



## **water & sanitation**

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

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

**DWS04-0419WTE**

**THE MANUFACTURE,SUPPLY ,DELIVERY TO SITE ,INTLLATION AND  
COMMISIONING OF ONE PASSENGER LIFT ,GUIDE RAILS ,OPERATING  
SYSTEM AND MAINTENANCE CONTRACT FOR OLIFANTS RIVER  
RESOURCES DEVELOPMENT PROJECT AT DE HOOP**

**DATE : 16 MAY 2019**  
**TIME : 10:00AM**  
**VENUE : GA-MALEKANE(WATER TREATMENT  
WORK**

#### **Procedural Matters**

1. Opening and welcome : Ms Malose Seeletsa  
Introduction and signing of attendance register : By all attendees
2. Supply Chain Management Presentation : Ms Malose Seeletsa
3. Technical Presentation : Mr Johann Potgieter
4. Questions and Answers : By presenters and other  
DWS Officials
5. Closure :

## 1. OPENING AND WELCOME

Ms Seeletsawelcomed 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.

## 2. SCM PRESENTATION

Ms Seeletsa 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**

### SUBMISSION OF TENDER

- The bid will close on **06 June 2019 at 11:00am**, any bid received later than the stipulated date and time will not be acceptable.
- The cost for participation is R100.00. 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: 60000404  
Bidder can download documents from the Departmental website under current tenders (<https://www.dwa.gov.za/tenders/currenttenders.aspx>)
- 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.
- 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 bid document must be deposited in the bid box situated at the entrance of the ZwaMadaka Building, 157 Francis Baard Street (formerly known as Schoeman Street) Pretoria
- The last date for sending questions for clarification will be on **28 May 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 sent to all bidders who attended the briefing.
- Public opening of the bids received will be conducted on the closing date where bidder's names and the prices will be read out. The listed will also be uploaded on the website under bid opening 2019.

#### **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.

#### **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: Administrative and mandatory requirements.
- Phase 2 : Technical Evaluation and Specification compliance
- Phase 3 : 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**

### **ADMINISTRATIVE COMPLIANCE**

#### **Bidders are required to comply with the following:**

- 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 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 pin. It remains the bidder's responsibility in ensuring that their business partners adhere to CSD requirements and SARS for bidding purposes.
- All SBD forms attached to the bid must be completed, signed and submitted where required. (SBD1, SBD3.2, SBD 4, SBD 6.1, SBD 6.2, SBD 8 & SBD 9 and Annexure C). 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.
- 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.
- Provide technical brochures with full technical specification of all equipment offered under this bid.
- Complete technical schedules as attached to the Tender Specification
- Completion of Form of Tender, Appendix to Form of Tender, Annexures, A, B, C, D, F, G

## **PHASE 1:**

### **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. Active registration and valid minimum grading with the Construction Industry Development Board of CIDB 4SI or above
2. Attendance of the compulsory briefing session (Attendance register circulated at the briefing session will serve as proof).

## **PHASE 2**

### **SPECIFICATION OR TECHNICAL COMPLIANCE.**

Bidders must score at least 65 out of 100 in respect of functionality in order to qualify for advancement to Phase 3. A bidder that scores less than 65 out of 100 will be regarded as

submitting a non-responsive bid and will be disqualified. Bidders who fail to obtain minimum score for each criteria will be disqualified.

The weight hat will be allocated to each functionality criteria as follows (unless otherwise stated):

1=poor, 2=average, 3=good, 4=very good, 5=excellent

The evaluators are to score the bidder on a scale of 1 to 5 and use the scored value to determine the archived weight of the criterion. Bidders were advised to indicate their compliance as per the requirement of the bid.

Criteria	Sub-Criteria	Points Value	Weight of Criteria	Bidder Score
<b>Ability and Capability</b>	Demonstrated skills and experience of each key personnel for this project; for example but not limited to contracts administrator, site. Supervisor ,site foremen, engineers , health and safety and environmental representatives		<b>15</b>	
<b>Company Experience</b>	11 or more=5		<b>10</b>	
	. 8-10 year=4			
	.5-7 years=3			
	.2-4 years			
	Less than 2 years=1			
<b>Methodology</b>	Project plan and broad methodologies in line with the task descriptions outlined under project scope/task description and technical specifications schedules, with a clear milestone, installation methods and timeframes for each task to be completed(Complete form Appendix to form of tender”).		<b>15</b>	
	Excellent-significantly above requirement=5			
	Very Good –above requirements=5			
	Good-meet requirements=3			
	Inadequate-below=2			

	Poor-significantly below requirement=1			
<b>Similar work undertaken</b>	List of work similar nature to that contained in this contractor (Complete "Annexure B)		<b>15</b>	
<b>Technical Schedules</b>	Information contained in Technical Schedules demonstrates equipment of high quality, according to specification.		<b>45</b>	
	Excellent-significantly above requirement=5			
	Very Good –above requirements=4			
	Good-meet requirements=3			
	Inadequate-below=2			
	Poor-significantly below requirement=1			
			<b>100</b>	

## 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 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:**
- A Copy of certified copy of B-BBEE status level contributor certificate will not be accepted.

- 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.

The technical presentation was presented by Mr.Johann Potgieter

### 4. QUESTIONS AND ANSWERS.

QUESTIONS	ANSWERS
<p>Interms of technical Schedule brochure can we specify product or must we follow the minimum requirement</p>	<p>You are not allowed to to specify product. Bidders must follow the minimum requirement.</p>
<p>You said the minimum requirement for this bid is 4 SI .if I have 3SI PE because in terms of standard 3SI PE qualify you 4SI</p>	<p>No.3SI PE is not accepted. Currently ,the Department does not have a development programme to support contractors as required by the CIDB Regulations .Please refer to CIDB 's Practice note 32 for more information,</p>
<p>If it happens that you omitted to sign the SBD form or on the day of evaluation you are non-tax-compliant will I be disqualify?</p>	<p>The department will inform the bidders in writing and give them 7 working days to rectify there document and 14 day to rectify there tax matters with SARS.fail to rectify there document and tax matters will disqualify them.</p>
<p>IN terms of Methodology the total score is 15 point and the weight is 5 .how do you come to 15</p>	<p>The Department is using the formula or calculate to calculate according to the weight e.g. for this point:</p> <p>1=3 Point  2=6 point  3=9 point  4=12 point  5=15 point</p>




You spoke about the calculator, my excellence and your excellence are different, and who is in a position to measure the Excellence?	The approved bid evaluation members are the one who determine the best excellence during the evaluation.
Is there allocated panel that is going to look for our proposal?	Yes .The approved bid evaluation committee.
Is the panel consisting of lift specialist, mechanicalEngineer?	The Panel will consist of the people that have experience and knowledge of lift and the mechanical .the department core business is not to do lift
Similar work undertaking the major of work that you have done are construction work and in that construction work there was lift how do determine whether this person did similar work.	The department will take note of that.
For joint venture the bidder must submit three or one BBBEE certificate	The Bidder must submit valid consolidated BBBEE Status Certificate to Claim preference Points
If I submit the dti sworn Affidavit must I certified it coz it does not have allowance for commission of Oath?	Yes you must certify it.
If your shaft direction are big enough to give you a bigger left, can I propose that to the department?	Yes The maximum size available space in the lift shaft.
Our design will be direct or inform by the existing space?	Yes .The maximum standard equipment will fit in
Can I give you high speed?	No.you will be out of a specification.
Instance I dont have 1.3 meters per I have 1.5 meters ,1.5 meters,1.6 meters and 1.7 meters?	You can give us 1 meter.
I have a manner challenge in orogencapability when you say specific stainless steel or alternative galvanized: that will have a different effect on pricing of the material?	We are prepared to pay for better price because we know after that we will get a better lift.
Are we allowed to come back to the dam after today?	Yes .you must make arrangement withMr. Boni.



**4. CLOSURE**

The meeting adjourned at 11:20

Pr.  CE : ELECTRONIC DESIGN : 060 9981564

**Signature**

**Chairperson**

**Mr. Johann Potgieter**

CONFIDENTIAL