



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

MINUTES OF COMPULSORY BRIEFING SESSION MEETING FOR TENDER W0997-WTE: SUPPLY AND INSTALLATION OF MOTORISED MECHANICAL SCREENS ALONG THE VLAKFONTEIN CANAL AT GROOTFONTEIN NEAR SECUNDA IN MPUMALANGA , 22 OCTOBER 2015 AT 11:00AM

WELCOME

Mr. NDAMASE welcomed everyone and the attendees were requested to complete the attendance register.

DISCUSSIONS

The SCM representative gave a brief presentation on the compulsory documentation that all bidders must fully comply to. He also emphasized that the bid will be evaluated in a four (4) phased approach, the administrative compliance, technical compliance (Specification), Functionality and the price and preference.

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.

1. An original and valid tax clearance certificate.
If bidders do not submit an original and valid tax clearance the bidder will be disqualified.
2. Company Registration Certificate (original or certified copy). Attach CIPRO/CIPC documents (original or certified) and certified copies of identities of all directors.
The bidders were advised to certify the documents; failure to do so your bid will be non-responsive.
3. Company compensation fund compliance certificate (original or certified copy). Company must be registered with the UIF and it must be indicated on Tax Clearance Certificate. Attach letter of good standing with COIDA and UIF. Letters issued out for bidding purposes from the Department of Labour will also be accepted, failure to do so the bid will be disqualified. No applications for UIF will be accepted.
4. Completion and inclusion of standard bidding documents.
The following standard bidding documents must be completed in full and signed
SBD 1, SBD 4, SBD 6.1, SBD8 AND SBD9.
On SBD 4: companies 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.

Bidders were informed to fill in the SAP Vendor form and read Annexure 7 but these documents will not lead to disqualification.

5. Audited company financial statements for the past two years. The bidders should submit the latest financial statements.
6. The bidders should submit technical brochures relevant to the project which provides technical details of the specified equipment offered in this bid.
7. Copy of current valid insurance policy should be attached responding to the conditions of contract.
8. Proof of CIDB grading or registration should be attached with grade 8 ME.
9. Attendance of briefing session
 - Companies must make sure that their name is on the attendance register if not so, the company will be disqualified

Phase 2: Specification and Compliance

Tenderers are to study the documents and respond to all technical requirements.

Phase 3: Functionality and Capability.

- Bidders were advised to take note of the instructions within the tender documents.
- Bidders were advised to send an e-mail if there is anything that they need clarity on.

Phase 4: Evaluation of Price and Preference Points.

- Mr Ndamase advised that bidders are required to submit original or certified and valid BBBEE status level verification Certificates or an affidavit from the DTI indicating the BBBEE status level with bid in order to claim preference points. Failure to do so will not invalidate the bid however the bid will be evaluated only for price. They will score out of 90 for price only and zero (0) points out of 10 for BBBEE.

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 open 24/7. All bidders requested extension of this bid closing date. It was discussed at the meeting and agreed that the bid closing date will be extended to 09/11/2015 to allow bidders to prepare for all documentation properly.

Questions and answers

1. Q: How will we get the drawings?
A: Were distributed at the site briefing and will be sent electronically in PDF format.
2. Q: Do we have contract data that shows the provisions for escalation or penalties?
A: Escalation is addressed in SBD 3.2 in the document.
Penalties are addressed in Clause 22 of the General conditions of Contract.

3. Q: What do you mean by **similar work** and how many projects that should be attached and in what format in order for a bidder to obtain the whole points?
A: Similar work will entail mechanical screens and other manufactured steel equipment for the water and/or sewerage industry.
All work undertaken in past 5 years.
Format as per tender document.
Scoring method is indicated in the document – 2 points per project.
4. Q: What is the difference between similar work and track record?
A: Similar work is a list of projects previously undertaken which are similar to this one. See above as well.
Track record, is an indication of how well this contract was carried out.
5. Please clarify more on item (3) of Functionality under track record the Quality of work, Program and Cost.
A: Your references will be contacted asked to score the work that you had done for them under the mentioned headings. This is stated and explained in the document.
6. Do we need to provide a control logic with the tenders?
A: Not unless specifically requested.
7. Must the screen be suitable for future flow requirements?
A: Yes

Name & Surname: PETR PRAZMA

Signature: 

Technical official

Name & Surname: A. Ndamae

Signature: 

SCM Official