



AW 2019/20/04
PROCUREMENT OF PRINTING SERVICES FOR
A PERIOD OF THREE (3) YEARS.

Expression of Interest

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
James Beli	:Health & Safety Manager
Otto Frizz	:Health & Safety Officer
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 PROCUREMENT OF PRINTING SERVICES FOR A PERIOD OF THREE (3) YEARS. - The purpose of the Compulsory Briefing Session is to advise suppliers service providers regarding the common mistakes that Bidders make when tendering. - To advise Bidders on how the Two Stage Bidding Process will unfold. - CB took bidders through the First Stage Tender Document and the Specification. <p>The following were discussed and CB gave the full explanation for each stage of Bidding process:</p> <p style="text-align: center;"><u>FIRST STAGE</u></p> <p>In the first stage bidders are required to complete an Expression of Interest Application Form which can be downloaded from the Amatola Website @ www.amatolawater.co.za – go to the tender’s page.</p> <p>The following will form the basis of the first stage evaluation.</p> <p><u>SPECIAL REQUIREMENTS IN THE FIRST STAGE</u></p> <ol style="list-style-type: none"> 1. Site visits will be conducted as part of Stage one. 2. Minimum of 3 Graphic Designers is required for this contract and each Graphic Designer must have at least 3 years’ experience. Provide CVs of the above mentioned Key Staff, CVs must demonstrate the above minimum qualifying experience. Attach CV’s to EOI. 3. Form B must be completed in full, it is a mandatory returnable as well. 4. After the above has been undertaken bidders will be required to provide/ present samples of material as per Specification to determine if the quality of the material/ stationery meets the required Standard required <p>CLARIFICATION MEETING</p> <p>All bidders were required to attend the Compulsory clarification meeting that was held on the 15th November 2019 @ Nahoon Dam Boathouse, Nahoon Dam.</p>

NO.	DETAILS
	<p>The first stage will comprise the technical submission and will determine if bidders comply with the requirements of the tender. No pricing is required in the first stage.</p> <p><u>SUBMISSION OF EXPRESSION OF INTERESTS</u></p> <p>The original completed Expression of Interest 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 above. Bidders will be required to sign a receipt of submission at the Amatola Water reception desk prior to depositing their submission in the tender box. There will be <u>no</u> opening of Expressions of Interest</p> <p style="text-align: center;"><u>SECOND STAGE</u></p> <p>Only bidders who have met the criteria/ requirements of the bid as set out in the first stage will be considered in the second stage. The second stage will entail the Financial Proposal and submission of the Full Bid Document.</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>SUBMISSION OF SECOND STAGE BIDDING DOCUMENTS</u></p> <p>The original completed Second Stage Bidding 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. The closing date and time for the Second Stage will be communicated to Pre-qualified Bidders only. The bid submissions will be opened in public shortly after.</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.



NO.	DETAILS
	<ul style="list-style-type: none"><li data-bbox="395 398 1383 465">• All queries must be directed to Mr.S.Biyela Lead Demand Specialist-sbiyela@amatolawater.co.za <p data-bbox="347 499 528 528">Resolutions:</p> <ol style="list-style-type: none"><li data-bbox="395 533 1383 600">1. It was confirmed that this is Rates Based contract and that a Panel of Suppliers/ Service Providers will be established.