



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

MINUTES OF COMPULSORY BRIEFING SESSION MEETING FOR BID:

DWS01-0219 WTE

**THE PROCUREMENT AND HIRE, SUPPLY AND DELIVERY OF FORMWORKS
TO THE DEPARTMENT OF WATER AND SANITATION, CLANWILLIAM DAM
FOR 52 MONTHS.**

DATE : 26 FEBRUARY 2019
TIME : 13:00PM
VENUE : CLANWILLIAM DAM SITE

Procedural Matters

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

1. OPENING AND WELCOME

Mr Manfred Rohrs welcomed all to the compulsory briefing session. He proposed that safety induction be conducted and also site inspection and the briefing to continue after, of which attendees agreed to. The purpose of the site is to explain the main features and the parameters of the raising of the dam.

All the attendees were requested to complete the attendance register and sign the indemnity form. The safety induction was conducted by Mr Johan De Koker.

2. SCM PRESENTATION

Ms Hlazo took bidders through the administrative, mandatory bidding procedure and compliance thereof. She indicated that there have been administrative and supply chain related changes made to the bid document. The changes made did not affect nor include the specifications.

The presentation was outlined as follows:

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

SUBMISSION OF TENDER

- The bid closing date has been moved to 28 March 2019 at 11:00am no longer 20 March 2019, any bid received later than the stipulated date and time will not be acceptable.
- The cost for participation is R100.00. 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: 60000102
Bid documents can be downloaded from the Departmental website under current tenders.
- 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.
- 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's 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 take the bidder accountable.
- In all three (03) options listed above, it remains the responsibility of the bidders to make necessary arrangements in time as not late bids will be accepted.
- The last date for sending questions for clarification will be on 15 March 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.

Please take note

- 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.** (The requirement was previously placed under the administrative compliance – phase 2). The requirement has been placed under conditions of tender (Tender eligibility) as item K.

APPLICABLE EVALUATION CRITERIA.

- The bid will be evaluated on a four phased approach outlined as follows :
 - Phase 1 : Pre-qualification
 - Phase 2: Administrative and mandatory compliance.
 - 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 1st 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 B-BBEE Status level 1 and 2 will be considered for this bid

PHASE 2

ADMINISTRATIVE COMPLIANCE

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 will be disqualified without being considered for further evaluation

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.
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. Bidders must note that if they are found to be non-compliant at any stages of evaluation and the matter cannot be resolved within the reasonable time period stipulated by the Department, their bid will be regarded as non-responsive and will be disqualified. 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. 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.

6. Bidders are to initial and sign Section 2 Tender data, failure to do so will render your bid non-responsive & disqualified.

PHASE 2: MANDATORY REQUIREMENTS

Take note: Bidders are required to comply with all the mentioned requirements, failure to do so will render their bid no-responsive and will be disqualified.

1. Attendance of the compulsory briefing session (Attendance register circulated at the briefing session will serve as proof).
2. The bidders should submit a schedule of supply.
3. 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.

**Take Note of the corrections/changes made on the Evaluation criteria .
Under administrative compliance - Phase 2**

The following information was repositioned as follows:

- A copy of 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
- Certified copy of UIF certificate or letter of good standing

Both documents were wrongly listed under administrative compliance and they were moved to mandatory requirements.

The required "Letter from the manufacturer" confirming the supply arrangement within 14days after the approval of the bid, will be applicable only to the recommended bidder. **This requirement has been placed under the condition of tender (Tender Eligibility) as item K. Failure to submit it will constitute disqualification or invalidate the bid**

PHASE 3

TECHNICAL EVALUATION AND SPECIFICATION AND COMPLIANCE

Any bid that fails to achieve a minimum of **50 POINTS** will not be considered for phase 4 of the evaluation.

1. **Past Experience** – A bidder is expected to submit a schedule of its past experience where formwork were supplied and delivered in the water industry (only completed related projects) with contactable reference. The schedule must contain the following information:

- Project description
- Contract period
- Contract amount
- Project manager for reference

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

2. **Detailed Drawings** – It is a requirement that the Bidder will submit detail drawings for the different sections and types of formwork signed by an Engineer and comply with safety specifications.

A total of 30 points will be allocated as follows:

- Outside Perimeter Walls = 5 points
- Dry Well Valve Chamber = 5 points
- Lift Shaft = 5 points
- Stair shaft = 5 points
- RCC Upstream Formwork = 5 points
- RCC Downstream step Formwork = 5 points

3. **Material List** – It is a requirement that the bidder will submit a detail list of standard, special & consumable items with a price to be used if additional quantities are required.

A total of 30 points will be allocated as follows:

- Outside Perimeter Walls = 5 points
- Dry Well Valve Chamber = 5 points
- Lift Shaft = 5 points
- Stair shaft = 5 points
- RCC Upstream Formwork = 5 points
- RCC Downstream step Formwork = 5 points

4. Availability of standard items

A total of 5 points will be allocated as follows:

- Within 1 week = 5 points
- Within 1 month = 3 points
- Longer than 1 Month = 2 points
- Not available or no indication = 0 points

5. After sales service

A total of 10 points will be allocated as follows:

- Training employees in the basic use of the proposed form work = 5 points
- Technical assistance with changes to submitted drawings and alternative proposals = 5 points

Take Note of the corrections/changes made on the Evaluation criteria .
Under specification and technical compliance - Phase 3

Technical Evaluation and Specification Compliance:

The minimum points to be achieved by the bidder in order to be considered responsive and moved to phase 4 of the evaluation was wrongly indicated as **70 points** and has been corrected to **50 points out of 85**

Under past experience the following points were added:

- 5 Completed related projects = 8 points
- 3 Completed related projects = 4 points
- Less than 2 projects = 0 points

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 up to 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.
- BBBEE 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.
- 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 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 are requested not to make a copy of the document which has already been certified for tendering purposes.

3. TECHNICAL PRESENTATION

The technical presentation was presented by Mr Neels Du Buisson. Bidders were provided with the hard copies of the drawings Mr Du Buisson indicated that there were no changes in terms of the specification. . The drawings provided was to give clarity and bidders to have common understanding of what was expected from them. The drawings were also provided to all prospective bidders on a CD.

4. QUESTIONS AND ANSWERS.

QUESTIONS	ANSWERS
What do you mean by schedule of supply, what do you expect to see?	It basically means the bidders delivery program or lead time.
Do you only want the bidders to supply and deliver the formworks or to also erect?	The bid is only for the design, supply and delivery. Department of Water and Sanitation will be doing the erecting..
In the tender document for the intake tower they refer to "one sided climbing formwork"-for the shutters, may we use ties where it is possible to tie through?	The idea of one sided formwork is that it is kept in position by outside elements and not using tie through's as the elements of the concrete cast is wide and thick resulting in a lot of waste material in terms t tie though bars. A tie through will only be allowed where unavoidable and it may not form a conduit from face to face. Tie backs and anchors are not regarded as a tie through.
The pricing schedule (SBD 3.2) has two parts, Part A for purchase and Part B for Hire, how are we expected to do the pricing?	The bid makes provision for either supply and delivery (purchase) or hiring. For hiring purpose the specified period is 55 months, in terms of supply and delivery logically the period will not apply because it can be for a shorter period depending on the needs of the Department. The bidders have an option to purchase or hire and have to price separately. The bidders were reminded to complete the pricing schedule in full together with the price

	adjustments. In case where the required information under the price adjustment is not completed , the Department will assume that the bidder's price is fixed for the duration of the contract.
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5. CLOSURE

The meeting adjourned at 15:45.

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Signature

Chairperson

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