



MINUTES OF COMPULSORY BID CLARIFICATION MEETING

BID No : **AW2021/22/12**

BID DESCRIPTION : **ESTABLISHMENT OF A TERM CONTRACT FOR THE HIRING OF PLANT AND EQUIPMENT SERVICES FOR THE PERIOD OF THREE YEARS ON ADHOC BASIS.**

PLACE : **NAHOON DAM BOAT HOUSE**

DATE : **04 NOVEMBER 2021**

TIME : **11:00am**

1. OPENING ANNOUNCEMENT & INTRODUCTIONS

Mr. Sandile Biyela (SB) welcomed all present and declared the meeting officially opened at 11:15 am. SB confirmed that this was the Compulsory Clarification Meeting for

ESTABLISHMENT OF A TERM CONTRACT FOR THE HIRING OF PLANT AND EQUIPMENT SERVICES FOR THE PERIOD OF THREE YEARS ON ADHOC BASIS.

Due to covid-19 protocols, members decided to use the open space due to the number of attendees (299). Sanitizer was provided to the attendees. Attendance register circulated after the briefing session.

Mr. Biyela emphasized that there must be one representative per entity/company. He then made an introduction starting by introducing himself followed by Amatola officials who attended the briefing

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

- Mr Sandile Biyela (SB) - Amatola Water Supply Chain Management Unit
- Ms Nosihle Makhamba (NM) - Amatola Water Supply Chain Management Unit
- Mr Koloi Njingana (KN) - Operations Management Unit
- Mr Simphiwe Majola (SM) - Operations Management Unit
- Mr Wayne Coetsee (WC) - Operations Management Unit
- Mr Edward Manell (EM) - Operations Management Unit

SB presented the tender document and emphasized that attendees must 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.
- He then emphasized that 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.



2. COVID PRECAUTIONS

Due to covid-19 protocols, members decided to use the open space due to the number of attendees (299)

3. MEETING DISCUSSIONS

The following matters were discussed during the meeting

- This is the Compulsory meeting for the **ESTABLISHMENT OF A TERM CONTRACT FOR THE HIRING OF PLANT AND EQUIPMENT SERVICES FOR THE PERIOD OF THREE YEARS ON ADHOC BASIS.**
- 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.
- Tenders must ensure that their documents speak on their behalf during evaluation process.
- SB presented the tender document and the following were covered under Supply Chain Management part.

3.1 BID PUBLICATION

Bid document will be available from Friday, 15 October 2021 on the Amatola Water website at www.amatolawater.co.za.

- An error was made on the bid document The last part in the bid description was not included "ON ADHOC BASIS" This error was recognised and an addendum will be uploaded on Amatola website and Mr Biyela encouraged and urge attendees to keep on checking on the website due to the fact that the might be changes in the bid document. The meeting minutes and the attendance also will be uploaded on the Amatola Water Website.

3.2 CLARIFICATION MEETING

On Friday, 04 November 2021 @ 11:00am, a compulsory clarification meeting was held at Nahoon Dam Boat House, East London, Eastern Cape. A person who did not attend the briefing will not be allowed to submit bid document. Any changes on the document will be uploaded onto Amatola Water website

3.3 BID SUBMISSION

The original completed bid documents must be signed, have initials in each page and submitted on or before the closing date which is between 15 and 18 November 2021 in a sealed envelope endorsed with the Bid Number and Bid Description as detailed in the Tender Data. The sealed envelope must be deposited in the Bid/Tender Box, located in the reception area of Amatola House, 6 Lancaster Road, Vincent, East London, not later than the time and date specified on the cover page and SBD 1 of this bid.

3.4 DISQUALIFYING FACTORS/EVALUATION CRITERIA

Evaluation Criteria was shared as per the tender document

The following declaration forms was emphasized to be completed and signed in full as they form part of the Compulsory Returnable documents

SBD 1: Invitation to Bid



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SBD 4: Declaration of Interest
SBD6.1: Preference points claim form in terms of Preferential Procurement Regulations 2017
SBD 8: Declaration of Bidder's Past SCM Practices
SBD 9: Certificate of Independent Bid Determination

FORM A: AUTHORITY TO SIGN

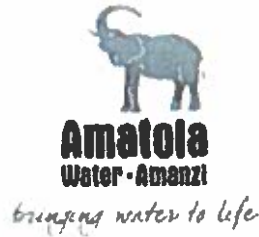
In the case of a Bid being submitted on behalf of a company, close corporation, or partnership, evidence must be submitted to the Amatola Water at the time of submission of the Bid that the Bid has been signed by persons properly authorized there to by resolution of the directors or under the articles of the entity.

The Bidders are encouraged to submit the following documents:

- B-BBEE VERIFICATION CERTIFICATE/SWORN AFFIDAVIT for EMEs and QSEs where applicable
 - JOINT VENTURE AGREEMENT (IF APPLICABLE)
- FORM B MUST BE SIGNED AS WELL.**

4. RESOLUTION

- Minutes of this Meeting will be uploaded onto the website and Attendance Register.
- Due to the large number of attendees, questions will be send via email.
- Addendum number one will be uploaded onto Amatola Water website with the following changes,
 - ✓ Bid description, number of items. The error has been corrected.
- Any Addenda/erratum will be uploaded on the Amatola Water Website (<https://www.amatolawater.co.za/scm/tenders>) together with the attendance register and minutes (<https://www.amatolawater.co.za/scm/notices>)



5. Q & A SESSION

SB opened the floor for questions and answers. Some answers were provided during the meeting and others were not, the resolution was that all questions may be send on email to Mr. S. Biyela @ sbiyela@amatolawater.co.za and Mr. L. Majiza @ lmajiza@amatolawater.co.za .

No.		Question and answer
1.	Q	<p>BID NO: AW2021/22/12 ESTABLISHMENT OF A TERM CONTRACT FOR THE HIRING OF PLANT AND EQUIPMENT SERVICES FOR THE PERIOD OF THREE YEARS</p> <p>Good day</p> <p>I would like to ask for clarity on where the above tender closing venue for it is not stated clearly on the document.</p>
	A	Envelope must be deposited in the Bid/tender Box located in the reception area of Amatola House, 6 Lancaster Road, Vincent, East London.

11. Meeting closure

SB declared the meeting closed at 12:00pm.

SIGNATORY

FOR AW OPERATIONS W. Coetsee DATE 17/11/2021

FOR AW OPERATIONS S. C. MASOLA DATE 17/11/2021

FOR AW OPERATIONS. Z. E. MANCINI DATE 17/11/2021

FOR AW OPERATIONS [Signature] DATE 17/11/2021

FOR AW SCM S. Biyela DATE 17/11/2021

FOR AW SCM N. MAKHAMBHA DATE 17/11/2021