



## **water & sanitation**

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

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

**DWS01-0620 WTE**

**SUPPLY, DELIVERY AND INSTALLATION OF FENCING AT MZIMVUBU WATER PROJECT – ACCESS ROAD FOR CONSTRUCTION EAST NEAR MACLEAR IN THE EASTERN CAPE PROVINCE FOR A PERIOD OF 12 MONTHS (THE CONTRACTOR MUST BE REGISTERED AT THE CIDB AND A CIDB CLASSIFICATION OF AT LEAST 4SQ OR 4CE)**

**PRESENTATION BY: Ms Nondumiso Mnguti**  
**DATE : 18 June 2021**  
**TIME: 09:00 AM**  
**VENUE: Construction East-Water Project**

## 1. OPENING AND WELCOME

Mr. Ayanda Shumane opened the meeting and introduced Supply Chain Management (SCM). Attendance register was circulated to bidders.

## 2. ATTENDANCE

Participants and attendance are recorded on the attendance register attached.

## 3. PRESENTATION OUTLINE

Submission of tender;  
Instruction to bidders, and  
Evaluation criteria.

#	ITEM
4.	<b>SUBMISSION OF TENDER:</b>  Ms Mnguti took the bidders through the process to be followed when completing and submitting the bids. <ul style="list-style-type: none"><li>• The closing date for the bid is <b>09 July 2021 at 11:00am</b>. Any bid received later than the stipulated date and time will not be acceptable.</li><li>• Bid documents can be downloaded from the Departmental website under current tenders. Website: <a href="http://www.dwa.gov.za/Tenders/tendersCurrent.aspx">www.dwa.gov.za/Tenders/tendersCurrent.aspx</a></li><li>• A completed and signed bid document together with a covering letter and supporting documents, shall be submitted in a sealed envelope endorsed with a bid number and a bid description as well as the name of the bidder which must be clearly shown on the cover.</li><li>• The bid document must be deposited in the bid box situated at the entrance of Zwamadaka Building, 157 Francis Baard Street, Pretoria.</li><li>• On the closing date, public opening of the received bids and tendered prices will be announced.</li><li>• Bidders have three options to submit their bid documents (hand delivery, via couriers or by post)</li><li>• 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.</li><li>• 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.</li><li>• The last date for sending queries for clarifications will be on <b>25 June 2021 at 16:00pm</b>. The questions to be forwarded to <a href="mailto:bidenquirieswte@dws.gov.za">bidenquirieswte@dws.gov.za</a>. Queries received after the due date will not be considered.</li></ul>

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5.	<b>INSTRUCTION TO BIDDERS:</b>
	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Section 3 (Pricing Schedule) in the bid document must be fully completed and priced out by the bidder. Failure to do so will deem your bid invalid.</li> <li>• The successful bidder will be required to submit a "Letter from the manufacturer" confirming the supply arrangement within <b>14 days</b> after the approval of the bid. Failure to comply with this requirement within <b>14 calendar days</b> shall result in the bid being awarded to another bidder.</li> </ul>
6.	<b>EVALUATION CRITERIA:</b>
	<p>The bid will be evaluated on a five phased approach outlined as follows:</p> <ul style="list-style-type: none"> <li>➤ <b>Phase 1: Mandatory requirements</b></li> <li>➤ <b>Phase 2: Pre-qualification criteria</b></li> <li>➤ <b>Phase 3: Administrative compliance</b></li> <li>➤ <b>Phase 4: Evaluation of local production and content</b></li> <li>➤ <b>Phase 5: Price and Preference Points claimed</b></li> </ul> <ul style="list-style-type: none"> <li>• 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).</li> <li>• The lowest acceptable bid will score 80 points for price and a maximum of 20 points will be awarded for attaining BBBEE points</li> </ul>
6.1	<b>Phase 1: Mandatory Requirements</b>
	<ul style="list-style-type: none"> <li>• Attendance of compulsory briefing session</li> <li>• The contractor must be registered at the CIDB and CIDB classification of at least 4SQ or 4CE</li> <li>• A valid letter of Good standing with the Compensation Diseases Act No 130 of 1993 and or third parties' insurance registered with Financial Services Board</li> <li>• A copy of a valid UIF certificate of compliance or copy of a valid letter of good / tender letter.</li> </ul>
6.2	<b>Phase 2: Prequalification criteria - Preferential Procurement Regulations 2017, Regulation 4:</b>
	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Pre-qualification criteria will be used in this bid to advance designated groups on the basis of  Level 1 of B-BBBEE status Level of contributor, and EME's or QSE's.</li> </ul> <div style="border: 1px solid black; display: inline-block; padding: 2px 10px;">Level 1</div>

#	ITEM				
	<div style="border: 1px solid black; width: 100px; height: 25px; margin-bottom: 10px;"></div> <p>EME or QSE</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 2px;">EME</td> <td style="padding: 2px;">QSE</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table>	EME	QSE		
EME	QSE				
<b>6.3</b>	<b>Phase 3: Administrative Compliance – documents to be submitted:</b>				
	<ol style="list-style-type: none"> <li>1. 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.</li> <li>2. Tax Compliance status page which has the company PIN must be attached.</li> <li>3. Status of the company in the CSD should indicate “Active” and “In business”. Company to attach copy of CIPC/ CIPRO certificate. In case of 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.</li> <li>4. Bidders are to initial and sign Section 2 Tender data</li> <li>5. Bidders are to submit a copy of the B-BBEE Status Level Verification Certificate or sworn affidavit. (Failure to submit, the bidder will forfeit the preferential points to be claimed)</li> <li>6. The bid must be signed by the director of the company or a duly authorised person and proof of such authority must be submitted.</li> <li>7. All SBD forms attached to the bid must be completed in full and signed. (SBD1, SBD3.1, SBD 4, SBD 6.1, SBD6.2, SBD 8 &amp; 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.</li> </ol>				
<b>6.4</b>	<b>Phase 4: Local Content - Evaluation of local production and content</b>				
	<ul style="list-style-type: none"> <li>• Declaration certificate for local content (SBD 6.2) and Annex C (Local Content Declaration: Summary Schedule) will be used for evaluation purposes, the aforementioned documents must be submitted as part of the bid documentation on the closing date of the bid.</li> <li>• If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used; declaration shall be completed on item level. SBD 6.2 &amp; Annexure C must be correctly completed in full. Bid document contains the document that guide the bidders on calculations.</li> <li>• Where there is an exempted imported value the exemption letter issued by DTI must also be submitted together with the bid at the closing date and time of this bid.</li> <li>• Failure to comply with the designated local production and content requirements and threshold or percentage for any item listed on SBD 6.2 by bidder, will render your bid non responsive and will be disqualified.</li> <li>• The DTI has the right to, as and when necessary, request for auditor's certificates confirming the authenticity the Declarations made in respect of local content</li> </ul>				

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6.5	<p><b>Phase 5: Evaluation of Price and Preference Point Claimed:</b></p> <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 Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution.</p> <p>* 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> <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.</p> <ul style="list-style-type: none"> <li>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.</li> <li>In bids where there is Consortia/Joint Ventures, a consolidated valid B-BBEE certificate must be submitted in order to claim points preference points.</li> </ul> <p><b>NB:</b> A copy of certified copy of B-BBEE status level contributor certificate will not be accepted.  <b>NB:</b> A copy of a sworn affidavit will not be accepted.  <b>BIDDERS ARE REQUESTED NOT TO MAKE A COPY OF THE DOCUMENT WHICH HAS ALREADY BEEN CERTIFIED FOR TENDERING PURPOSES!!</b></p>
7.	<p><b>CLOSURE</b></p> <ul style="list-style-type: none"> <li>Meeting adjourned at 10:23</li> </ul>

#	QUESTIONS	ANSWERS
1	This bid requires that the contractors must be registered for CIDB grading of at least 4SQ or 4CE, does this accommodate CIDB grading that are higher than 4SQ or 4CE?	This requirement of CIDB grading goes for both 4SQ and 4CE, It basically means you may not tender for this bid if your CIDB registration is less than 4SQ or 4CE. Only 4SQ or 4CE and higher, can bid for this tender.
2	During the implementation of this project, are there going to be SMME packages?	Yes there are packages allocated for the SMME's in the project.
3	The document is mostly talking about material, and this tender is about supply and fit. What will happen if the contractor finds something out of ordinary i.e you find hard rock while fitting. The document is silent on this part, will there be any variation order created to accommodate those costs?	In the case of unforeseen circumstances, the Department will bear those costs, utilising DWS Construction unit resources (labour and plant). No variation orders will be permitted. Any discrepancies are to be reported in writing to the Site Agent before the work commences (See Clause 5.1 – Tender Data)
4	As the delivery times were discussed that it will be Monday	This is a local content tender, by doing the site briefing it means we will be going to check the

	to Friday, This question is more like a suggestion that how about anyone who will be awarded this project brings a sample first, considering the logistics costs of bringing the tons of material and be told that the material is defective.	supplier if it is providing material required as per our specification. Once we have done that the bidder should not worry that you will be bringing material which is not up to standard. There will not be a need for the samples because this part will be covered at site visiting stage. Bid evaluation committee will visit the supplier that you indicated on your SBD 3.1.
5	How much is going to be the labour rate and Who determines it? Is it the winning bidder or the department?	Bidders were advised to refer to paragraph 16 of tender data, however the additional clarity will be added to the minutes. Labour rates are determined by the Department of Labour (DoL).
6	Do you disqualify the bidder who later decides to Joint Venture with another company as the name will not appear on the briefing session register?	Any company representative for companies that are in the Joint venture must sign the briefing session attendance register.



**Signature**

**Chairperson**

**Date:** 29/06/2021



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**Signature**

**Secretary**

**Date:**

CONFIDENTIAL