



AW 2019/20/06
**KSB PUMPS - SUPPLY AND DELIVERY OF
SPARES, REPAIRS AND MAINTENANCE OF
PUMPS OR REPLACEMENT OF PUMPS ON AN
ADHOC BASIS FOR A PERIOD OF THREE
YEARS**

Compulsory Briefing Meeting Minutes

Friday, 15 November 2019
VENUE: Boathouse Boardroom

PRESENT:

Clayton Bhana (CB) :SCM: Manager
Sandile Biyela (SB) :LDS
Malwande Ntongana :SCM Intern
Noelan Bottcher :Workshop Foreman
Suppliers :As per attendance register

NO.	DETAILS
1.	OPENING AND WELCOME
	The SCM Manager opened the meeting and welcomed all present.
2.	ATTENDANCE AND APOLOGIES
	As reflected above.
3.	<p>The following matters were discussed during the meeting:</p> <ul style="list-style-type: none">- This is the compulsory clarification meeting for the SUPPLY AND DELIVERY OF SPARES, REPAIRS AND MAINTENANCE OF PUMPS OR REPLACEMENT OF PUMPS ON AN ADHOC BASIS FOR A PERIOD OF THREE YEARS- The purpose of the Compulsory Briefing Session is to advise suppliers regarding the common mistakes that Bidders make when completing tender documents.- CB took bidders through the Tender Document including the Conditions of Tender.- NB took bidders through the Specification.- Bidders raised concern that there were certain parts excluded from the Specification.- It was agreed that the entire Bid Document would be revised and the revised version would be placed on the Amatola Water website.
	CLARIFICATION MEETING

NO.	DETAILS
	<p>All bidders were required to attend the Compulsory clarification meeting that was held on the 15th November 2019 @ Nahoon Dam Boathouse, Nahoon Dam @ 10h00.</p> <p><u>SUBMISSION OF TENDER DOCUMENTS</u></p> <p>The original completed Tender Document and all supporting documents, must be submitted in a sealed envelope or parcel endorsed/marked with the Bid Number and Bid Description as detailed above. The sealed envelope must be deposited in the Bid/Tender Box located in the reception area of Amatola House, 6 Lancaster Rd, Vincent, East London prior to the closing date and time stipulated on the cover page of the revised Tender Document. The bid submissions will be opened in public shortly after.</p> <p>TENDER ENQUIRIES</p> <p>No telephonic enquiries relating to this tender will be entertained. All enquiries regarding this tender must be in writing only and must be directed to: Mr S Biyela, Fax: (043) 707 3770, E-mail: sbiyela@amatolawater.co.za</p> <p><u>Administrative Matters</u></p> <ul style="list-style-type: none"> • Tender documents are available for downloading on Amatola Water Website(www.amatolawater.co.za) • It was mentioned that if Bidders who do not sign and complete the attendance register correctly will be disqualified as contact with them will not be possible. Amatola Water will not be responsible for being unable to decipher contact details. • All queries must be directed to Mr.S.Biyela Lead Demand Specialist-sbiyela@amatolawater.co.za <p>Resolutions:</p> <ol style="list-style-type: none"> 1. It was confirmed that this is a Rates Based contract and that a Panel of Suppliers will be established. 2. That the entire pricing schedule of the Bid Document be revised and that the corrected version be placed back on the Amatola Water website. <p><u>Meeting adjourned</u></p> <p>Meeting adjourned at 10:30 am.</p>