:	7 September 2016
5.3	Overall Contract Period:	3 months
5.4	Sectional Completion:	No
5.5	Contract Value	R 5 218 782.06 (incl. VAT)
5.6	Contract Documents	Site Possession certificate signed. Waiver of Lien signed. The JBCC Contract are outstanding.
5.7	Priced Bills of Quantities:	A copy must be kept on site.

*Action**A Moyo*

- 5.8 Workman's compensation Insurance: Copy to be kept on site
- 5.9 Site Handover certificate: Signed copy issued at site handover
- 5.10 Bank Guarantee: 10% payment reduction.
- Extension of Time (With Costs) : 0 days
- 5.11 Extension of Time (Without Costs): 0 days (Rain gauge installed)
- 5.12 Practical completion date : 15 December 2016
- 5.13

6. PROGRAMME:

- 6.1 The works are expected to be in two phases over a contract period of two months
- Phase 1 – Provision of prefab classrooms
 - Phase 2 – Provision of new brick and mortar school, ablutions, guardhouse

7. DELAYS:

- 7.1 N/A

All

8. CASH FLOW:

- 8.1 To be discussed at next meeting

9. PAYMENT CERTIFICATES:

- 9.1 Payment Certificates:

Payment Certificate No.	Issue Date	Paid	Date Due	Days Late	Signed Copy on file	Amount (Incl Vat)
1						
2						
3						
4						
5						
Total Certified to Date						R 0.00

All

- 9.2 Total certified to date = To be confirmed
- 9.3 Percentage of Contract value certified to date = 0 %
- 9.4 Payments certificates will be issued by the 30th of each month

All

All

All

10.	<u>PROGRESS:</u>	
10.1	Time elapsed – 0 days	
10.2	Time remaining to Practical Completion: 90 days (Contract = 90 days)	All
10.3	Percentage time lapsed- 0%	
10.4	Percentage progress versus time lapsed = 0%	
11.	<u>DAILY WORK SCHEDULES:</u>	
11.1	The contractor shall submit a daily work schedule detailing the items planned for the day via email to keep the PA and employer up to date regarding the works	Elona Themba
12.	<u>PLANT AND LABOUR REPORT:</u>	
12.1	The contractor shall submit plant and labour reports at least once a month	Elona Themba
13.	<u>DRAWINGS ISSUED:</u>	
13.1	N/A	
14.	<u>INFORMATION REQUIRED:</u>	
14.1	Contractors proposed demolition methodology	All
14.2	Position of prefab structures	All
15.	<u>NOMINATED SUB CONTRACTORS:</u>	
15.1	None	
16.	<u>DOMESTIC SUB CONTRACTORS:</u>	
16.1	None	
17.1	<u>STRUCTURAL</u>	
17.1	N/A	
18.	<u>Independent Development Trust:</u>	
18.1	N/A	All

19. SOCIAL FACILITATION :

19.1 The social facilitator was indicated the proposed scope of work to the SGB

All

20. CONTRACT INSTRUCTIONS:

20.1 Nil

21. VARIATION ORDERS:

Variation Order	Motivation	Approved	Omit	Add	Balance

22. HEALTH & SAFETY:

22.1 The Contractor must submit his health and safety plan and file for approval

Elona Themba

23. COMMISSIONING & TESTING:

23.1 Concrete cube test results - Nil

23.2 Compaction tests – Nil

23.3 Approval of Facebrick panels - Nil

Elona Themba

24. GENERAL:

24.1 Project team details are as listed below;
Project Manager, QS , H&S Agent (BHC) – Admire Moyo
Site Agent (Elona Themba)– Mcebisi Ntlikithi
Architect (Athi Ayanda) – Fikile Ndzingani
Social Facilitator – N Mgudlwa
Structural and Civil Engineer – M Makalipa

All

- 24.2 The form of contract is the JBCC PBA (2005)
- 24.3 The contractor must submit his works insurances
- 24.4 The SGB inquired as to whether an admin building will be built? Will the IDT further provide a guardhouse to safeguard its investment
- 24.5

Elona themba

Elona Themba

Elonat hemba

29. MEETINGS:

- 29.1 The next Site Meeting will be held at 12:00pm on 20 September 2016 in the Contractor's office on site.

28. APPROVAL OF MINUTES:

REPRESENTING	NAME	SIGNATURE	COMMENTS/CORRECTIONS
Elona themba Construction			
IDT			
Principal Agent BHC Consultancy Pty Ltd			

*Note: The terms **Parties** or **All** refer to all project stakeholders identified in these minutes*

BHC Consultancy Pty Ltd

Minutes prepared by:

Admire Moyo
(Pr. QS)