



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA


Compulsory Briefing Session:

THREE YEAR TERM CONTRACT FOR COMMERCIAL
DIVING SERVICES WITHIN OPERATION CLUSTERS
(NORTHERN, SOUTHERN, EASTERN AND CENTRAL)
AND DAM SAFETY REHABILITATION PROJECTS
(DWS 06-1117 WTE)

Presented by:

| | |
|--------------|----------------------------|
| Name Surname | Thulani Ngati |
| Directorate | Strategic Asset Management |

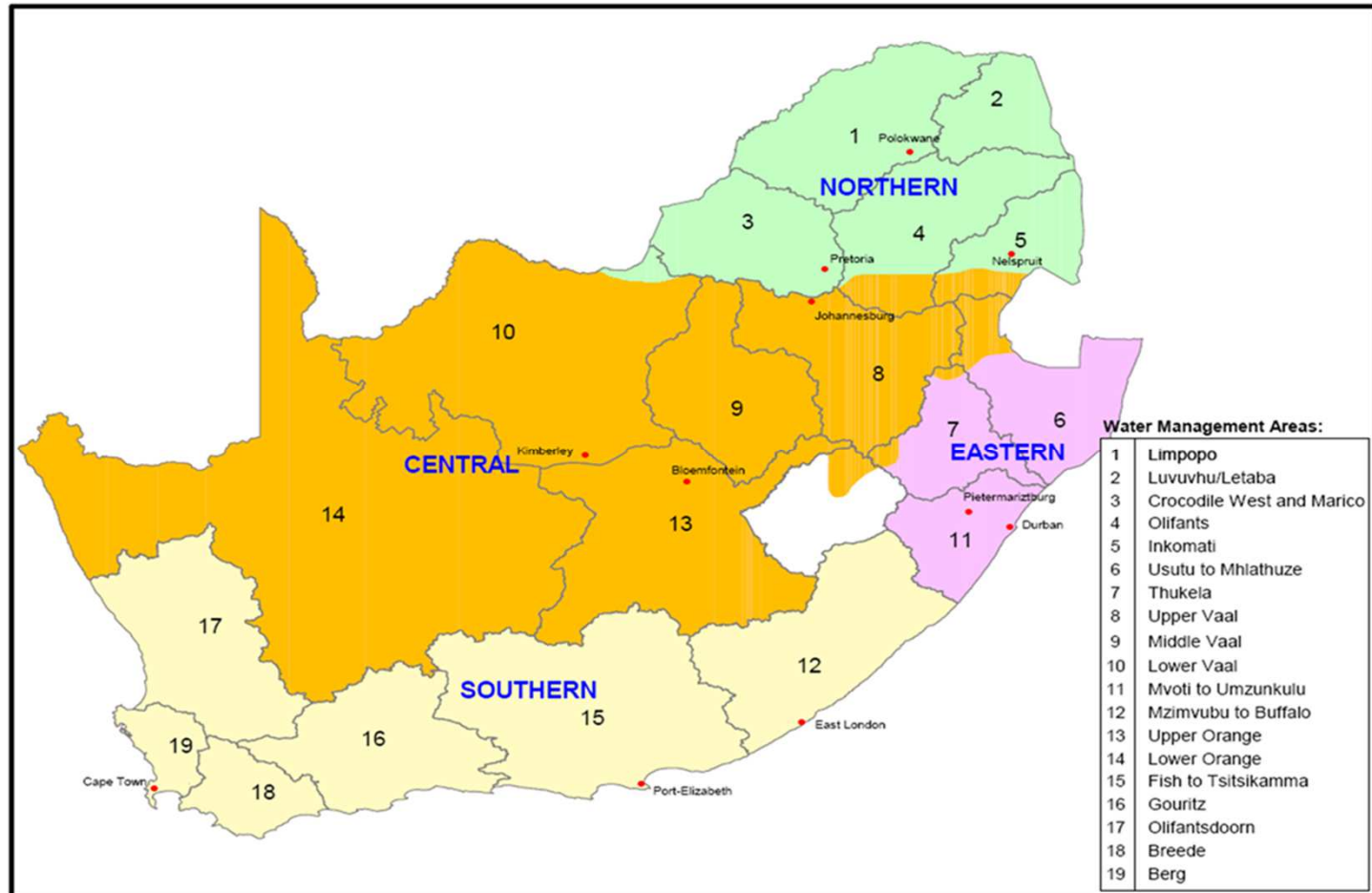
| | |
|------|------------------|
| Date | 12 December 2017 |
|------|------------------|




DWS 06-1117 WTE:

1. This bid is for a three year commercial diving contract for the work of Mechanical / Electrical and Civil Engineering Underwater Plant Maintenance Installations and Equipment associated with the Department of Water and Sanitation in South Africa
2. The service to be provided shall be deemed to include preventative maintenance, underwater condition monitoring and emergency repairs.
3. The Departmental Mechanical/Electrical/Civil contractors and Engineering Consultants may also form part of the diving operation, site installations, refurbishment and Dam Safety / Departmental projects.

DWS OPERATION CLUSTERS WITHIN THE REPUBLIC OF SOUTH AFRICA



- THE OPERATIONAL AREAS TO BE SUPPORTED UNDER THIS CONTRACT CONSISTS OF NINE (9) PROVINCES, WITH ELEVEN (11) DWS AREA OFFICES.



DWS 06-1117 WTE:

BID DOCUMENT CONTENTS

PART 1 INSTRUCTIONS TO BIDDERS

PART 2 BID FORMS

**PART 3 CONDITIONS AND SPECIAL CONDITIONS OF
CONTRACT**

PART 4 CONDITIONS OF CONTRACT

PART 5 TECHNICAL SPECIFICATION AND REQUIREMENTS

PART 6 EVALUATION CRITERIA

DWS 06-1117 WTE:

PART 1: INSTRUCTIONS TO BIDDERS

- All recipients of these bid documents, whether they submit a Bid or not, shall treat the details of the documents as PRIVATE AND CONFIDENTIAL.
- Cost of participation: R 200 (non-refundable)
- The conditions contained in Government Procurement General Conditions of Contract shall apply unless they are in conflict with any portion of the Instructions to Bidders, Conditions of Contract, Specifications, Appendices, Annexures, and Schedules of this enquiry document, in which case this enquiry document shall take precedence.
- If any additional information is required as to the interpretation of any part of this enquiry, immediate application should be made. Contact persons included at the end of the presentation.
- No alteration, amendment or variation of the Conditions of Contract will be permitted and, in the event of any such alterations, amendments or variations being stipulated as a Condition of Bid by the Bidder, the Bid will be rendered invalid and will not be considered.

DWS 06-1117 WTE:

PART 1: INSTRUCTIONS TO BIDDERS (CONTINUED)

- Details of all departures from, or modifications to the Specification, in the case of alternative Bids, shall be clearly stated in Annexure A.
- Bidders may submit with their Bid a statement of work previously carried out by them, to facilitate the adjudication of the Bid, by completing Annexure B.
- Bidders shall submit with their Bids the names and addresses of the principal Subcontractors which they propose to employ and the section of the Works on which they would be employed by completing Annexure C. (Subcontracting in Part 4: Conditions of Contract).
- Notwithstanding any information that may be contained in any covering letter, Maker's specification, technical literature, or other documents accompanying the Bid, the attached Schedules shall be completed in full at the time of bidding.

DWS 06-1117 WTE:

PART 1: INSTRUCTIONS TO BIDDERS (CONTINUED)

- All spaces in the Departmental Forms and other Annexures shall be completed in full. The Price Schedules annexed shall be fully priced out and the summary thereof filled in on the Bid Form SBD 3.2.
- **The Form of Offer and Acceptance, Form of Performance Guarantee are NOT to be completed at the time of bidding. Including some of the forms attached to Part 4: Conditions of Contract (i.e. RFQ, Completion, Technical Completion & Commissioning Certificate).**
- The bid documents shall NOT be separated in any way nor shall any pages be detached from the original documents.
- The bid offer shall comprise two copies of the following:
 - ✓ Bidder's covering letter, if any, otherwise Bidder's name and address.
 - ✓ These bid documents, duly completed in full and signed as required in clause 7 of these instructions.
- The Bid shall be signed on the Form Invitation to Bid SBD1, Form SBD6 and wherever else indicated on the forms annexed hereto with all blanks in the Bid, Appendices, Annexures and Schedules filled in.

DWS 06-1117 WTE:

PART 1: INSTRUCTIONS TO BIDDERS (CONTINUED)

- The Bid, if by an individual, shall be signed by that individual or by someone on his behalf duly authorised thereto and proof of such authority must be produced. If the Bid is by a company it shall be signed by a person or persons duly authorised thereto by a Resolution of a Board of Directors, a copy of which Resolution, duly certified by the Chairman of the Company shall be submitted with the bid documents.
- If the Bid is submitted by a joint venture of more than one person and/or companies and/or firms it shall be accompanied by the following:
 - The original or a certified copy of the original document under which such joint venture was constituted which must define precisely inter alia the conditions under which the joint venture will function, its period of duration and the participation of the several constituent persons and/or companies and/or firms.
 - A certificate signed by or on behalf of each participating person and/or company and/or firm authorising the person who signed the Bid to do so.

DWS 06-1117 WTE

- The bid offer shall be submitted as follows:
 - The original Bid, together with all accompanying letters and literature, shall be sealed in an envelope endorsed with the title and bid number stated on the front cover of these documents and marked:

"Original Bid".

The name of the Bidder shall be clearly shown.

- Both the "original" and "duplicate" copies of the Bid, each in their separate sealed envelopes shall be placed in a single sealed envelope endorsed with the title and bid number stated on the front cover of these documents.

The name of the Bidder shall be clearly shown.

- Bids in duplicate, sealed and endorsed as above will be received by the Department up to 11:00 on the due date (18 January 2017) and address as stated on the front cover of these documents.

Bids by email or fax will not be accepted. Late Bids will be rejected.

DWS 06-1117 WTE

PART 1: INSTRUCTIONS TO BIDDERS (CONTINUED)

- Bids shall hold good and remain valid for acceptance for a period of 120 days commencing as from the closing time and date for bid offers.
- **The Employer does not bind himself to accept the lowest or any Bid nor to assign any reason for the rejection of a Bid and may if he so desires divide the Contract between any two or more Bidders and will not be held liable for any expense incurred in submitting Bids.**
- The Bid document must be completed in full. Failure to none completion of any item(s) in the Bid document will constitute a disqualification of the Bid.
- The Department reserves the right to award the contract to more than one Bidder.

(END OF PART 1)

DWS 06-1117 WTE

PART 2: BID FORMS

FORMS OF BID: (TO BE DISCUSSED BY SCM LATER IN PRESENTATION)

- SBD 1 INVITATION TO BID, HEAD OFFICE ADDRESS
- SBD 2 APPLICATION FOR TAX CLEARANCE CERTIFICATE
- SBD 3.2 PRICING SCHEDULE – NON FIRM PRICES
- SBD 4 DECLARATION OF INTEREST
- SBD 6.1 PREFERENCE POINTS CLAIM FORM: GENERAL CONDITIONS AND DEFINITIONS
- SBD 8 DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES
- SBD 9 CERTIFICATE OF INDEPENDENT BID DETERMINATION
- ANNEXURE 7 INSTRUCTIONS TO BIDDERS: PURCHASES
- GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

DWS 06-1117 WTE

PART 2: BID FORMS (CONTINUED)

OTHER FORMS

ANNEXURE A PROPOSED ALTERATIONS TO SPECIFICATION

ANNEXURE B SCHEDULE OF SIMILAR WORK UNDERTAKEN BY BIDDER

ANNEXURE C SCHEDULE OF PROPOSED SUB-CONTRACTORS

ANNEXURE D QUALIFICATIONS & EXPERIENCE OF COMMERCIAL DIVING
SUPERVISORS

FORM OF OFFER AND ACCEPTANCE

PERFORMANCE GUARANTEE

CONTRACT DATA

AGREEMENT IN TERMS OF SECTION 37(2) OF THE OCCUPATIONAL HEALTH
AND SAFETY ACT, NO 85 OF 1993

DWS 06-1117 WTE

PART 3: CONDITIONS AND SPECIAL CONDITIONS OF CONTRACT

- This bid is governed by the General Condition of Contract for Construction works 3rd edition 2015, as published by the South African Institute of Civil Engineering (SAICE) shall apply unless they are in conflict with any portion of the instructions of Bidders, Government Procurement General Conditions of Contract, Conditions of Contract, Specifications, Appendices, Annexures, and Schedules of this enquiry document, in which case this enquiry document shall take precedence.

DWS 06-1117 WTE

PART 4: CONDITIONS OF CONTRACT

- The Bidder shall submit a **letter of good *standing*** with the bid, Compensation of Occupational Injuries and Diseases.
- The Operational Areas consists of nine Provinces, with eleven DWS Area Offices.
- The goal of the Department is to appoint eight or more diving contractors.
- The contractor must be able to supply urgent or emergency services whenever it is required. The Engineer reserves the right to require urgent repair services from the Contractor in the event of an emergency. Under these circumstances the Engineer's Representative reserves the right to require the Contractor to provide such urgent repair facilities to be available 24 hours a day, 7 days a week at the contracted rates.

DWS 06-1117 WTE

- The Department reserves the right to identify and implement procurement opportunities for designated groups where compulsory sub-contracting must be applied to any projects within this three year contract. This requirement shall be in line with the “Preferential Procurement Regulations, 2017”.
- On any of the projects within this three year contract where the Department deems “feasible” the contractor shall subcontract 30% of the work under this contract to advance designated groups.
- Control of the Contract is vested in the Chief Director: Strategic Asset Management of the Department of Water and Sanitation, hereafter referred to as the Engineering Representative in terms of the General Conditions of Contract or such an Engineering Representative as may be appointed from time to time.

DWS 06-1117 WTE

- All work, materials and equipment shall comply with the relevant requirements of the Occupational Health and Safety Act of 1993 (Act No. 85 of 1993).
- The diving contractor shall create a Safety File before every diving operation, the Safety File shall be submitted to the Department for the Engineer's acceptance. The list of information that must form part of the Safety File shall be issued by the Engineer.
- The Engineer or the Engineer's Representative shall issue a work permit to the diving contractor after the Engineer or the Engineer's Representative is satisfied with the diving contractor's documentation, including the Safety File. No diving contractor shall commence with diving operations without the Departmental work permit.

DWS 06-1117 WTE

- The Departmental OHS Specification will be circulated to the successful bidders (appointed diving contractors).
- Three months will be given for the appointed contractor to compile and submit the OHS file to the Department.
- It is the responsibility of the Contractor and the Engineer or the Engineer's Representative to ensure that the equipment to be serviced is safe to work on.
- A "competent person" in terms of this contract means, any person who has had at least one year practical experience in diving operations and who is registered as a Diving Supervisor for the diving class he/she is required to supervise.
- Performance of the diving contractor will be evaluated during the three year term.

DWS 06-1117 WTE

- On normal work the contractor (on a rotation basis) will be issued a Request for Quotation (which does not guarantee the work), the Contractor will then be required to quote for the work, the quote will be evaluated if it is market related, when the quotation is accepted by the Department a Departmental Purchase Order will be generated. Normal work to the contractor is only guaranteed when the contractor is issued a Departmental purchase order for that specific work or site and the Contractor accepts the terms and conditions for the work.
- During urgent and/or emergency occasions the Engineer or Engineer's Representative will issue the contractor with an approved Letter of Intent (LOI) via fax or email, the contractor will be required to attend to the urgent / emergency work as soon as the instruction is received from the Engineer or Engineer's Representative. As soon as possible the contractor shall provide a quotation for the emergency / urgent work, a Departmental Purchase Order will be issued and then the contractor will be paid during invoicing when the work is completed.
- The contractor may be required to attend to urgent / emergency work after receiving a phone call / text /email from the Area Manager. Approved LOI will be sent within the following working day.

DWS 06-1117 WTE

- The Department reserves the right, at the discretion of the Engineer, to request additional quotations.
- At least three quotations from different Sub-contractors shall be submitted with Bids if Sub-contractors are to be used. Same applies to Suppliers.
- Invoices may be submitted for payment following the successful and agreed completion of the work with a copy for certification to the following address:

Respective Area Office who placed the order

Or

The Office as agreed upon

DWS 06-1117 WTE

- Part payments shall not be considered unless agreed upon in writing by the Department of Water and Sanitation. General partial invoicing is not acceptable. Requests for partial invoicing and part payment will only be considered on an individual basis and must be duly covered by the material or equipment delivered to site or by services rendered by suppliers.
- No final payments will be made if all updated Diving Reports and/or drawings have not been submitted.
- Should Sub-contractors be proposed for use, details shall be submitted to the Engineer for approval.
- Only approved Sub-contractors may be used under the Contract.

DWS 06-1117 WTE

- If in their offers there are any departures whatsoever from any of the provisions to meet these conditions, procedures and specifications or from any of the terms set out in this contract, Bidders shall **list** each and every departure in Bid Requirements, Technical Schedules. (Complete Annexure A).
- CAPABILITIES OF BIDDER
- The Contractor shall have the necessary capability to accomplish the administrative, technical and financial burden required under this Contract. The Contractor must be able to visit sites to determine the scope of work, obtain quotations from suppliers, compile and submit quotations to the Department, receiving and placing of orders, initialising and completing the work, ensure/control quality throughout the project, compiling completion certificates and invoices. The Contractor requires extensive personnel and financial resources to successfully handle the contract.

DWS 06-1117 WTE

- Diving Supervisor (Commercial diving only)

Diving Supervisor shall be in possession of an appropriate qualification as prescribed by the Occupational Health and Safety Act of 1993 (Here after called the OHS Act of 1993).

All supervisors must submit their CV's complete in full. ALL CV's must be summarized, for bidding purposes the "Summarized CV Template" shall be used as the reference (Attached in Annexure 6). No other CV format shall be submitted.

- Divers (Commercial diving only)
- **Scuba diving is not allowed.**

DWS 06-1117 WTE

- The diving contractor shall complete the table below:

Table 1:

| | CLASSES OF DIVING | DIVING DEPTH | PART OF STAFF (YES/NO) |
|----|--|-------------------------|---------------------------|
| 1. | Class I Saturation diver(s) | at least 100 metres | |
| 2. | Class II Surface Supplied mixed gas diver(s) | not exceeding 70 metres | |
| 3. | Class II Surface Supplied air diver(s) | not exceeding 50 metres | |
| 4. | Class III Surface Supplied nitrox diver(s) | not exceeding 30 metres | |

- Pre-qualification for saturation diving (75 meters and deeper)

If indicated Yes for Class I Saturation diver(s) provide your Track Record & Experience (schedule of similar work and value), with contactable references. In addition, reference letter from at least three (3) previous clients of major projects should be attached.

DWS 06-1117 WTE

- The Contractor shall need suitably qualified administrative personnel to handle the administrative duties on the contract.
- It is an expressed condition of this bid that it is the duty of the Diving Company and the Diving Supervisor to ensure that all divers used with regards to this contract will be fit and medically healthy (as required by the OHS Act) and that the said divers are properly qualified to do the work required under this contract.

DWS 06-1117 WTE

- **CONTRACT RATES**

List the numbers (quantity) of staff in the following categories presently available within your own organisation:

| | | |
|--|---|-------|
| Project Management | : | _____ |
| Class I saturation diver | : | _____ |
| Class II surface-supplied mixed gas diver | : | _____ |
| Class II surface-supplied air diver | : | _____ |
| Class III surface supplied nitrox diver | : | _____ |
| Diving Supervisor(s) | : | _____ |
| Dive Systems Technician | : | _____ |
| Boat Skipper | : | _____ |
| Driver (EHMV - Extra Heavy Motor Vehicle) | : | _____ |
| Driver Operator (Extra Heavy Motor Vehicle with crane) | : | _____ |
| Semi Skilled | : | _____ |
| General Workers | : | _____ |
| Administrators | : | _____ |

Other:

| | | |
|-------|---|-------|
| _____ | : | _____ |
| _____ | : | _____ |

DWS 06-1117 WTE

- Labour Costs
- The following labour costs per appropriate skill level is required (per hour, unless otherwise specified). All prices given must **exclude** VAT. The labour costs herewith will be used during the Contract period to evaluate quotations submitted by the appointed.

DWS 06-1117 WTE

| LEVEL | NORMAL TIME | OVERTIME | TRAVELLING TIME | DAILY LIVING OUT ALLOWANCE |
|---|-------------|----------|-----------------|----------------------------|
| Project Manager | | | | |
| Class I saturation diver | | | | |
| Class II surface-supplied mixed gas diver | | | | |
| Class II surface-supplied air diver | | | | |
| Class III surface supplied nitrox diver | | | | |
| Diving Supervisor | | | | |
| Dive Systems Technician | | | | |
| Boat Skipper | | | | |
| Driver (EHMV) | | | | |
| Driver Operator | | | | |
| Semi-Skilled | | | | |
| General Worker | | | | |
| | | | | |
| <i>Other:</i> | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

DWS 06-1117 WTE

- Working Hours:

The contractor shall work 9 hours per day. Time shall be in accordance with DWS regulations or as agreed between the Contractor and DWS

- Overtime:

The Contractor shall request to the Department in writing approval prior to working overtime. The contractor shall indicate the benefit of the overtime to the Department, before this approval is granted. Emergency repairs will be exempted from the above prior approval process. Overtime shall be in accordance with the Basic Conditions of the Employment Act.

- Travelling time:

The travelling time shall be the rates charged for personnel while travelling to and from site in order to execute the required tasks. Only 70% of the labour rate may be claimed for travelling.

DWS 06-1117 WTE

- Living Out Allowance:

The living out allowance shall include all food costs ONLY, excluding accommodation.

DWS 06-1117 WTE

- *Accommodation:*

Departmental Accommodation

The Department may at its discretion provide accommodation for the contractor's personnel at the Departmental Guesthouses situated at the Dams.

Contractors Mobile Accommodation. (Furnish full rates and/or unit costs for these). Failure to do so shall render this option none-available for the duration of contract.

Approved Establishments (Hotel, Guesthouses etc.) A maximum of R1,400.00 per person per night including dinner, bed, breakfast and parking shall be claimed. No alcohol. Approved establishments' quotation and invoice shall be kept as proof and submitted during invoicing.

DWS 06-1117 WTE

- Cost containment as per the National Treasury requirements and Practice Notes shall be applicable.
- NO mark-up or handling fee shall be claimed by the Contractor for accommodation, food, beverages, fuel for vehicles or equipment, etc.
- Transport Costs

These rates are updated on a monthly basis by the Department of Transport.

DWS 06-1117 WTE

HEAVY & EXTRA HEAVY MOTOR VEHICLES

Heavy and Extra Heavy Motor Vehicles (Diesel)

| Load Capacity in (Tonne) | Rate per Kilometre (Rand/km) |
|-----------------------------|------------------------------|
| 5 to 8 Tonne (drop-side) | |
| 5 to 8 Tonne (with crane) | |
| 10 to 14 Tonne (drop-side) | |
| 10 to 14 Tonne (with crane) | |
| 20 to 30 Tonne (flat-deck) | |

RATE PER KILOMETRE (Rand/km) = this rate does not include the driver/operator and is expressed in rand/km.

DWS 06-1117 WTE

- TECHNICAL SCHEDULES


Bidders are advised that it is in their best interest to provide accurate and detailed information in answer to all questions asked in the TECHNICAL SCHEDULES.

FAILURE TO COMPLETE TECHNICAL SCHEDULE IN FULL SHALL RENDER YOUR BID NON-RESPONSIVE AND YOUR BID WILL BE DISQUALIFIED!!!

DWS 06-1117 WTE

- PRICING SCHEDULES

**FAILURE TO COMPLETE PRICING SCHEDULES IN FULL SHALL RENDER
YOUR BID NON-RESPONSIVE AND YOUR BID WILL BE DISQUALIFIED!!!**



DWS 06-1117 WTE

- For the purpose of adjudication of this Bid specific sites have been chosen containing diving services required.
- Each table must be completed in full and the total from each brought to the summary table. Adjudication will be based on the total rates.
- PRICING SCHEDULES

DWS 06-1117 WTE

ANNEXURE C MINIMUM MANNING LEVELS

PART 1 – Diving (excluding Class V and VI) and ROV Operations

| | SCUBA AIR (Excluding Class V & Class VI) | SCUBA NITROX | SURFACE SUPPLIED AIR/ NITROX | SURFACE SUPPLIED MIXED GAS | SATURATION DIVING | ROV |
|---------|--|--|---|--|---|---|
| 0-15m | 1 x Dive Supervisor 1 x Diver 1 x Standby Diver 1 x Line Attendant 1x DMP (on call) | 1 x Dive Supervisor 1 x Diver 1 x Standby Diver 1 x Line Attendant 1 x DMP (on call) | 1 x Dive Supervisor 1 x Diver 1 x Standby Diver 1 x Line Attendant 1 x DMP (on call) | 1 x Dive Supervisor 1 x System's Tech 1 x Diver 1 x Standby Diver 1 x Line Attendant 1 x DMP (on call) | <u>12 HOUR OPS</u> 1 x Sat Supervisor 2 x LST's 2 x System's Techs 2 x Sat Divers 2 x Sat Standby Divers 1 x DMP (on call) | <u>12 HOUR OPS</u> 1 x ROV Supervisor 2 x Pilot |
| 15-30m | 1 x Dive Supervisor 1 x Diver 1 x Standby Diver 1 x Line Attendant 1 x DMP (on call) | 1 x Dive Supervisor 1 x Diver 1 x Standby Diver 1 x Line Attendant 1 x DMP (on call) | 1 x Dive Supervisor 1 x Diver 1 x Standby Diver 1 x Line Attendant 1 x DMP (on call) | 1 x Dive Supervisor 1 x System's Tech 1 x Diver 1 x Standby Diver 1 x Line Attendant 1 x DMP (on call) | <u>24 HOUR OPS</u> 1 x Supt/OCM 2 x Sat Supervisors 4 x LST's 2 x System's Techs 4 x Sat Divers 2 x Sat Standby Divers 1 x DMP (on call) | <u>24 HOUR OPS</u> 2 x ROV Supervisors 4 x Pilot |
| 30-50m | NO DIVING ALLOWED | NO DIVING ALLOWED | 1 x Dive Supervisor 1 x Diver 1 x Standby Diver 2 x Line Attendants 1 x DMP (on call) | 1 x Dive Supervisor 1 x System's Tech 1 x Diver 1 x Standby Diver 2 x Line Attendants 1 x DMP (on call) | | |
| 50-75m | NO DIVING ALLOWED | NO DIVING ALLOWED | NO DIVING ALLOWED | 1 x Dive Supervisor 1 x System's Tech 1 x Diver 1 x Standby Diver 2 x Line Attendants 1 x DMP (on call) | | |
| 75-300m | NO DIVING ALLOWED | NO DIVING ALLOWED | NO DIVING ALLOWED | NO DIVING ALLOWED | | |

DMP = Designated Medical Practitioner [level 2 (air) for class IV, III and II (air) diving; level 2 (MG) for class II (MG) and class I diving]

LST = Life support technician

MG = mixed gas

OCM = Offshore Contract Manager

DWS 06-1117 WTE

- **PART 6 : EVALUATION CRITERIA**


DWS 06-1117 WTE:

ENQUIRIES

Hours: 08:00am to 16:00

COMPLETION OF BID DOCUMENTS

- Julia/Nomthandazo/Thembeke, Tel: 012 336 7780/8364/7066
- Email: QuotationsWTE@dws.gov.za




DWS 06-1117 WTE: THREE YEAR TERM CONTRACT FOR COMMERCIAL DIVING SERVICES WITHIN OPERATION CLUSTERS (NORTHERN, SOUTHERN, EASTERN AND CENTRAL) AND DAM SAFETY REHABILITATION PROJECTS.

Bid due at: 11:00am

Bid closing date: 18 January 2017

Bid to be deposited at: The Tender Box at the entrance of
Zwamadaka Building
157 Francis Baard Street
(Formerly Schoeman Street)
Pretoria



DWS 06-1117 WTE:

QUESTIONS ?



THANK YOU !!!