



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

MINUTES OF COMPULSORY BRIEFING SESSION MEETING FOR TENDER W1054-WTE: SUPPLY, INSTALLATION AND MAINTENANCE OF ADDITIONAL SMART WATER FLOW METERING TECHNOLOGIES FOR THE DEPARTMENT OF WATER AND SANITATION. BRIEFING SESSION WERE HELD/CONDUCTED IN FOUR REGIONAL OFFICES AS FOLLOWS:

- **28 October 2015 at 3 Blackenberg Street Sigma Building , 2nd Floor boardroom Spectrum Bui Building, Bellville, Cape Town. At 11:00am.**
- **29 October 2015 at 173 Francis Baard (Schoeman) Street Emanzini Building boardroom no G17, Pretoria. At 11:00am.**
- **04 November 2015 at Southern Life Building 9th Floor, 88 Joe Slovo Street Durban, KwaZulu-Natal. At 11:00am.**
- **05 November 2015 at Bloem Plaza 2nd Floor c/o Charlotte Maxeke & East Burger Street, Spruit Boardroom, Bloemfontein. At 11:00.**

DWS officials present at the meeting held on 28 October 2015. Cape Town, Bellville. Western Cape

Mr Mohale Shai	Supply Chain Management-WTE
Mr Edward Nwamafela	Supply Chain Management-WTE
Mr Mzwandile Mdletshe	National Water Resource Infrastructure
Ms Londiwe Xaba	Strategic Asset Management

DWS officials present at the meeting held on 29 October 2015. Pretoria. Gauteng Province

Mr Mohale Shai	Supply Chain Management-WTE
Mr Edward Nwamafela	Supply Chain Management-WTE
Mr Mzwandile Mdletshe	National Water Resource Infrastructure
Ms Londiwe Xaba	Strategic Asset Management
Mr Thanda Dlamini	Strategic Asset Management

DWS officials present at the meeting held on 04 November 2015.KZN Province

Mr Mohale Shai	Supply Chain Management-WTE
Mr Edward Nwamafela	Supply Chain Management-WTE
Ms Leonardo Manus	Strategic Asset Management

MINUTES OF COMPULSORY BRIEFING SESSION MEETING FOR TENDER W1054-WTE: SUPPLY, INSTALLATION AND MAINTENANCE OF ADDITIONAL SMART WATER FLOW METERING TECHNOLOGIES FOR THE DEPARTMENT OF WATER AND SANITATION.

DWS officials present at the meeting held on 05 November 2015. Bloemfontein

Mr Mohale Shai	Supply Chain Management-WTE
Mr Edward Nwamafela	Supply Chain Management-WTE
Ms Thanda Dlamini	Strategic Asset Management

Opening and welcome

The SCM representative welcomed everyone in attendance and introduced DWS team that was present at meeting. Bidders were requested to ensure that they sign the attendance register and also get a copy of the briefing certificate which they were expected to include with other supporting document when bids are submitted on the closing date.

BACKGROUND AND OBJECTIVES:

- The Department of Water and Sanitation (“the Department”) is the custodian of South Africa’s water resources.
- The Department is primarily responsible for the formulation and implementation of water policy as well as overseeing water services provided by local government.
- The ambit of the Department scope is governed, inter alia by the National Water Act (No. 36 of 1998), which empowers the Department to recover its costs of fulfilling the obligations placed on the Ministry of Water and Sanitation from water users through raw water tariffs/charges.
- The National Water Resources Infrastructure (NWRI) is responsible for the Development, Operations, Maintenance and Rehabilitation of National Water Resources Infrastructure Assets for the Department.
- It distributes bulk raw (untreated) water in terms of the National Water Act (No. 36 of 1998) to authorised users.
- The NWRI Branch is endeavouring to become a Bulk Raw Water Management business unit.
- It is paramount that the costing of managing the supply of the water resource is based upon actual (verifiable) water use measurement.
- DWS has an existing contract (Bid W0815WTE) for the supply, installation and maintenance of “smart” **Electro-magnetic** water flow meters, for pipe diameters between 75mm to 600mm, which includes suitable WEB-BASED software for monitoring and billing purposes.
- Therefore the main objective of this Bid is for the supply, installation and maintenance of other metering technologies, that are “smart” and can be easily monitored using the existing **WEB-BASED software**.
- **NB: When bidder are responding to the bid, they should only focus on the requirement for supply of smart meters as indicated in the new specification since for the department has an existing contract for the electro-magnetic flow meters.**

Discussions

The SCM representative gave a brief presentation on the compulsory standard bidding documents that the bidders must complete in full and comply to thereof. The representative also emphasised on mandatory returnable documents that should be taken serious by the bidder when they submit the proposals when bids are submitted for the required goods and services by the Department of Water and Sanitation Chief Directorate: Strategic Asset Management.

Director: Demand, Acquisition and Contract Management WTE indicated that the bid will be evaluated in a four (4) phased approach, Phase 1 Administrative compliance, Phase 2 Technical compliance (Specification), Phase 3 Functionality and Phase 4 Price and preference. Each and every phase of the evaluation will be elaborated further below as discussed in the briefing sessions.

Phase 1: Administrative compliance

Bidders are required to submit and complete the following documents which should form part of the bid submitted by closing date. SCM representative indicated that the bid will be evaluated on the following items under phase 1 of the evaluation process:

1. An original and valid tax clearance certificate.
 - In a case of JV or consortium and subcontracting the main bidder must attach the original tax clearance certificates of all the parties involved failure to do so the bid will be rendered non-responsive and the bid will be disqualified for further evaluation.
2. Company Registration Certificate. Attach CIPRO/CIPC documents (certified) and certified copies of identities of all directors listed on the CIPC certificate.
 - The bidders were advised to certify the documents; failure to do so your bid will be non-responsive. Certification should not be more than 3 months.
3. Company compensation fund compliance certificate (original or certified copy). Attach letter of good standing issued by the Compensation Commissioner.
 - Letters issued out for bidding purposes from the Department of Labour will also be accepted. No applications for UIF will be accepted.
4. Authority of signatory, attach certified ID copy thereof.
 - The bidder must attached a letter indicating who is appointed by board of directors to sign all the documents with regard to bid W1054-WTE
5. Notary joint venture agreement / Association agreement (If applicable)
 - The service provider (and in the case of a consortium or JV, at least one member of such consortium or JV) should submit a notary agreement between the parties must clearly identify the lead partner. The notary agreement should be signed by the commissioner of oath.

6. The service should be registered with the ECSA as a Professional Engineer or Technologist, a proof of such registration should be attached and the copy should be certified (Certification should not be older than 3 months).
 - In a case of JV or consortium one of the parties should be registered with ECSA as well.
7. Audited company financial statements for the past two years. The bidders should submit the latest financial statement for financial year 2013/14 and 2014/15.
 - In a case where the financial statements are not yet audited especially for financial year 2014/15 a letter from the Accountants should be attached stating that. Companies are requested to submit the full financial statements not the abridged financial statements.
8. Proof that meters will comply with SANS/SABS/ISO and any applicable standard that is recognised in RSA or international standards that are recognised in South Africa.
9. Company Profile
 - Company profile that clearly indicate the core business of the company.
10. Project Team CV's and Qualifications (lead project team and technical staff only).
 - The CV's must clearly outline the experience of the individual's experience with that is required for this project and copies of the qualifications and ID should also be attached and the certification of the copies should not be older than three months.
11. Track record and Experience (Schedule of similar work and value of the work), with contactable references. In addition, reference letter from at three (3) previous clients of major projects should be attached.
12. Proof/Evidence that the bidder's company has a minimum CIDB grading of either 7CE or 7ME.
13. Provide technical brochures with full technical specifications of all metering technologies offered under this. The bidder will be required to submit the product spec and the performance spec of the meters offered in the proposal.
14. Detailed Financial proposal on:
 - Verification and validation of the meters already installed.
 - Determination of actual demand
 - Updating of asset register
 - 14.1. Supply and installation
 - 14.2. Maintenance and repair
 - 14.3. Technology and inter-linking to SAP ECC6
15. Compulsory briefing session the bidder is expected to have signed the attendance register and attach the original Compulsory Briefing Certificate that was issued at the briefing day.

- Failure to attach the briefing certificate will invalidate your bid.

16. The following **standard bidding documents** must be completed in full and comply with thereof. Each and every SBD form will be outline below:

16.1. SBD 1: Invitation to bid

- Bidder were requested to fully complete and ensure that the contacts are neatly filled in are reliable and working, to allow the Department to communicate and send any communications to the bidders after closing of the bid.

16.2. SBD 2 Request for Tax Clearance

- Bidder were requested to submit an original valid tax clearance on the closing date together with the bid, failure to do so will invalidate the bid and will not be considered further for evaluation.

16.3. SBD 3.2: Pricing Schedule

- Bidders were informed to complete the pricing schedule in full. But it was up to the bidder to either bid for nationally or select regions they have offices at.

16.4. SBD 4: Declaration of interest

- Bidders must declare truthfully and honestly on SBD4. And must also disclose if they had done any business with the state and/ or state owned entities. Failure to disclose truthfully will lead to disqualification and the bid will be rendered non-responsive.

16.5. SBD 5: National Industrial Programme

- Bidders were informed that if any of the goods they will be supplying will be imported from other countries and it is expected that the value of such goods will equal or exceed USS10million, upon award of the contract the bidder will be required to inform the DTI.

16.6. SBD 6.1: Preference points claim form in terms of the preferential procurement regulations 2011.

- It was indicated in the briefing session that in the case of JV or consortium the bidder will be required to submit the consolidated BBBEE certificate, failure to do so it will result in the bidder not being allocated BBBEE points but it will not lead to disqualification.

16.7. SBD 8: Declaration of bidder's supply chain management practices

- Bidders were inform that the company and its directors will be checked on the list of defaulter, if it is found that one of the directors or the company is on the list from National Treasury the bid will be rendered non-responsive the will be disqualified.

16.8. SBD 9: Certificate of independent bid determination

- It was indicated at the briefing session that a company cannot be a subcontractor and also submit a bid on its own since it contravene the Competition Act. Should it be found

that the company is tendering on its own and also as a subcontractor both companies will be rendered non-responsive and they will be both disqualified.

17. In accordance with the notice to all Bidders, each Bidder is required to submit the following copies before the closing date and time:

- 1 × Original Bid document
- 3 × Copies of original Bid document

N.B No telephonic communication will be allowed bidders were requested to send all enquiry through emails and response will be published on the departmental.

Phase 2: Technical Compliance

SCM representative indicated that the bid will be evaluated on the following items under phase 2 of the evaluation process:

NO	COMPLIANCE TO TECHNICAL SPECIFICATIONS	YES (√)	NO (√)
1	Full compliance to all aspects of the technical specifications contained in this Bid document		
2	Technical brochure for each meter type being offered with full technical specifications		

- It was indicated in the briefing that in a case where the bidder is offering meters that are not up to the set specification in the document, that offer shall be accompanied by the product spec and the performance spec.

Phase 3: Functionality and Capability

SCM representative indicated that the bid will be evaluated on the following functional items under phase 3 of the evaluation process and the bidder are expected to achieve a **minimum threshold score for functionality of 72 points to qualify for further evaluation.** It was outlined that the points will be allocated using the below table.

RATINGS	<u>Points allocation for 10 Maximum Weight</u>	<u>Points allocation for 20 Maximum Weight</u>
Very poor	2	4
Poor	4	8
Average	6	12
Good	8	16
Excellent	10	20

Functionality and the capability of the company to execute this project will be evaluated using the below table and the bidders is expected to meet each and every item minimum functionality score and still meet the overall functionality score of 72%.

Criteria	Guideline Weighing Points	
	Bidder score	Maximum weight (minimum score)
Approach paper – Method statement 2-3 pages of a method statement must be completed and submitted with Bid		20 (16)
Bidder’s Experience Schedule of similar work with at least 3 contactable		20

references		(16)
Contractor's Resources – Personnel and Plant		20
<ul style="list-style-type: none"> • Submission of organization and staffing proposals and CV's. A schedule should be attached indicating full-time or part-time employees • Plant and equipment (owned or hired). Proof of ownership should be attached and confirmation by lessee in case of hired plant and/or equipment 		(16)
Quality Control Procedures		10
<ul style="list-style-type: none"> • Standard operating procedures • Monitoring and control • Management of non-conformance • Management reports • Affiliations and accreditations (e.g. SANS SABS, ISO; etc) 		(6)
Safety, Health and Environmental procedures proposed by the Contractor		10
Submission of Safety, Health and Environmental procedures in compliance with the applicable legislation, with detailed safe working procedures.		(6)
Risk Management Process		10
Submission of proposed Risk Management processes, procedures, practices and monitoring specifically the risks that are identified for this project.		(6)
Financial Capability Financial liquidity must be within acceptable norms and standards		10
		(6)
Total		100 points (72 points)

Phase 4: Evaluation of Price and Preference Points.

Further evaluation is based on Price and Preference (90/10) after the minimum score has been achieved by the bidder.

B-BBEE points

Bidders should note that points may be claimed for B-BBEE in terms of the Preferential Procurement Regulations, 2011. Such claim should be accompanied by either an original or certified copy of a B-

BBEE Contribution Level certificate issued by a SANAS-accredited agency or Auditors or a letter from a company Accountant in case of an Exempted Micro Enterprise (EME).

	Procurement Preference (B-BBEE Level Certification)	Point Allocation
	B-BBEE Level 1 Certifications	10
	B-BBEE Level 2 Certifications	9
	B-BBEE Level 3 Certifications	8
	B-BBEE Level 4 Certifications	5
	B-BBEE Level 5 Certifications	4
	B-BBEE Level 6 Certifications	3
	B-BBEE Level 7 Certifications	2
	B-BBEE Level 8 Certifications	1
	<i>Non-Compliant Contributor</i>	0
	Total	10

Financial offer

The financial proposal should be detailed and broken down into specific fee categories and be VAT inclusive.

Technical Discussions

During the briefing session held on the 04 and 05 November 2015 held at KwaZulu-Natal and Bloemfontein respectively the Project Manager indicated that there were changes and additions to the bid document, it was then indicated that all the changes made will be made available to all the service providers in written and the erratum's will also be uploaded on the departmental website.

On the 6 November 2015 SCM sent an email with the following attachments (Erratum to evaluation criteria and the Erratum to Terms of Reference) to all the service providers who attended the briefing session. It is in light of the above that the process was fair and transparent to all the prospective bidders.

After the changes were sent to all the following prospective bidders, SCM received multiple requests for extension of the closing date and a consensus was then reached between the Project Manager and SCM after all service providers were contacted with a proposed closing date of the 03rd December 2015, then a formal letter was then sent to all the service provider.

TECHNICAL SPECIFICATIONS PRESENTATION:

The presentation for technical specifications highlighted the following matters:

- This is a rate based tender. The all bidders will be evaluated according to the rates submitted.
- The successful bidder will be requested to do an installation as and when required.
- The bid requires a CIDB grading of 7 for Civil Engineering and Mechanical Engineering.
- There will be more than one contractor appointed for this bid.

Scope of Work:

- Supply an array of additional “smart” water flow meters to address volumetric usage and verification of existing water abstraction conditions.
- Install, repair and maintain existing and/or new “smart” water flow meters and “smart” bulk water flow measuring devices.
- Supply, install and maintain wireless communication (monitoring system) devices for both “smart” water flow meters and bulk water flow measuring devices, feeding volumetric data to existing WEB-BASED software.
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- Supply, install and maintain wireless communication (monitoring system) devices for both “smart” water flow meters and bulk water flow measuring devices, feeding volumetric data to existing WEB-BASED software.

Mechanical, Ultrasonic, Area Velocity Flow Meters and Hand-held Drive-by device:

- The requirements have been divided into 3 categories. Please refer to the presentation for the categories.
- The service provider must submit technical details of how the meter offered Operates, Maintained, On-field and Off-field verification of accuracy.
- The service provider must submit prices for supply, installation and putting in operation the meters including the construction of meter chambers as required in unit cost.
- The service provider must also submit annual maintenance costs of each meter type offered.
- A detail specification for these meters were discussed and also included in the tender document.
- In closing he elaborated on labour rates, vehicle rates and accommodation rates.

Closing of bids

- Bidders must attach the original proof of payment in the tender document when submitting.
- Bids received before the closing date and on the closing date before 11:00 am (timing derived from Telkom time) will be accepted. No late tenders will be accepted.
- The tender box is opened 24/7.
- After consultation with the project manager with regards to the request from bidders requesting the extension of the closing date it was then agreed with SCM that the closing date be extended to the 03 December 2015 to allow bidders to prepare for all documentation properly.
- SCM prepared a letter which was sent to all the bidders that attend the briefing session, all the bidder were contacted informing them about the extension of the closing date, an email was sent on the 13th November 2015.

Thanda Dlamini


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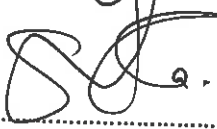
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Mohale Shai


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