



**BID : BV1099/2024**

**DESCRIPTION : SUPPLY AND DELIVERY OF PROTECTIVE CLOTHING FOR A PERIOD ENDING 30 JUNE 2027**

**MINUTES OF NON-COMPULSORY CLARIFICATION MEETING HELD ON WEDNESDAY, 14 AUGUST 2024 AT 11:00 IN THE SCM BOARDROOM, 51B BARING STREET, WORCESTER.**

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**1. ATTENDANCE**

**1.1 PRESENT**

Mr.	R. Malaka	: Manager: Financial Quality Control and Administration (Chairperson)
	C. Cupido	: Senior Administrator: Stores and Logistics
	T. Brown	: Assistant SCM Practitioner: Tenders

External: (See attached clarification meeting attendance register)

**APOLOGIES**

None

**ABSENT**

None

1.2 All present at the meeting were requested to enter their particulars on the chat section.

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**2. WELCOME**

2.1 Mr. Malaka opened the meeting and welcomed the attendees present at the Clarification 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 protective clothing for a 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 protective clothing for a period ending 30 June 2027. The chairperson also noted that this was re-advertisement of previous tender BV1080/2024 which the municipality cancelled due to no responsive tenders received. It was noted that the Breed Valley Municipality seeks to appoint a suitable qualified service provider, with proven and credible track record.

- 3.2 General discussion of the Bid Document took place and the following matters were highlighted:
- 3.2.1 Mr. Malaka indicated that this meeting is a non-compulsory clarification meeting where attendance won't be used as a requirement to be eligible to submit a tender. He further indicated that a 15-minute grace period will be given to bidders to enter the meeting after which persons will be allowed to enter the meeting.
- 3.2.2 Mr. Brown briefly discussed the pitfalls and 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 during evaluation. 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 as well as 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 registered business is located. 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.
- 3.2.3 A point of clarity was raised regarding the expiry of the Tax pin, whereby Mr. Brown explained that should your Tax pin expire during evaluation, a valid Tax pin shall be requested from the bidder.
- 3.2.4 Mr. Malaka discussed the aspect relating to BBBEE sworn affidavit's, whereby Mr. Malaka explained that bidders must declare that their BBBEE is based on a financial year prior to the certification of the Affidavit.
- 3.2.5 A point of clarity was raised regarding the MBD6.1 for locality, Mr. Brown explained that the company CIPC, CSD, BBBEE, TAX or company details will be used to validate the location of the registered business.
- 3.2.6 The tender validity period is 150 days from the closing date of the tender whereby the tender will be evaluated and adjudicated within those 150 days.
- 3.2.7 Mr. Cupido discussed the aspect relating to the period of this tender which is envisaged to commence date of final award 30 June 2027 broken down as follows:  
Year 1 (2024/25) – date of final award until 30 June 2025;  
Year 2 (2025/26) – 1 July 2025 until 30 June 2026; and  
Year 3 (2026/27) – 1 July 2026 until 30 June 2027
- 3.2.8 Mr. Cupido discussed the aspect relating to the delivery addresses including offloading as stated in the tender document and highlighted that, it is important for bidders to visit these sites so then can familiarize themselves with the geographical conditions thereof. In addition, Mr. Cupido explained that delivery must take place within 6 weeks of placing an official order where lead times have not been indicated on the tender document, for Minimum Order Quantities (MOQ's), and 8 weeks for bulk purchases.
- 3.2.9 A point of clarity was raised regarding the lead times for manufacturing the clothing, whereby Mr. Cupido explained that based on the market research conducted, the norm for the manufacturing and delivering of the clothing is 6 weeks. Based on the deliberations regarding the deliveries, consensus was reached that the bidders must communicate to the user department should the delivery be late based on the production capacity.
- 3.2.10 Mr. Cupido discussed the aspects relating to the technical specifications, whereby Mr. Cupido indicated that an additional item, safety shoe (trainer) has been added to the specifications. A representative raised a question with regards to the safety shoe (trainer) whereby the bidder requested the title of the item be amended as to include the word Tekkie as they are of the view that trainer is refers to a specific brand. Mr. Cupido responded by highlighting that the word trainer is a general description of a type of shoe and the word is not trademarked, however, in a effort to accommodate all the bidders the committee deliberated and agreed to amend the description of the item to Safety Shoe (Trainer/ Tekkie).
- 3.2.11 A point of clarity was raised with regards to the SANS requirements for certain items in the specifications, whereby Mr. Cupido explained that should the SANS standards not be relevant to the items (gloves, rain suits etc), the user department will consult with the municipality Health and Safety Officer and the outcome will be addressed with an addendum. Furthermore, the bidders deliberated on the colour of certain items, whereby Mr. Malaka explained that bidders need to note that the municipality need to adhere to the corporate colours. In addition, Mr. Cupido explained that bidders must submit data sheets (with their tender submission) for all products offered. Mr. Cupido further emphasized that bidders need to note that brochures will not be considered as datasheets, hence will not be accepted. Failure by the bidder to supply/ submit data sheets with tender submissions of the products offered will render their offer non-responsive.

- 3.2.12 Mr. Cupido discussed the aspects relating to performance and penalties as stated in the tender document and highlighted that the delivery of the goods MUST be within 6 weeks for Minimum Order Quantities (MOQ's), and 8 weeks for bulk purchases after the receipt of order., in which the failure to deliver within the specified lead-time will result in a 1% penalty.
- 3.2.13 Mr. Malaka discussed the aspect relating to pricing schedule, as stated in the tender document. Mr. Malaka emphasized that bidders must cast their rates for each item per category as the tender will be evaluated and awarded as such. In addition, Mr. Malaka explained that bidders must price market related prices, whereby Mr. Malaka emphasized that a risk analysis will be done on pricing submitted in order to safeguard the municipality.
- 3.2.14 Mr. Cupido discussed the aspect relating to the pricing conditions, whereby Mr. Cupido explained that for multi-year tenders, 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. The price escalations shall be implemented on 1 July of each financial year, based on the average CPI of 12 months (July – June) prior to the current escalation. Requests for price increases which are driven by other cost drivers (ie: price increases from manufactures) shall NOT be accepted.” Prior to the implementation of the escalation, the municipality shall communicate in writing to all the relevant stakeholders (winning bidders and the contract owners/ contract managers) of the escalation to be implemented.
- 3.2.15 Mr. Malaka discussed the aspect relating to the suppliers of the products, whereby Mr. Malaka emphasized that the a bidder have more than one supplier, please submit the relevant documents of all suppliers that is going to be used.
- 3.2.16 Mr. Malaka indicated that should there be any unclarities or questions, bidders may submit that enquiries by latest Friday, 16 August 2024 end of business. Mr. Malaka further explained that, should there be questions from the bidders after the meeting, a questions and answers document will be issued to all bidders to address the concerns raised.
- 3.2.17 No further questions or enquiries 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 noted that an addendum shall be issued to address the concerns raised.
- 4.3 Furthermore, it was noted that a copy of the Addendum, possible questions and answers, minutes and attendance register will be circulated to all bidders, which must be submitted with the tender document at the closing date.
- 4.4 It was also agreed that the tender closing date shall remain as is, which is 6 September 2024 at 11:00 am. Should the concerns not be resolved, an extension of closing date shall be communicated via an Addendum.
- 4.5 The meeting adjourned at 11:00.

#### **5. APPROVAL OF MINUTES**

I, R. Malaka, the Chairperson of before mentioned meeting hereby approve the minutes.

  
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**MR. R. Malaka**  
**CHAIRPERSON**

26 / 8 / 2024  
**DATE**