



BREED VALLEY
MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

BID : BV 996/2022

DESCRIPTION : RENTAL OF PLANT, MACHINERY AND VEHICLES FOR THE PERIOD ENDING 30 JUNE 2026

MINUTES OF COMPULSORY CLARIFICATION MEETING HELD ON WEDNESDAY, 12 APRIL 2023 AT 11:00 AT THE COUNCIL CHAMBERS, 1ST FLOOR, CIVIC CENTRE, 30 BARING STREET, WORCESTER

1. ATTENDANCE

1.1 PRESENT

Mr.	R. Malaka	: Acting Logistic and Fleet Management (Chairperson)
	K. Moteetee	: Manager: Procurement
	A. Swarts	: Assistant Superintendent: Public Services
	A. Wehr	: Foreman: Technical Services
	R. Walters	: Superintendent: Water and Sewer
	A. Moerat	: Manager: Roads and Stormwater
	D. Smith	: Senior Superintendent: Roads and Stormwater
	T. Brown	: Senior Clerk: Procurement
Mrs.	M. Kafaar	: Superintendent: Solid Waste
External:	(See attached clarification meeting attendance register)	

APOLOGIES

Mr.	C. Cupido	: Senior Clerk: Procurement
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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

2.1 Mr. Malaka (Chairperson) opened the meeting and welcomed the attendees present at the clarification meeting. Bidders noted that Mr. Brown is representing SCM, on behalf of Mr. Cupido due to him being on annual leave, and that Mr. Malaka are representing the user department.

2.2 The Bid is for the rental of plant, machinery and vehicles for the period ending 30 June 2026.

3. DISCUSSION

- 3.1 A brief description on the background of this tender was given, which involves rental of plant, machinery and vehicles on an “as and when needed” basis, to the Breede Valley Municipality (BVM). The Municipality seeks to appoint an existing service provider/ rental companies/ agencies, with proven and credible track record in rental of plant, machinery and vehicles.
- 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 hundred and twenty (120) days, whereby the rates indicated in the tender submission must be valid for the 120-day period. In addition, Mr. Brown indicated that the municipality intends to complete the evaluation and adjudication within the 120-day period. Furthermore, Mr. Brown discussed the Pricing Conditions whereby the term of the contract needs to be corrected as follows (14.3):
- i. Year 1 shall mean the period: from 1 July 2023 or date of award to 30 June 2024. Year 2 shall mean 1 July 2024 to 30 June 2025. Year 3 shall mean 1 July 2025 to 30 June 2026.
- In addition, Mr. Moteetee explained that the tender is open to everyone, included bidder’s who are tendering on their own or bidder’s who want to tender as a Joint Venture. Mr. Moteetee explained that Joint Venture’s paperwork must be in place such as BBEE documentation.
- 3.2.3 Service providers were made aware that increases in the rates will only be implemented on July of each year, in accordance with CPI. No other price adjustments will be allowed.
- 3.2.4 Mr. Malaka discussed the pricing schedule whereby Mr. Malaka highlighted that pricing structure or schedule has been designed for bidders to cast the rates for those items they are willing and able to service the municipality on.
- 3.2.5 Mr. Malaka discussed the rates of the tender that make provision for bidders to cast their rates for different vehicles, plant and equipment, depending on the state of operation.
- Bidders shall cast rates as follow:
- i. Rate for the delivery of the vehicles, plant or equipment (once off); and
 - ii. Hourly rate for working hours in operation.
- The Municipality will not provide any oil or fuel to the successful bidder, on vehicles, plant and equipment where “wet” rates are being charged.
- All rates casted should be a flat rate which will include weekends and off-peak hours. Delivery fees will be treated on a case by case especially in circumstances whereby items have been delivered and the hours are only extended in such cases the delivery fee will not be applicable. However, if items need to be moved from different sites within the Breede Valley Municipal area those delivery fees will be considered. In addition, Mr. Malaka explained that should the preferred bidder not be able to perform, the Municipality will make use of the second highest scoring bidder to render the required services.
- 3.2.6 Mr. Malaka discussed the availability of the vehicles after the order has been generated as it should be readily available especially in emergency cases. Mr. Malaka explained that an addendum will be issued whereby bidders must indicate the availability of vehicles in the area.
- 3.2.7 The representative of Visser Engineering indicated that they have enquired regarding the functionality scoring whereby Mr. Malaka indicated that their enquiry has been responded to in the email. The representative of Visser Engineering explained that according to the functionality minimum points requirements, they are being excluded as the tender only make provision for previous experience of term contracts and awarded and not open for everyone. Mr. Malaka explained that the tender is for the rental of the plant, machinery and vehicles and not to procure any of the vehicles. Furthermore, Mr. Malaka emphasized that bidders could go into a Joint Venture as discussed by Mr. Moteetee. Mr. Moerat from the user department explained that the Municipality must make use of experience contractors in the market as the services required is of high priority and cannot put the Municipality at risk by making use of an inexperience contractor. Furthermore, Mr. Moteetee explained that to protect the interest of the Municipality, it will not be lawful to change the criteria to suite a particular need whereby it could compromise the Municipality. The functionality was build taken into account the sensitivity of the services required as services needs to be readily available when needed.

- 3.2.8 Mr. Malaka discussed the clause for incidents/accidents that was included in the tender document as follow:
- i. While executing his/her duties under this contract, the Contractor/ Service Provider shall report to the Breede Valley Municipality, all serious accidents within 48 hours of the occurrence, whether such accidents are in respect of damage to works, persons or property.
 - ii. The report shall be in writing, containing full details of the occurrence. The Breede Valley Municipality shall have the right to make enquiries on site or elsewhere, in order to determine the cause of the accident. The Contractor shall provide all applicable information to carry out such enquiry.
- 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. Moteetee emphasized the aspect relating to the points allocation in terms of Locality, whereby Mr. Moteetee 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 BBEE certificate or sworn affidavit with their submission.
- 3.2.10 Mr. Moteetee concluded by indicating that SCM will avail themselves to assist the bidders where needed regarding the completion of the tender and issuing of reference letters specifically for this tender.

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



MR. R. MALAKA
CHAIRPERSON

DATE 18 / 04 / 2023