



**BREEDDE VALLEY**  
MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

**BID : BV 930/2021**

**DESCRIPTION : SUPPLY AND DELIVERY OF CONCRETE PRODUCTS FOR A PERIOD ENDING 30 JUNE 2024**

**MINUTES OF VIRTUAL CLARIFICATION MEETING HELD ON WEDNESDAY, 24 NOVEMBER 2021 AT 11:00 VIA MICROSOFT TEAMS**

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**1. ATTENDANCE**

**1.1 PRESENT**

Mr.	A. Moerat	: Manager Roads and Stormwater (Chairperson)
	O. Alberts	: Acting Superintendent Roads and Stormwater
	D. Smith	: Technician: Water and Sewer Networks
	C. Cupido	: Senior Clerk: 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. Moerat (Chairperson) 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 concrete products for a period ending 30 June 2024.

**3. DISCUSSION**

- 3.1 A brief description on the background of this tender was given, which involves the supply and delivery of concrete products for a period ending 30 June 2024. The Municipality seeks to appoint a suitable service provider/ supplier for the supply and delivery of concrete products over the specified contract period.
- 3.2 General discussion of the Bid Document took place and the following matters were highlighted:
- 3.2.1 Mr. Moerat notified the bidders that all technical queries will be directed at himself to the contact details provided in the tender document. In addition, Mr. Cupido notified the representatives that all SCM queries must be directed at himself as indicated in the tender notice and invitation.


- 3.2.2 Mr. Moerat discussed the validity period of the tender and highlighted that validity period for this bid will be hundred and twenty (120) days.
- 3.2.3 Mr. Moerat discussed the contract duration of the tender and highlighted that the tender is a multi-year tender running over three financial years ending 30 June 2024.
- 3.2.4 Mr. Moerat discussed the deliveries and highlighted that delivery must take place within 14 calendar days from placing and official order where lead times have not been indicated on the tender document. Mr. Moerat continued and highlighted that the delivery address will be indicated on the official order as follow:
- i. Breede Valley Municipal Fairbairn Stores (Worcester);
  - ii. Breede Valley Municipal Stores (De Doorns); and
  - iii. Breede Valley Municipal Stores (Touwsrivier).
- In addition, Mr. Moerat emphasized that the delivery of the products must include the off-loading thereof at the supplier's own risk and cost of transporting the products to the designated address as indicated above. Mr. Moerat continued by highlighting that bidders must supply and ensure their own labour for the offloading of the products at the designated Municipal stores.
- 3.2.5 Mr. Moerat discussed the quality and quantities of the tender and highlighted that the products supplied should conform to the stipulated specifications, where the Municipality may from time to time test the quality of the products at the bidders cost, and if it is found that the quality of the products is not up to standard, it may result in the termination of the contract.
- 3.2.6 Mr. Moerat discussed the additional requirements/ conditions of the tenders and highlighted that the Bidders are at liberty to cast prices for any category or all, as listed in the schedule of quantities, however, bidders must cast rates for all items listed under the respective categories. The tender will be evaluated and awarded per category. Failure to price all the items in a category will lead to the bidder's offer not being considered for that category. In addition, Mr. Moerat also highlighted that the Breede Valley Municipality will not be held liable for any damage to goods prior to signing for delivery.
- 3.2.7 Mr. Moerat discussed the pricing conditions of the tender and emphasized that service providers are urged to take into account all the necessary costs of bringing the services to the Breede Valley Municipality, when casting their price. Mr. Moerat continued by emphasizing that all prices must be inclusive of all applicable taxes. A question was raised by a bidder with respect to price escalations over the contract period whereby Mr. Moerat highlighted and explained that average based on the total (quantity x submitted rate) amounts for all three delivery sites will be used in the evaluation and adjudication of this tender. Bidders must indicate percentage price escalations in accordance with the Consumer Price Index (CPIX) for the outer years. The annual price increase must be equal to CPI (related to the area) per annum as from date of implementation. The onus is on the bidder to formally communicate (submit) price escalations together with supporting evidence prior to implementation thereof. The annual price increase shall be based on the previous year's average CPI indices (1 May - to 30 May). Failure to communicate the price escalations before or on date of implementation, the prices shall remain the same until such time the increases are submitted, and the additional costs incurred by the bidder shall be for the account of the bidder. The price escalations need to be communicated to [scm@bvm.gov.za](mailto:scm@bvm.gov.za).
- 3.2.8 Mr. Cupido 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. 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.
- 3.2.9 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 tender closing date shall remain as is, which is 13 December 2021 at 11:00am.
- 4.3 It was also agreed that a copy of the minutes be submitted with the tender document at the closing date.
- 4.4 The meeting adjourned at 11:42.

**5. APPROVAL OF MINUTES**

I, A. Moerat, the Chairperson of before mentioned meeting hereby approve the minutes.

  
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**MR. A. MOERAT**  
**CHAIRPERSON**

26 / 11 / 2021  
**DATE**