

## MINUTES OF COMPULSORY BRIEFING SESSION MEETING FOR BID:

#### DWS04-0922 WTE

# THE HIRING OF PLANT VARIOUS TO PROJECTS FOR A PERIOD OF 36 MONTHS TO DWS CONSTRUCTION NORTH IN THE LIMPOPO PROVINCE.

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

Mr. Ndivhuwo Muthige	The Director, Construction Management Support – Project Manager – Briefing session Chairperson	
Ms. Julia Dirane	Supply Chain Management Representative - SCM Compliance	
Ms. Nondumiso Mnguti	Supply Chain Management Representative - SCM Compliance	
Mr. Robert Baloyi	Supply Chain Management Representative - SCM Compliance	

Technical Presentation by: Mr. Ndivhuwo Muthige

SCM Presentation by: Ms. Julia Dirane

Date: 22 September 2022

**Time:** 10:00am

Venue: 49 General Joubert Street, Azmo Place Building, Polokwane

## 1. OPENING AND WELCOME

Mr. Ndivhuwo Muthige opened the meeting and introduced herself and handed over to other DWS officials to introduce themselves.

# 2. ATTENDANCE

The attendees were requested to complete the correct company information on the register, (Company Name, contact details and name of the company representative), on the attendance register for evaluation purposes. Attendees were also informed that should there be a need to communicate anything before the closing of the bid, the potential suppliers will be contacted using the company details completed on the attendance register.

# 3. PRESENTATION OUTLINE

- Purpose of the bid
- How to access the bid document and other related documents
- Submission of the bid response

- Contents of the bid document and evaluation Criteria
- Question and Answers
- Closure Technical Presentation

#	ITEM		
4.	Purpose of the bid		
	To create a panel of companies for hiring of plant to various projects for a period of 3 months to DWS Construction North in the Limpopo Province.		
5.	How to access the bid document and other related documents		
V. 1. 204	Bid documents can be downloaded from the DWS Departmental website under current tenders: <a href="www.dwa.gov.za/Tenders/tendersCurrent.aspx">www.dwa.gov.za/Tenders/tendersCurrent.aspx</a>		
	Or from the National Treasury website:		
	http://www.treasury.gov.za/divisions/ocpo/ostb/CurrentTenders.aspx		
6.	Submission of the bid response		
	<ul> <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> </ul>		
	<ul> <li>Bidders are expected to submit one original bid document inclusive of all the necessary attachments combined.</li> </ul>		
	<ul> <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> </ul>		
	The closing date for the will be on 29 September 2022 at 11:00am. Any bid received later than the stipulated date and time will not be accepted.		
	<ul> <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> </ul>		
	<ul> <li>The bid document must be deposited in the bid box situated at the entrance of Zwamadaka Building, 157 Francis Baard Street, Pretoria. <u>Bidders have three</u> options to submit their bid documents (couriers or by post or hand delivery).</li> </ul>		
	• 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.		
	<ul> <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</li> </ul>		

#	ITEM
	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 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.
	For hand delivery submit tender documents at:
	Department of Water and Sanitation, Zwamadaka Building, 157 Francis Baard Street, Pretoria 0002
	<ul> <li>The last date for sending queries for clarifications will be on 26 September 2022 at 16:00pm, unless the closing date is extended a new date will be provided. The questions to be forwarded to <u>bidenquirieswte@dws.gov.za</u>. Queries received after the due date will not be considered.</li> </ul>
	All enquiries should be done through emails; no cellphone message will be responded to.
7.	INSTRUCTION TO BIDDERS:
	It is the responsibility of the bidder to ensure that the bid document is completed in full and signed where needed
	<ul> <li>Section 3 (Pricing Schedule) in the bid document must be fully completed. Although bidders will not be evaluated on the quoted rates, it is expected that the SBD 3.2 as well as the rates be fully completed. The enclosed SBD document 3.2 and the summary of applicable rates will not be used to calculate points for price at this stage but will guide the department for future request which will be issued under this contract.</li> </ul>
	<ul> <li>Bidders should select the area of choice they would like to compete for, because sharing of resources is discouraged for this bid. A bidder must have a full set of 11 items listed in order to compete for each area.</li> <li>NB: Other sites coordinates will be provided in the future as projects roll in within the Limpopo Province.</li> </ul>
	The quoted rate per item/plant is expected to be inclusive of four items (rate per hour for hired plant, rate per hour operator, hourly rate for the diesel usage of the plant and daily rate for accommodation).
	<ul> <li>For accommodation, the maximum allowable rates will be for dinner-bed-and-breakfast however, bidders must note that the department will not reimburse claim for purchasing of food and accommodation is it was not included in the request for quotation at the time when the suppliers were requested to provide quotes for selection. Government rates for domestic accommodation is limited to the gazette rates.</li> </ul>
	<ul> <li>The department will only compensate bidders for transportation cost of the hired plant within the radius around Limpopo Province to where the item is required.</li> </ul>
	Bidder are requested to ensure that the hired plant is properly maintained to avoid unnecessary disruptions or breakdown during the period the plant is hired.
	<ul> <li>In the case where a Bidder is the owner of the plant, the plant licence must be submitted with the bid or when requested by the Department within 14 days after approval of the bid by the Department.</li> </ul>
	<ul> <li>In the case where the Bidder is only a supplier but not the actual owner and will lease the plant from a manufacturer or other plant owner and, did not submit a</li> </ul>

#	ITEM
	lease agreement from the owner confirming supply arrangement (s) by the closing date of the bid, which is preferred, lease agreement must be submitted within 14 days when requested by the Department. Lease agreements must state/ describe the plant leased and also be accompanied by the Licence of that particular plant.
	Failure to comply with this requirement for all 11 items within 14 calendar days shall result in the bid being awarded to another bidder.
8.	EVALUATION CRITERIA:
	The bid will be evaluated on a four phased approach outlined as follows:
	Phase 1: Mandatory requirements
8	Phase 2: Pre-qualification
	Phase 3: Administrative compliance
	Phase 4: Specification or Technical Compliance
8.1	Phase 1: Mandatory requirements
	Only bidders who attended the meeting will be considered for further evaluation.
	<ul> <li>Attendance of compulsory briefing session. Bidders are requested to record the correct company name and details on the register which the Bid Evaluation Committee will use for confirmation of attendance.</li> </ul>
8.2	Phase 2: Pre-qualification
	Prequalification criteria will be used in this bid to advance designated groups on the basis of B-BBEE Status Level of contributor and EME's or QSE'sf from level 1-4 only.
	<ul> <li>Failure to meet the below indicated prequalification criteria in terms of the PPR, 2017, Regulation 4 will automatically disqualify your bid.</li> </ul>
	Bidders who are above Level 4 of B-BBEE level contributor and who are not an EME or QSE will not be considered for this bid.
8.3.	Phase 3: Administrative compliance
	1. <b>CSD report:</b> 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 sub-contracting is applicable, separate CSD reports must be submitted for individual companies.
	2. The Tax Compliance status page which has the company PIN. (This is applicable to JV partners or sub-contractors should there be any)
	<ol> <li>Status of the company in the CSD should indicate "Active" and "In business".</li> <li>Company to attach copy of CIPC/ CIPRO certificate. (This is applicable to JV partners or sub-contractors should there be any)</li> </ol>
	4. 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 and
	or third parties insurance registered with Financial Service Board.
	5. Initial and sign Section 2 Tender data.

#	ITEM				
	and proof of such authority must be submitted with the bid.				
	7. All SBD forms attached to the bid must be completed in full, initialed and signed where required. (SBD1, SBD3.2, SBD4 and SBD6.1).				
	In case of consortia/joint venture, each party must complete a separate SBD4. To Central Supplier Database registration number (MAAA number) completed SBD1 should be of the leading supplier.				
8.3	Phase 4: Specification or Technical Compliance				
	Bidder must complete the comply or not comply section. A bidder will be regarded as compliant if they comply to all listed items, failure to comply with all listed items will lead to disqualification.				
9.2	TENDER DATA				
9.2.1	SUPPLIER OF PLANT				
	In the case where a Bidder is the owner of the plant, the plant licence must be submitted with the bid or when requested by the Department within 14 days after approval of the bid by the Department. In the case where the Bidder is only a supplier but not the actual owner and will lease the plant from a manufacturer or other plant owner and, did not submit a lease agreement from the owner confirming supply arrangement (s) by the closing date of the bid, which is preferred, lease agreement must be submitted within 14 days when requested by the Department. Lease agreements must state/ describe the plant leased and also be accompanied by the Licence of that particular plant. Failure to comply with this requirement within 14 calendar days shall result in the bid being awarded to another bidder.				
9.2.2	SERVICE				
	The service to be rendered is:				
	The Hiring of plant				
9.2.3	SITE				
	The Department of Water and Sanitation Construction North sites is situated on the following GPS Coordinates.				
	Construction Sites:				
	Tzaneen Dam - Coordinates - 23°47'54.32" S 30°10'11.22" E				
	Babanana Water Project - Coordinates: 23° 44.927'S 30° 29.569'E				
	Giyani Water Service Project - Coordinates: 23°19'10.61"S 30°43'37.71"E				
	Giyani Reticulation Project - Coordinates: 23°19'10.61"S 30°43'37.71"E				
	Nandoni Dam Remedial Action Project, Nandoni Dam - Coordinates - 22°58'40.74"S 30°36'20.06"E				
	Makhado Bulk Water Supply - Coordinates: 23° 4'44.84"S 30° 1'26.40"E				
	Nzhelele Rehabilitation Canal - Coordinates: 22°36′53.90"S 30° 9′34.67"E				
	NB: Other sites coordinates will be provided in the future as projects roll in within the Limpopo Province.				

#	ITEM		
9.2.4	STANDARDS, SPECIFICATIONS AND DEFINITIONS		
	A bidder who fails to comply with the specification's requirements will be disqualified and not considered for further evaluation.		
	Delivery and breakdowns     Plant will be supplied as and when required     Plant must be delivered within 7 days to site upon request from site     Broken plant must be repaired within 3 days upon breakdown     Plant must be well maintained with records readily available on request to DWS:CN		
	Rates (Wet rate)     Plant rate must include the labour rate for the operator     Operator must be inducted on site before operating a machine     The rate must include diesel supply for the plant     Security will be provided by DWS:CN     The plant must be insured to cover for theft on site     DWS:CN will not be liable for any costs associated with theft, vandalism and Force		
	Majeure     Diesel supply     The plant must be supplied with diesel less than a day after it depleted		
	<ul> <li>Health and safety         <ul> <li>Safety file should be updated upon award complying to DWS:CN standards</li> </ul> </li> <li>Operations and activities on site         <ul> <li>Plant will be controlled by the supervisor on site when allocating activities</li> <li>Operating times must be upheld according to the needs of the project</li> </ul> </li> </ul>		
9.2.5	HANDLING		
	When offloading the plant on site, the equipment must not be damaged and must not damage the other equipment, materials, and the gate entrance.		
9.2.6	TECHNICAL SUPPORT		
	Should any problem be reported to the supplier concerning the services, the following response times are expected:		
	Within 24 hours a representative of the supplier should be on site to resolve the problem.		
	Within 24 hours there should be a solution to the problem or if not possible, replace the plant should be on site within 48 hours at the supplier's expense.		
9.2.7	Any defected plants should be replaced at the supplier's expense.  SCOPE OF CONTRACT		
3.2.1			
	Bidder  The Bidder will be required to perform the following service as part of this contract:		
	(i) The hiring of plant for a period of 36 months		
9.2.8	PROGRAMME OF WORKS		
	It is also a requirement that the plant requirements will be according to the main contractor's program of works		

#	ITEM			
9.2.9	ROAD CONDITIONS AND DISTANCE  Bidders are advised to acquaint themselves with roads, road conditions, distances, etc. on and to the site, before bidding.			
9.2.10	COSTS			
	Bidders shall provide in their bid for all labour, plant, material, implements and transport necessary for the execution of the contract and all operating and maintenance costs in accordance with the bid documents.			
9.2.11	DELIVERY			
	The contractor will contact the supplier in advance to arrange a date and time on which the services must be rendered on site.			
	The site address is:			
	Department of Water and Sanitation			
	Tzaneen Dam - Coordinates - 23°47'54.32" S 30°10'11.22" E			
	Babanana Water Project - Coordinates: 23° 44.927'S 30° 29.569'E			
	Giyani Water Service Project - Coordinates: 23°19'10.61"S 30°43'37.71"E			
	Giyani Reticulation Project - Coordinates: 23°19'10.61"S 30°43'37.71"E			
	Nandoni Dam Remedial Action Project, Nandoni Dam - Coordinates - 22°58'40.74"S 30°36'20.06"E			
	Makhado Bulk Water Supply - Coordinates: 23° 4'44.84"S 30° 1'26.40"E			
	Nzhelele Rehabilitation Canal - Coordinates: 22°36'53.90"S 30° 9'34.67"E			
	And any other site within Limpopo Province that may emerge			
	Deliveries may be made during the following working hours 7h30 to 15h00 from Monday to Thursday but not on the following days or periods:			
	(i) Fridays 14h00 to Mondays 7h00			
	(ii) All public holidays			
	(iii) The period 14 December to 09 January per annual calendar.			
	(iv) The last Thursday and Friday of the month			
	The Bidder shall nominate a contract person with whom the Department will arrange an schedule deliveries. Official Purchase orders for material will be placed 48 hours before deliver is required.			
	DWS will decline plant that does not comply to the normal standards plant performance. The declined consignments must be removed from site ASAP for the Bidders own cost.			
	The ownership of and risk for the hired plant will pass to the Department at the point of deliver i.e., where a signed acceptance take place.			
9.2.12	DELIVERY PERIOD			
	A firm delivery period is required. Adherence to bid delivery period is of utmost importance.			
9.2.13	BID PRICE AND DELIVERY PERIODS			

#	ITEM			
	All-inclusive bid prices are required, meaning delivery and any other cost mentioned in the specification for the Bidders account must be included in the unit price at the time of tendering.			
9.2.14	PENALTIES AND DELAY DAMAGES			
	The penalties referred to in clause 25 of the General Conditions of Contract state if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the price as a penalty, a sum services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC clause 23 (National Treasury).			
9.2.15	PAYMENT			
	Interim monthly payment will be made. The Department reserves the right to check the quantities of plant delivered done at any time. Payment will be made monthly on receipt of specified tax invoices.			
	Payment will not be made for consignment unless supported by delivery notes and hourly logbook duly signed by the official checking the delivery.			
	Payment will be done within 30 days of receipt and approval of original invoice by depositing the payment directly into the bank account of the successful bidder. No cash or cheque payment will be done.			
-	Payment for standing time exceeding two hours will only be made if such standing time is a result of the action of the Department.			
9.2.16	ACCEPTANCE CRITERIA FOR DELIVERED PLANT			
	The delivered plant will be accepted and regarded as being similar to the specification if it fulfils the requirements given in Clause 4.			
9.2.17	SAFETY AND ENVIRONMENTAL			
	Bidders are required to adhere to the Departments Safety and Environmental policies.			
9.2.18	SPECIAL CONDITIONS			
	a) The Department reserves the right to appoint more than one service provider per area.			
	b) Bidders must complete the pricing/rate schedule for the area they are bidding for.			
	c) When the DWS requires the services of a of hiring of plants to various projects for a period of 36 months to DWS construction north in the Limpopo province, a request for quotation (RFQ) will be sent to the pre-qualified service providers and appointment will be made based on regulation 6 or regulation 7: of Preferential Procurement Regulations, 2017.			
	d) Actual rates will be requested at the bidding process and these rates may not be firm during the award. Only government gazetted rates will be considered for accommodation, rates exceeding the gazetted rates will not be considered.			
	e) The Department of Water and Sanitation reserves the right to negotiate on rates submitted by bidders where applicable.			
	f) The plant will be hired by the Department on site as and when required and the duration will be indicated at the time of hiring the required plant during the contract period.			
10.	Meeting Closure:			
10.1	Meeting adjourned at 11:20am.			

No.	GENERAL OR TECHNICAL QUESTIONS	ANSWERS
1.	Can we have online opening of bids for the people who will not be able to be present in Pretoria for the bid opening?	Our department does not do online bid opening, our public opening of bids is done on request when there are people present at the tender box however, the bid opening page will be publicised on the website on the day of the opening or the day after due to the urgency of the bid.
2.	Kindly confirm is a bidder is allowed to compete for three different sectors or areas using the same resources, or are we required to have a list of 11 plant for each area?	In the bid document we have currently listed 7 sites which were grouped into three municipal areas:  • Area 1 - Greater Tzaneen Local Municipality – Tzaneen Dam and Babanana Water Project  • Area 2 - Giyani Local Municipality – Giyani Water Services Project and Giyani Reticulation Project  • Area 3 - Vhembe District Municipality – Makhado Bulk Water Supply, Nandoni Dam Remedial Action Project and Nzhelele Rehabilitation Canal
		And any other site within Limpopo Province that may emerge which is not listed will be added at the time of need.
		If there is a supplier who is interested in competing for all three areas as per the municipality grouping, then it is required that each area must have its own resource.
		In order to proof that the bidder has the capacity and ability to tender for more than one municipality area the bidder's mandatory supporting document will be verified to confirm the following:
		In a case where a Bidder is the owner of the plant, the plant license must be submitted with the bid or when requested by the Department within 14 days after approval of the bid by the Department. In the case where the Bidder is only a supplier but not the actual owner and will lease the plant from a manufacturer or other plant owner and, did not submit a lease agreement from the owner confirming supply arrangement (s) by the closing date of the bid, which is preferred, lease agreement must be submitted within 14 days when requested by the Department. Lease agreements must state/ describe the plant leased and also be accompanied by the license of that particular plant. Failure to comply with this requirement within 14 calendar days shall result in the bid being awarded to another bidder.
3.	If one has 10 plants and not a full set of 11 plant can they compete with others?	A bidder will be compliant if they have a full set of 11 items. If you realize that you only have 10 out of 11 then make arrangement to lease the plant you don't have to complete a set of 11 items.

No.	GENERAL OR TECHNICAL QUESTIONS	ANSWERS
		Bidders who do not are encouraged to JV or partner or subcontract with company of their choice where they see that they will not manage to bring the capacity required on their own for this tender. However, it is mandatory that they submit the necessary documents
4.	Bidders are expected to submit the plant licence with the bid or thereafter when called upon to do so.	Bidder will be requested to submit licence for plant/vehicles which are regulated to operate on national roads such as Hi-up trucks, Busses and vehicles.
	However, the following plant do not have plant licences as they are not allowed to drive on the road:	Exception will be granted for heavy machinery such as tract excavators, some of ADT etc.
	<ul> <li>Chain Excavator (35 ton) and tyre excavator (20 ton);</li> <li>Dozer D7;</li> <li>Articulated Dump Truck B20 (ADT) 10m3;</li> </ul>	
	In this case	
5.	Most of the earthmoving or plant hire companies will provide a letter of intent for bidding purposes, will the department consider a letter of intend instead of a lease agreement?	The Department will consider a letter of intent only for submission of a bid but when the time comes for the Department to issues a request to submit the lease agreement with the licence, the letter of intent will not be considered for compliance after that.
6.	What happens when the Department discovers that the bidder is not Tax compliant on the CSD status report, but they are compliant on the SARS e-filling?	If the bidder is non-tax compliant during the evaluation, that bidder will be required to fix their tax matters, given a reasonable period.
7.	Your SBD 6.1 does not specify if the bid is for 80/20 or 90/10, how are we expected to complete the pricing	We have indicated either 80/20 or 90/10 mainly because currently we are creating a panel. We do not anticipate to issue a request which will be more than
	schedule if it is not indicated on the SBD document? or is it because you are creating a panel?	50 million to substantiate a 90/10 preference points system however, the total contract spending on this bid will be +/- 50 million. Quotations will be issued on 80/20 preference points system.
8.	What will happen in terms of payment if there are disruptions onsite and our machine is with the	The department will compensate the bidder 50% of the actual cost if such disruption is caused by department, excluding diesel.
	department?	It is important that the plant is in good condition when delivered onsite because the Department will not compensate the bidder if for time lost due to plant breakdown. The bidder will be given a reasonable time to attend to the broken plant for repairs. All the

No.	GENERAL	OR	TECHNICAL	ANSWERS
	QUESTIONS			n.
				deliverables will be stated on the contract which will be entered into with the successful bidder.
				The department is required to comply with the health and safety requirements, therefore a bidder will be required to submit the health and safety file and it should be updated upon award complying to DWS:CN standards. The department will facilitate induction before commencement of work onsite.
				Plant will be controlled by the supervisor on site when allocating activities.
				When offloading the plant on site, the equipment must not be damaged and must not damage the other equipment, materials, and the gate entrance.
				Operating times must be upheld according to the needs of the project

Mr. N. Muthige

Project Manager

Ms. J. Dirane

ina

SCM Secretarial

DEPARTMENT OF THE STRAKED

RYNORTH CATOURTEROO

2 5 -69- 2022

PROJECT MANAGER
PRIVATE SAG MOZETZANSEN 0850
DEPARTMENT OF WATER & SANITATION