



MINUTES OF COMPULSORY BID CLARIFICATION MEETING

BID NO:	:	AW2023/24/04
BID DESCRIPTION	:	PANEL FOR PROFESSIONAL SERVICE PROVIDERS TO RENDER MULTI – DISCIPLINARY SERVICES FOR AMATOLA WATER COVERING: CIVIL, STRUCTURAL, MECHANICAL, ELECTRICAL. ELECTRONIC AND INSTRUMENTATION ENGINEERING MANAGEMENT SERVICES FOR A PERIOD OF THREE (3) YEARS
PLACE	:	NAHOON DAM BOAT HOUSE
DATE	:	15 MARCH 2024
TIME	:	11:00am

1. Opening announcement & introductions

Ms. Namhla Ndlamla (NN) welcomed all present bidders and declared the meeting officially opened at 11:15am. NN confirmed that this was the Compulsory Clarification Meeting for the above-mentioned Bid/Tender.

She emphasized that 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.

NN introduced herself as the representative from Amatola Water (AW) responsible for the SCM Unit (Lead Demand Specialist) accompanied by the following team members:

- Ms. Bulelwa Leni (BL) – Amatola Water Planning & Development Unit
- Ms. Yoliswa Simayile (YS) – Amatola Water Supply Chain Management Unit
- Mr. Cwenga Stinte (CS) – Amatola Water Planning & Development Unit
- Ms. Sive Langa (SL) – Amatola Water Supply Chain Management Unit

2. Presentation from SCM Unit

NN requested that all attendees ensure that the Attendance Register is properly completed and signed and they clearly write their emails and contact details for any communication that we might have.

NN clarified the following as they are crucial to be noted:

- The Attendance Register has separate columns for name of the company attending the Briefing and for contact details to whom all further communications must be sent.
- AW will not be responsible for being unable to decipher incorrect written contact details i.e e-mails or telephone numbers, or incorrect contact information. Everyone should ensure that their handwriting is legible.
- She explains that this tender will be evaluated in 2 stages. The 1st stage will be the mandatory requirements, which talks to SBD4 on the tender document.



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- She explained all the documents that should be submitted as returnable that should be completed and signed
- She explained the SBD4 form as so many bidders make mistakes on it & it is where they are disqualified during evaluation stages.
- She also made it clear to bidder to disclose all their other companies involved in whether they are bidding or not for this contract and must be completely filled and signed. have even if they aren't bidding for this tender.
- She explained that for a bidder to pass to stage 2 needs to meet all the requirements on stage 1. Stage 2 is the Capability requirements, to see if you are capable to render the services required in this project.
- This panel has 3 categories which are (A, B & C) bidder is only allowed to tick 1 (one) category and failure to do so will be disqualified.
- Each category has their own minimum requirements and their own minimum qualification as well as its experience.
- She went through all the requirements that should be met for each of the 3 categories.
- **NN** did emphasize on the note that is on the tender document, "*Bidders are to utilize the CV format template provided*", however there isn't a template attached, **NN** acknowledged that it was error on our side. Bidders can use any format as long as it clearly states all your qualifications and work experience.

She explained again that on this tender currently, they will only be evaluating on the capability and mandatory requirements, and price and preference evaluation will be done on the 2nd phase of the tender which price proposals.

3. Technical presentation and the scope of work

BL presented the Scope of work to which service providers should adhere to as per the Specification details in the tender document.

- BL emphasized on the value of the categories and that bidders must choose 1 (one) category they will be able to prove that they have been a consultant on a project that is within your chosen category based on the construction value.
- She also explained to the bidders on how AW is intending to use the panel. She referenced Clause 6.C1.6 which refers to how AW is intending to use the panel.
- She explained to the bidders that this panel will be used by both primary and secondary business of AW.
- **BL** also made examples of how the process will go on how the successful bidders of the panel will be requested to price on the requested project per their categories and only then they will be evaluated on their price and preference.
- She emphasized on the scope of work that AW is looking for bidders that have worked on water and sanitation projects, and asked bidders to please make that very clear on the CVs they will attach.
- She also stated that with each category in this panel there is no maximum number that AW is looking for, but it depends on the number of responsive service providers in each category.
- **YS** requested service providers to refrain from submitting references that are not authentic as AW evaluation committee verifies each letter/certificate from that particular institution.



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The following are questions and answers from both presentations:

1	Q	Will reference letters be accepted or bidders must use the reference letter form?
	A	In term of refence letters, you can use the form provided in the tender document and must be stamped or letters, bidders won't be disqualified
2	Q	What if the service provider does not have ISO certification?
	A	It is specified in the document that, it's either you have ISO certification or provide proof that there is a quality management system that is utilized by your company.
3	Q	Will the company have verified through
	A	We do need 1 personnel in terms of the compliance, per requirement that you submit.
4	Q	Can we use a candidate?
	A	No, we do not require a candidate for this project, the compliance requirement for this tender we need people that will be signing off on the designs that is a professional registered person.
5	Q	Is there a possibility for an extension, since there are holidays coming up?
	A	No, the extension is not granted, the tender will be closing on the 2 nd of April as per the tender document, there is 3 days more already and the tender does not require any financials.
6	Q	The document doesn't say which professional registration a project director has to have, so does a project director have to be registered either mechanical, civil or electrical?
	A	The engineering field of study for the project director can either be Civil, Mechanical or Electrical as long as they have the experience in being a project director on water and sanitation projects.
7	Q	Is it possible that the 30% subcontracting is also from the panel instead of going outside to seek for their own 30% which isn't in this panel?
	A	Can we focus that the tenders are the main consultant and 30% must be subconsultant

4. Resolution

- AW will upload minutes of the compulsory clarification meeting in AW website.

5. Meeting closure

A ROLL CALL OF THE REGISTER WAS CONDUCTED AFTER THE BRIEFING SESSION.



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NN declared the meeting adjourned at 12H45pm.

SIGNATORY:

FOR AW PLANNING & DEVELOPMENT:  DATE: 22/08/2024

FOR AW SCM:  DATE: 25/03/2024