



DEPARTMENT OF WATER AND SANITATION

MINUTES OF THE COMPULSORY SITE BRIEFING. BID W1017 WTE

DATE: 12 December 2014

Venue: Room 745 Waterbron

Time : 11H00

MATTERS ARISING	ACTION
<p>PRESENT:As per the attached list. Everyone in attendance signed the attendance register as attached.</p>	
<p>WELCOMING</p> <p>Everyone in attendance was welcomed by Mr Luck Manqele.</p>	
<p>DISCUSSIONS</p> <p>The chairperson then called upon our SCM representative, Mr. A.Ndamase to give a brief presentation on compulsory documentantion that all prospective Bidders must fully comply to.</p>	

<p><u>Phase 1: Administration Compliance</u></p> <p>Mr. A.Ndamase our SCM representativegave a informed bidders on administrative compliance. He told all prospective bidders that they will be evaluated using the 90/10 point system. She emphasized that all the SBD forms (SBD 1, SBD 3.2, SBD4, SBD8 and SBD 9) must be completed.</p> <p>He emphasized the importance of submitting the <u>ORIGINAL</u> documents of the following:</p> <ol style="list-style-type: none"> 1) The bidder must have infrastructure already in the CBD (TSHWANE) for the fibre connection services. 2) Valid TAX Clearance certificate 	
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He also asked all prospective Bidders to submit **AN ORIGINAL OR A CERTIFIED COPY** Of the following documents:

- 1) Company registration certificate
- 2) The bidder must be ICASA certified
- 3) BBBEE certificate from the accredited service provider.
- 4) Bidders were informed that Tippex or lead pencil must not be used when filling Bid documents

For all Joint (JV):

- 1) Submit **SEPARATE** valid and original TAX Clearance certificate for each entity/party
- 2) Attach the legally binding **Contractual Agreement** of the JV o your submission

Closing and Opening of Bids:

Bids received before the closing date and on the closing date before 11:00am (we check time using Telkom line 1023) will be accepted. Closing date is on the **20 January 2015**, Tender box at **157 Francis Baard Street, Zwamadaka Building.**

No Bids will be accepted unless the Bidder attended the compulsory briefing session and they submit before 11:00amon the closing date.

Mr. Lucky Manqele emphasised on that bidders must already infrastructure for the fibre installation and that the winning bidder should finish installation within four weeks. Thereafter, it is going to be maintenance for the next 36 months.

Phase 2: Technical Compliance: The bidders are expected to achieve a minimum required score of 65% for functionality in order to qualify for further evaluation. Bidders that do not meet the minimum required score will be disqualified.

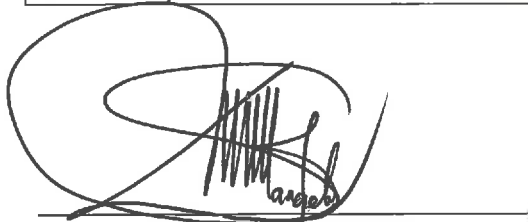
Mr. Lucky Manqele presented the technical and Functional Criteria to all prospective bidders. Mr Manqele informed bidders to quote firm prices which mean that bidder should quote for 36 months and they should adjust their prices according to CPI or inflation .The prices will not change during the contract period.He highlighted the importance of completing in full the following documents:

Aspects	Description	Weight
Technical	Technical requirements	35
Ability, Experience and Track record	The Company must have 3 years relevant experience to the project. Attach Company profile & Certificate of Completion/Testimonials	20
Capability	Attach CV'S of all Project Managers	20
Methodology	Bidders must provide a presentable proposal on how to carry out the project. It should include the following:	25

	Details on service deployment, Monitoring and evaluation, Ways in which valued added services could be offered to DWS, Supporting information to ensure uninterrupted service and Indication of SLA metric or a Sample Master Service Agreement/ Service level agreement as drafted by the bidder.	
TOTAL		100

QUESTIONS AND ANSWERS

Questions (Bidders)	Answers
Do you entertain the redundancy	Bidders were promised to send feedback on this matter as chairperson needed to check with Office of the Chief Information Officer. Bidder to expect email from SCM. On 15 December 2014 After consultation, the redundancy has been confirmed that it should be considered and that bidders are expected to include it. This means it is a Business Service Level Agreement (primary and secondary line)
Terms of Reference on page two, it says 12 but on Scope of Work says 36 months. Which one is true?	The correct one is 36 months. That was typing error.



LUCKY C.S. MANQELE

PROJECT MANAGER (CHAIRPERSON)

DATE: 2014/12/17