



DEPARTMENT: WATER & SANITATION

MINUTES OF COMPULSORY BRIEFING SESSION FOR BID:

DWS69-0217 WTE

**PROVISION OF BULK PRINTING, PACKAGING AND MAILING SERVICES FOR THE
BRANCH: WATER TRADING ENTITY (WTE) THIRTY SIX MONTH (36).**

Date Held : WEDNESDAY, 01 MARCH 2017
Time : 11:00am
Venue : DWS, EMANZINI BUILDING G18

MATTERS ARISING	ACTION
DWS OFFICIALS PRESENT:	
Mr. Matjeke Mothebe Ms. N.Qaba Mr. E. Fako Mr.T. Mabobo Miss R. Kgopa	Revenue Management Revenue Management Supply Chain Management Supply Chain Management Supply Chain Management
WELCOMING	
Everyone in attendance was welcomed by Mr. Fako Emmanuel. Attendance register was distributed during the meeting. Mr Fako took potential bidders through the mandatory bidding procedures (mandatory requirements for submitting the bid responses and compliance issues were highlighted	

<p>as well).</p> <p>He requested the bidders to register their companies in the National Treasury Central Database System (CSD).</p> <p>NB!! it is the responsibility of the bidder to ensure that their company is in compliance with the SARS requirements in order to keep their TCC status valid CSD. No bidder will be appointed by the Department if they are not registered on the CSD system with National Treasury.</p>	
<p>SCM BID COMPLIANCE PROCESSES TO BE FOLLOWED:</p>	
<p><u>Submission of bid proposal/responses:</u></p> <ul style="list-style-type: none"> • The closing date: 17 March 2017 not later than 11:00am. No late bids/tenders will be accepted. The tender box is opened 24/7. • Venue: 157 Francis Baard, Zwamadaka Building (Bid/tender box is situated next to Zwamadaka main entrance). • Bidders must submit one original bid response/proposal plus one (1) copy fully completed a duplicate of the original. The original bid document must be marked original and the copy must also be marked as a copy. • NB!!! Duplicate copy of the original bid document must contain all necessary/mandatory attachment (e.g. certificates or letters). • A participation fee of R200.00 should be paid in the Department's bank account. <p><u>Applicable evaluation criteria:</u></p> <p>The bid will be evaluated on three (3) phased approach evaluation criteria outlined as follows:</p> <p>Phase 1: Administrative compliance:</p> <p>The following standard bidding documents must be completed in full, initialled (where applicable) and signed (signatures of the witness must not be omitted):</p>	

- ✓ A bidder may submit original and valid Tax Clearance Certificate (TCC) if the bidder is still in possession of one or the bidder can submit copies of the TCC and such copies must still be valid on or before the closing date of the bid. The department will validate the submitted TCC's of the bidders on the CSD system of National Treasury including SARS. Bidders must note that if they are found none compliant to SARS requirements and the matter cannot be resolved within a reasonable time period of 7 days, their bid will be disqualified. Where Consortiums/Joint venture/ and Sub-contractor will be used the bidder will be responsible for ensuring that their business partners adheres to CSD requirements and SARS for bidding purposes.
- ✓ Company registration certificate with CIPC/CIPRO and certified ID copies of all directors/member/directors/shareholders as indicated on the company registration certificate.
- ✓ The completed pricing schedule (SBD 3.2)
It was highlighted that bidders must indicate their prices per financial year and they must also note that the price is non-firm.
- ✓ SBD 1, SBD 4, SBD 6.1, SBD 8 AND SBD 9.

BIDDERS MUST ALSO NOTE THE FOLLOWING:

A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract. Should the bidder not adhere to the 25% threshold then bidder will forfeit their opportunity to claim the preference points. "sub-contract" means the primary contractor's assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;

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Mandatory requirements

Failure to submit the documents listed below will render your bid non-responsive and will be disqualified.

- Attendance of compulsory briefing session
- Company profile with a description of past experience
- Latest Audited Financial Statements
- Joint venture notary agreement if the bidder is entering in a joint venture
- confirmation that the bidder will pay postage in advance to the SA Post Office and claim from DWS within 30 days.

NB!! Only bidders that have passed phase 1 of the evaluation shall be considered for phase 2 of the evaluation process. All of the listed administrative compliance criteria points must be adhered to or complied with by the bidder to pass through to the next phase of the evaluation.

Phase 2: Functionality Compliance

Functional criteria totalling out of 100 with a qualification threshold of 75 is for further consideration on the second phase.

Values: 1=poor, 2=average, 3= good, 4= very good, and 5= excellent

Criteria	Weight
Ability and capability	20
Site visit assessment	20
Company track record	20
Methodology	30
Socio economic development (SED) plan	10
Total	100

The bidder is expected to achieve a minimum threshold score for functionality of 75 % to qualify for further evaluation.

NB!! Only bidders that have passed phase 2 of the evaluation shall be considered for phase 3 of the evaluation process. All of the listed administrative compliance criteria points must be adhered to or complied with by the bidder to pass through to the next phase of the evaluation.

Phase 3: Price and preferential points claimed according to the submitted B-BBEE status level of the bidders. The following table will give bidders guidance in terms of the applicable points to be claimed:

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

NB: For technical specifications/ scope of the work, please see attached presentation.

Questions raised at the briefing session (Q for questions and A for answers):

Q: Are all the bidders required to have the Audited Financial statements or is it only selective bidders according to their turnover?

A: Only suppliers that have 3 million Rand turnover and above are supposed to have Audited Financial Statements.

Q: Which address should be on the envelope for RTS is it for the bidder or the Department?

A: The bidder' address should be the one on the envelope.

Q: Coming to the logo are you going to provide us with the copy of the letterhead to ensure compliance?

A: yes we will.

CLOSURE

The meeting adjourned at 12:30

Signature

Chairperson

MINUTES