



## **water & sanitation**

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

### **MINUTES OF THE COMPULSORY BRIEFING MEETING FOR TENDER WQ5762: THE SALE OF CONSTRUCTION EQUIPMENT AT PRETORIA WEST WORKSHOP FOR DWS CONSTRUCTION HELD AT PRETORIA WEST ON 22 SEPTEMBER 2015 AT 11:00AM.**

#### **1. WELCOME**

Mr A. Ndamase opened the meeting and welcome all attendances. Bidders/attendees were requested to complete the attendance register for the compulsory briefing session meeting.

#### **2. DISCUSSIONS**

The SCM representative (Mr A. Ndamase) gave a detailed presentation on the compulsory documentation that all bidders must fully comply to. He emphasized that the tender will be evaluated in a Two (02) phased approach , the administrative compliance and the price and preference points.

##### **2.1. 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:

##### **(a) An original and valid Tax Clearance Certificate (TCC).**

Bidder must submit an original and valid TCC on the closing date together with their bid response. An exception will be made to a bidder who's valid original TCC is in the position of the Department of Water and Sanitation and reference has been made to that by the bidder. A bidder must indicate when the TCC was submitted, under which bid or the manner the TCC was used to submit the TCC and the validity period of the certificate. No colour or scanned copies will allowed, should the bidder attach such document this will render the bid invalid and the bidder will be eliminated.

A trust , consortium or joint venture must submit individual Original Tax clearance certificates.

CONFIDENTIAL

Mr A. Ndamase emphasized that only bidders who has qualified for the administrative compliance will be evaluated on the pricing schedule.

**(b) The pricing schedule (SBD3.2)**

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

The bidders were advised to write their total amount bid prices in words as well as in numbers.

**(c) 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~~, SBD 8 and SBD 9. The bidders were take through all the SBD form and also informed advised about the completion thereof.

**2.2. Closing of bids.**

Bids received before the closing date and time or on the closing date before 11:00 ( timing derived from Telkom time ) will be accepted. The tender box is opened 24/7 . No late tenders will be accepted.

In the event that prospective bidders decide to use postal address to submit their tender documents , it is emphasized that they do so in time as tender documents will be received by the Department's registry before they are deposited into the tender box.

In the event that prospective bidders decide to use the courier , the department does not give proof of acknowledgement of tender documents , the tender document will be deposited into the tender box .

The validity of the tender is 90 days from the closing date of bid. The closing date is on 01<sup>st</sup> October 2015. The bid document can be deposited box at 157 Francis Baard Street ( formerly known as Schoeman Street ), Zwamadaka Building, Pretoria.

**2.3. Closing of bids.**

**General**

Any enquiries regarding technical information may be directed to Mr E Kriek @ 012 336 8448 and for Bidding procedures Mr A. Ndamase and Ernest Malekana can be contacted at 012 336 7432/7595.

**CLOSURE**

The meeting was adjourned at 12h00

  
\_\_\_\_\_  
**SCRIBER (WTE)**

23/09/2015  
\_\_\_\_\_  
**DATE**