



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

MINUTES OF COMPULSORY BRIEFING SESSION MEETING FOR BID:

DWS01-0419 WTE

THE SUPPLY, MANUFACTURE, DELIVER AND INSTALLATION OF
TEMPORARY SUSPENSION STRUCTURE AND PIPE WORK FOR CANAL
WATER SUPPLY.

DATE : 29 APRIL 2019
TIME : 13:00PM
VENUE : CLANWILLIAM DAM SITE

Procedural Matters

- | | | | |
|----|---|---|--|
| 1. | Opening and welcome | : | Mr Manfred Röhrs |
| | Introduction and signing of attendance register | : | By all attendees |
| 2. | Technical Presentation | : | Mr Deon Liebenberg |
| 3. | Supply Chain Management Presentation | : | Ms Thembeke Hlazo |
| 4. | Questions and Answers | : | By presenters and other
DWS Officials |
| 5. | Closure | : | Mr Manfred Röhrs |

1. OPENING AND WELCOME

Mr Manfred Röhrs welcomed all to the compulsory briefing session. The attendees were requested to complete the attendance register. Bidders were informed that attendance register will serve as proof during the evaluation that bidders have attended the compulsory briefing session. They were also advised to ensure that the name of the company listed in the attendance register, must be the same name they intend to bid with. During the evaluation, if the name of the company of the response received does not correspond with the name on the attendance register, the bid will not be considered.

Mr Manfred Röhrs gave an overview of the project and informed bidders that Technical presentation will be conducted first and also the site inspection will be conducted. The purpose of the site inspection is to allow the bidders to have an idea of what is required.

All attendees were requested to complete and sign the indemnity form. The safety induction was conducted by Manfred Röhrs

2. TECHNICAL PRESENTATION

The technical presentation was presented by Mr Deon Liebenberg. Once the technical presentation was carried out the visitors were shown the site.

3. SCM PRESENTATION

Ms Hlazo took bidders through the administrative, mandatory bidding procedure and compliance thereof. The presentation was outlined as follows:

- **Submission of tender;**
- **Conditions of tender;**
- **Evaluation Criteria and the changes made**

SUBMISSION OF TENDER

- The closing date of the tender is **21 May 2019 at 11:00am**, any bid received later than the stipulated date and time will not be acceptable.
- There is not cost for participation. Bid documents can be downloaded from the Departmental website under current tenders (<https://www.dwa.gov.za/tenders/currenttenders.aspx>).
- The original Bid, together with a covering letter and supporting documents, shall be submitted in a sealed envelope endorsed with a bid description and bid number as well as the name of the bidder which must be clearly shown on the cover.

- The bid document must be deposited in the bid box situated at the entrance of the ZwaMadaka Building, 157 Francis Baard Street, Pretoria
- On the closing date, public opening of the received bid and tendered prices will be announced. The information will also be uploaded on the Departmental website under Bid opening.
- Bidders have three options to submit their bid documents (hand delivery, via couriers or by post).
- 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 responsibility to inform SCM to collect their bid response from registry days before the closing date.
- Failure to do so and the bid response is received late, SCM will not be held accountable. Bidders are requested to make necessary arrangements in time with the bid office to avoid unnecessary disappointments.
- The last date for sending questions for clarification will be on **08 May 2019** at 16:00pm. The questions / queries to be forwarded to bidenquirieswte@dws.gov.za. Queries received after the due date will not be considered. The due date is set to allow the Department to answer questions in time and to incorporate all the response in the briefing minutes which will be sent to all bidders who attended the briefing.

CONDITIONS OF THE TENDER.

- 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.
- All SBD forms must be completed in full and initialed as per the condition of the tender and where required.
- Each page of the completed document that will be submitted should be initialed by the Bidder at the bottom of the page.
- The recommended bidder not successful bidder as indicated in the bid document will be required to submit a "Letter from the manufacturer" confirming the supply arrangement within **14 days** after the approval of the bid, this will be applicable only to the recommended bidder. **Failure to do so will invalidate the Bid.**

APPLICABLE EVALUATION CRITERIA.

The assessment of completeness and responsiveness will be done in terms of the approved evaluation criteria. The compliance to each evaluation phase and the requirements thereof was outlined as follows:

- Phase 1 : Pre-qualification criteria
- Phase 2: Local Production and Content
- Phase 3 : Administrative compliance and Mandatory requirements

- Phase 4 : Specification or Technical compliance
- Phase 5: Price and preference point claimed
- 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 (PPPFA, Act 5 of 2000).

The lowest acceptable bid will score 80 points for price and a maximum of 20 points will be awarded for attaining the Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution.

PHASE 1

PRE-QUALIFICATION CRITERIA- PREFERENTIAL REGULATION 2017, REGULATION 4)

- 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.
- Only bidders who qualify rated as a BBEE Status level 1 and 2 will be considered for this bid.

PHASE 2

LOCAL PRODUCTION AND CONTENT

- The Declaration made in the Declaration Certificate for Local Content (SBD6.2) and Annexure C (Local Content Declaration: Summary Schedule) will be used for this purpose. If the bid is for more than one product, the local content percentages for each product contained in Annexure C will be used.
- The DTI has the right to, as and when necessary, request for auditor's certificates confirming the authenticity of the Declarations made in respect of local content.
- Bidders were informed that the Local Content Annexures (Annexure C, D and E) were omitted during the compilation of the tender document and will be forwarded to all.
- The technical specification SATS 1286:2011 and the guidance for calculation of local content will also be forwarded to the bidders. The two documents will assist the bidders to complete the local content annexures (Annexure C, D and E).
- Bidders were informed that all three Annexures (Annexures C, D and E) must be fully completed and be returned with the original bid document on the closing date of the tender.

- Bidders were advised to make copies of Annexure D and E and copies be kept for record and audit purposes. The inspection will be conducted by the Department of Trade and Industry and the SABS after the department has provided them with the successful bidder for this project.
- Bidders are expected to complete Annexure C: Summary of schedule as per items listed on the Standard Bidding Document (SBD6.2) and clearly indicate in their bids the quantity and the level of local content for each item/product.
- If the raw materials or inputs to be used for a specific item are not available locally, bidder should obtain exemption letter from Department of Trade and Industry for any imported raw materials and inputs.
- The exchange rate to be used for the local production and content will be the exchange rate published by the South African Bureau of Standards (SABS) at 12:00 on the date of the advert.

PHASE 3

ADMINISTRATIVE COMPLIANCE AND MANDATORY REQUIREMENTS.

Bidders are required to comply with the following listed below-Failure to submit any of the documents shall render your bid non responsive and will be disqualified .The condition has been changed to **-Bidders are required to submit the following documents.**

1. Detailed CSD report (The bidder must be registered with the National Treasury Central Supplier Database upon the closing of the bid. In bids where consortia / joint venture is formed, separate CSD report must be submitted for each party.
2. A valid copy of Tax Clearance Certificate (TCC) and the Tax Compliance status page which has the company PIN. The submitted TCC or Status compliance pin will be validated on the Central supplier database system or with South African Revenue Services.
In bids where consortia/joint venture/sub-contractors are involved , each party must submit separate TCC or tax compliance status pin It remains the bidders responsibility in ensuring that their business partners adheres to CSD requirements and SARS for bidding purposes.
3. Company to attach copy of CIPC/ CIPRO certificate. In case of consortia/joint venture all parties involved must submit its own CIP/CIPRO certificate, active and in good standing with all CIPC/CIRPO requirements.

4. Letter of authority indicating the person duly authorised thereto by a Board of directors or the owner of the company.
5. Valid sworn affidavit or BBBEE status level verification certificate of the main bidder.(failure to submit the required documentation will be interpreted to mean that the preference points for the BBBEE status level of contribution are not claimed.
6. All SBD forms attached to the bid must be completed in full and initialed where required. (SBD1, SBD3.2, SBD 4, SBD 6.1, SBD 8 & SBD 9). In case of consortia/joint venture, each party must complete a separate SBD4, SBD8 and SBD9.It remains the bidder's responsibility to conduct background check on companies they intend to form joint venture with and ensure that their business partner has good track record in terms of the bidder's past supply chain practises. The Central Supplier Database registration number (MAAA number) on SBD 1 should be of the leading bidder.

PHASE 2: MANDATORY REQUIREMENTS

Take note: Bidders are required to submit and comply with all mentioned requirements and failure to do so will render their bid non-responsive and the bid will be disqualified without being considered for further evaluation.

1. Attendance of the compulsory briefing session (Attendance register circulated at the briefing session will serve as proof).
2. Additional documentation to be submitted :
 - Tendered contract program (PS8.2)
 - Method statement (According to Pro-Forma)(PS9.1)
 - Pro-forma quality management system(PS9.2)
 - Pro-forma Health and Safety Plan(PS11.1)
3. Contractors certification of registration with CIDB 3ME.
4. Valid letter of Good Standing with the Compensation Commissioner in terms of the for Occupational Injuries and Diseases Act No 130 of 1993
5. Certified copy of UIF certificate or letter of good standing.

PHASE 4 SPECIFICATION OR TECHNICAL COMPLIANCE

Bidders are required to comply with the specification compliance as stipulated in the bid document.

Take Note: Bidders must indicate there compliance by marking the relevant column in the bid document (comply or not comply), if the bidder marked on both columns it will be considered as non-compliance.

Take Note: Failure to comply with the specifications requirements, bidders will be disqualified and not considered for phase 5.

PHASE 5

PRICE AND PREFERENCE POINTS TO BE CLAIMED.

The following preference point system is applicable to this bid:

The 80/20 system for requirements with a Rand value of below R50 000 000 and the lowest acceptable bid will score 80 points for price and a maximum of 20 points will be awarded for attaining the Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

- Any bidders who want to claim the preferential points must submit proof of valid B-BBEE Status Level of contributor 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.
- BBEE certificate must be a certified copy and it must be valid on the closing date of the tender in order for a bidder to qualify for the points to be claimed.
- 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 the closing date of the tender in order for a bidder to qualify for the points to be claimed
- In bids where there is Consortia/Joint Ventures, a consolidated valid B-BBEE certificate must be submitted.

Please take note:

- NB: A Copy of certified copy of B-BBEE status level contributor certificate will not be accepted.
- NB: A Copy of a sworn affidavit will not be accepted. Bidders were requested not to make a copy of the document which has already been certified for tendering purposes.

4. QUESTIONS AND ANSWERS.

QUESTIONS	ANSWERS
Is it possible for the Department to send the Bill of quantity in electronic format?	The bill of quantity will be forwarded to all bidders. The bidders were also provided with a CD inclusive of eligible drawings.

5. CLOSURE

The meeting adjourned at 14:00.


.....
Signature

Chairperson