



BREED VALLEY

MUNICIPALITY • MUNISIPALITEIT • UMMS VALK

BID : BV 1046/2023

DESCRIPTION : SUPPLY, DELIVERY AND INSTALLATION OF SECURITY FENCING AT VARIOUS STATIONS WITHIN THE WATER SERVICES DEPARTMENT

MINUTES OF COMPULSORY CLARIFICATION MEETING HELD ON TUESDAY, 26 SEPTEMBER 2022 AT 11:00 IN SCM BOARDROOM, 51B BARING STREET, WORCESTER

1. ATTENDANCE

1.1. PRESENT

Mrs.	S. Langner	: Manager: Water and Wastewater Treatment Works:(Chairperson)
	L. Plaatjies	: Assistant SCM Practitioner: Procurement
Mr.	A. Booysen	: Superintendent Wastewater Treatment Works
	W. Bells	: Supply Chain Officer: Procurement
	B. Booys	: Intern (observer)

External: (See attached clarification meeting attendance register)

APOLOGIES

None

ABSENT

None

- 1.2. An attendance register is circulated. All present at the meeting were requested to enter their particulars on the attendance register. The attendance register is attached.

2. WELCOME

- 2.1. Mr. Bells opened the meeting and welcomed the attendees present at the Clarification Meeting. Bidders, noted that Mr. Bells and Mrs. Plaatjies is representing SCM and that Mrs. Langner and Mr. Booys are representing the user department (Water and Wastewater Treatment Works).
- 2.2. Mr. Bells declares that the meeting is properly constituted and representatives from the municipality and the services providers/ contractors are present.
- 2.3. The bid is for the supply, delivery and installation of security fencing at various stations within the water services department.

3. DISCUSSION

- 3.1. A brief description on the background of this tender was given, which involves the supply, delivery and installation of security fencing at various stations within the water service department appoint a recognized contractor with previous similar experience for the experience for the supply, delivery and erection of PVC coated wire security fencing around various stations within the water service department.

- 3.2. General discussion of the Bid Document took place and the following matters were highlighted:
- 3.2.1. Mr. Bells explained that due to various reports received of road closures in the Western Cape area, management has decided that the clarification meeting scheduled for the tender will not be compulsory. Therefore, a link will be created and be made available to all bidders whom has requested tender documentation. In addition, the minutes and recording of the clarification meeting will be circulated to all bidders to whom tender documents was issued.
- 3.2.2 Mr. Bells notified the bidders that all SCM related enquiries will be directed at himself and Mrs. Plaatjies and technical related enquiries to Mrs. Langner and Mr. Booysen at the contact details provided in the tender document.
- 3.2.3 Mr. Bells discussed the eligibility criteria in detail, as stated in the tender document as well as provided clarity on the Joint Venture requirement should bidders wish to form joint ventures for this particular project. Furthermore, Mr. Bells explained that if bidders choose to form a joint venture, a copy of the joint venture agreement, a BEE certificate in the name of the joint venture and both contractor's tax clearance certificate must be submitted with the tender.
- 3.2.4 Mr. Bells discussed the returnable documents of the tender and emphasized that each returnable schedule must be fully completed and signed, and supporting documents requested, as per returnable schedule, must be submitted with the tender document to avoid any delays during evaluation. In addition, Mr. Bells emphasized that the form of offer must be completed and signed in full, failing to do so will result in automatic disqualification. Furthermore, Mr. Bells emphasized that the form of offer must be completed and signed in full, failing to do so will result in automatic disqualification. In addition, Mr. Bells discussed the MBD6.1 and the amendments in terms of the Preferential Procurement Regulations (2022). Mr. Bells highlighted that in terms of the new regulations, bidders will be scored a maximum of 80 points for price, a maximum of 10 points for their B-BBEE contribution as well as a maximum of 10 points for Locality. Mr. Bells emphasized the aspect relating to the points allocation in terms of Locality, whereby Mr. Bells explained that declaration is clear that bidders must indicate the Municipal area from where the bidder's head office or primary place of business is located. Bidders must indicate one head office or primary office from where business are conducted, so that the evaluation can be done objectively. Furthermore, Mr. Bells explained that if a bidder is going to sub-contract, the bidder must indicate the percentage to be sub - contracted in terms of MBD6.1 as well as submit the subcontractor's BBBEE certificate or sworn affidavit with their submission.
- 3.2.5 Furthermore, Mr. Bells ask whether there was any unclarities regarding SCM returnable, whereby there was clear indication that all bidders are covered.
- 3.2.6 Mr. Bells discussed the aspect of sub-contracting, whereby the bidder must indicate whether they are going to sub-contract by completing the schedule 11. Furthermore, Mr. Bells explained that if a bidder is going to sub-contract, the bidder must indicate the percentage to be sub - contracted in terms of MBD6.1 as well as submit the subcontractor's BBBEE certificate or sworn affidavit with their submission.
- 3.2.7 Mr. Bells discussed the contract duration of the contract and highlighted that the project will be once-off procurement, in which the successful contractor must complete the required works within their stipulated timeframe from commencement.
- 3.2.8 Mr. Bells in discussed and outlined the functionality criteria, in which bidders noted that functionality shall be assessed on Company/ contractor experience and relevant key personnel experience. Furthermore, Mr. Bells ask whether there was any unclarities regarding the functionality criteria, whereby there was clear indication that all bidders are covered.
- 3.2.9 Mr. Bells handed over to Mrs. Langner to discuss and outlined the scope of works, the technical requirements for the works as well as the Bill of Quantities (BoQ's). Mrs. Langer ask whether there was any unclarities regarding scope of works, technical requirements or BoQ's. A question was raised regarding the post specification. The representative indicates the length dimension of the post will be too short for the proposed 730mm high Barbed Taped Coil. The representative suggested to extent the length of the post to 3.8m. Mrs. Langner responded by indicating that the length of the post will be corrected by means of an addendum.
- 3.2.10 Mrs. Langner explained that the contract conditions are based on the GCC for construction works (3rd edition), hence the contract shall be managed and administered in accordance with its stipulations. Mrs. Langner further indicated that the tender made provision for Contract Price Adjustments (CPA), however this allowance is subject to the discretion of the municipality.
- 3.2.11 Mrs. Langner further explained the contract data relevant to the contract, whereby there was clear indication that all bidders are covered.
- 3.2.12 Mrs. Langner explained that the offers submitted shall remain fix for the tender validity of sixteen (16) weeks, and that the tender shall be evaluated and awarded to one successful/ responsive bidder.
- 3.2.13 No further concerns were raised in terms of the specifications and requirements of the tender.

4. CONCLUSION

- 4.1 It was agreed that bidders must take all discussions and related matters as discussed in the meeting into consideration when submitting this tender.
- 4.2 It was also agreed that the addendum will be issued as soon as practically possible or latest Friday, 6 October 2023.
- 4.3 It was noted that the tender closing date shall remain as is, which is 20 October 2023 at 11:00am.
- 4.4 It was also agreed that a copy of the minutes and addendum be submitted with the tender document at the closing date.
- 4.5 The meeting adjourned at 12:30.

5. APPROVAL OF MINUTES

I, S. Langner, the Chairperson of before mentioned meeting hereby approve the minutes.


MRS. L. LANGNER
CHAIRPERSON

5 / 10 / 2023
DATE