



# **AW 2019/20/20 APPOINTMENT OF AN ENGINEERING CONSULTING FIRM AT JAMES KLEYNHANS FOR THE BULK WATER SUPPLY AND REFURBISHMENT OF WATER TREATMENT PLANTS**

## **Tender**

## **Compulsory Briefing Meeting Minutes**

**Tuesday, 19 November 2019 @ 14h00**

**VENUE: Makana Municipality, Makhanda (formerly Grahamstown) City Hall,  
High Street, Local Municipality Council Chamber**

### **PRESENT:**

Clayton Bhana (CB)	:SCM: Manager
Eugene Cotterrell	: Planning and Development Technical Support
PSP's	:As per attendance register

NO.	DETAILS
1.	<b>OPENING AND WELCOME</b>
	The SCM Manager opened the meeting and welcomed all present.
2.	<b>ATTENDANCE AND APOLOGIES</b>
	As reflected above.
3.	<p>The following matters were discussed during the meeting:</p> <ul style="list-style-type: none"> <li>- This is the compulsory clarification meeting for the APPOINTMENT OF AN ENGINEERING CONSULTING FIRM AT JAMES KLEYNHANS FOR THE BULK WATER SUPPLY AND REFURBISHMENT OF WATER TREATMENT PLANTS.</li> <li>- The purpose of the Compulsory Briefing Session is to advise service providers regarding the common mistakes that Bidders make when tendering and to discuss the Scope of Works.</li> <li>- CB took bidders through the Procurement Part of Tender Document.</li> <li>- EC took bidders through the Technical Specification.</li> </ul> <p><b><u>SPECIAL CONDITIONS IN THE TENDER DOCUMENT</u></b></p> <ol style="list-style-type: none"> <li>1. Bidders must be an EME/ QSE.</li> <li>2. This is a rates based tender. The Final Fees will only be known once the Final Construction Cost are determined.</li> <li>3. Bidders must complete and sign all Declarations.</li> <li>4. JV Agreements <ul style="list-style-type: none"> <li>• BBBEE Certificates – JV’s must provide combined BBBEE Certificates</li> <li>• There must be a valid JV Agreement</li> <li>• The JV Split must be provided in the JV Agreement.</li> <li>• The Lead Partner must be stipulated.</li> <li>• Separate Compulsory Enterprise Questionares must be completed for each Partner</li> </ul> </li> <li>5. Compulsory Enterprise Questionare</li> </ol> <p>The incorrect Compulsory Enterprise Questionare was included in the Bid Document. The correct Compulsory Enterprise Questionare will be sent out to Bidders as an Addendum.</p> <p><b>TECHNICAL MATTERS</b></p> <ol style="list-style-type: none"> <li>1. Project Scope – the project involves the assessment and refurbishment of the original 10MI/day James Kleynhans WTW as well as the rising main from the WTW to the command reservoir above Makhanda. The WTW work is primarily mechanical and electrical. We estimate that the total project is 60% to 70% mechanical and electrical in nature.</li> <li>2. Conditions of Contract – the NEC3 Professional Services contract will be the conditions of contract governing the appointed PSP’s contract. Bidders were encouraged to obtain a copy of the conditions of contract</li> </ol>

NO.	DETAILS
	<p>to make sure that they understood them prior to submitting their bid. Key conditions to note are:</p> <ol style="list-style-type: none"> <li>a. PI cover of R5 million per claim is required</li> <li>b. Penalties of R500 per day per late deliverable will be applied</li> </ol> <p>3. Compliance – two compliance criteria have to be met to be eligible to tender. These are:</p> <ol style="list-style-type: none"> <li>a. Relevant Experience: The engineers involved with the project must have undertaken at least 2 projects of a similar nature before. Bidders must submit a list of these projects, a brief scope of the project, client name and contact numbers. Bidders are to ensure that their client contact details are still in use.</li> <li>b. Skills &amp; Capacity: The bidders are required to have 3 professionally registered engineers or technologists on their team, one each for the civil, mechanical and electrical disciplines. Bidders are to provide the CV, certified degree certificates and professional registration certificates with their bids. Bidders can subcontract these resources for the project but must then provide a letter of commitment from the subcontracted professional confirming that the bidder may use his CV as part of the bid and availability to work on the project.</li> </ol> <p>4. Pricing of bids – this is covered in C2.2: Activity Schedule</p> <ol style="list-style-type: none"> <li>a. Professional Fees (Normal Services) – Mr Cotterrell explained how the bidders must present their price for professional fees. These are to be distributed in the table headed a) Engineers (All Disciplines). Amatola Water will issue an addendum amending this table to bring it in line with the ECSA stages of project implementation.</li> <li>b. Time Based Engineering Services – this will be used to undertake the assessment of the WTW and rising main</li> <li>c. Additional Services – Mr Cotterrell explained the pricing of these. He undertook to provide clarity on how the bidders must price Item 1.3.6. BIDDERS MUST INCLUDE ALL COSTS THAT THEY WILL INCUR IN TRAINING ONE STUDENT FOR A PERIOD OF 12 MONTHS, INCLUDING OFFICE SPACE, A COMPUTER, SENIOR ENGINEER'S TIME TRAINING THE GRADUATE, ETC. THE SALARY OF THE GRADUATE WILL BE COVERED UNDER ITEM 1.3.7.</li> <li>d. Disbursements – travel will only be paid from an office based within the boundaries of the Makana Municipality. Bidders will need to include the cost of travel outside the boundaries of Makana Municipality under their professional fees.</li> </ol> <p>5. General</p> <ol style="list-style-type: none"> <li>a. The person responsible for leading the project, including fulfilling the function of the Engineer during the construction stage must be based in the Eastern Cape.</li> <li>b. If the Bidders client contact required to verify the previous experience is no longer with that client body then bidders can still use him as their reference.</li> </ol>

NO.	DETAILS
	<p data-bbox="491 241 1369 338">c. The key skills required for the project are those covered under the “Evaluation Schedule 1: Compliance Criteria” and not those covered in “T2.1 List of returnable documents, Item C.9”.</p> <p data-bbox="347 383 639 412"><b>TENDER ENQUIRIES</b></p> <p data-bbox="347 450 1382 551">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: <a href="mailto:sbiyela@amatolawater.co.za">sbiyela@amatolawater.co.za</a></p> <p data-bbox="347 584 667 613"><b><u>Administrative Matters</u></b></p> <ul data-bbox="395 651 1382 927" style="list-style-type: none"> <li data-bbox="395 651 1382 719">• Tender documents are available for downloading on Amatola Water Website(<a href="http://www.amatolawater.co.za">www.amatolawater.co.za</a>)</li> <li data-bbox="395 725 1382 853">• 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.</li> <li data-bbox="395 860 1382 927">• All queries must be directed to Mr.S.Biyela Lead Demand Specialist-<a href="mailto:sbiyela@amatolawater.co.za">sbiyela@amatolawater.co.za</a></li> </ul>