



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

MINUTES OF COMPULSORY BRIEFING SESSION MEETING FOR BID:

DWS03-0219 WTE

SUPPLY AND DELIVERY OF DIFFERENT MILD STEEL PLATES, JAN KEMPDORP IN THE NORTHERN CAPE PROVINCE.

DATE : 25 FEBRUARY 2019
TIME : 11:00AM
**VENUE : JAN KEMPDORP (CONSTRUCTION
WEST OFFICE)**

Procedural Matters

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|----|---|---|--|
| 1. | Opening and welcome | : | Ms Thembeke Hlazo |
| 2. | Introduction and signing of attendance register | : | By all attendees |
| 3. | Supply Chain Management Presentation | : | Ms Malose Seeletsa |
| 4. | Technical Presentation | : | Mr Johann Bezuidenhout |
| 5. | Questions and Answers | : | By presents and other
DWS Officials |
| 6. | Closure | : | |

1. OPENING AND WELCOME

Ms Thembeke Hlazo welcomed all to the compulsory briefing session and apologized on behalf of the Department and to avoid/prevent litigations, 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 for all the three bids (DWS03-0219WTE; DWS04-0219WTE and DWS03-0219WTE) 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 for (DWS03-0219WTE) was scheduled for 10:00 am. We will start with the one that is Schedule for 11:00 am

The attendees were requested to complete the attendance register .Ms Hlazo emphasis that the bidders must write their contact details in full (e-mail address and telephone numbers), the contact details that will appear on the attendance register will be used to communicate with the bidders.

2. SCM PRESENTATION

Ms Seeletsa 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 will closing date has been moved to 26 March 2019 at 11:00am no longer 19 March 2019, any bid received later than the stipulated date and time will not be acceptable.
- The cost for participation is R100, 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 deposit 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 take the held 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 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 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 : Local Production and Content
 - Phase 3: Administrative and mandatory compliance.
 - Phase 4 : Technical Evaluation and Specification compliance
 - Phase 5 : 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 LOCAL PRODUCTIONS AND CONTENT

- Ms Seeletsa indicated that Annexures C for local production and content were omitted and will be forwarded to all bidders.
- The Declaration made in the Declaration Certificate for Local Content(SBD 6.2)and Annex C (Local Content Declaration: Summary Schedule) will be used for this purpose .This bid is for more than one product, therefore local content percentages for each product contained in Declaration C will be used for evaluation purposes.
- The bidders were expected to complete and return Annexure C Summary schedule and clearly indicate in their bids the quantities of designated Plates to be supplied and the level of local content for each product.
- 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.

The Stipulated minimum threshold for local production and content for this bid is as follow

ITEM NO	DESCRIPTION OF GOODS	SIZE	STIPULATED MINIMUM THRESHOLD
1.	Plate-SP S355 JO + N EN10025-2 Normalised See drawing number A Plasma cut Chamfering	50.00mm x 3,745.700mm x 1,260.00mm	100%
2.	Plate-SP S355 JO + N EN10025-2 Normalised See drawing number B Plasma cut Chamfering	50.00mm x 1,185.000mm x 1,258.000mm	100%
3.	Plate-SP S355 JO + N EN10025-2 Normalised See drawing number C Plasma cut Chamfering	40.00mm x 1,790.800mm x 1,260.000	100%
4.	Plate-SP S355 JO + N EN10025-2 Normalised See drawing number D Plasma cut Chamfering	40.00mm x 1,497.000mm x 1,300.000mm	100%

5.	Plate-SP S355 JO + N EN10025-2 Normalised See drawing number E Plasma cut Chamfering	40.00mm x 1,250.000mm x 1,310.000mm	100%
6.	Plate-SP S355 JO + N EN10025-2 Normalised See drawing number F Plasma cut Chamfering	50.00mm x 4,956.000mm x 1,310.000mm	100%
7.	Plate-SP S355 JO + N EN10025-2 Normalised See drawing number G Plasma cut Chamfering	40.00mm x 1,707.000 x 1,310.000mm	100%
8.	Plate-SP S355 JO + N EN10025-2 Normalised See drawing number H Plasma cut Chamfering	40.00mm x 1,707.000mm x 1,310.000mm	100%
9.	Plate-SP S355 JO + N EN10025-2 Normalised See drawing number I Plasma cut Chamfering	50mm x 1,785.000mm x 1,300.000	100%
10.	Plate-SP S355 JO + N EN10025-2 Normalised See drawing number J Plasma cut Chamfering	50.00mm x 3,597.000 mm x 1,300.000	100%

• Failure to Complete Annexure C for local production and content and comply with the percentage of the designated product listed on SBD 6.2, will render your bid non responsive and will be disqualified.

PHASE 3

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. 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 CIPC/CIPRO certificate, active and in good standing with all CIPC/CIPRO 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 6.2, 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. Bidders are to initial and sign Section 2 Tender data, failure to do so will render your bid non-responsive & disqualified.

PHASE 3: MANDATORY REQUIREMENTS

Take note: Bidders are required to comply with all the mentioned requirements, failure to do so will render their bid non-responsive and will be disqualified.

1. Attendance of the compulsory briefing session (Attendance register circulated at the briefing session will serve as proof).
2. 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
3. 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 3**

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 14 days 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 4

SPECIFICATION AND TECHNICAL COMPLIANCE

Compliance requirements:

•Full compliance to the requirements by indicating compliance or non-compliance on the specification table requirements. Bidders must indicate compliance by means a (Tick "√": on Comply) and non-compliance by means of a (Cross "X": on Not Comply). A bidder should submit a prospectus from the manufacturer, as a supporting document. A bidder who fails to comply with the specifications requirements will be disqualified and not considered for further evaluation.

ITEM NO	DESCRIPTION OF GOODS	SIZE	COMPLY	NOT COMPLY
1.	Plate-SP S355 JO + N EN10025-2 Normalised See drawing number A Plasma cut Chamfering	50.00mm x 3,745.700mm x 1,260.00mm		
2.	Plate-SP S355 JO + N EN10025-2 Normalised See drawing number B Plasma cut Chamfering	50.00mm x 1,185.000mm x 1,258.000mm		
3.	Plate-SP S355 JO + N EN10025-2 Normalised See drawing number C Plasma cut Chamfering	40.00mm x 1,790.800mm x 1,260.000		
4.	Plate-SP S355 JO + N EN10025-2 Normalised See drawing number D Plasma cut Chamfering	40.00mm x 1,497.000mm x 1,300.000mm		
5.	Plate-SP S355 JO + N EN10025-2 Normalised See drawing number E Plasma cut Chamfering	40.00mm x 1,250.000mm x 1,310.000mm		
6.	Plate-SP S355 JO + N EN10025-2 Normalised See drawing number F Plasma cut Chamfering	50.00mm x 4,956.000mm x 1,310.000mm		
7.	Plate-SP S355 JO + N EN10025-2 Normalised See drawing number G	40.00mm x 1,707.000 x 1,310.000mm		

	Plasma cut Chamfering			
8.	Plate-SP S355 JO + N EN10025-2 Normalised See drawing number H Plasma cut Chamfering	40.00mm x 1,707.000mm x 1,310.000mm		
9.	Plate-SP S355 JO + N EN10025-2 Normalised See drawing number I Plasma cut Chamfering	50mm x 1,785.000mm x 1,300.000		
10.	Plate-SP S355 JO + N EN10025-2 Normalised See drawing number J Plasma cut Chamfering	50.00mm x 3,597.000 mm x 1,300.000		

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 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.
- 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.
- 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	ANSWERS
What is the local percentage threshold for this product?	This tender is for different items; All items listed on SBD 6.2 are 100%.
In the event where you cannot find the particular product can you request exemption from DTI	You must request exemption from DTI but for this bid all items that are listed on SBD 6.2 are 100%.
This tender when it was advertised it was stipulated that only bidders who qualify as BBBEE status level 1 and level 2 will be considered for this bid. If I do JV do you still need consolidated BBBEE or sworn affidavit?	Yes if you are doing a JV you must submit a consolidated BBBEE Certificate.

CLOSURE

The meeting adjourned at 11:50



Signature

Chairperson



J.M Bezuidenhout

Construction Central Manager

