



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

MINUTES OF COMPULSORY BRIEFING SESSION MEETING FOR BID:

DWS02-0219 WTE

SUPPLY AND DELIVERY OF WATERSTOPS FOR THE RAISING OF CLANWILLIAM DAM IN THE WESTERN CAPE FOR CONTRUCTION SOUTH.

DATE : 26 FEBRUARY 2019
TIME : 10:00AM
VENUE : CLANWILLIAM DAM SITE

Procedural Matters

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|----|-------------------------------------------------|---|----------------------------------------|
| 1. | Opening and welcome | : | Mr Manfred Rohrs |
| 2. | Introduction and signing of attendance register | : | By all attendees |
| 3. | Project background highlights | : | Mr Manfred Rohrs |
| 4. | Supply Chain Management Presentation | : | Ms Thembeke Hlazo |
| 5. | Technical Presentation | : | Mr Alwyn Frylinck |
| 6. | Questions and Answers | : | By presents and other
DWS Officials |
| 7. | Closure | : | Mr Manfred Rohrs |

1. OPENING AND WELCOME

Mr Manfred Rohrs welcomed all to the compulsory briefing session. He further highlighted to the attendees that there was a confusion with regard to the time scheduled for the briefing because the bid document uploaded on the Departmental website indicated that the compulsory briefing session was scheduled for 11:00am and the first communication to prospective suppliers/bidders that went out (Government tender bulletin, e-tender portal and the Departmental website) indicated that the compulsory briefing session was scheduled for 10:00 am. Mr Rohrs apologized on behalf of the Department and to avoid/prevent litigations, 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 inspection was to explain the main features and the parameters of the raising of the dam.

Due to inundated enquiries received about the waterstops, Mr Rohrs presented two examples of the waterstops (Blue PVC and Black rubber). By presenting the examples of the waterstops at the meeting, the Department was not giving the indication that waterstops presented were the products to be provided but to give a picture of the waterstops is all about. The product that is needed by the Department is as per the specification on the bid document.

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

2. PROJECT BACKGROUND AND HIGHLIGHTS

Mr Rohrs indicated that on the 06th May 2018, the Minister of Water and Sanitation announced that Department of Water and Sanitation Construction South will be involved on the raising of ClanWilliam dam. The Department officially started on site on 08th October 2018. Part of the raising of the dam requires waterstops of various forms required for the raising of the dam.

The raising of the dam is required to increase the storage capacity. The dam is raised on the spill way level by thirteen (13) meters. It increases the storage capacity from 125 million m³ up to 345 million m³. The area that will be put under water at present is 1100 hectares with the raise capacity it will be 2032 hectares in total.

There will be houses and agricultural properties that will be put under water but will be expropriated. Most of the water is mainly used for irrigation. This is the first phase of the process to ensure that the area downstream is developed. The second phases will be the increasing of the water transporting system.

Mr Rohrs reminded the attendees that the raising of the ClanWilliam dam is not a new or green field project. The model of the dam was used to explain how the raising will be done.

3. SCM PRESENTATION

Ms Hlazo took bidders through the administrative, mandatory bidding procedure and compliance thereof. She indicated that there has 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.
- There is no cost for participation, 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. 2 Samples of PVC and rubber water stops should be submitted by the closing time of the bid.
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

SPECIFICATION AND TECHNICAL COMPLIANCE

Any bid that fails to achieve a minimum of **60 POINTS** will not be considered for phase 4 of the evaluation.

1. **Product compliance – It is a requirement that the following information be provided:**
 - Data sheet of Rubber Waterstop indicating compliance to the specification (Indicate strength and SABS requirements) = 10 points
 - Detail method statement must be provided on the hot vulcanizing jointing method (as specified in specification) = 10 points
 - Detail list of all the material required for a vulcanizing joint must be provided (as specified in specification) = 10 points

- Detail of the heat fusing electrically heated clamp must be provided.(as specified in specification) = 10 points
- Data sheet of PVC Waterstop indicating compliance to specification (as specified in specification) = 10 points
- Detail on PVC Waterstop Rig and Heating Blade (as specified in specification) = 10 points

A total of 60 points will be obtained by compliance with all the above mentioned requirements

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

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 **60 points out of 60**

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.

QUESTIONS AND ANSWERS.

The following concerns were raised at the briefing session and to be noted by Department of Water and Sanitation.

The bid (DWS02-0219WTE) calls for Supply and delivery of Waterstops, why then the need for compulsory briefing session.

In the past briefing session were not compulsory, upon receiving the responses from the prospective bidders, the Department noted that the responses received were of poor quality and bidders were eliminated from the earliest stages of the bidding processes because of minor errors. This resulted in the Department recommending that briefing session be compulsory to highlight the necessary and important aspects of the bid which might be helpful. It also gives the Department the opportunity to highlight/inform suppliers of the new applicable regulations/instruction notes pertaining to Supply Chain related matters.

For briefing to be held at the site is for supplier to familiarize themselves with the site and to get a clear picture of what is expected of them. It also aims at involving the local suppliers.

Why do you require COIDA while the tender calls for supply and delivery?

It is essential for Department of Water and Sanitation (the employer) to ensure that all contractors that perform work on its premises are registered with the Compensation Fund in terms of the Compensation for Occupational Injuries and Diseases Act (COIDA Act) even if the bid is for supply and delivery of the material required by the department. In the event whereby an employee of the contractor is injured while they are on site delivering material the contractor is the one who should be able to compensate or cover the cost not the department, hence the bidders are requested to produce a letter of good standing with the Compensation Commissioner during the tendering process.

The fund compels employers to insure their workers against the risk of workplace in the workplace.

The continuous request from the Department of Water and Sanitation extending the validity period of the bid. At some point the validity period was extended for more than the initial validity

The validity periods stipulated on the bid documents as the period for the Department to finalize the all the segments of bidding process including the award, however at times when are unable to finalize the whole process within the stipulated timeframe, hence the requests for supplier to extend the validity. It is unfortunate that some periods are extended more than once which is in contravention of the law, however sometimes there are internal circumstances which are beyond supply chain management's control. The concern will be addressed to Management.

QUESTIONS	ANSWERS
The tender calls for the samples of PVC and rubber stops but the size is not indicated.	The size of the samples to be delivered is 250mm.
If UIF number is reflecting on SARS certificate, do I still need to submit the certificate or letter of good standing?	If it is reflecting on the SARS there is no need to submit the certificate.
Do you intend to appoint a panel?	No, only one bidder/supplier will be appointed. This is a once off contract but the items will be delivered to site as and when required by the Department.
The validity of the bid is 120 days, how do you calculate the validity period.	The validity period of the bid commences from the day the bid closes, for this bid. The validity period will be calculated from 28 March 2019.
What does the validity period mean?	It means the period set by the Department to finalize the whole tendering process.
Do you have the program of when you will need the material on site?	The program with the planned dates and quantity of the materials will only be communicated to the successful bidder.
Are there any special intersections on the rubber stops?	No, there are no special intersections of the rubber.

CLOSURE

The meeting adjourned at 12:50



Signature
Chairperson