

 Amatola Water - Amanzi <i>bringing water to life</i> Client: Amatola Water	 Funder: OR Tambo District Municipality	 Engineer: Zutari
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CONTRACT DESCRIPTION: COFFEE BAY REGIONAL WATER SUPPLY SCHEME – DESIGN, SUPPLY AND INSTALLATION OF MECHANICAL AND ELECTRICAL COMPONENTS IN THE WATER TREATMENT WORKS

BID NUMBER: AW2020/21/38

MEETING : Compulsory Pre-Tender Clarification Meeting
 VENUE : Coffee Bay WTW at Coffee Bay
 DATE : 15 November 2021
 TIME : 11h00

EMPLOYER AND EMPLOYER'S AGENT ATTENDANCE

NAME	REPRESENTING
M. Mabulu (MM)	Amatola Water
S. Mqamelo (SM)	Amatola Water
M. Hlwele (MH)	Amatola Water
N. Nomlala (NN)	ORT District Municipality
B. Leni (BL)	Zutari
G. Tshayana (GT)	Zutari
APOLOGIES	
S. Biyela (SB)	Amatola Water

1. OPENING AND WELCOME

The Chairperson (MM) opened the meeting and welcomed all present to the clarification meeting. The Chair requested everyone to observe the COVID 19 protocols.

2. ATTENDANCE REGISTER

- The attendance register was circulated, all attendees were requested to complete the register and sign.
- Everyone present was advised to only record details of the one company they are representing.
- If a JV will be formed at a later stage, at least one company should be in attendance.
- Bidders were advised to make sure that the email addresses and contact details are correct, neatly and clearly written.
- Companies not represented at the clarification meeting will be disqualified.

3. APOLOGIES / ABSENT

Meeting was advised that Mr S. Biyela was on his way and would join the meeting later.

4. MATTERS FOR DISCUSSION

4.1 Supply Chain Management Matters

- Invitation to Tender – As detailed in the advert and the invitation to tender section of the document for those that have already purchased it, the following eligibility requirements are to be met by prospective bidders:
 - This is a Compulsory Pre-Tender Clarification Meeting
 - Since the Thursday, 4th of November 2021, Bid documents have been obtainable for purchase at a value of R300.00 for collection at Amatola Water Head Office, No. 6 Lancaster Road, Vincent, East London.
 - Required CIDB grading is 6ME or Higher
 - The closing time and date for receipt of tenders is 11h00am on Wednesday, 01 December 2021
 - Telegraphic, telephonic, facsimile, email and late tenders will not be accepted.
 - Tenders may only be submitted on the Tender Documents that are issued.
 - Tenders must be enclosed in sealed envelopes, bearing the applicable tender heading and reference number, as well as the closing time and due date, and must be addressed to Mr S Biyela.
 - Location of Tender Box - Tenders to be deposited in the tender box at reception: Amatola House, 6 Lancaster Road, Vincent, East London, before the closing date and time
 - The tender offer validity period is 12 weeks.
- List of Returnable Documents

1. RETURNABLE SCHEDULES REQUIRED FOR TENDER EVALUATION PURPOSES		
T 2.1.1	Authority of Signatory	Tick if completed and submitted
T 2.1.2	Declaration (Validity of Information Provided)	Tick if completed and submitted
T 2.1.3	Tax Clearance	Tick if completed and submitted
T 2.1.4	Proof of Registration with Central Supplier Database	Tick if completed and submitted
T 2.1.5	Contract Organogram	Tick if completed and submitted
T 2.1.6	Key Personnel Assigned to the Contract	Tick if completed and submitted

1. RETURNABLE SCHEDULES REQUIRED FOR TENDER EVALUATION PURPOSES		
T 2.1.7	Declaration Certificate for Local Production and Content for Designated Sectors – SBD 6.2	Tick if completed and submitted
T 2.1.8	Broad Based Black Economic Empowerment (BBBEE) Certificate	Tick if completed and submitted
T 2.1.9	Joint Venture (JV) Disclosure Form and Agreement	Tick if completed and submitted
T 2.1.10	Preference Points Claim Form in terms of the Preferential Procurement Regulations 2017 – SBD 6.1	Tick if completed and submitted
T 2.1.11	Tenderer's Expertise and Experience	Tick if completed and submitted
T 2.1.12	Preliminary Programme	Tick if completed and submitted
T 2.1.13	Proof of Registration with the Construction Industry Development Board (CIDB)	Tick if completed and submitted
T 2.1.14	Declaration of Interest in Tender of Persons in Service of the State – SBD 4	Tick if completed and submitted
T 2.1.15	Compulsory Enterprise Questionnaire	Tick if completed and submitted
T 2.1.16	Declaration of Tenderer's Past Supply Chain Management Practices – SBD 8	Tick if completed and submitted
T 2.1.17	Declaration Concerning Fulfillment of the Construction Regulations, 2014	Tick if completed and submitted
T 2.1.18	Certificate of Independent Bid Determination – SBD 9	Tick if completed and submitted
T 2.1.19	Estimated Monthly Cash Flow	Tick if completed and submitted

1. RETURNABLE SCHEDULES REQUIRED FOR TENDER EVALUATION PURPOSES		
T 2.1.20	Financial Resources	Tick if completed and submitted
T 2.1.21	Record of Addenda to Tender Documents	Tick if completed and submitted
T 2.1.22	Proposed Amendments	Tick if completed and submitted
T 2.1.23	Certificate of Attendance at Compulsory Clarification Meeting	Tick if completed and submitted
T 2.1.24	Schedule of Proposed Plant and Equipment	Tick if completed and submitted
T 2.1.25	Schedule of Proposed Subcontractors	Tick if completed and submitted
C 1.1	Form of Offer and Acceptance	Tick if completed and submitted
C 1.2b	Contract Data (Part 2) – Specified by the Contractor	Tick if completed and submitted

- Evaluation Process
 - **Step 1- Checked for completeness of Tender Offer**

Tender offers will be screened to identify schedules and requested documents that are incomplete or have not been submitted.

- Test for responsiveness
 1. Tender offers will be tested for compliance with all the requirements of the as-amended Standard Conditions of Tender including the following:
 - a) Eligibility (C.2.1.1)
 - b) Pricing the tender offer (C.2.10)
 - c) Alterations to documents (C.2.11)
 - d) Alternative tenders offer (C.2.12)
 - e) Submitting a tender offer (C.2.13)
 - f) Grounds for rejection and disqualification (C.3.7)
 - g) Test for responsiveness (C.3.8)

2. Tender offers will be declared non-responsive should they fail to comply with any one of the requirements of 1) above.

3. Non-responsive Tender Offers will not be further evaluated.

- Local Production and Content – Pages 53-67 of the document.

A Compliance Assessment will be undertaken on the shortlisted tenderers.

Only tenderers who have completed fully and declared the minimum threshold percentage for local production and content for all sectors identified (designated sectors) as stated in the National Treasury instruction note will be deemed responsive.

Non-responsive Tender Offers will not be further evaluated.

- Capability Requirements (Functionality)

A Compliance Assessment will be undertaken on the shortlisted tenderers. The compliance assessment will be based on the information submitted in the Returnable Schedules and will assess the likely risk of the Tenderer not being able to successfully perform the work under this contract and meet all his/her contractual obligations.

If the assessment indicates that, there is an unacceptably high risk of the Works not being successfully completed, the bid will be rejected. The overall assessment will consider all of the following:

Criteria	Description of Requirements	Indicate (Yes)	Indicate (No)
Relevant Experience	At least one contract of a similar nature of value over R5 million completed by the key personnel in the last 10 years. Similar projects must include: <ul style="list-style-type: none"> <input type="checkbox"/> Design, supply, installations, testing and commissioning of electrical and mechanical works such as MCC Panels, SCADA, Pumps, Motors, etc.; <input type="checkbox"/> Supply, laying, testing of electrical cables Submit at least three Practical Completion Certificates and complete Form 2.1.11.		
Skills and Capacity	Team composition with numbers of years of experience on similar projects as per below, as well as required qualification, professional registration and complete Form 2.1.12): <ul style="list-style-type: none"> <input type="checkbox"/> One Mechanical Engineer with a professional registration. (Pr Tech Eng / Pr Eng) coupled with minimum of 5 years relevant experience. A proof of ECSA certificate to be attached as well as a signed CV to be attached. <input type="checkbox"/> One Electrical Engineer with a professional registration. (Pr Tech Eng / Pr Eng) coupled with a minimum of 5 years relevant experience. A proof of ECSA certificate to be attached as well as a signed CV to be attached. <input type="checkbox"/> Submit a proof of employment at the time of bid closing (Mandatory to be signed by both parties) 		

- Risk Analysis

Notwithstanding compliance with regard to CIDB registration or any other requirements of the tender, the employer will perform a risk analysis in respect of the following:

- (a) reasonableness of the financial offer
- (b) reasonableness of unit rates and prices
- (c) reasonableness of commitments

The conclusions drawn from this risk analysis will be used by the Employer in determining the acceptability of the tender offer in terms of C3.13 (b)

- **Step 2 - Price and Preference Evaluation**

1. Review financial offer and correct discrepancies between totals and calculations / summations in accordance with the Tender Data (C.3.9)
2. Reduce all tender offers to a common base i.e. comparative offer
3. Confirm the tenderers are eligible for the preferences claimed
4. Score Tender Offer for Preference
5. Score Tender Offer for Price
6. Total Points and rank Tender Offers.

The Preferential Procurement Policy Framework Act, 2000 will apply and tender evaluation points will be awarded to the tenderers who complete the Preferencing Form 2.1.6 Preference Points Claim Form SBD 6.1, (80/20 version) and who are found to be eligible for the preference claimed.

Preference points shall be scored in accordance with the following provisions:
80/20 preference point system for acquisition of goods or services with a Rand value below R50 000 000 (all applicable taxes included):

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- **Employment of Local Labour**

PSC will be established through the appointed ISD Agent.

A CLO will be appointed also appointed also through the ISD Agent and Ward Councillor.

The successful Tenderer will be required to liaise with the appointed CLO to recruit his workforce and will be required to produce weekly records suitably detailed to enable the Employer's Agent, or his authorised representative, and Local Communities to ascertain that the labour requirements are achieved.

- **Involvement of Local Supplies and Sub-contractors**

Sub-Contracting 30% of Value of Work to EMEs and/or QSEs is not applicable for this contract due to estimated value of the project. However, if the bidder wishes to subcontract a percentage value of work to local EMEs and/or QSEs, the Preferential Procurement Regulations (2017) shall apply.

4.2 Technical Matters

- **Scope of Work**

PS1.2 CONTRACTOR'S DUTIES

The Contractor's duties relating to the Works are as follows:

- Investigate;
- Design;
- Manufacture;
- Supply;
- Delivery;
- Installation and Construction;

- Testing;
- Commissioning;
- Training the Employer's staff in operation and maintenance;
- Trial Operation; and
- Upholding during the Defects Liability Period.

PS1.3 EXTENT OF THE WORKS

The clause "PS10 Engineering: The Works" specifies the Works and related requirements. The process requirements are specified in clause "PS9 Engineering: Process Description".

▪ Functionality

Contractors are to meet the following minimum requirements for functionality.

Criteria	Description of Requirements	Indicate (Yes)	Indicate (No)
Relevant Experience	At least one contract of a similar nature of value over R5 million completed by the key personnel in the last 10 years. Similar projects must include: <ul style="list-style-type: none"> • Design, supply, installations, testing and commissioning of electrical and mechanical works such as MCC Panels, SCADA, Pumps, Motors, etc.; • Supply, laying, testing of electrical cables Submit at least three Practical Completion Certificates and complete Form 2.1.11.		
Skills and Capacity	Team composition with numbers of years of experience on similar projects as per below, as well as required qualification, professional registration and complete Form 2.1.12): <ul style="list-style-type: none"> • One Mechanical Engineer with a professional registration. (Pr Tech Eng / Pr Eng) coupled with minimum of 5 years relevant experience. A proof of ECSA certificate to be attached as well as a signed CV to be attached. • One Electrical Engineer with a professional registration. (Pr Tech Eng / Pr Eng) coupled with a minimum of 5 years relevant experience. A proof of ECSA certificate to be attached as well as a signed CV to be attached. • Submit a proof of employment at the time of bid closing (Mandatory to be signed by both parties) 		

▪ Standard Conditions of Tender

This standard is issued in terms of sections 4(f), 5(3)(c) and 5(4)(b) of the Construction Industry Development Board Act 38 of 2000 read with Regulation 24 of the Construction Industry Development Regulations, (as amended) issued in terms of section 33.

▪ Contract Data

General Conditions which form part of the Conditions of Contract for Plant and Design-Build for Electrical and Mechanical Works and for Building and Engineering Works Designed by the Contractor, First Edition 1999 (Yellow Book) published by the International Federation of Consulting Engineers (FIDIC)

Project Duration is 12months

The Defects Liability Period is 12 (twelve) months, measured from the date of issuance of the Taking-Over Certificate.

Time for access to, and possession of, the Site is 28 Days from the Commencement Date

Amount of Performance Security is 10 % of the Accepted Contract Amount

Delay damages for the Works is R2500,00 per day, for each day Time for Completion is not achieved.

Maximum amount of Delay damages is 10% of final Contract Price

Percentage of retention - 10% reducing to 5% upon the issue of a Taking-Over Certificate

Submission of Contractual Documentation after appointment is 14 Days.

Payments - The amount certified in the Interim or Final Payment Certificates within 56 days after receipt by the Employer of the payment certificate signed by the Employer's Agent.

4.3 OHS Requirements

The bidders are required to provide a suitably qualified OHS Officer.

The successful bidder will be required to submit a Health and Safety File for approval by the Agent.

4.4 Environmental Requirements

Bidders to refer to attached Environmental Specifications attached (CD) to the document.

5. QUESTIONS AND ANSWERS SESSION

The Chairperson opened the floor for questions and answers. Answers or changes not given at the meeting and minuted in the Clarification Meeting minutes will be issued in the form of an addendum to attending bidders.

5.1 Questions and Answers

No.	Q & A	Question and Answer
1	Q	Are there pricing items for Contractor and Engineers' ablutions in P&Gs Section?
	A	Yes. Refer to item A4 & A34.
2	Q	Is someone with a Technical Vocational Education and Training (TVET) or Technical College Engineering Qualification acceptable to fulfil the roles of Electrical and or Mechanical Engineers required?
	A	No. The minimum requirement is someone who has a degree and must be registered with ECSA as Pr Tech Eng or Pr Eng. No Pr Techni or Candidate Pr Tech Eng or Pr Eng will be accepted.
3	Q	As the works require assessment, design, supply and installations, are the bidders expected to price according to what they have seen on site and their understanding?

	A	No. Bidders are requested to price as per the BoQ in the document.
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5.2 All Other Enquiries

Bidders were informed that all enquires are to be sent in writing to Mr S. Biyela of Amatola Water.

6. GENERAL COMMENTS - Nothing.

7. CLOSURE

The meeting was adjourned at 13h00 and those who wanted to do a site inspection were given the opportunity.

8. APPROVAL OF MINUTES

mlamli mabulu , Amatola Water , 22-11-2021 , 

Name

on behalf of

Date

Signature