



DEPARTMENT OF WATER AND SANITATION
MINUTES OF THE COMPULSORY BRIEFING SESSION
EMANZINI BUILDING-G18
BID W 1021-WTE

Date Held: Friday, 05 June 2015

Time : 11H00

MATTERS ARISING	ACTION
PRESENT: As per the attached list.	
Everyone in attendance signed the attendance register as attached.	
WELCOMING	
Everyone in attendance was welcomed by Ms. J. Dirane.	
DISCUSSIONS	
<p>Ms. J Dirane gave a brief presentation regarding the SCM processes applicable and also the necessary or compulsory documentations which all prospective Bidders must fully comply to.</p> <p>Ms. J Dirane introduced officials from Construction Management (Engineers) Mr. Chris Deysel and Mr. Johannes Potgieter who will be presenting the technical compliance of the bid.</p> <p>The bidders were informed that the bid will be evaluated on a three phase process and that for the bidder to be moved/qualified to the next phase of the evaluation stage they need to comply to certain requirements, should a bidder be considered non responsive at any phase of the evaluation then that bidder will be disqualified at that particular evaluation phase.</p> <p>The evaluation phases were divided as follows:</p>	

Phase 1: Administrative Compliance

Ms. Dirane explained the SCM process which will be followed in full detail, also emphasized more on the evaluation stages applicable for this bid, from administrative compliance, technical phase and price and preference phase in detail. Bidders were told that they will be evaluated using the 90/10 point system. She emphasized that all the SBD forms (SBD 1, SBD 3.2, SBD 4, 6.1, SBD 8 and SBD 9) must be completed in full and returned together with the bid documents on the closing date of the bid :

- a.) An original and valid tax clearance certificate.
- b.) The pricing schedule (SBD 3.2)
- c.) Completion and inclusion of standard bidding documents. (SBD 1, SBD 4, SBD 6.1, SBD 8, SBD 9)
- d.) Proof of compliance certificate of SANS 1123 mild steel grade 350WA or equivalent or issued by other countries.
- e.) Compulsory briefing session should be attended (signing of attendance register will serve as proof during the evaluation).

No bid will be accepted unless the Bidder attended the compulsory briefing session and they submit their bid response before 11:00am on the closing date.

Phase 2: Technical Compliance

Ms. Dirane briefly outlined what is entailed in the technical compliance, and also indicated that part of the technical specification queries may be directed to the following SCM officials, email address bidenquirieswte@dws.gov.za and copy Mr. Johan Oosthuizen doep@dwa.gov.za and groenwaldj2@dwa.gov.za . A cut-off date for sending enquiries was agreed to be on 12 June 2015 to avoid any delays in providing clarity where necessary.

The bid will be evaluated using the below criteria and failure to comply with all the specifications as listed will render your bid as not to specification and non responsive and the bid will not be considered for the phase 3 of the evaluation.

- a) Standard specifications as set out under section 3: Specifications and compliance thereof.
- b) The bid will be rendered non responsive if the bidder fails to complete the "Comply/ Not Comply" section in the Specification under Section 3: Specifications.

Phase 3: Price and BBBEE points

Evaluation of price and preference points claimed:

BBBEE Points (10)

Bidders should know that points may be claimed for BBBEE in terms of the Preferential Procurement Regulation, 2011. Such claims should be accompanied by a certified copy of such a certificate to qualify for the points, **not** a copy of the certified copy.

In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)
1	10
2	9
3	8
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

Price Points (90)

The bidder with the lowest acceptable bid price will score 90 points for price. The formula for calculating price is as follows:

$$P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

QUESTIONS AND ANSWERS

As per our agreement made at the briefing session held on 05 June 2015 for the above mentioned bid, please take note of the below answers to the questions raised:

1. Corrections and clarifications to Bid W1021 WTE:

- Section 3, point 5, point 3 under the sub-heading "Flanges" to read: "1800 ND flanges: OD, PCD, hole DIA and No-off bolt holes to be in accordance with SANS 1123 table **1000/1B**."
- Sketch of item "F" - Puddle Collar to suit DN 600 Pipe - Note to read: "Drill 4 holes Dia 36 Equi-spaced on Dia 710 PCD."
- Form SBD 3.2 Item No. 2 under "Description" heading to read: " B: Flanges (600 ND) as per drawing"
- Note that **NO** corrosion protection (i.e. coating) of items are required.

2. Response to the questions posed regarding material specifications.

- Material to be in accordance with SANS 50025/ EN 10025 grade S355JR or SANS 1431 grade 350WA
- All flanges, excluding 1800 NB, shall be in accordance with SANS 1123 TABLE 1000/3.
- 1800 NB flanges: OD, PCD, hole diameter and no-off bolt holes to be in accordance with SANS 1123 TABLE 1000/1B.

TECHNICAL AND GENERAL CLARIFICATION

1. In the bid document under the specification, point no. 1.1 – where it is stated that "delivery to site is required 14 days after award of the contract" and it will not be possible for the bidders to deliver the manufactured flanges and other material which are not stock items then the Department will negotiate with the successful bidder and agree on the reasonable delivery period. Penalties will not be imposed in such measures.

QUESTIONS RAISED AFTER BRIEFING SESSION

1. Detail E in cut A-A is crossed out, yet detail E elaboration has been displayed. Does crossing mean, that we shall ignore detail E and leave surface as is?
 - **Yes crossed out means that you must ignore the detail E and leave as is.**
2. What is the depth of engraving?
 - **Engraving 2 mm machine face 100mm width**
3. Can Detail F instead of to be weld-on feature, be rather solid with main body of the flange (i.e. plasma cut from 50mm plate and then milled down to size of 12 as per drawing?)
 - **No, please adhere to specifications.**
4. Drawing I, G, H
Can slots and holes be plasma or laser cut instead of drilling?
 - **No, must be drilled according to specifications.**

<p>5. All drawings: Can ID and OD be plasma or laser cut?</p> <ul style="list-style-type: none"> • No, must be according to specifications) <p>6. How will the delivery be coordinated? Are we going to deliver all flanges in one trip or will there be different trips as per the orders placed by the department? This will affect the delivery prices.</p> <ul style="list-style-type: none"> • We create one order but you can deliver partially or the whole order quantity. <p>7. The certificate for the material 350 WA that you need with the bid documents, 2 of my suppliers confirmed that they only issue a material certificate once they deliver the correct grade. Will this be appropriate if the supplier give me their company certificate that state they are suppliers of various types of material example, 350 WA etc?</p> <ul style="list-style-type: none"> • Yes, you can supply company certificate. <p>8. With reference to BID W1021 WTE (Flanges), we would just like to know how your department works in terms of invoicing and part deliveries if bidder is successful. Are part deliveries accepted and in terms on invoicing are we permitted to invoice in part as part delivery takes place or must invoicing be done in total once order has been complete.</p> <ul style="list-style-type: none"> • You can deliver partially but the invoice and delivery must be the same and invoicing are paid within 30days of receipt of correct quantities and material. <p>NB!!! A cut-off date for sending enquiries was agreed to be on 12 June 2015 to avoid any delays in providing clarity where necessary.</p>	
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The briefing session meeting adjourn at 13:20.



SCRIBE (WTE)

17/06/2015

DATE