



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

MINUTES OF COMPULSORY BRIEFING SESSION MEETING FOR TENDER W1046 WTE HELD AT QAMATA SANITATION EASTERN CAPE ON WEDNESDAY , 16TH SEPTEMBER 2015 AT 11:00AM.

WELCOME

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

DISCUSSIONS.

The SCM representative (Mr. Sekgothe) 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, submitting and testing of samples, technical compliance 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 must be registered with the UIF and it must be indicated on Tax Clearance Certificate. 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.

5. Attendance of briefing session
 - Companies must make sure that their name is on the attendance register if not so, the company will be disqualified

6. The pricing schedule (SBD 3.2)

- The pricing schedule must be completed in full. Failure to comply will invalidate your bid. If any confusion exists with the bidding price, the bidding price indicated on the SBD 3.2 shall be taken as the correct price.

Phase 2: Submitting and Testing of samples

- Mr. Sekgothe advised that bidders who passed the first phase of the evaluation criteria will be contacted and be requested to submit samples and these samples must be submitted within 7 days after an official request from the Department of water and Sanitation.

Phase 3 : Technical Compliance.

- Bidders were advised to take note of the instructions within the tender documents.
- Bidders were advised to send e-mail if there is anything that they need clarity regarding the technical phase, as there was no representative for technical compliance.

Phase4 : Evaluation of Price and Preference Points.

- Mr Sekgothe advised that bidders are required to submit original or certified and valid BBBEE status level verification Certificates or an affidavit from the SAPS indicating the BBBEE status level with bid in order to claim preference point, 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 opened 24/7.

Questions and answers

1. Q: Do we need to declare if you have done any business with parastatals or any state owned entity?
A: Yes, you need to declare if you have done any business with parastatals or state owned entities.

2. Q: Are we supposed to submit the samples before submitting the document, because on the other tenders we used to submit before the closing?

A: samples are supposed to be submitted after; it is explained in the bid document on phase 2 of the evaluation criteria.

3. Q: can we still collect the document, because we are having a challenge of not finding the document from the website?

A: The document is available on our website. Bidder can download these document at anytime however in order for the bidders to submit a bid, proof of payment must be submitted with you bid.

4. Q: I am a Small Medium Micro enterprise and want to enter into a joint venture and don't have the letter for UIF and my partner has it, what must be done?

A: The main company must be the one that submit the Letter.

5. Q: Is the bid going to be cancelled?

A: No. However should the need not be required the bid will be cancelled.

6. Q: How many contractors do the Department need for this project?

A: Only one, but the Department reserves the right to appoint more than one contractor should the need be.