



## **water & sanitation**

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**Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA**

### **MINUTES OF COMPULSORY BRIEFING SESSION MEETING FOR BID:**

**DWS09-1019 WTE**

**THE SUPPLY AND DELIVERY OF ROUND PRE-CAST CONCRETE MANHOLE RINGS FOR THE BUCKET ERADICATION PROGRAMME IN SENEKAL AND CLOCOLAN AS AND WHEN REQUIRED FOR AN ESTIMATED PERIOD OF 18 MONTHS**

**PRESENTATION BY: MS JULIA DIRANE**  
**DATE : 04 NOVEMBER 2019**  
**TIME: 13:00AM**  
**VENUE: CONSTRUCTION EAST SITE OFFICE**

## 1. OPENING AND WELCOME

Ms Julia Dirane opened the meeting and introduced Supply Chain Management (SCM). Attendance register was circulated to bidders.

## 2. ATTENDANCE

Participants and attendance are recorded on the attendance register attached.

## 3. PRESENTATION OUTLINE

Submission of tender;  
Instruction to bidders, and  
Evaluation criteria.

#	ITEM
4.	<b>SUBMISSION OF TENDER:</b>  Ms Dirane took the bidders through the process to be followed when completing and submitting the bids. <ul style="list-style-type: none"><li>• The closing date for the bid is <b>25 November 2019 at 11:00am</b>. Any bid received later than the stipulated date and time will not be acceptable.</li><li>• Bid documents can be downloaded from the Departmental website under current tenders. Website: <a href="http://www.dwa.gov.za/Tenders/tendersCurrent.aspx">www.dwa.gov.za/Tenders/tendersCurrent.aspx</a></li><li>• A completed and signed bid document together with a covering letter and supporting documents, shall be submitted in a sealed envelope endorsed with a bid number and a bid description as well as the name of the bidder which must be clearly shown on the cover.</li><li>• The bid document must be deposited in the bid box situated at the entrance of Zwamadaka Building, 157 Francis Baard Street, Pretoria.</li><li>• On the closing date, public opening of the received bids and tendered prices will be announced.</li><li>• Bidders have three options to submit their bid documents (hand delivery, via couriers or by post)</li><li>• In case where a bidder prefers to post their bid response, it must be done 5 days prior to the closing date, it will remain the bidder's responsibility to inform SCM to collect their bid response from registry days before the closing date.</li><li>• Failure to do so and the bid response is received late, SCM will not be held accountable. Bidders are requested to make necessary arrangements on time with the bid office to avoid unnecessary disappointments.</li><li>• The last date for sending queries for clarifications will be on <b>14 November 2019</b> at 16:00pm. The questions to be forwarded to <a href="mailto:bidenquirieswte@dws.gov.za">bidenquirieswte@dws.gov.za</a>. Queries received after the due date will not be considered.</li></ul>
5.	<b>INSTRUCTION TO BIDDERS:</b>

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	<ul style="list-style-type: none"> <li>• It is the bidder's responsibility to ensure that the bid response is returned with all the relevant SBD forms and as well as the supporting documents, failure to do so will render the bid non-responsive.</li> <li>• The bid must be signed with all the blanks in the bid and the appendix filled in. All spaces in the bid forms and other annexures shall be completed in full.</li> <li>• Section 3 (Pricing Schedule) in the bid document must be fully completed and priced out by the bidder. Failure to do so will deem your bid invalid.</li> <li>• The successful bidder will be required to submit a "Letter from the manufacturer" confirming the supply arrangement within <b>14 days</b> after the approval of the bid. Failure to comply with this requirement within <b>14 calendar days</b> shall result in the bid being awarded to another bidder.</li> </ul>												
6.	<b>EVALUATION CRITERIA:</b>												
	<p><b>The bid will be evaluated on a five phased approach outlined as follows:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Phase 1: Pre-qualification criteria</b></li> <li>➤ <b>Phase 2: Administrative compliance and mandatory requirements</b></li> <li>➤ <b>Phase 3: Specification and technical compliance</b></li> <li>➤ <b>Phase 4: Evaluation of price and preference points claimed</b></li> </ul> <ul style="list-style-type: none"> <li>• Bids will be evaluated in accordance with the new Preferential Procurement Regulations 2017, which came into effect on the 01 April 2017 using 80/20 preference points system as prescribed in the Preferential Procurement Policy Framework Act, Act 5 of 2000).</li> <li>• The lowest acceptable bid will score 80 points for price and a maximum of 20 points will be awarded for attaining BBEE points.</li> </ul>												
6.1	<b>Phase 1: Prequalification criteria - Preferential Procurement Regulations 2017, Regulation 4:</b>												
	<ul style="list-style-type: none"> <li>• In order to give effect to the Preferential Procurement Regulations, 2017 pertaining to the Preferential Procurement Policy Framework Act (Act No 5 of 2000), the selected prequalification criteria for this bid is in terms of regulation 4.</li> <li>• Pre-qualification criteria will be used in this bid to advance designated groups on the basis of</li> </ul> <p>Level 1 to 4 of B-BBEE Level of contributor, and</p> <table border="1" data-bbox="389 1473 1091 1592"> <thead> <tr> <th>Level 1</th> <th>Level 2</th> <th>Level 3</th> <th>Level 4</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>EME or QSE</p> <table border="1" data-bbox="389 1686 847 1809"> <thead> <tr> <th>EME</th> <th>QSE</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	Level 1	Level 2	Level 3	Level 4					EME	QSE		
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6.2	<b>Phase 2: Administrative Compliance – documents to be submitted:</b>												
	1. Detailed CSD report												

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	<p>The bidder must be registered with the National Treasury Central Supplier Database (CSD) upon the closing of the bid. In bids where consortia/joint venture is formed, separate CSD reports must be submitted.</p> <ol style="list-style-type: none"> <li>2. A valid copy of Tax Clearance Certificate (TCC) and the Tax Compliance status page which has the company PIN.</li> <li>3. Status of the company in the CSD should indicate "Active" and "In business". Company to attach copy of CIPC/ CIPRO certificate. In case of case of consortia/joint venture all parties involved must submit its own CIPC/CIPRO certificate, active and in good standing with all CIPC/CIPRO requirements.</li> <li>4. The bid must be signed by the director of the company or a duly authorised person and proof of such authority must be submitted.</li> <li>5. Bidders are to submit a copy of the B-BBEE Status Level Verification Certificate or sworn affidavit. (Failure to submit, the bidder will forfeit the preferential points to be claimed).</li> <li>6. Bidders are to initial and sign Section 2 Tender data.</li> <li>7. All SBD forms attached to the bid must be completed in full and signed. (SBD1, SBD3.2, SBD 4, SBD 6.1, SBD 8 &amp; SBD 9). In case of consortia/joint venture, each party must complete a separate SBD4, SBD8 and SBD9. The Central Supplier Database registration number (MAAA number) on SBD1 should be of the leading supplier.</li> <li>8. Proof of credit account or cash account or letter or financial arrangement from an accredited financial institution to the failure of 6% of the quoted bid value must be submitted or attached.</li> </ol>																														
6.3.	<p><b>Mandatory requirements – (Failure to submit any of the documents listed below will render the bid non-responsive and the bid will be disqualified)</b></p>																														
	<ol style="list-style-type: none"> <li>1. Attendance of the compulsory briefing session (Attendance register will serve as proof).</li> <li>2. A valid letter of Good Standing with the Compensation Commissioner in terms of the Compensation for Occupational Injuries and Diseases Act No 130 of 1993 either from "Federated Employees Mutual Assurance (FEMA) or Compensation Fund "Department of Labour".</li> <li>3. A valid copy of certified UIF certificate or a valid letter of good standing/tender letter.</li> </ol>																														
6.4	<p><b>Phase 3: Specification or Technical Compliance</b></p>																														
	<p>Indicate by marking the relevant column.</p> <table border="1" data-bbox="300 1541 1401 1993"> <thead> <tr> <th data-bbox="300 1541 432 1615">ITEM NO</th> <th data-bbox="432 1541 852 1615">DESCRIPTION OF GOODS</th> <th data-bbox="852 1541 1058 1615">ESTIMATED QTY</th> <th data-bbox="1058 1541 1201 1615">COMPLY</th> <th data-bbox="1201 1541 1401 1615">NOT COMPLY</th> </tr> </thead> <tbody> <tr> <td data-bbox="300 1615 432 1648"></td> <td data-bbox="432 1615 852 1648"><b>SENEKAL</b></td> <td data-bbox="852 1615 1058 1648"></td> <td data-bbox="1058 1615 1201 1648"></td> <td data-bbox="1201 1615 1401 1648"></td> </tr> <tr> <td data-bbox="300 1648 432 1742">1.</td> <td data-bbox="432 1648 852 1742">Supply and Delivery of 1000mm ND sections with 250mm effective height</td> <td data-bbox="852 1648 1058 1742">100</td> <td data-bbox="1058 1648 1201 1742"></td> <td data-bbox="1201 1648 1401 1742"></td> </tr> <tr> <td data-bbox="300 1742 432 1868">2.</td> <td data-bbox="432 1742 852 1868">Supply and Delivery of 1000mm ND sections with 500mm effective height</td> <td data-bbox="852 1742 1058 1868">100</td> <td data-bbox="1058 1742 1201 1868"></td> <td data-bbox="1201 1742 1401 1868"></td> </tr> <tr> <td data-bbox="300 1868 432 1962">3.</td> <td data-bbox="432 1868 852 1962">Supply and Delivery of 1000mm ND sections with 1000mm effective height</td> <td data-bbox="852 1868 1058 1962">450</td> <td data-bbox="1058 1868 1201 1962"></td> <td data-bbox="1201 1868 1401 1962"></td> </tr> <tr> <td data-bbox="300 1962 432 1993"></td> <td data-bbox="432 1962 852 1993"><b>CLOCOLAN</b></td> <td data-bbox="852 1962 1058 1993"></td> <td data-bbox="1058 1962 1201 1993"></td> <td data-bbox="1201 1962 1401 1993"></td> </tr> </tbody> </table>	ITEM NO	DESCRIPTION OF GOODS	ESTIMATED QTY	COMPLY	NOT COMPLY		<b>SENEKAL</b>				1.	Supply and Delivery of 1000mm ND sections with 250mm effective height	100			2.	Supply and Delivery of 1000mm ND sections with 500mm effective height	100			3.	Supply and Delivery of 1000mm ND sections with 1000mm effective height	450				<b>CLOCOLAN</b>			
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<b>6.5</b>	<b>Phase 4: Evaluation of Price and Preference Point Claimed:</b>			
	<p>The following preference point system is applicable to this bid:</p> <p>the 80/20 preference point system in accordance with PPPFA Act, where 80 points will be attained in respect of price and 20 points will be awarded for attaining the Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution.</p> <p>* Any bidders who want to claim the preferential points must submit proof certified copy of B-BBEE Status Level Certificate or its original Sworn Affidavit with the bid. (Failure to submit the required documentation will be interpreted to mean that the preference points for the B-BBEE status level of contribution are not claimed).</p> <p>B-BBEE certificate must be a certified copy and it must be valid on or before the closing date of the invitation in order for a bidder to qualify for the points to be claimed.</p> <ul style="list-style-type: none"> <li>The original Sworn Affidavit endorsed or signed off by the commissioner of oath must be the original document not a copy and it must be valid on or before the closing date of the invitation.</li> <li>In bids where there is Consortia/Joint Ventures, a consolidated valid B-BBEE certificate must be submitted in order to claim points preference points.</li> </ul> <p><b>NB:</b> A copy of certified copy of B-BBEE status level contributor certificate will not be accepted.</p> <p><b>NB:</b> A copy of a sworn affidavit will not be accepted.</p> <p><b>BIDDERS ARE REQUESTED NOT TO MAKE A COPY OF THE DOCUMENT WHICH HAS ALREADY BEEN CERTIFIED FOR TENDERING PURPOSES!!</b></p>			
<b>7.</b>	<b>CLOSURE:</b>			
	<ul style="list-style-type: none"> <li>Meeting adjourned at 13:40.</li> </ul>			

#	QUESTIONS	ANSWERS
1	The bid description calls for "supply and delivery of <b>Round Pre-Cast Concrete Manhole Rings</b> " which does not cover the offloading part; will the department provide labour for offloading?	Please refer to paragraph 8.1.2. under "SCOPE OF CONTRACT", which indicates the following:  All sourcing, transportation and loading costs shall be included in the bid rates.
2	If no labour will be covered by the department how are the bidders expected to charge the labour cost since the quantities to be delivered might not be the	The labour to offload forms part of the bidder's responsibility. The bidder has to submit the cost variances with price escalation completed with labour cost.

	same?	We have attached SBD 3.2 and price escalation document where bidders have to stipulate the labour charges on it.
3	Does the department have money currently? Will the department be able to make payments within 30 days after material has been delivered on site?	Please refer to paragraph 21 under "PAYMENT",  Payment will be done within 30 days of receipt and approval of original invoice, provided that all the required documentation is submitted by the bidder. The department will make payment by depositing the payment directly into the bank account of the successful bidder. No cash or cheque payment will be done.
4	What is the meaning of a non-firm bid price as per the pricing schedule SBD 3.2 attached?	For the purpose of this bid document non-firm prices can be defined as prices that are subject to adjustments due to economic conditions. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.  Therefore it means that in this category the price variation will only be considered following the index/indices that was used to calculate the bid price and also taking into consideration all the factors indicated in the price breakdown under paragraph 4. as percentage of the bid price
5	What will happen if the bidder increases their bid amount during the period when the department request the validity period to be extended?	The purpose of the validity period is for bidders to commit to keeping their bid legally binding for a specific number of days, in order to assure the department that there will be no modification of their during the specified bidding period to allow for SCM processes to be finalised.
6	Must the proof of credit account or cash account from an authorised dealer, supplier be strictly from the supplier or manufacture of the material required?	Proof of credit account or cash account should be from the actual supplier or manufacturer of the material. Bidder may also get a letter of intent or make financial arrangement with an Authorised Financial Service Provider (authorised by Financial Sector Conduct Authority (FSCA)).
7	If the bidder has money in his business or personal account that is equal or more than to the 6% of their quoted bid amount will it be accepted?	See above
8	If the required letter of intent or a financial arrangement must come from an accredited financial institute to the value to 6%, which financial institutes are allowed for bidding purposes?	See above
9	Will the department accept letters from any authorised Financial Service Provider (FSP) such as brokerages, insurance companies which have been issued with a licence to operate as authorised FSP in South Africa?	See above

10	What is the purpose of submitting COIDA if the bid is for supply and delivery?	Supply and delivery also involves occupational injury or illness.
11	What is the purpose of submitting UIF if the bid is for supply and delivery?	It is the administrative criteria of the bid to measure the company contribution towards UIF and for their employees' wellbeing.
12	Is it manhole rings with covers or without the covers.	Without covers

*SB Majji*

**Signature** SB Majji  
Deputy Director SCM  
**Chairperson**

*[Signature]*

**Signature**

**Secretary**

19/11/2019

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