



## water & sanitation

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

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

**DWS03-0822 WTE**

### APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER (PSP) FOR THE PROJECT: PROVISION OF BULK PRINTING PACKAGING AND MAILING SERVICE TO THE DEPARTMENT OF WATER AND SANITATION FOR A PERIOD OF THIRTY-SIX (36) MONTHS

#### DEPARTMENT OF WATER AND SANITATION OFFICIALS PRESENT:

Ms. Sylvia Ndhlovu	Chief Director: Revenue Management
Ms. Nondumiso Mnguti	Supply Chain Management Representative - SCM Compliance
Ms. Nomfanelo Khanyi	Supply Chain Management Representative - SCM Compliance

**Technical Presentation by:** Ms. Sylvia Ndhlovu  
**SCM Presentation by:** Ms. Nondumiso Mnguti  
**Date:** 12 September 2022  
**Time:** 10:00am  
**Venue:** Roodeplaar Training Centre

#### 1. OPENING AND WELCOME

Ms. Nondumiso Mnguti opened the meeting and introduced herself and handed over to Ms. Sylvia Ndhlovu and Ms. Nomfanelo Khanyi for introduction.

#### 2. ATTENDANCE

The attendees were requested to sign the attendance register (Company Name, contact details and name of the company representative).

#### 3. PRESENTATION OUTLINE

- Opening, welcome and introductions
- Purpose of the bid and contract duration
- Submission of the bid response and closing date
- Contents of the bid document/Specification
- Evaluation Criteria
- Question and Answers
- Closure

#	ITEM
4.	<b>Purpose of the bid and contract duration</b>
	To appoint a Professional Service Provider who will provide bulk printing, packaging, and mailing services to the Department of Water and Sanitation - Water Trading Entity (WTE) for the period of thirty-six (36) months
5.	<b>How to access the bid document and other related documents</b>
	<ul style="list-style-type: none"> <li>• Bid documents can be downloaded from the DWS Departmental website under current tenders: <a href="http://www.dwa.gov.za/Tenders/tendersCurrent.aspx">www.dwa.gov.za/Tenders/tendersCurrent.aspx</a></li> <li>• Or from the National Treasury website: <a href="http://www.treasury.gov.za/divisions/ocpo/ostb/CurrentTenders.aspx">http://www.treasury.gov.za/divisions/ocpo/ostb/CurrentTenders.aspx</a></li> </ul>
6.	<b>Submission of the bid response</b>
	<ul style="list-style-type: none"> <li>• Bid document must be completed by the authorised company personnel from the bidding company. It is also expected that the contact details (cell phone/ telephone and email address) of the authorised personnel are provided on SBD 1 the invitation to bid page under supplier information section of the document. All bid correspondence will be sent to the authorised personnel and where an alternative person information is provided communication will also be shared with the alternative person.</li> <li>• Bidders are expected to submit one original bid document inclusive of all the necessary attachments combined and a copy/duplicate of the original bid document also inclusive of all the necessary attachments combined. The original bid document should be marked original and copy as a duplicate document.</li> <li>• Bid response should be packaged or contained in a sealed envelope which is clearly marked the bid number, description, closing date, the company name and the name of the authorized person and their contact details.</li> <li>• The closing date for the bid is 30 September 2022 at 11:00am. Any bid received later than the stipulated date and time will not be accepted.</li> <li>• The briefing session minutes, attendance register and any other bid documentations will be placed under the current bid, departmental website, where the bid is placed.</li> <li>• The bid document must be deposited in the bid box situated at the entrance of Zwamadaka Building, 157 Francis Baard Street, Pretoria. <b><u>Bidders have three options to submit their bid documents (couriers or by post or hand delivery).</u></b></li> <li>• In a case where a bidder prefers to post their bid response, it must be done 3-5 working days prior to the closing date. It will remain the bidder's responsibility to inform SCM to collect their bid response from registry at least a day before the closing date, not on the closing date. Failure to do so and the bid response is received late, SCM will not be held accountable for any delays. Bidders are requested to make contact with the officials during working which is from 8:00am in the morning till 16:00pm.</li> <li>• In a case where a bidder prefers to use courier services, the bid response must be sent to Department of Water and Sanitation, 157 Zwamadaka Building, 157 Francis Baard Street, Pretoria 0002 or 191 Francis Baard Street. It is the responsibility of the bidder to ensure that the bid response is submitted within a reasonable time</li> </ul>

#	ITEM
	<p>and that the signing of the bid response during delivery is done with the relevant Bid Office officials only, no other officials should be handed the bid response if they are not from Acquisition Management.</p> <ul style="list-style-type: none"> <li>• <u>For hand delivery submit tender documents at:</u> Department of Water and Sanitation, Zwamadaka Building, 157 Francis Baard Street, Pretoria 0002</li> <li>• The last date for sending queries for clarifications will be on 16 September 2022 at 16:00pm. The questions should 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> <li>• All enquiries should be done through emails; no cellphone message will be responded to.</li> </ul>
<b>7.</b>	<b>INSTRUCTION TO BIDDERS:</b>
	<ul style="list-style-type: none"> <li>• The standard bidding forms should not be retyped or redrafted but photocopies may be prepared and used. Additional offers may be of any item but only a photocopy of the page in question or on other forms obtainable from the Head of Procurement: Department of Water and Sanitation, Private Bag x313, Pretoria.0001, Attention: Supply Chain Management Office. Additional offers made in any other manner may be disregarded.</li> <li>• Should standard bid forms not be filled in by means of mechanical devices, for example typewrites, ink, preferably black, must be used to fill in bids.</li> <li>• Bidders shall check the numbers of the pages and satisfy them that none are missing or duplicated. No liability shall be accepted in regard to claims arising from the fact that the pages are missing or duplicated.</li> <li>• Where items are specified in detail, the specifications form an integral part of the bid document and bidders shall indicate in the space provided whether the items offered are to specification or not.  In respect of the paragraphs where the items offered are strictly to specification, bidders shall insert the words "as specified".</li> <li>• In cases where the items are not to specification, the deviations from the specifications shall be indicated.</li> <li>• With the exception of basis prices, where required, all prices shall be quoted in South African currency.</li> <li>• Bids received after the closing date and time are late and will as rule not be accepted for consideration.</li> <li>• Bids will be opened in public, that is, bidders or their representatives may be present. If requested by any bidder, the names of bidders and if practical the total amount of each bid and of any alternative bids, will be read aloud.</li> <li>• Unless specifically provide for in the bid document, no bids transmitted by telegram, telex, facsimile, e-mail or similar apparatus shall be considered.</li> </ul>

#	ITEM
8.	<b>EVALUATION CRITERIA:</b>
	<p><b>The bid will be evaluated on a six (6) phased approach outlined as follows:</b></p> <ul style="list-style-type: none"> <li>• <b>Phase 1</b> Mandatory requirements</li> <li>• <b>Phase 2</b> Prequalification criteria</li> <li>• <b>Phase 3</b> Administrative Compliance</li> <li>• <b>Phase 4</b> Functionality Compliance / Specification Compliance</li> <li>• <b>Phase 5</b> Site Visit Assessment</li> <li>• <b>Phase 6</b> Price and Preference Points Claimed.</li> </ul>
8.1	<b>Phase 1: Mandatory requirements</b>
	<p>Failure to submit any of the documents listed below <u>will</u> render your bid non-responsive and will be disqualified.</p> <ul style="list-style-type: none"> <li>• Attendance of compulsory briefing session.</li> <li>• The service providers must produce an agreement with Post Office that confirming that the latter will be able to provide the service of sending postal items on behalf of the department and pay postage costs and claim it back from the department.</li> </ul>
8.2	<b>Phase 2: Prequalification criteria</b>
	<p><b>Preferential Procurement Regulations, 2017, Regulation 4 (c)</b></p> <p>Prequalification criteria will be used in this bid on the basis of sub-contracting with EMEs or QSEs which are 51% owned by either of the following:</p> <ol style="list-style-type: none"> <li>i) Black people</li> <li>ii) Black people who are youth</li> <li>iii) Black people who are women</li> <li>iv) Black people with disabilities</li> <li>v) Black people living in rural or underdeveloped areas or townships</li> <li>vi) Black people who are military veterans</li> <li>vii) EMEs or QSES</li> </ol> <p>Only bidders who do have a 30% sub-contracting agreement to a 51% black owned EME or QSE will be considered for this bid. Verification documentation to be submitted to confirm 30% sub-contracting compliance requirements (failure to submit the supporting documents, the Bidder will be disqualified)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sub-contractor's Valid Sworn Affidavit</li> <li><input type="checkbox"/> The Sub-contractor's proof of Central Supplier Database registration</li> <li><input type="checkbox"/> Tax compliant with SARS (to be verified through CSD and SARS). Attach a copy of Tax Clearance certificate and PIN</li> <li><input type="checkbox"/> Pro-forma sub-contracting agreement signed by both parties</li> </ul>

#	ITEM
	<p>Failure to meet the above indicated prequalification criteria in terms of the PPR, 2017, Regulation 4 (c) will automatically disqualify your bid.</p> <p>Bidders who qualify as EMEs or QSEs are only required to submit a sworn affidavit signed by the company representative and attested by a Commissioner of oaths, confirming its annual total revenue and level of Black ownership.</p> <p>B-BBEE certificate must be an original and valid or 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> <p>The 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.</p> <p>In bids where there is Consortia/Joint Ventures, a consolidated valid B-BBEE certificate must be submitted.</p> <p>Proof includes an original or certified copy of B-BBEE status level verification certificates or certified copies thereof together with their price quotations, to substantiate their B-BBEE rating claims. B-BBEE certificate 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> <p>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.</p> <p>In bids where there is Consortia/Joint Ventures, a consolidated valid B-BBEE certificate must be submitted.</p>

**8.3 Phase 3 Administrative Compliance**

Bidders are required to comply with the following listed below

No	Criteria	Yes	No
1	Companies must be registered with National Treasury's Central Supplier Database. Provide MAAA number on SBD1		
2	Tax compliant with SARS (to be verified through CSD and SARS). Attach a copy of Tax Clearance certificate and PIN.		
3	Active registration with Company Intellectual Property Commission (to be verified through CSD and CIPC). Attach copy of CIPC / CIPRO certificate.		
4	A valid letter of Good Standing with the Compensation Commissioner in terms of the Compensation for Occupational		

#	ITEM			
		Injuries and Diseases Act No 130 of 1993 either from private insurer or Compensation Fund "Department of Labour		
	5	The Bid must be signed by a director of the company or a duly authorised person and proof of such authority must be submitted with the bid.		
	6	An original and valid f B-BBEE Status Level Verification Certificate or valid copy (failure to submit, the Bidder will forfeit the preferential points to be claimed)		
	7	Complete, sign, submit SBD 1, SBD 3.1, SBD 4 and SBD 6.1		
<b>8.4</b>	<b>Phase 4: <u>Functionality Compliance / Specification Compliance</u></b>			
	<p>Bidders must score at least <b>70 out of 80</b> in respect of functionality in order to qualify for advancement to Phase 5. A bidder that scores less than <b>70 out of 80</b> will be regarded as submitting a non-responsive bid and will be disqualified. Bidders who fail to obtain a minimum score for each criterion will be disqualified.</p> <p>The weight that will be allocated to each functionality criteria as follows (unless otherwise stated)</p> <p><b>1 = poor, 2 = average, 3 = good, 4 = very good, and 5 = excellent</b></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>			
	<b>Criteria</b>	<b>Sub-Criteria</b>	<b>Points Value</b>	<b>Weight of Criterion</b>
	<b>Ability and Capability</b>	Demonstrated skills and experience of five (5) key personnel for this project for example but not limited to, developer, contract administrator, project supervisor/manager and team members, (Attach 1 page resume of each key project team member indicating qualifications, accreditation / affiliation), experience on similar projects.		<b>25</b>
		5 years and above relevant experience of Project Leader / Manager and team members	5	
		4 years relevant experience of Project Leader / Manager and team members	4	
		3 years relevant experience of Project Leader / Manager and team members	3	
		2 years relevant experience of Project Leader / Manager and team members	2	
		Less than 2 years relevant experience of Project Leader / Manager and team member	1	

#	ITEM			
	<b>Company track record</b>	Contactable reference evaluation for similar projects (5 contactable references) with signed proof from the employer. <ul style="list-style-type: none"> <li>• Quality of work</li> <li>• Team capability</li> <li>• Relevant work experience</li> <li>• Data programming for variable data printing</li> <li>• Ability to do graphic design for statements, invoices, brochures.</li> <li>• Ability to print using Laser printing, Litho printing</li> <li>• Ability to print 110 000 pages in colour and black and white ink as when arranged or during emergencies.</li> <li>• Ability to print different tasks at the same time and fast</li> </ul> Each contactable reference to score bidder on a scale of 1 to 5.		<b>25</b>
		5 completed similar projects.	5	
		4 completed similar projects.	4	
		3 completed similar project.	3	
		2 completed similar project.	2	
		1 completed similar project.	1	
	<b>Methodology</b>	The following items must be defined in detail: <ol style="list-style-type: none"> <li>1. Project Plan</li> <li>2. Project implementation Plan</li> <li>3. Broad methodologies in line with the task descriptions outlined under project scope/ task description and technical specifications and schedules</li> <li>4. Clear milestones, and timeframes for each task to be completed.</li> <li>5. Evaluation and supervision of work</li> <li>6. Disaster recovery Plan</li> <li>7. Security of data</li> <li>8. Uninterrupted printing during load shedding</li> <li>9. Communication tools and reporting lines</li> </ol>		<b>30</b>
		All 9 items above should be included clearly with details.	5	
		8 items above should be included clearly with details.	4	
		7 items above should be included clearly with details.	3	
		6 items above should be included clearly with details	2	
		5 items above should be included.	1	
		4 and less items	0	
	<b>TOTAL</b>			<b>80</b>

#	ITEM																														
8.5	<p><b>Phase 5: <u>Site Visit Assessment</u></b></p> <p>(A minimum score of 12 is required before bidders can be considered for the next phase)</p> <table border="1"> <thead> <tr> <th>Criteria</th> <th>Sub-Criteria</th> <th>Points Value</th> <th>Weight of Criterion</th> <th>Bidder Score</th> </tr> </thead> <tbody> <tr> <td rowspan="7">Site visit assessment</td> <td>The bidders will be assessed on the following: factory layout and safety of printed material, security of environment, number of high speed printing machines, capacity of the printing machines, i.e. number of colour and black and white pages to be printed per minute or hour, type of printing machines, Lithograph, Laser printing. Attention will also be given to capacity of bidder to manufacture and keep stock of envelopes.</td> <td></td> <td rowspan="7">20</td> <td></td> </tr> <tr> <td>Factory layout, safety and security, ventilation</td> <td>4</td> <td></td> </tr> <tr> <td>Production line, number and type of high speed printing machines, Litho, Laser and capacity</td> <td>4</td> <td></td> </tr> <tr> <td>Availability of stocks of paper and envelopes</td> <td>4</td> <td></td> </tr> <tr> <td>Reserve stock availability, storage facilities</td> <td>4</td> <td></td> </tr> <tr> <td>Emergency power supply in case of load shedding</td> <td>4</td> <td></td> </tr> <tr> <td><b>TOTAL</b></td> <td></td> <td></td> <td><b>20</b></td> <td></td> </tr> </tbody> </table> <p><b>For a bidder to move to the next level, they must obtain a minimum of 12 points on Phase 5.</b></p>	Criteria	Sub-Criteria	Points Value	Weight of Criterion	Bidder Score	Site visit assessment	The bidders will be assessed on the following: factory layout and safety of printed material, security of environment, number of high speed printing machines, capacity of the printing machines, i.e. number of colour and black and white pages to be printed per minute or hour, type of printing machines, Lithograph, Laser printing. Attention will also be given to capacity of bidder to manufacture and keep stock of envelopes.		20		Factory layout, safety and security, ventilation	4		Production line, number and type of high speed printing machines, Litho, Laser and capacity	4		Availability of stocks of paper and envelopes	4		Reserve stock availability, storage facilities	4		Emergency power supply in case of load shedding	4		<b>TOTAL</b>			<b>20</b>	
Criteria	Sub-Criteria	Points Value	Weight of Criterion	Bidder Score																											
Site visit assessment	The bidders will be assessed on the following: factory layout and safety of printed material, security of environment, number of high speed printing machines, capacity of the printing machines, i.e. number of colour and black and white pages to be printed per minute or hour, type of printing machines, Lithograph, Laser printing. Attention will also be given to capacity of bidder to manufacture and keep stock of envelopes.		20																												
	Factory layout, safety and security, ventilation	4																													
	Production line, number and type of high speed printing machines, Litho, Laser and capacity	4																													
	Availability of stocks of paper and envelopes	4																													
	Reserve stock availability, storage facilities	4																													
	Emergency power supply in case of load shedding	4																													
	<b>TOTAL</b>				<b>20</b>																										
8.6	<p><b>Phase 6: <u>Evaluation of Price and Preference Point Claimed:</u></b></p> <p>The following preference point system is applicable to this bid:</p> <p>The 90/10 preference point system in accordance with PPPFA Act, where 90 points will be attained in respect of price and 10 points will be awarded for attaining the Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution.</p> <ul style="list-style-type: none"> <li>Any bidders who want to claim the preferential points must submit a valid proof certified copy of B-BBEE Status Level Certificate or the 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).</li> <li>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 to claim preference points.</li> </ul> <p><b>NB: A copy of certified copy of B-BBEE status level contributor certificate or an affidavit will not be accepted.</b></p> <p><b>NB: An enterprise can only have one status level. Using the wrong sworn affidavit will lead to the bidder forfeiting their preferential points. The signature date of the deponent and Commissioner of Oath must be the same.</b></p>																														



#	ITEM
	<p><b><i>NB: Commissioner of Oath cannot be an employee or ex officio of the enterprise because, a person cannot by law, commission an affidavit in which they have an interest.</i></b></p> <p><b><i>NB: A copy of a sworn affidavit will not be accepted to claim preferential points.</i></b></p>
<b>9.</b>	<b>TECHNICAL PRESENTATION - TERMS OF REFERENCE</b>
<b>9.1.</b>	<p>Project Background</p> <p>The Water Trading Entity (WTE) of the Department of Water and Sanitation is responsible for Revenue Management function which involves amongst other things billing of water users on a monthly basis. The WTE customer base is approximately 100 000 users who are billed either on monthly basis or bi-annual depending on the customer billing plans. On average approximately 200 000 invoices and statements are issued per month to water users. Provision is also made for the printing and posting of billing documents for two independent CMAs. In addition the department has established a Customer Relations Management directorate which will be responsible for all future communication with clients on various issues. These planned communiqué will result in increased printing and mailing of items to the clients. As this function will be new to the entity, a lot of advertising and formal letters will have to be printed and posted to all customers informing them of pending changes. After such communication has been initiated, it is expected that clients' responses will come in large numbers to which the entity will have to respond in writing thus increasing printing and mailing costs. The number of these mailing items is too large for the Department to handle as a result it uses services of external service providers who take over the responsibility of printing and mailing all the letters, invoices, statements, etc. to water users.</p>
<b>9.2</b>	<b>Responsible Person</b>
	The Professional Service Provider will report to the Chief Directorate: Revenue Management.
<b>9.3</b>	<b>Scope of services</b>
	<p><b>The scope of services includes:</b></p> <ul style="list-style-type: none"> <li>• An all inclusive bulk printing, packaging and mailing/postage services as well as electronic sending and data cleansing for a period of three years as and when required. This requirement includes all the tasks listed in 3.1.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 3.9, 3.10, 3.11, 3.12, 3.13, and 3.14 of the terms of reference:</li> </ul>
<b>9.4</b>	<b>Period of Performance</b>
	The period of performance of the contract resulting from this solicitation is expected to commence as soon as the process of evaluating the tender is concluded. The contract will run from then for a period of three (3) years from the date of signing the contract.
<b>9.5</b>	<b>ADDITIONAL BASIC REQUIREMENTS FROM THE BIDDER</b>

#	ITEM
	<p><b>The bidder must:</b></p> <ul style="list-style-type: none"> <li>• Provide and offer strong evidence of the experience and skill sets;</li> <li>• Provide evidence of capacity to deliver underpinned by robust and tested methods, tools and governance structures;</li> <li>• Proof to have the ability to leverage best practice.</li> <li>• Demonstrate ability to print approx. 220 000 pages in color and black and white and post.</li> </ul>
<b>9.6</b>	<b>SPECIAL REQUIREMENTS</b>
	The department will conduct a site visit on the top three shortlisted bidders
<b>10.</b>	<b>Meeting Closure:</b>
<b>10.1</b>	Meeting adjourned at 11:20am.

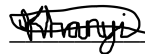
No.	GENERAL OR TECHNICAL QUESTIONS	ANSWERS
1.	If bidders have more questions, what is the due date for submitting questions to the Department?	Friday, 23 September 2022 end of business day.
2.	What are the requirements for the sub-contractor or which documents are required from the subcontractor?	<p>As indicated on Phase 2: Prequalification criteria</p> <p>The sub-contractor has to be EMEs or QSEs which are 51% owned by either of the following:</p> <ul style="list-style-type: none"> <li>i) Black people</li> <li>ii) Black people who are youth</li> <li>iii) Black people who are women</li> <li>iv) Black people with disabilities</li> <li>v) Black people living in rural or underdeveloped areas or townships</li> <li>vi) Black people who are military veterans</li> <li>vii) EMEs or QSES</li> </ul> <p>Only bidders who do have a 30% sub-contracting agreement to a 51% black owned EME or QSE will be considered for this bid.</p> <p>The following Verification documentation has to be submitted to confirm 30% sub-contracting compliance requirements (failure to submit the supporting documents, the Bidder will be disqualified):</p>

No.	GENERAL OR TECHNICAL QUESTIONS	ANSWERS
		<ul style="list-style-type: none"> <li>• Sub-contractor's Valid Sworn Affidavit</li> <li>• The Sub-contractor's proof of Central Supplier Database registration</li> <li>• Tax compliant with SARS (to be verified through CSD and SARS). Attach a copy of Tax Clearance certificate and PIN</li> <li>• Pro-forma sub-contracting agreement signed by both parties</li> </ul> <p>Failure to meet the above indicated prequalification criteria in terms of the PPR, 2017, Regulation 4 (c) will automatically disqualify your bid.</p>
3.	Will the sub-contractor be evaluated?	Yes, only under phase 2: Prequalification criteria.
4.	Should the sub-contractor be in the same working industry as the main bidder?	The decision is entirely up to the main bidder, depending on which portion of the bid will be sub-contracted.
5.	Which portion of the bid should be sub-contracted?	The decision is completely up to the main bidder
6.	During the Site Visit Assessment phase will the visit be conducted only on the Main Bidders premises or also on the sub-contractor premises?	No, site visit assessment will only be conducted at the main bidders' premises.
7.	<p>On SBD 3.1 item 9 and 10 are postage items and the cost for those items is paid directly to SA Postal Service by the bidder on behalf of the Department.</p> <p>The requirement of the bid is to sub-contract 30% of the value of the bid but the concern is that item 9 and 10 should not be included on the 30% for the sub-contracting requirement as the bidder does not make any profit from items 9 and 10.</p>	The items 9 and 10 do form part of the 30% subcontracting agreement. The decision is up to the bidder on which portion should be included.
8.	On SBD 3.1 the last column should not include "all applicable taxes" as the last two rows require the total	The SBD 3.1 (firm price) will be replaced by SBD 3.2(non-firm price) and the last column will be corrected to remove the statement "all applicable

No.	GENERAL OR TECHNICAL QUESTIONS	ANSWERS
	price excluding VAT and including VAT respectively. Therefore, the taxes cannot be added twice.	taxes” as the taxes will only be applicable on the last two rows for VAT.  The corrected SBD 3.2 will be sent to bidders in an addendum.
9.	On SBD 3.1 is the quantity per month or for the entire 36 months?	It is a baseline quantity per month but on the revised pricing schedule SBD 3.2 we have indicated the estimated quantities for the 36months.
10.	Does it meaning that the bid price would be unit price multiplied by the quantity for one month or 36 months?	Yes, the bid price is a unit price multiply by the quantity for 36 months, please use estimated quantities provided on SBD 3.2.



**Ms. S Ndhlovu**  
Project Manager



**Ms. AMN Khanyi**  
SCM Secretariat