



## **water & sanitation**

Department:  
Water and Sanitation  
**REPUBLIC OF SOUTH AFRICA**

### **MINUTES OF COMPULSORY BRIEFING SESSION MEETING FOR BID:**

**DWS04-0219 WTE**

**SUPPLY AND DELIVERY OF MILD STEEL PLATES GRADE 350 WA ROQTUF  
GRADE AM 700 STEEL AND ROQLAST GRADE TH STEEL FOR A PERIOD OF  
24 MONTHS TO CONSTRUCTION CENTRAL,JAN KEMPDORP IN THE  
NORTHERN CAPE PROVINCE .**

**DATE : 25 FEBRUARY 2019**  
**TIME : 12:00AM**  
**VENUE : JAN KEMPDORP (CONSTRUCTION  
CENTRAL OFFICE)**

#### **Procedural Matters**

- |    |   |   |  |
|----|---|---|--|
| 1. | Opening and welcome                             | : | Ms Thembeka 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<br>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 12:00 pm

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 and no longer 19 March 2019, any bid received later than the stipulated date and time will not be acceptable.
- The cost for participation is free, 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](mailto: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 PRODUCTION 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**

<b>ITEM NO</b>	<b>DESCRIPTION OF GOODS</b>	<b>SIZE</b>	<b>THICKNESS</b>	<b>Stipulated Minimum threshold</b>
1.	Mild Steel Grade 350 WA	2.5m x 1.2m	3.0mm	100%
2.	Mild Steel Grade 350 WA	2.5m x 1.2m	5.0mm	100%
3.	Mild Steel Grade 350 WA	2.5m x 1.2m	6.0mm	100%



4.	Mild Steel Grade 350 WA	2.5m 1.2m	x	8.0mm	100%
5.	Mild Steel Grade 350 WA	2.5m 1.2m	x	10.0mm	100%
6.	Mild Steel Grade 350 WA	2.5m 1.2m	x	12.0mm	100%
7.	Mild Steel Grade 350 WA	2.5m 1.2m	x	16.0mm	100%
8.	Mild Steel Grade 350 WA	2.5m 1.2m	x	20.0mm	100%
9.	Mild Steel Grade 350 WA	2.5m 1.2m	x	25.0mm	100%
10.	Mild Steel Grade 350 WA	2.5m 1.2m	x	30.0mm	100%
11.	Mild Steel Grade 350 WA	2.5m 1.2m	x	40.0mm	100%
12.	Mild Steel Grade 350 WA	3.0m 1.5m	x	5.0mm	100%
13.	Mild Steel Grade 350 WA	3.0m 1.5m	x	6.0mm	100%
14.	Mild Steel Grade 350 WA	3.0m 1.5m	x	8.0mm	100%
15.	Mild Steel Grade 350 WA	3.0m 1.5m	x	10.0mm	100%
16.	Mild Steel Grade 350 WA	4.0m 1.5m	x	5.0mm	100%
17.	Mild Steel Grade 350 WA	4.0m 1.5m	x	6.0mm	100%
18.	Mild Steel Grade 350 WA	4.0m 2.0m	x	6.0mm	100%
19.	Mild Steel Grade 350 WA	4.0m 2.0m	x	40.0mm	100%
20.	Mild Steel Grade 350 WA	6.0m 2.0m	x	16.0mm	100%

21.	Mild Steel Grade 350 WA	8.0m 2.0m	x	8.0mm	100%
22.	Mild Steel Grade 350 WA	8.0m 2.0m	x	10.0mm	100%
23.	Mild Steel Grade 350 WA	8.0m 2.0m	x	12.0mm	100%
24.	Mild Steel Grade 350 WA	8.0m 2.0m	x	14.0mm	100%
25.	Mild Steel Grade 350 WA	8.0m 2.0m	x	16.0mm	100%
26.	Mild Steel Grade 350 WA	10.0m 2.4m	x	5.0mm	100%
27.	Mild Steel Grade 350 WA	10.0m 2.4m	x	6.0mm	100%
28.	Mild Steel Grade 350 WA	10.0m 2.4m	x	8.0mm	100%
29.	Mild Steel Grade 350 WA	10.0m 2.4m	x	10.0mm	100%
30.	Mild Steel Grade 350 WA	10.0m 2.4m	x	12.0mm	100%
31.	Mild Steel Grade 350 WA	10.0m 2.4m	x	14.0mm	100%
32.	Mild Steel Grade 350 WA	10.0m 2.4m	x	16.0mm	100%
33.	Mild Steel Grade 350 WA	10.0m 2.4m	x	18.0mm	100%
34.	Mild Steel Grade 350 WA	8.0m 2.0m	x	20.0mm	100%
35.	Mild Steel Grade 350 WA	10.0m 2.4m	x	25.0mm	100%
36.	Mild Steel Grade 350 WA	4.0m 2.0m	x	25.0mm	100%
37.	Mild Steel Grade 350 WA	10.0m 2.4m	x	30.0mm	100%

38.	Mild Steel Grade 350 WA	15.m 3.0m	x	30.0mm	100%
39.	ROQLAST STEEL	TH400 2.5m 1.2m	X	5.0mm	100%
40.	ROQLAST STEEL	TH400 2.5m 1.2m	X	6.0mm	100%
41.	ROQLAST STEEL	TH400 2.5m 1.2m	X	10mm	100%
42.	ROQLAST STEEL	TH400 2.5m 1.2m	X	12mm	100%
43.	ROQTUF AM700	GRADE 2.5m 1.2m	X	6mm	100%
44.	ROQTUF AM700	GRADE 2.5m 1.2m	X	10mm	100%
45.	ROQTUF AM700	GRADE 2.5m 1.2m	X	12mm	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 must be submitted. 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 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 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. 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	THICKNESS	COMPLY	NOT COMPLY
1.	Mild Steel Grade 350 WA	2.5m x 1.2m	3.0mm		
2.	Mild Steel Grade 350 WA	2.5m x 1.2m	5.0mm		
3.	Mild Steel Grade 350 WA	2.5m x 1.2m	6.0mm		
4.	Mild Steel Grade 350 WA	2.5m x 1.2m	8.0mm		
5.	Mild Steel Grade 350 WA	2.5m x 1.2m	10.0mm		
6.	Mild Steel Grade 350 WA	2.5m x 1.2m	12.0mm		
7.	Mild Steel Grade 350 WA	2.5m x 1.2m	16.0mm		
8.	Mild Steel Grade 350 WA	2.5m x 1.2m	20.0mm		
9.	Mild Steel Grade 350 WA	2.5m x 1.2m	25.0mm		
10.	Mild Steel Grade 350	2.5m x	30.0mm		

	WA	1.2m				
11.	Mild Steel Grade 350 WA	2.5m 1.2m	x	40.0mm		
12.	Mild Steel Grade 350 WA	3.0m 1.5m	x	5.0mm		
13.	Mild Steel Grade 350 WA	3.0m 1.5m	x	6.0mm		
14.	Mild Steel Grade 350 WA	3.0m 1.5m	x	8.0mm		
15.	Mild Steel Grade 350 WA	3.0m 1.5m	x	10.0mm		
16.	Mild Steel Grade 350 WA	4.0m 1.5m	x	5.0mm		
17.	Mild Steel Grade 350 WA	4.0m 1.5m	x	6.0mm		
18.	Mild Steel Grade 350 WA	4.0m 2.0m	x	6.0mm		
19.	Mild Steel Grade 350 WA	4.0m 2.0m	x	40.0mm		
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21.	Mild Steel Grade 350 WA	8.0m 2.0m	x	8.0mm		
22.	Mild Steel Grade 350 WA	8.0m 2.0m	x	10.0mm		
23.	Mild Steel Grade 350 WA	8.0m 2.0m	x	12.0mm		
24.	Mild Steel Grade 350 WA	8.0m 2.0m	x	14.0mm		
25.	Mild Steel Grade 350 WA	8.0m 2.0m	x	16.0mm		
26.	Mild Steel Grade 350 WA	10.0m 2.4m	x	5.0mm		
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30.	Mild Steel Grade 350 WA	10.0m 2.4m	x	12.0mm		
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36.	Mild Steel Grade 350 WA	4.0m 2.0m	x	25.0mm		
37.	Mild Steel Grade 350 WA	10.0m 2.4m	x	30.0mm		
38.	Mild Steel Grade 350 WA	15.m 3.0m	x	30.0mm		
39.	ROQLAST TH400 STEEL	2.5m 1.2m	X	5.0mm		
40.	ROQLAST TH400 STEEL	2.5m 1.2m	X	6.0mm		
41.	ROQLAST TH400 STEEL	2.5m 1.2m	X	10mm		
42.	ROQLAST TH400 STEEL	2.5m 1.2m	X	12mm		
43.	ROQTUF GRADE AM700	2.5m 1.2m	X	6mm		
44.	ROQTUF GRADE AM700	2.5m 1.2m	X	10mm		
45.	ROQTUF GRADE	2.5m	X	12mm		

	AM700	1.2m			
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## **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.

### **CLOSURE**

The meeting adjourned at 12:50



**Signature**  
**Chairperson**

  
**JM Bezuidenhout**  
**Central Construction Manager**