



#### MINUTES OF COMPULSORY BID CLARIFICATION MEETING

CLIENT : AMATOLA WATER

PROJECT: KSD PRESIDENTIAL INTERVENTION PROJECT: BULK WATER

BID No : AW2021/22/11

BID DESCRIPTION : CONSTRUCTION OF 50ML/D HIGHBURY WATER TREATMENT

**WORKS: PHASE 2 CIVILS** 

PLACE: HIGHBURY, MTHATHA

DATE & TIME : TUESDAY 16 NOVEMBER 2021 at 11:00

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#### NAME REPRESENTING

#### **PRESENT**

Simon Mgamelo (SM) Amatola Water: Planning and Development Manager

Mlamli Mabulu (MM)
Amatola Water: PMU Manager
Amatola Water: Project Manager
Amatola Water: Project Manager
Amatola Water: SCM Unit
GIBB: Technical Director
Basil Sparg (BS)
GIBB: Snr Residential Engineer

Tenderers Representatives (see attendance Register)

#### **APOLOGIES**

Nil

## ITEM DESCRIPTION NO

### 1. OPENING ANNOUNCEMENT & INTRODUCTIONS

MM welcomed all present, introduced the Engineer representatives and declared the meeting officially open at 11:00. MM confirmed that this was the Clarification Meeting for:

AW2021/22/11 – Construction of 50MI/d Highbury Water Treatment Works Phase 2 Civils
 The Chair requested everyone to observe the COVID 19 protocols

#### 2. SITE BRIEFING PROCEDURE

MM gave the agenda as follows;

- Introductions
- Administrative Matters
- Project Background & Scope of Work & associated
- SCM Matters & associated
- Preparation of Tender Submission
- Conditions of Tender
- Conditions of Contract
- Questions & Answers

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#### 3. ADMINISTRATIVE MATTERS

MM requested that all attendees ensure that the Attendance Register is properly completed and signed. He further noted the following:

- The Attendance Register has separate columns for name of person attending the Briefing and also for name of contact person to whom all further communications must be sent.
- AW will not be responsible for being unable to decipher badly-written contact details i.e. e-mails
  or telephone numbers, or incorrect contact information. Everyone should ensure that their
  handwriting is legible.

MM noted that, in terms of CIDB rules, the Attendance Register is sufficient proof that any particular Tenderer had attended the compulsory Briefing. Signing of the Attendance Certificate in the tender document is therefore optional.

MM requested bidders to take note of the following important information with regards to the Tender Document and the bidding process;

- The 'as issued' set of Tender Documents comprises:
  - Volume 1 (Returnables)
  - Volume 2 (Scope of Work and Technical Specifications)
  - Flash drive (attached to Volume 1)
- The Flashdrive contains PDFs of the OH&S specs, the EMP, the geotech report, all the
  drawings, blank tender documents and an Excel version of the BoQ. The BoQs are solely for
  tenderer's own use and a print-out will not be accepted in place of the printed BoQ in the
  document that must be completed. AW do not hold themselves responsible for any errors or
  misinterpretation of electronic BoQ.
- Documents can be collected from AW offices in EL but payment should first be done via EFT, proof of payment should be presented at AW Supply Chain offices when collecting the tender document.
- Queries:
  - All queries (Technical and Procurement issues) to be submitted in writing by e-mail to AW SCM Unit: Attention Mr Sandile Biyela (<u>sbiyela@amatolawater.co.za</u>)
  - No telephonic queries will be accepted or entertained, all queries should be in writing.
- Minutes of this Meeting will be e-mailed in the next few days to the Contact Person given in the Attendance Register.
- A copy of the attendance register will be e-mailed to all attendees.
- Any Addenda will be e-mailed to the e-mail addresses given in the Attendance Register and returned Proof of Attendance form>
- Addenda will also be posted on AW's tender website.





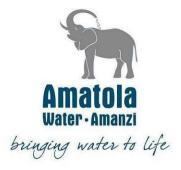
#### 4. PROJECT BACKGROUND & SCOPE OF WORK

DS provided the project background and scope of work. This work essentially comprises:

- Liaison and cooperation with M&E Contractor during final stages of civil works
- Construction of the following reinforced concrete structures:
  - 2 x 5Ml clear water reservoirs
  - Dried sludge stockpiling and loading platform
  - Various chambers for flow control, flow metering and drainage.
- Construction of the following reinforced concrete and brick structures:
  - Administration Building
  - Chemical Dosing Building
  - Workshop Building
  - Staff accommodation (6 stand-alone 3-bedroom houses)
  - o Guardhouse at the entrance to the Works
  - Sludge Dewatering Building
  - Clear Water Pumpstation Building
- Construction of interlinking pipework and services:
  - DN800 welded steel raw and clear water pipelines and associated fittings and fabricated specials
  - DN600 to DN300 GRP low-pressure and drainage pipelines
  - DN400 to DN750 concrete ogee-joint stormwater pipelines
  - DN90 and smaller water reticulation pipelines
  - DN150 to DN100 sewer pipelines
  - DN150 cable ducts under roads
- Construction of internal roads
  - Base course and roadstone block paving of road layout established under Stage 1 Civils
  - Subbase and base course and roadstone block paving of clear water pumpstation platform
- Construction of Siteworks
  - Restricted excavation for foundations of structures
  - Dry-stack retaining walls (max 2m height)
  - Backfilling existing structures
  - Landscaping, topsoiling and finishing of entire waterworks site
  - Load and transport all excess stockpiled material to designated spoil site

#### Points to note include:

- No blasting allowed due to proximity of structures already constructed under Stage 1 Civils Contract. Heavy Duty hydraulic breakers will be needed.
- There will be some short deep trenches in hard rock where access is awkward.
- There is plenty of space within the WTW boundary for the Contractor's Site Camp





#### 5. PREPERATION OF TENDER DOCUMENT

MM pointed out the following important requirements with regards to submission of the tenders;

- Tender submission shall comprise:
  - Volume 1 duly completed and signed
  - o Volume 2 (although nothing to sign, is needed for completeness).
  - Supporting documentation to be either
    - placed in an indexed Lever-Arch file (or files) with all with Photostat copy
      of 'as-submitted' front cover of Original Volume 1 firmly affixed on the front
      (so there is no mistaking who the Tenderer is) or
    - stapled to Volume 1 tender doc at the appropriate page
  - Flash drive need NOT be submitted.
- Do not unbind the original document.
- Do not staple attachments to the relevant returnable page and do not staple multi-page documents together. Rather submit all attachments in a separate file as specified.

#### 6. CONDITIONS OF TENDER

SB highlighted the following on the conditions of tender and some pages in the tender document which most bidders fail to complete correctly which in most cases lead to tenders being non-responsive and disqualification;

- CIDB Grading
  - The estimated value of works is such that the Tendering Entity shall have CIDB '8CE or higher' in order to be eligible.
  - A CIDB grading of 7CE PE is not eligible.
- Capability Requirement Compliance Verification (minimum qualifying criteria): (Refer to Page 18 of Volume 1)
  - Bidders need to provide at least 1 Practical Completion or Completion Certificate for similar scope within the last 10 years which includes the construction of a new or upgraded waterworks or wastewater works of at least a 10Ml/d capacity.
  - Key staffwith at least 5 years relevant experience is necessary. The Contracts Manager (Site Agent) must have a civil engineering diploma or degree and must be registered with ECSA as Pr Eng or Pr Tech. (NB this particular requirement is not part of the tendering evaluation, but is a *Condition of Award*)
- Authority to Sign Documents (Refer to Page 32 of Volume 1)
  - Common mistake is that tenderers tend to authorise themselves to sign the document, there should be a formal Board Resolution which authorises a person to sign on behalf of the tenderer.
  - The form should be properly signed by the Company Directors giving authority to the delegated person within a company to sign on its behalf.

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- Other Eligibility Criteria:
  - Carefully read the relevant section in the Tender Data.
  - JVs: (Refer to Page 34 to 36 of Volume 1) The criteria for JVs to be eligible is quite onerous. It is very easy to omit one or more essential documents required Tenderers are to ensure all required information is provided to be considered responsive.
    - Where tenderers are submitting a tender as a JV, each JV partner should complete the forms, render the tender data and the stated requirements in the relevant pages.
- Returnable schedule for Local Content Declaration MUST be completed and signed:
  - An excel spreadsheet of Local Content Annexure C is included in the flash drive.
  - Although copies of these the Annexure C's are included in the Volume 1 returnable schedule, the Tenderer should rather populate the relevant values into the supplied excel spreadsheet, print these out and include these in the Supporting Document File.
  - The tender will be deemed non-responsive and set aside if the Annexure C pages are not filled-in and signed.
  - Although Annexures D & E are included in the excel spreadsheet, these are for determining the contents of Annex C and *do not* have to be submitted with the tender.
- No alternative tenders will be accepted.
- Fixed-price rates in lieu of CPA allowance or changing the fixed allowance for CPA will not be accepted.
- Evaluating tenders:
  - The preference point system applicable to this tender is Method 1: 90/10 price: preference point system (anticipated Rand value of Contract is more than R50m).
- · Common mistakes by tenderers
  - Form of Offer not fully completed
  - o Invalid or illegible e-mail and cell phone details given on Attendance Register
  - Not amending BoQ correctly when instructed to do so in any Notice to Tenderers that may be issued.
  - Not filling-in individual rates for each item in the BoQ
  - Not recording all the Notice to Tenderers received.
  - Amendments made to the stated % for provision for CPA or Contingencies.
  - Not signing against any corrections made in the documents
- Key items to note regarding new subcontracting requirements:
  - CPG Subcontracting partner/s (minimum of 30% of value of Contract Value excluding Prime Cost Provisions for fees to others) – the Preferred Bidder is to negotiate with local Highbury Contractors and local Leadership before the Contract Document is finally signed. In pricing the BoQ, the Bidder shall bear in mind that whatever scope of work is assigned by the Main Contractor to the local subcontractor/s, the value of the subcontracts portion has to come out of the Main Contractor's tendered rates.
  - There is no approved list of local contractors.





 In order to avoid local community protest action and stopping the Contractors work, it is essential that the Contractor employs whoever has usable skills from the immediate Highbury Village (and certainly all the unskilled labour)

#### 7. SUPPLY CHAIN MANAGEMENT

SB highlighted the following key aspects on Supply Chain Management issues;

- The Tender Documents do not include Tax and CIDB Certification pages, as these will be
  obtained from the National Treasury's Central Supplier Database (CSD) during evaluation.
  Tenderers may, however, include this information in their submission if they so wish.
- The applicable regulation is the Preferential Procurement Regulation 2017.
- 30% of the contract must be sub-contracted to qualifying QSE and/or EME (s) (i.e. does not necessarily have to be limited to 1 sub-contractor).
- The lead partner in a JV must be identified.
- All constituent parties in the JV must complete Form SBD4 and particularly the details of directors / trustees / members /shareholders.
- SBD 6.1 and all associated following Forms must be completed fully (with all JV party particulars included but signed as the JV entity, not two separate, independent companies sharing the work).
- For local content and for guidance in completing Form SBD6.2 the referenced website for the Department of Trade and Industries should be consulted.

**Q&A on Supply Chain Management: Nil** 

### 8. CONDITIONS OF CONTRACT

MM noted that:

- This Contract is based on General Conditions of Contract for Construction Works ('Third Edition, 2015') – GCC 2015
- Time for Completion is up to the Tenderer, but not exceeding 20 working months.
- The Due Completion Date is calculated from date of Site Handover; NOT signing of Acceptance as per standard GCC. Note: This affects the preliminary programme; must start with Site Handover.
- 1 year Defects Notification Period.
- A normal 10% Surety Bond is required.
- 10% Retention applicable up to a ceiling of 5% of the Contract Value. A Retention Monies Guarantee in lieu of the cash retention is no longer allowed by National Treasury.





- Payment usually takes up to 60 days (Contract Data allows for 56 days from receipt of claim).
   Although efforts are being made to shorten the payment period, it is unlikely to improve much.
- Penalties would be applied for non-compliance in the following areas:
  - o Environmental Management Plan infringements.
  - The penalty for delay shall be 0.02% of the Contract Value (Excl VAT) per day.
- The sub-contracting requirements must be met.
- It should be noted that Amatola Water will only grant cessions for direct payments to the Contractor's or sub-contractor' suppliers under exceptional circumstances.
- Fees to others (from Prime Cost items) will be paid directly through cessions.

### 9. QUESTIONS AND ANSWERS

Q1: How will Addenda be made available?

A1: Will be e-mailed to address given on Attendance Register and posted on AW website.

**Q2:** Why is eligibility criteria exclusionary to all contractors who have never done a waterworks or wastewater works?

**A2:** A waterworks such as this contract has many different services that have to be laid at the right levels and grades and is vastly more complex to plan and sequence activities than ordinary civil works like pipelines or buildings. AW wants to ensure that the appointed Contractor has the necessary company and key staff experience. It was noted that other civil contracts (raw water pumpstation building and Nqadu Corridor pipelines and reservoirs) will be advertised in the new year which will have more general eligibility criteria requirements.

Q3: Please can the closing date be extended?

**A3:** The 28 day period is more than the minimum, but if Tenderers are experiencing difficulties getting prices from some of the suppliers, they must e-mail a request to Mr Biyela for an extension explaining why an extension is necessary.

Q4: Can CV's of key staff be limited to one page?

A4: Yes.

Q5: How will Addenda be made available?

A5: Will be e-mailed to address given on Attendance Register and posted on AW website.

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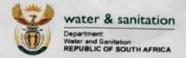




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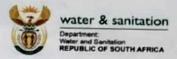




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37	Iden Construction	D. Pargelly	Dougell .	O. Pengelly			tenders@iconconstruction.co.			
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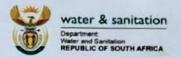
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53	Norland Construction	J. Terblans	J.M	Tanya Timms	082 458 4929	043-736 6294	tenders @ norland. co. za				
54	HEI Civ. 1 Engineering	B. LIEBEN REEC	(8)	GERHAUS HONOGUES	073256 9791	0219761110	tenders phi construction.co.				
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70	Magnacorp 485	T. Muutsha	ane	Thokozani	0622811210	047531268	tenders. Magnacorp @gmail.com		
71	COROHE ENGINEER'S	Gladwin Nathe	Day.	Gladwin	087 375 6986	018 462 0796	Myoekoroneng.co.za		
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84	KAVAR ENGERVING	Kavhanda	Ann DA	Karnanda	07388 23984		Karhanda (aguiai ) Com		
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