



MINUTES OF COMPULSORY BID CLARIFICATION MEETING

BID NO : **AW2022/23/51**

BID DESCRIPTION : **HIRING OF PLANT, MACHINERY AND EQUIPMENT ON ADHOC BASIS FOR A CONTRACT PERIOD OF THREE (3) YEARS.**

DATE : **06 JUNE 2023**

TIME : **11:00am**

1. Opening announcement & introductions

Ms. Namhla Ndlamla (NN) welcomed all present and declared the meeting officially opened at 11:15am. NN confirmed that this was the Compulsory Clarification Meeting for the above-mentioned Bid/Tender.

She emphasized that the reason for the meeting is of the mistakes that Bidders are doing when completing the tender documents and to provide more clarities on the scope of work as well the administrative matters as per the document.

NN introduced herself as the representative from Amatola Water responsible for the SCM Unit accompanied by the following team members:

- Mr. Dumisani Mtimkulu (DM) – Amatola Water Operations Unit
- Ms Nosihle Makhamba (NM) – Amatola Water Supply Chain Management Unit

2. Presentation from SCM Unit

NN requested that all attendees ensure that the Attendance Register is properly completed and signed.

NN Clarifies the following as they are crucial to be noted:

- The Attendance Register has separate columns for name of the company attending the Briefing and for contact details to whom all further communications must be sent.
- AW will not be responsible for being unable to decipher incorrect written contact details i.e e-mails or telephone numbers, or incorrect contact information. Everyone should ensure that their handwriting is legible.
- She encourages the bidders to take note of the tender closing date and time as Amatola Water will not accept late bids.
Document must be completed with a non-erasable ink, failure to do so will result to disqualification of the bid.
- All Standard Bidding Documents Forms (**SBD 1, SBD 3.1, SBD 4, SBD 6.1, Form A and Form B's**) must be completely filled and signed. Furthermore, Form B's must be completely filled, signed and stamped and no reference letters will be accepted.
- Bidders are encouraged to make sure that they duly declare their interest on SBD 4 as this will result to disqualification of the Bid.
- Form A must be completely filled and signed and a signed letter of authority may also be attached.
- Bidders to take note of SBD 6.1 because if they did not claim their specific goals, they will not get point will be only evaluated on price.



- Evaluation of this bid will be based on three phases as per the document & bid spec overview, and the changes agreed on the clarification meeting.
- Pricing schedule total rate must be transferred to SBD 1 as the requirement.

3. Technical presentation and the scope of work

DM presented the Scope of work to which service providers should adhere to as per approved Bid Specification overview

- He clarifies that the bid is as and when required for AW related projects.
- The normal response time on requests will be 1-3 days and on emergency it will be 3 hours.
- Prior to award site/depot verification will be conducted with responsive bidders.
- Bidders are encouraged to price for every item listed on the pricing schedule and expected to lease those items they do not own.

4. Amendments/changes to the document:

- AW will accept Letter of intent to lease that is signed by both parties.
- Medicals and Health and safety file is no longer a mandatory requirement, it will be required on award.

The following are questions and answers from both presentations:

1	Q	Is a company allowed to submit form B's of different jobs performed from the same employer/institution?
	A	Yes, they are allowed and accepted as they are 3 different projects. The bidder must not split one project into three projects.
2	Q	Can a company be disqualified if it did not quote for all the items because it is impossible for a company to own all the items required?
	A	Yes, each company is expected to quote for all the items in the pricing schedule as we expect that the bidder will lease the other items they do not own.
3	Q	Who must make sure that the equipment is secured? Is it the company or client? ACCOMODATION AND SECURITY
	A	The bidding company liable for the security of their equipment as stated in the document.
4	Q	Are reference letters accepted?
	A	Reference letters and appointment letters will not be accepted.
5	Q	Can a company allowed to submit the letter of intent

	A	Yes, it can as agreed on the clarification meeting.
6	Q	Is it allowed for bidders participating in the same contract to enter into lease agreement and submit bids as different entities.
	A	No, it is not allowed to do so. In this case Joint Venture is encouraged to avoid collusive bidding. In addition bidders may not have consultations, communications, agreements or arrangements with any competitor.
7	Q	Is it necessary to complete Form A or is a letter of authority accepted?
	A	Form A is mandatory must be completely filled and signed.
8	Q	Is the site/depot visit going to be conducted to the responsive bidder or 3 rd party?
	A	Arrangements for site/depot visit will be made with the responsive bidder not the 3 rd party.

5. Resolution


The resolution was that all other questions may be send on email to Ms. N Ndlamla @ ndlamla@amatolawater.co.za and Mr. D. Mtimkulu @ dmtimkulu@amatolawater.co.za.


6.Meeting closure

NN declared the meeting closed at 13H30pm.

A ROLL CALL WAS CONDUCTED AFTER THE BRIEFING SESSION.

SIGNATORY:

FOR AW OPERATIONS:  D. MTIMKULU DATE: 09/06/2023

FOR AW SCM:  N. NDLAMLA DATE: 09/06/2023