



# **AW 2019/20/23**

## **Procurement of Personal Protective Equipment (PPE) for a Period of Three Years**

### **Expression of Interest**

### **Compulsory Briefing Meeting**

**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.  | <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 Procurement of Personal Protective Equipment (PPE) for a Period of Three Years.</li> <li>- The purpose of the Compulsory Briefing Session is to advise suppliers regarding the mistakes that Bidders made the last time this tender was issued and to advise Bidders on how the Two Stage Bidding Process will unfold.</li> <li>- CB took bidders through the First Stage Tender Document.</li> <li>- JB took bidders through the Specification.</li> </ul> <p>The following were discussed and CB gave the full explanation for each stage of Bidding process,</p> <p style="text-align: center;"><b><u>FIRST STAGE</u></b></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 @ <a href="http://www.amatolawater.co.za">www.amatolawater.co.za</a> – go to the tender’s page.</p> <p><b>CLARIFICATION MEETING</b></p> <p>All bidders were required to attend the Compulsory clarification meeting that was held on the 15<sup>th</sup> November 2019 @ Nahoon Dam Boathouse, Nahoon Dam @ 09h00.</p> <p>The first stage will comprise the technical submission and will determine if bidders comply with the requirements of Local Content and Production. Local Content documentation will be uploaded on the Amatola Water Website for bidders to complete. Bidders do not need to insert pricing into the Annexure “C” at this stage. Bidders must only complete the Local Content % Column at this stage. The Local Content requirement is 100% for PPE. Bidders must complete the Local Content Declaration and Annexure “C”. Only bidders who have completed the documentation correctly will proceed to the Presentation of Samples.</p> <p>Presentation of Samples: This will include the submission of samples by Suppliers. The requirements of the bid and the full bid invitation can be viewed/downloaded from the Amatola Water website @ <a href="http://www.amatolawater.co.za">www.amatolawater.co.za</a></p> <p><b><u>SUBMISSION OF EXPRESSION OF INTERESTS</u></b></p> |

| NO. | DETAILS  |
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|     | <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;"><b><u>SECOND STAGE</u></b></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><b>TENDER ENQUIRIES</b></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: <a href="mailto:sbiyela@amatolawater.co.za">sbiyela@amatolawater.co.za</a></p> <p><b><u>SUBMISSION OF SECOND STAGE BIDDING DOCUMENTS</u></b></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><b><u>Administrative Matters</u></b></p> <ul style="list-style-type: none"> <li>• Tender documents are available for downloading on Amatola Water Website(<a href="http://www.amatolawater.co.za">www.amatolawater.co.za</a>)</li> <li>• 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>• 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> <p><b>Resolutions:</b></p> <ol style="list-style-type: none"> <li>1. It was confirmed that this is Rates Based contract and that a Panel of Suppliers will be established.</li> <li>2. An Addendum will be issued on Local Content documents (SBD 6.2 and Annexure “C” (list of items). This will be uploaded onto Amatola Water Website for the suppliers to complete. This must attached to the EOI submission for the First Stage of the Tender Process.</li> </ol> |

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|     | <p data-bbox="347 271 619 309"><b><u>Meeting adjourned</u></b></p> <p data-bbox="347 338 767 376">Meeting adjourned at 09:39 am.</p> |