



BREED VALLEY
MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

BID : BV1034/2023

DESCRIPTION : REPAIRS AND MAINTENANCE OF MEDIUM VOLTAGE (MV) SWITCHGEAR FOR A PERIOD ENDING 30 JUNE 2026

MINUTES OF COMPULSORY CLARIFICATION MEETING HELD ON TUESDAY, 8 AUGUST AT 14:00 AT THE SCM BOARDROOM, 51B BARING STREET, WORCESTER

1. ATTENDANCE

1.1 PRESENT

Mr.	F. Geduldt	: Manager: Electrical Services (Chairperson)
	H. Schreuder	: Senior Engineering Technician: Electrical Services
	W.J. Bells	: Supply Chain Officer: Procurement
	T. Brown	: Assistant SCM Practitioner: Procurement

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. Bells opened the meeting and welcomed the attendees present at the Clarification Meeting. Bidders noted that Mr. Bells and Mr. Brown is representing SCM, and that Mr. Geduldt and Mr. Schreuder are representing the user department (Electrical Support Services).
- 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 repairs and maintenance of Medium Voltage (MV) switchgear for the period ending 30 June 2026.

3. DISCUSSION

- 3.1 A brief description on the background of this tender was given, which involves the repairs and maintenance of Medium Voltage (MV) switchgear for a period ending 30 June 2026. The Municipality seeks to appoint a suitable service provider/contractor to repair and maintain Medium Voltage (MV) switchgear (Categories A and B) for the Breede Valley Municipal area over the stipulated contract period (date of award until 30 June 2026). Mr. Bells explained that the municipality had a similar tender (BV904) in the past, which was awarded for only categories C, D and E. It was noted that categories A and B could not be awarded due to no acceptable offers were received.

- 3.2. General discussion of the Bid Document took place and the following matters were highlighted:
- 3.2.1. Mr. Bells explained that this meeting was compulsory as advertised, but due to the current state of emergency, volatility and unrest in Worcester, Cape Town and the surrounding towns, management has resolved:
- i. that the scheduled meeting be regarded as non-compulsory and that, such decision will be declared to those that will be attendance in the meeting;
 - ii. the minutes of the clarification meeting, be circulated to all bidders whom have requested the documents;
 - iii. the voice recordings of the clarification meeting will be made available on request. Kindly send your request to: procurement@bvm.gov.za.

Furthermore, Mr. Bells indicated that bidders must not that a memo was published on the 8 August 2023 indicating that the meeting is not compulsory and that bidders can join the meeting via Microsoft teams.

- 3.2.2 Mr. Bells discussed and explained the eligibility criteria, as stated in the tender document, and mentioned that only bidders who satisfy the following criteria shall be eligible to submit tenders:
- a) Who are registered with the CIDB or are capable of being so prior to the evaluation of submissions, in a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered for a 3EP class of construction work; and
 - b) Who has access to qualified artisan (Electrician) in possession with a valid ORHVS certificate as responsible person (proof to be submitted with tender).

Joint ventures are eligible to submit tenders provided that:

- 1) every member of the joint venture is registered with the CIDB.
- 2) the lead partner has a grading designated in the EP class of construction work; and
- 3) the combined contractor grading designation calculated in accordance with the construction Industry Development Regulations is equal to or higher than a contractor grading designation determined in accordance with the sum tendered for a 3EP class of construction work.

Furthermore, Mr. Bells ask whether there was any unclarities regarding eligibility criteria, whereby there was clear indication that all bidders are covered.

- 3.2.3 Mr. Bells discussed and outlined the functionality criteria for the tender, in which bidders noted that functionality will be tested on company/ contractor experience (comparable projects), relevant experience of key personnel and locality, in which bidders are required to score 70 points out of 100 points, in order qualify for further evaluation in terms of price and preferential points.
- 3.2.4 Mr. Bells discussed and explained the returnable schedules 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. 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. Furthermore, Mr. Bells ask whether there was any unclarities regarding SCM returnable, whereby there was clear indication that all bidders are covered
- 3.2.5 Mr. Bells discussed the aspect of sub-contracting, whereby the bidder must indicate whether they are going to sub-contract by completing the schedule 1G. 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.
- 3.2.6 Mr. Bells discussed the aspect relating to schedules 1M, 2M and 2N, whereby Mr. Bells indicated that those schedules are not applicable to the tender.
- 3.2.7 Mr. Bells discussed the contract duration of the contract and highlighted that the tender/ project is regarded as multi-year, whereby services shall be procured from this contract on a "as and when needed" basis.
- 3.2.8 Mr. Bells discussed the aspect relating to Schedule 3C, whereby Mr. Bells explained that bidders must submit proof the company base premise of business in order to claim point for locality.
- 3.2.9 Mr. Bells handed over to Mr. Geduldt to discuss and outlined the scope of works, the technical requirements for the works as well as the Bill of Quantities (BoQ's). Furthermore, Mr. Geduldt ask whether there was any unclarities regarding scope of works, technical requirements and BoQ's, whereby a clarity was requested in terms of the BoQ's in which certain line items made mention of supply and delivery of materials for activities.

- 3.2.10 A concern was raised by a bidder with regards to spare parts that may not be available due to discontinuation of certain spare parts. The bidder further enquired on whether bidders are at liberty to omit pricing on the items that are no longer available in the market. Mr. Bells explained if the bidder can prove that the items are not available in the market, bidders must complete schedule 1H for proposed amendments and qualifications indicating alternative items.
- 3.2.11 A proposal was made by the bidder with regards to adding items on the BoQ in the case where maintenance and repairs are conducted and the items to be replaced is no longer available in the market. Consensus was reached that the proposed items from the bidders needs to be emailed to Mr. Geduldt by Friday, 11 August 2023. Based on the proposal submitted, the user department must still agree to add the items and will be issued with an Addendum.
- 3.2.12 Mr. Geduldt 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.
- 3.2.13 Mr. Geduldt further explained the contract data relevant to the contract, whereby there was clear indication that all bidders are covered.
- 3.2.14 Mr. Geduldt further indicated that the tender Contract Price Adjustments (CPA) is not applicable to tender, hence the rates as tendered by bidders shall escalate in accordance with CPI.
- 3.2.15 Mr. Bells 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.
- 3.2.16 Mr. Bells discussed the aspect relating to the penalty clause, whereby orders will be issued for each construction activity as the contract is based on an as and when basis. Based on the order submitted to the bidder, the lead time will be linked to the delivery period. The penalty clause will be a 1% for every day delayed for the predetermined lead time for the delivery of the construction activity up to 40% of the order value.
- 3.2.17 A concern raised by a bidder with regards to the testing and commissioning, whereby Mr. Geduldt explained that based on the full activity which refers to minor testing with regards to the maintenance of full services.
- 3.2.18 A concern raised by a bidder with regards to no line item for pricing on infrared scanning, whereby Mr. Geduldt indicated that a line item shall be incorporated in the BoQ with the Addendum.
- 3.2.19 Mr. Geduldt indicated that contract start and completion date will be corrected in the Addendum.

4. CONCLUSION

- 4.1. It was noted that the tender closing date shall remain as is, which is 25 August 2023 at 11:00am.
- 4.2. It was also noted that an addendum shall be issued to address the concerns raised.
- 4.3. Furthermore, it was noted that a copy of the addendum, minutes and attendance register will be circulated to all bidders, which must be submitted with the tender document at the closing date.
- 4.4. The meeting and site visit adjourned at 15:20.

5. APPROVAL OF MINUTES

I, F. Geduldt, the Chairperson of before mentioned meeting hereby approve the minutes.



MR. F. GEDULDT
CHAIRPERSON

16 / 8 / 2023
DATE