



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

MINUTES OF COMPULSORY BRIEFING SESSION MEETING FOR BID:

DWS10-0319 WTE

THE CONCRETE SURFACE PREPARATION AT THE RAISING OF CLANWILLIAM DAM FOR CONSTRUCTION SOUTH IN THE WESTERN CAPE.

DATE : 16 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. Supply Chain Management Presentation : Ms Thembeke Hlazo
3. Technical Presentation : Mr Alwyn Frylinck
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 Röhrs informed bidders that those who are interested to view the site were welcomed. The site inspection will be conducted after the Supply Chain Management and Technical presentation. He gave a quick overview of the project. Bidders were also informed that the attendance register and the briefing presentation will be forwarded to all bidders who attended the briefing.

2. 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 has been moved to **09 May 2019 at 11:00am to the 23 May 2019 at 11:00am**, any bid received later than the stipulated date and time will not be acceptable.
- The cost for participation is R200.00. The original proof of payment must be submitted together with the bid document on the closing day. Please note that EFT payments are not allowed. The banking details are as follows :
ABSA Bank; Branch code: 632005
Account Name: Trading Entity
Account number: 4054697285
Reference number: 60001003
Bid documents can be downloaded from the Departmental website under current tenders.
- The original Bid and 2 copies, 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.
- 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 **25 April 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 send 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 initialled by the Bidder at the bottom of the page.

Please take note the below condition is not applicable in this tender.

- The successful bidder 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 : Compulsory sub-contracting
- Phase 2: Administrative and mandatory requirements.
- Phase 3 : Technical Evaluation and Specification compliance
- Phase 4 : Price and preference points 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

COMPULSORY SUB-CONTRACTION -(PREFERENTIAL REGULATION 2017, REGULATION 9)

- 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 9.
- Only bidders who have a 30% sub-contracting agreement to a 51% black owned EME or QSE will be considered for this bid .Verification documentation to be submitted to confirm 30% sub-contracting compliance requirements are as listed (failure to submit the supporting documents, bidders will be disqualified).
 - Sub-contractor's valid sworn affidavit or BBEE status level verification certificate.
 - The sub-contractor's proof of central supplier database registration.(The Sub-contractor must be registered with CIDB).
 - Sub-contractor must be tax compliant with SARS (the status will be verified through CSD and SARS). Attach copy of Tax Clearance certificate or status compliance Pin.
 - Pro-forma sub-contracting agreement signed by both parties

PHASE 2

ADMINISTRATIVE COMPLIANCE

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. It remains the bidder's responsibility in ensuring that their business partners adhere 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. 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 practices. The Central Supplier Database registration number (MAAA number) on SBD 1 should be of the leading bidder.
6. 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)

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. Only bidders who does have a CIDB Grading of 7CE or 7SE will be considered for this bid.
3. In the bid document, the requirement was listed as "submit a current (may not be older than three (3) months letter of good standing with COIDA with the bid" The requirement should read as follows- A copy of Valid letter of Good Standing with the Compensation Commissioner in terms of the Compensation for Occupational Injuries and Diseases Act No 130 of 1993
4. Certified copy of UIF certificate or letter of good standing.

PHASE 3

TECHNICAL EVALUATION AND SPECIFICATION AND COMPLIANCE

Any bid that fails to achieve a minimum of **32 POINTS** will not be considered for phase 4 of the evaluation.

1. **Schedule of plant and equipment= 10 points.** A fully completed and signed schedules list of major items of relevant equipment that the bidder own or lease and have for this contract must be provided . The following must be presented on the schedule to be provided:

- Item description and tyre size
- Capacity
- Quantity
- Year of manufacture
- Present financial liability

2. **Past experience = 10 points.**

- Contactable reference description of the project, of the contract, contract amount and contract manager reference.
- Provide minimum of 1 contactable reference of a client for which surface preparation or similar work was undertaken.
- Bidders must submit signed reference letter(s) from previous clients/employer.

Note that only completed projects will be accepted for evaluation.

Reference letter(s) must indicate any of the above listed projects completed by the bidder.

- **A total of 10 points will be allocated as follows:**
- 6 Completed related projects = 10 points
- 5 Completed related projects = 8 points
- 4 Completed related projects = 6 points
- 3 Completed related projects = 4 points
- 2.Completed related projects = 2 points
- Less than 2 projects = 0 points

3. **Method statement for Concrete surface removal 5mm deep=10 points**

It is a requirement that the Contractor will submit a preliminary method statement for Concrete surface removal of 5mm deep and removal of debris:

- Working methods properly addressed.
- List of equipment and material required for execution of work addressed.
- List of skills and personnel required for execution of work addressed.
- Health and safety risks identified and provided.
- Environmental risks identified and provided

4. Method statement for Concrete surface removal 100mm deep=10 points

It is a requirement that the Contractor will submit a preliminary method statement for Concrete surface removal of 100mm deep and removal of debris:

- Working methods properly addressed.
- List of equipment and material required for execution of work addressed.
- List of skills and personnel required for execution of work addressed.
- Health and safety risks identified and provided.
- Environmental risks identified and provided

5. Health and safety plan =6 points

Provide Health and Safety Management System for all the work to be carried out with specific reference:

- Organogram and legal appointments
- Baseline risk assessment
- File structure of documentation

PHASE 4

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.

3. TECHNICAL PRESENTATION ON SITE

The technical presentation was presented by Mr Manfred Röhrs.

4. QUESTIONS AND ANSWERS.

QUESTIONS	ANSWERS
30% of compulsory sub-contracting, is it minimum or maximum?	As per Preferential Procurement Regulation 2017, it is minimum 30% compulsory sub-contracting
What is the required minimum CIDB grading for the sub-contractors?	The subcontract's CIDB grading must be 30% of the main bidders total contract amount.
Clarify the free-haul distance for this tender?	The free-haul for the tender is 1.0 km radius.
What is the purpose of the test?	The test is to make sure that the equipment supplied by the bidder can do what the bidder maintained it can do.
Will the Department be doing pull off tests?	Yes, the Department will be doing pull off tests.
Can you clarify the inclusion of GCC 2015 on this tender?	The contract will be running on GCC2015 but where there are ambiguities, the Department will refer back to National Treasury General Condition Of Contract.
The health and safety file, does it have to be project specific or generic?	At the stage of bidding, the generic will be accepted. Once there is a successful bidder, the bidder will be requested to update to the site specific document.
Under schedule of plant and equipment, do we need provide the size of the tyres?	Only the description of the type equipment to be used and the model is required.
Does consolidation of valid BBBEE certificate applies to sub-contracting?	Consolidation of BBBEE certificate applies in case where a consortia or joint venture is formed. In the case of sub-contracting, each sub-contractor must submit a valid sworn affidavit or BBBEE status level verification certificate

5. CLOSURE

The meeting adjourned at 14:30.


.....
Signature

Chairperson