



BREED VALLEY
MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

BID : BV1017/2022

DESCRIPTION : SUPPLY AND DELIVERY OF A HEAVY DUTY MOBILE 4X4 FIREFIGHTING/RESCUE VEHICLE (INCLUSIVE OF FIRE FIGHTING EQUIPMENT AND ACCESSORIES)

MINUTES OF CLARIFICATION MEETING HELD ON TUESDAY, 18 APRIL 2023 AT 11:00 AT BREED VALLEY MUNICIPALITY FIRE DEPARTMENT BOARDROOM, 1 MERCER STREET, WORCESTER

1. ATTENDANCE

1.1 PRESENT

Mr.	T. Botha	: Chief Fire Officer: Fire and Rescue Services (Chairperson)
	J. Pretorius	: Deputy Chief Fire Officer: Fire and Rescue Services
	T. Brown	: Senior Clerk: Procurement
Ms.	L. Charlie	: Call Centre Officer: Community Services
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.
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2. WELCOME

- 2.1 Mr. Botha (Chairperson) opened the meeting and welcomed the attendees present at the clarification meeting. Bidders noted that Mr. Brown is representing SCM and that Mr. Pretorius are representing the user department.
- 2.2 The Bid is for the supply and delivery of a heavy duty mobile 4x4 firefighting/rescue vehicle (inclusive of firefighting equipment and accessories).

3. DISCUSSION

- 3.1 A brief description on the background of this tender was given, which involves the supply and delivery of heavy duty mobile 4X4 firefighting/ rescue vehicle (inclusive of firefighting equipment and accessories) to the Breede Valley Municipality. The objective of this bid is to appoint a supplier/ distributor/ dealer/ manufacturer to supply, build and deliver the required heavy duty mobile 4X4 firefighting/ rescue vehicle (inclusive of firefighting equipment and accessories).
- 3.2 General discussion of the Bid Document took place and the following matters were highlighted:
- 3.2.1 Mr. Brown indicated that this meeting is not a compulsory clarification meeting. In addition, Mr. Brown circulated the attendance register and indicated that a representative may only represent 1 company. Should there be more than 1 representative of a company, only 1 representative is required to complete the attendance register.
- 3.2.2 Mr. Brown discussed the validity period and highlighted that the tender will be valid for ninety (90) days, whereby the rates indicated in the tender submission must be valid for the 90-day period. In addition, Mr. Brown indicated that the municipality intends to complete the evaluation and adjudication within the 90-day period. Furthermore, Mr. Pretorius indicated that the Breede Valley Municipality intends to procure one (1) heavy duty mobile 4X4 firefighting/ rescue vehicle, as specified in the tender requirements. However, the municipality reserves the right to amend the quantities at its discretion in to meet the budget limitations or operational requirements at any stage or time.
- 3.2.3 Mr. Pretorius discussed the scope as the service is to undertake the supply and delivery of the required heavy duty mobile 4X4 firefighting/ rescue vehicle, in a workable condition, to the Municipal Mechanical Workshop of the Breede Valley Municipality. This specification covers the supply and delivery of the heavy duty mobile 4X4 firefighting/ rescue vehicle (inclusive of firefighting equipment and accessories) with warranties and maintenance plans as per specification.
- 3.2.4 Mr. Pretorius discussed the deliveries of the tender, whereby Mr. Pretorius emphasized that:
- (a) Delivery must take place within the specified calendar days indicated by the bidder of placing an official order.
 - (b) Delivery addresses will be indicated on the official order as one of the following:
Municipal Mechanical Workshop, Behind the Fire Department, 1 Market street, Worcester;
 - (c) Delivery of products must include the off-loading (fully build and assembled) thereof at the supplier's own risk and cost to the designated delivery addresses as indicated above.
 - (d) Bidders must supply and ensure their own labour for the offloading of the products at the designated site.
 - (e) Delivery must take place on normal business days between 08h00 and 15h00.
 - (f) An official order will be issued before any delivery may be made to the Municipality.
 - (g) It is required that the delivery takes place with an official delivery note and that the invoice is submitted on completion of performance.
 - (h) Breede Valley Municipality reserves the right to make use of other suppliers, where the supplier is in breach of contract, regarding delivery lead times and/or when emergencies arises, and the supplier do not carry stock. The difference in expenditure will be for the original contract holder.
 - (i) Bidder must ensure that fuel tank of vehicle is full on day of delivery.
 - (j) Operations and Maintenance manual must be provided on day of delivery.
- 3.2.5 Mr. Pretorius discussed the technical requirements of the tender and gave brief background on the requirements.
- 3.2.6 Mr. Pretorius discussed the aspect relating to the pricing schedule, whereby it was noted that a addendum will be issued as minor amendments will be made to the schedule.
- 3.2.7 Mr. Pretorius discussed the aspect relating to the performance measures, whereby vendor/supplier performance will be monthly measured on the following key performance areas;
- i. Time of deliverance of product from official order;
 - ii. Quality in relationship with the specified product specifications required in this tender;
 - iii. Full quantities as per requested by official order; and
 - iv. Cost of product prices in line with the agreed tender prices awarded.
- 3.2.8 Mr. Pretorius discussed the aspect relating to penalties and highlighted the following:
- i. 1% of the value of the order for every day late and will be deducted from the relevant payment of the Municipality;
 - ii. Failure to deliver within 10 working days after the prescribed delivery period shall result in the municipality cancelling the order and opting to appoint the second highest bidder.

- 3.2.9 Mr. Brown 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. Bidders were reminded that all returnable documents must be submitted as issued, failure to do so will result in automatic disqualification. Furthermore, Mr. Brown 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. Brown discussed the MBD6.1 and the amendments in terms of the Preferential Procurement Regulations (2022). Mr. Brown 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 and also a maximum of 10 points for Locality. Mr. Brown emphasized the aspect relating to the points allocation in terms of Locality, whereby Mr. Brown explained that declaration is clear that bidders must indicate the Municipal area from where the bidder's place of business is located. Bidders must indicate one primary office from where business is located so that the evaluation can be conducted objectively. Furthermore, Mr. Brown 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.
- 3.2.10 Bidders noted that the user department have an expectation that completion and delivery of the heavy duty mobile 4X4 firefighting/ rescue vehicle (inclusive of firefighting equipment and accessories) will be in the 2023/2024 financial year.

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, 21 April 2023.
- 4.3 It was also agreed that the tender closing date shall remain as is, which is Friday, 28 April 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 11:40.

5. APPROVAL OF MINUTES

I, T. Botha, the Chairperson of before mentioned meeting hereby approve the minutes.


MR. T. BOTHA
CHAIRPERSON

2023/04/21
DATE