

BID : BV1037/2023

DESCRIPTION : SUPPLY AND DELIVERY OF PRINTING PAPER FOR THE PERIOD ENDING 30 JUNE 2027

MINUTES OF CLARIFICATION MEETING HELD ON WEDNESDAY, 20 SEPTEMBER 2023 AT 11:00 VIA MICROSOFT TEAMS

1. ATTENDANCE

1.1 PRESENT

Mr.

Z. Ceza

Supervisor: Stores (Chairperson)

Ms.

R. Harvey

: Acting Storekeeper

Mr.

C. Cupido

Assistant SCM Practitioner

External:

(See attached compulsory 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

- Mr. Ceza opened the meeting and welcomed the attendees present at the Clarification/ Site Meeting.
- 2.2 The Chairperson declares that the meeting is properly constituted and representatives from the municipality and the services providers are present.
- 2.3 The Bid is for the supply and delivery of printing paper for the period ending 30 June 2027.

3. DISCUSSION

- 3.1 A brief description on the background of this tender was given, which involves the supply and delivery of printing paper for the period ending 30 June 2027. The user department also emphasized the purpose for the tender, as they intend to procure printing paper for the municipality's own use.
- 3.2 General discussion of the Bid Document took place and the following matters were highlighted:
- 3.2.1 Mr. Cupido requested all representatives in the meeting to provide the name of the company they represent, their name, contact number and email in the dialog box on Microsoft Teams, whereby Mr. Cupido explained that an attendance register would be compiled using the before-mentioned information in which all correspondence flowing from this meeting (minutes, attendance register and addendums, if any) will be circulated to the contact details on the attendance register.

- 3.2.2 Mr. Cupido indicated that this meeting is a non-compulsory clarification meeting. Mr. Cupido continued by indicating that a 15-minute grace period will be given to bidders to enter the meeting to accommodate any technical difficulties experienced after which no persons will be allowed to enter the meeting.
- 3.2.3 Mr. Ceza discussed 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:
 - Whose products comply with ISO 9001, 14001 or 9706 (proof of certification needs to be submitted with the tender, relevant or equal to the quality standard required). Distributors may utilise certification of their manufacturers
- 3.2.4 Mr. Ceza discussed discussed the general requirements of the tender and highlighted the following:
 - Delivery must take place within 15 working days (lead time) of placing an official order where lead times have not been indicated on the tender document;
 - ii. Delivery address will be indicated on the official order as Municipal main store: 1 Mark Street, Worcester;
 - iii. Delivery of products must include the off-loading thereof at the supplier's own risk and cost to the designated delivery addresses as indicated above;
 - iv. Bidders must supply and ensure their own labour for the offloading of the products at the designated Municipal stores;
 - v. Delivery must take place on normal business days between 08h00 and 15h00; and
 - vi. 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.
- 3.2.5 Mr. Ceza discussed the aspect of samples whereby Mr. Ceza highlighted that, bidders must supply samples in terms of each item tendered free of charge, before or on closing date of tender and samples must be handed in at the SCM Building, 51B Baring Street, Worcester, with tender submission. In addition, Mr. Ceza highlighted that, bidders do not have to supply a full box or ream as sample for each product offered and explained that one (1) sheet of paper will suffice.
- 3.2.6 Mr. Ceza discussed the technical (product) specifications whereby the representatives were familiarized with its content.
- 3.2.7 Mr. Ceza discussed the penalties of the tender whereby Mr. Ceza highlighted that, late deliveries will be penalized with 1% of the value of the order for every day late and will be deducted from the relevant payment of the Municipality.
- 3.2.8 Mr. Ceza discussed the pricing conditions, whereby Mr. Ceza highlighted that, bidders are at liberty to tender for any one of the categories listed or all. The tender will be evaluated and awarded per category. In addition, Mr. Ceza highlighted that the tender will only be implemented as from 1 July 2024 and that therefore the amounts as tendered will be used for the duration of year 1 (1 July 2024 till 30 June 2025), hence bidders need to mindful when casting their rates. Furthermore, Mr. Ceza, highlighted that price escalations shall be in accordance with the Consumer Price Index (CPIX) for the outer years. Increases to be implemented shall be backed up by figures which are released by a statutory body (STATS-SA) for consideration
- 3.2.9 Mr. Ceza discussed the bill of quantities whereby Mr. Ceza highlighted that, bidders also need to indicate the brand name of the products offered.
- 3.2.10 Mr. Cupido discussed all relevant SCM 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 in during evaluation. Furthermore, Mr. Cupido, emphasized that the form of offer must be completed and signed in full, failing to do so will result in automatic disqualification.
- 3.2.11 No further concerns were raised in terms of the specifications and requirements of the tender.

CONCLUSION 4.

- 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 a copy of the minutes and attendance register be submitted with the tender document at the closing date.
- 4.3 The meeting adjourned at 11:49.

5. **APPROVAL OF MINUTES**

I, Z. Ceza, the Chairperson of before mentioned meeting hereby approve the minutes.

CHAIRPERSON

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