



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

MINUTES OF COMPULSORY BRIEFING SESSION MEETING FOR BID:

DWS13-1120 WTE

TO APPOINT A SUITABLE PROFESSIONAL SERVICE PROVIDER (PSP) TO UNDERTAKE THE DESIGN, CONTRACT DOCUMENTATION AND CONSTRUCTION SUPERVISION FOR DAM SAFETY REHABILITATION WORK AT THE ROODEFONTEIN DAM FOR THE DEPARTMENT OF WATER AND SANITATION.

DEPARTMENT OF WATER AND SANITATION OFFICIALS PRESENT:

| | |
|-------------------------|--------------------------------|
| Ms. Julia Dirane | SCM Representative Head Office |
| Mr. Leepile Motlagomang | Project Manager : SAM |

SCM Presentation by: Ms. Julia Dirane
Technical Presentation by: Mr. Leepile Motlagomang
Date: 18 December 2020
Time: 10:00am
Venue: Roodefontein Dam site

1. OPENING AND WELCOME

Ms. Dirane opened the meeting and introduced herself and Mr. Leepile Motlagomang. Attendance register was circulated to bidders.

2. ATTENDANCE

Participants and attendance were recorded on the attendance register attached.

3. PRESENTATION OUTLINE

- Submission of tender;
- SCM Instruction to bidders, and
- Evaluation criteria.
- Technical Presentation

| # | ITEM |
|----|--|
| 4. | SUBMISSION OF TENDER: |
| | <p>Ms. Dirane took the bidders through the process to be followed when completing and submitting the bids.</p> <ul style="list-style-type: none"> • Bidder must note that the same bid has been advertised twice with different bid number and as the closing date. The first advert issued on 27 November 2020 was published as DWS13 1120 WTE with the briefing session date of 09 December 2020 and closing on 08 January 2021. The second one was issued ON 04 December as DWS13 1220 WTE with the briefing session date of 18 December 2020 and closing on 12 January 2021. This was an oversight from the Department and Government Printing Works, with that been said there will be a second briefing session meeting however bidders who attended the first briefing session are not compelled to attend the second meeting. • An addenda will be issued to confirm the actual closing date of the bid and a corrected bid document will be issued as well. • Bid documents can be downloaded from the Departmental website under current tenders: https://www.dws.gov.za/Tenders/tenders.aspx • The briefing session minutes, briefing session registers as well as any other bid documentations will be placed under the current bid, departmental website, where the bid is placed. • The closing date for the bid is 08 January 2021 at 11:00am. Any bid received later than the stipulated date and time will not be accepted. • A completed and signed bid document together with a covering letter and supporting documents shall be submitted in a sealed envelop. It must be endorsed with a bid number and description as well as the name of the bidder and their contact details • The bid document must be deposited in the bid box situated at the entrance of Zwamadaka Building, 157 Francis Baard Street, Pretoria. • Bidders have three options to submit their bid documents (hand delivery, via couriers or by post). • However in a 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 3 working 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 on time with the Bid Office to avoid unnecessary disappointments. • The last date for sending queries for clarifications will be on 23 December 2020 at 16:00pm. Unless extension has been provided the date will be communicated on the Addenda issued. The questions to be forwarded to bidenquirieswte@dws.gov.za. Queries received after the due date will not be considered. • Office contact details of the SCM officials are placed on the DWS advert including their work cellphone numbers. Bidders are requested to make contact with the officials during working which is from 8:00am in the morning till 16:30pm. • All enquiries should be done through emails; no cellphone message will be responded to. |

| # | ITEM |
|-----|---|
| 5. | INSTRUCTION TO BIDDERS: |
| | <ul style="list-style-type: none"> • 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. • The bid must be signed with all the blanks in the bid and the appendix filled in. All spaces in the bid forms and other annexures shall be completed in full. • Section 3 (Pricing Schedule) in the bid document must be fully completed and priced out by the bidder. The enclosed SBD document 3.3. <p>“Bidders using the system calculator for their pricing are requested to limit their pricing to two decimals (cents) to avoid completing/transferring wrong figures on the bid document.”</p> • Bid documents to be submitted at the tender box not to DWS officials |
| 6. | EVALUATION CRITERIA: |
| | <p>The bid will be evaluated on a five phased approach outlined as follows:</p> <ul style="list-style-type: none"> ➤ Phase 1: Mandatory requirements ➤ Phase 2: Pre-qualification criteria ➤ Phase 3: Administrative compliance ➤ Phase 4: Functionality Compliance ➤ Phase 5: Evaluation of price and preference points claimed <ul style="list-style-type: none"> • 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, 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 B-BBEE points. |
| 6.1 | Phase 1: Mandatory requirements |
| | <p>Failure to submit any of the documents listed below will render your bid non-responsive and will be disqualified.</p> <ul style="list-style-type: none"> • Attendance of compulsory briefing session • Table listing key Professional members |
| 6.2 | Phase 2: Prequalification criteria - Preferential Procurement Regulations 2017, Regulation 4: |

| # | ITEM | | | | | | |
|------------|---|------------|--|--|---------|---------|---------|
| | <ul style="list-style-type: none"> In order to give effect to the Preferential Procurement Regulations, 2017 pertaining to the Preferential Procurement Policy Framework Act (Act No 5 of 2000), and the selected prequalification criteria for this bid is in terms of regulation 4. Pre-qualification criteria will be used in this bid to advance designated groups on the basis of Level 1 or 2 or 3 of B-BBEE Level of contributor only <table border="1" data-bbox="400 539 935 645"> <thead> <tr> <th colspan="3">EME or QSE</th> </tr> </thead> <tbody> <tr> <td>Level 1</td> <td>Level 2</td> <td>Level 3</td> </tr> </tbody> </table> <p>Compliance or verification will be made on B-BBEE level contributor status on CSD and/ or submitted B-BBEE certificate or sworn affidavit submitted with the bid.</p> | EME or QSE | | | Level 1 | Level 2 | Level 3 |
| EME or QSE | | | | | | | |
| Level 1 | Level 2 | Level 3 | | | | | |
| 6.3 | Phase 3: Administrative Compliance – documents to be submitted: | | | | | | |
| | <ol style="list-style-type: none"> The Tax Compliance status page which has the company PIN. (This is applicable to JV partners or sub-contractors should there be any) Status of the company in the CSD should indicate “Active” and “In business”. Company to attach copy of CIPC/ CIPRO certificate. In case of sub-contracting and or consortia/joint venture all parties involved must submit its own CIPC/CIPRO certificate, active and in good standing with all CIPC/CIPRO requirements. All SBD forms attached to the bid must be completed in full, initialed and signed where required. (SBD1, SBD3.3, 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. The Central Supplier Database registration number (MAAA number) on SBD1 should be of the leading supplier. Detailed CSD report: The bidder must be registered with the National Treasury Central Supplier Database (CSD) upon the closing of the bid. In bids where consortia/joint venture is formed, separate CSD reports must be submitted. Submit a certified copy of ECSA registration certificates for the Professional team members including Approved Professional Person. Submit a certified copy Professional registration for Project Manager/Leader. A certified copy of a valid Unemployment Insurance Fund (UIF) Certificate of Compliance or Tender letter. (To be changed to a copy not certified) A copy of a valid Letter of Good Standing from the Compensation Commissioner, in terms of the Compensation for Occupational Injuries and Diseases Act (COIDA) | | | | | | |
| 6.4. | <p>Phase 4: <u>Functionality Compliance.</u> (Failure to comply with the terms of reference will render the bid non-responsive and will not be considered for phase 5)</p> <p>Bidders must score at least 65 out of 100 in respect of functionality in order to qualify for advancement to Stage 4. A bidder that scores less than 65 out of 100 will be regarded as submitting a non-responsive bid and will be disqualified.</p> | | | | | | |

| # | ITEM | | | |
|---|---|--|---------------------|----------------------------|
| | <p>0 = no submission of information 1 = poor, 2 = average, 3 = good, 4 = very good, and 5 = excellent</p> <p>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.</p> | | | |
| | Criteria | Sub-Criteria | Points Value | Weight of Criterion |
| | Team Capability | Demonstrated skills and experience of the following key personnel for this project; Project Manager/Leader, Approved Professional Person (APP). (Attach qualifications and CV of each key project team member indicating experience, accreditation/affiliation (where relevant) Schedule of similar work (list the works related to the project). | | 40 |
| | | 10 years and above | 5 | |
| | | 8-9 years | 4 | |
| | | 6-7 years | 3 | |
| | | 4-5 years | 2 | |
| | | 3 years or less | 1 | |
| | Methodology | The bidders' ability to relate to the (i) proposed scope of service (See section two of ToR) in terms of their methodology. Bidders are expected to provide a brief description of the approach, methodology on how the works required will be executed. | | 35 |
| | | The bidder provided comprehensive details on all six (6) stages of the project scope of service. | 5 | |
| | | The bidder provided comprehensive details on four (4) and five (5) stages of the project scope of service. | 4 | |
| | | The bidder provided comprehensive details on three (3) stages of the project scope of service. | 3 | |
| | | The bidder provided comprehensive details on two (2) stages of the project scope of service. | 2 | |
| | | The bidder provided comprehensive details on one (1) stage of the project scope of service. | 1 | |
| | Proposed Design programme | The tenderer's ability to relate to the proposed scope of work/project design/ and duration in terms of their proposed project programme. A detailed proposed Gantt chart must be submitted. A proposed detailed Gantt chart must be submitted or other similar program may be used and supporting documents must be submitted (Clearly indicating project activities (Stages), start & finish per activity, | | 15 |

| # | ITEM | | |
|------------|---|---|------------|
| | | and the (3) critical path.) | |
| | | Programme submitted covers all six (6) stages of scope of service | 5 |
| | | Programme submitted covers five (5) stages of the project scope of service. | 4 |
| | | Programme submitted covers four (4) stages of the project scope of service. | 3 |
| | | Programme submitted covers three (3) stages of the project scope of service. | 2 |
| | | Programme submitted covers one (1) and two (2) stages of the project scope of service. | 1 |
| | Knowledge Sharing Plan | Skills development of DWS Candidates Engineers/Technicians to facilitate their professional registration. This should be done in the following fashion Phase A: Stage 1 and 2 Phase B Stage 3 and 4 Phase C: Stage 5 and 6 | 10 |
| | | PSP submitted knowledge sharing plan which allow at least two (2) DWS Candidate involvement on each phase of the three (3) phases of scope of service | 5 |
| | | PSP submitted knowledge sharing plan which allow at least two (2) DWS Candidates involvement on phase (B and C) of the project scope of service. | 4 |
| | | PSP submitted knowledge sharing plan which allow at least one (1) DWS Candidate involvement on each of the three (3) phases of the project scope of service. | 3 |
| | | PSP submitted knowledge sharing plan which allow at least one (1) DWS Candidate involvement on two (2) phases (B and C) of the project scope of service. | 2 |
| | | PSP submitted knowledge sharing plan which allow at least one (1) DWS Candidate involvement on (1) phase (B or C) of the project scope of service. | 1 |
| | TOTAL | | 100 |
| 6.4 | Phase 5: Evaluation of Price and Preference Point Claimed: | | |
| | <p>The following preference point system is applicable to this bid:</p> <p>The 80/20 preference point system in accordance with PPPFA Act, where 80 points will be attained in respect of price and 20 points will be awarded for attaining the</p> | | |

| # | ITEM |
|-----------|---|
| | <p>Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution.</p> <ul style="list-style-type: none"> Any bidders who want to claim the preferential points must submit proof certified copy of B-BBEE Status Level 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). <p>B-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.</p> <ul style="list-style-type: none"> In bids where there is Consortia/Joint Ventures, a valid certified copy of a consolidated B-BBEE certificate of the legal entity must be submitted in order to claim preference points. <p>NB: A copy of certified copy of B-BBEE status level contributor certificate or sworn affidavit will not be accepted.</p> <p>NB: An enterprise can only have one status level. Using the wrong sworn affidavit will lead to the bidder forfeiting their preferential points. The date deponent signed and date of Commissioner of Oath must be the same.</p> <p>NB: Commissioner of Oath cannot be an employee or ex officio of the enterprise because, a person cannot by law, commission a sworn affidavit in which they have an interest.</p> <p>NB: A copy of a sworn affidavit will not be accepted to claim preferential points.</p> <p>BIDDERS ARE REQUESTED NOT TO MAKE A COPY OF THE DOCUMENT WHICH HAS ALREADY BEEN CERTIFIED FOR TENDERING PURPOSES!!</p> |
| | <p>TECHNICAL PRESENTATION</p> |
| <p>7.</p> | <p>Presentation layout</p> <ul style="list-style-type: none"> 7.1 Project background 7.2 Locality 7.3 Description of the dam 7.4 Scope of work 7.5 Legislative Requirements 7.6 Other Requirements 7.7 Available Documentation 7.8 Pricing Schedule 7.9 Duration of the Assignment 7.10 Form of Contract 7.11 Key Stakeholders 7.12 Responsible Person |
| <p>8.</p> | <p>PROJECT BACKGROUND</p> <p>Roodefontein Dam forms part of the Breede-Gouritz Government Water Scheme which functions primarily as storage for irrigation, domestic and industrial use. The owner of the dam is Department of Water and Sanitation: Chief Directorate: Strategic Asset Management.</p> |

| # | ITEM |
|-----|---|
| | <p>Chief Directorate: Strategic Asset Management is the custodian of all departmental dams. Their responsibility is to insure that the safety of dams is maintained. In doing so, the Chief directorate has two programmes namely; Dam Safety Evaluation (DSE) and Dam Safety Rehabilitation Programme (DSRP) to fulfil its responsibility.</p> <p>DSE programme includes conducting 5 yearly dam safety valuations on the dams owned by the department. DSRP is informed by the recommendation from the 5 yearly dam safety evaluation. DSRP implement the recommendations from DSE by rehabilitating dams to comply with the dam safety regulations.</p> <p>Roodefontein Dam is one of the dams in which the dam safety evaluation was conducted and the several dam safety issues have been identified which need to be addressed, below is the list of issues that need to be addressed:</p> <ul style="list-style-type: none"> •Evaluate the geological stability of the left flank and provide remedial measures •Evaluate the geological and geotechnical stability of the embankment to address existing horizontal crack and provide remedial measures •Insufficient freeboard •Remedial measures around the outlet house •Remedial measures for mechanical and electrical components •Investigate the effects of the sudden closure of the emergency valve •Install a proper toe drain system to manage seepage on the downstream of the dam •And other dam safety related issues |
| 9. | <p>Locality</p> <ul style="list-style-type: none"> •Western Cape Province •About 2 km away from Plettenberg Bay town |
| 10. | <p>Roodefontein Dam Description</p> <ul style="list-style-type: none"> • Dam type: Zoned earthfill dam • Height : 19.5 m • Classification: Category 3 with high hazard potential • Spillway type: Reinforced concrete ogee side channel (on the left flank) • Outlet works: • RMF: 530 m³/s • Storage Capacity: 2.003 x 106 m³ |
| 11 | <p>Scope of Work</p> <ul style="list-style-type: none"> • The deliverables that the PSP is required to produce as part of this study, are as follows: |

| # | ITEM |
|----|--|
| | <p>Stage 1: Inception</p> <ul style="list-style-type: none"> • Site meeting with DWS officials and stakeholders to confirm dam safety issues at the dam • Inception Report <p>Stage 2: Preliminary design/feasibility studies</p> <ul style="list-style-type: none"> • Develop concepts in order to meet the objectives as stipulated on the project background. <p>Stage 3: Detailed design</p> <ul style="list-style-type: none"> • Analyze and prepare design report • Prepare construction drawings, specifications and contract documentation for the rehabilitation works. <p>Stage 4: Tendering</p> <ul style="list-style-type: none"> • Assist with the compilation of tender documentation • Assist during tender site briefing meeting • Assist with responding to any queries from bidders prior the closing of the tender <p>Scope of Work Continues... Stage 5: Construction</p> <ul style="list-style-type: none"> • Perform site supervision and monitoring up to the end of this appointment • Review and recommend contractor's payment certificates for payment • Ensure that OHS and Environmental audits are conducted by relevant persons <p>Stage 6: Commissioning</p> <ul style="list-style-type: none"> • Prepare as built drawings and handover to client with the necessary O&M and EPP manuals, completion reports. <p>Other service required to meet objectives</p> <ul style="list-style-type: none"> • Facilitate stakeholder meetings at various stages of the assignment and produce meeting minutes. • Provide monthly progress/assessment reports • Fulfill the duties of Employer's Agent • Apply for license to alter a Category III dam • Environmental screening • Obtain Environmental Authorization • Compile baseline risk assessment and OHS specification |
| 12 | <p>Legislative Requirement</p> <p>12.1. Roodefontein Dam is classified as Category III dam in terms of Dam Safety Regulation R139 of 24 February 2012. Therefore, PSP must have the following in their Design Team:</p> <ul style="list-style-type: none"> • An Approved Professional Person (APP) • Professional Team |

| # | ITEM |
|----|--|
| | <p>12.2. Provision for appointment of an Occupational Health & Safety Agent (OHS Agent), should the construction scope of work require a work permit in terms of Construction Regulations, 2014</p> <p>12.3. Compliance with National Environmental Management Act, 1998. If required, PSP must provide:</p> <ul style="list-style-type: none"> • Environmental Assessment Practitioner • Environmental Control Officer <p>12.4. Water Use License (WULA, if required)</p> <p>Other Requirements</p> <ul style="list-style-type: none"> ✓ Make provision for any studies that may be required while implementing the project e.g Geotechnical investigations, Environmental impact assessment and lidar survey etc. ✓ Submission of reports: 1 hard copy and CD with soft copies including calculations. |
| 13 | <p>Available Documentations</p> <p>The following documentations are available on request at Head Office</p> <p>13.1. Design Reports, viz:</p> <ul style="list-style-type: none"> ✓ Raising the FSL by 2 m by means of solid raising, 2002 ✓ Evaluation of dam raising option: Addendum, 2002 ✓ Evaluation of dam raising option, Revision 1, 2001 ✓ Rehabilitation of the Spillway. Report No. 2214/4601, 1994 ✓ Rehabilitation of the Spillway: Supplementary Report No. 2214A/4601, 1994 <p>13.2. Construction Reports, viz:</p> <ul style="list-style-type: none"> ✓ Construction Completion Report, 2006 ✓ Raising the Spillway & Embankment of Roodefontein Dam, 2004 ✓ Construction Completion Report. Report No. 2465/4601, 1996 ✓ Construction Completion Report. Report No. 1628/4601, 1990 <p>13.3. Geological/Geotechnical Reports, viz:</p> <ul style="list-style-type: none"> ✓ Engineering Geological Report for Dam Safety Purposes, 2006 ✓ Rehabilitation of the Spillway, Final Geology Report, 1996 ✓ The effect of an Earthquake on the dam, 1996 ✓ Dam Safety Inspection Geological Report, 1993 ✓ Preliminary Report on Geological Investigations, 1987 |

| # | ITEM |
|-------|--|
| | <p>13.4. Hydrological Reports, viz:</p> <ul style="list-style-type: none"> ✓ Flood Frequency Analysis: Roodefontein Dam, 2018 ✓ Flood Frequency Analysis: Roodefontein Dam, 2010 ✓ Flood Frequency Analysis: Roodefontein Dam, 2001 <p>13.5. Dam Safety Evaluation Reports, viz:</p> <ul style="list-style-type: none"> ✓ Fourth Dam Safety Evaluation Report, 2020 ✓ Third Dam Safety Inspection Report, 2011 ✓ Second Dam Safety Inspection Report, 2006 ✓ First Dam Safety Inspection Report, 2002 <p>13.6. Operations and Maintenance Manuals, viz:</p> <ul style="list-style-type: none"> ✓ Operations, Monitoring & Maintenance Manual : Vol. 2, 2004 ✓ Operations & Maintenance Manual, 1998 ✓ Operations & Maintenance Manual, 1990 <p>13.7. Emergency Preparedness Plans</p> <ul style="list-style-type: none"> ✓ Operations and Maintenance Manual & Emergency Preparedness Plan, 2005 ✓ Roodefontein Dam: Emergency Preparedness Plan, 2015 <p>13.8. As-Built drawings/Plans</p> |
| 14. | <p>Duration of Assignment and Form of Contract</p> <p>The contract period for this assignment is estimated at 3 years from date of appointment. The standard DWS PSP contract will be used for the assignment.</p> |
| 15. | <p>Site inspection</p> <p>Bidders are encouraged to conduct site inspection on the dam before submitting their proposals.</p> |
| 16. | <ul style="list-style-type: none"> • CLOSURE: |
| 16.1. | <ul style="list-style-type: none"> • Meeting adjourned at 11:20am. |

| No. | GENERAL AND TECHNICAL QUESTIONS | ANSWERS |
|-----|---|---|
| 1. | The bid results are advertised where? | This bid was advertised on the government tender bulletin, national Treasury e-tender portal and our departmental website. The results will be published on the same media platform used. |
| 2. | Where on the website can we find the bid information? | www.dws.gov.za/www.dwa.gov.za . The briefing session attendance register and the minutes will be published on this website, where the bid document was placed. |

| No. | GENERAL AND TECHNICAL QUESTIONS | ANSWERS |
|-----|---|--|
| 3. | It will only be fair to bidders if the closing date of the bid can be extended since there is too much work to be done when compiling the bid response? | Request to extend the closing date will be send to relevant managers and once granted SCM will communicate with bidders who attended the meeting. |
| 4. | Is there a special condition of contract because the GCC does not cover all the PSP work conditions? | The bid was issued with the GCC only if the bidder wishes to make additional conditions to their bid they should come as special conditions of contract. |
| 6. | Is the 3 year period purely for the service provider or does it include implementation? | The design and the construction are for the service provider. Everything must fit in the 3 year period. |

Mr. L. Motlagomang
Project Manager

Ms. J. Dirane
SCM Secretariat