



GAUTENG PROVINCE
INFRASTRUCTURE DEVELOPMENT
REPUBLIC OF SOUTH AFRICA

**MINUTES & DECISIONS – SUPPLY CHAIN MANAGEMENT: TENDER
ADMINISTRATION**

Tender Number: DID 38/01/2024

**Service: Statutory monthly maintenance and services and repairs of Lifts and
Escalators in various Cluster buildings for a period of 3 years.**

Date: 02 February 2024: Time: 10:00AM, Closing date: 20 February 2024 @11H00 AM

**Venue: DID, Corner House Building, Ground Floor Auditorium, Cnr Commissioner and
Pixley Ka Isaka Seme (Sauer Street) Marshalltown, Johannesburg.**

SECTION A: PROCEDURAL MATTERS

A.1 Attendance and Apologies

Officials	Designation	Apologies
Mr. Tawanda Taruvinga	Project Manager	None
Mr. Madumetja Mothupi	SCM Representative	None
Ms. Puleng Mokitimi	SCM Representative	None
Mr. Mojalefa Monyela	SCM Representative	None
Scribe		
Ms. Puleng Mokitimi	SCM Representative	

A.2 OPENING AND WELCOME

- The Chairperson: Mr. Madumetja Mothupi opened the meeting at 10:18 am by welcoming all present.
- The briefing session was Compulsory.

A.3 PURPOSE OF THE MEETING

- To provide a background and scope of the tender and outline the requirements that bidders must comply with.

A.3.1 SCM COMPLIANCE, MANDATORY, FUNCTIONALITY AND ADMINISTRATIVE REQUIREMENTS

Precautionary measures during briefing session:

Closing date is on the 20 January 2024 @11h00am, late tenders will not be considered and will be returned unopened.

Tender documents may be downloaded from: <http://e-tenders.gauteng.gov.za> or <http://e-tenders.treasury.gov.za>

Bid documents must be downloaded and printed on the e-tender portal at bidder's cost.

SCM representative:

Mr. Madumetja Mothupi indicated all the applicable mandatory, administrative, functionality and requirements which bidders must comply with.

MANDATORY/ COMPULSORY ADMINISTRATIVE REQUIREMENTS:

Failure to submit/meet or comply with the following requirements constitute automatically disqualification of tender offer.

Only Tenderers having a Valid CIDB Grading Cluster 1 (5SI or higher), Cluster 2 (4SI or higher), Cluster 3 (4SI or Higher), Cluster 4 (4SI or Higher), Cluster 5 (5SI or Higher), Cluster 6 (5SI or Higher). SBD

Submission of completed and signed SBD forms (SBD 1, SBD 3.2, and SBD 4)

Submission of completed and signed form of offer and acceptance

Only tenderers who attend a compulsory site briefing session will be considered for evaluation bidders must sign the site briefing attendance register

Submission of valid LIFTS COIDA certificates or Letter of good standing in the company's name.

Submission of signed Joint Venture agreement or consortia agreement in case of Joint Venture or consortium.

OTHER ADMINISTRATIVE REQUIREMENTS

Submission of the proof of registration with CSD (CSD registration number (MAAA number or CSD Summary registration report)

Submission of a Tax Compliance Status PIN that will grant a third-party access to the bidder's Tax Compliance Status

Submission of company registration documents (Founding Statement – CK1 or Certificate of Incorporation – CM1, etc.)

Preference points Claim Form (SBD 6.1) Points scored for specific goal will be used in the preference points claim form.

B-BBEE certificate (SANAS accredited) or Sworn Affidavit. NB: Failure to submit B-BBEE certificate or Sworn affidavit or rates and taxes statement or statement of account relating residential address, residential affidavit or lease agreement with residential address will lead to bidder forfeiting BEE points.

Submission of certified copies of the Identity Document for members / directors / shareholders or owners

or trustees.

FUNCTIONALITY EVALUATION

Failure to meet the prescribed minimum functionality of 65 points will result in automatic disqualification.

This tender will be evaluated against functionality and only tenderers that obtain the required minimum score indicated in the Tender documents will be further evaluated on price and preference.

Bidders must obtain a minimum of 65 points to be considered for further evaluation (price and preference).

Total Functionality: 100 points

Functionality Criteria:	
FUNCTIONALITY CRITERIA	Weighting Factor
Company Experience	40
Key staff	40
Plant and resources	20

A.3.6 SCOPE OF WORK

PROJECT MANAGER AND CONSULTANT

- More detailed scope of work on tender document.
- SBD 3.2 answers all questions about pricing.

COMMENTS / QUESTIONS / INPUTS

Question: Do we quote for maintenance of the lifts and their parts?

Answer: Pricing should include maintenance and parts must get approval.

Question: If I do 3 clusters, do I have to put each cluster per document?

Answer: You can do 1 document and attach supporting documents.

Question: Is the pricing firm, how are we going to do it?

Answer: Non-firm.

SECTION B: CLOSURE

B.1 CLOSURE

- Bidders were urged to read the bid document thoroughly and the advert in detail to comply with all requirements for this service, for any further enquiries that might arise after the site briefing meeting can be directed to the following Department of Infrastructure officials: Technical enquiries can be directed Tawanda Taruvinga @ tawanda.taruvinga@gauteng.gov.za and general enquiries can be directed to Mojalefa Monyela @ mojalefa.monyela@gauteng.gov.za .

Note to tenders: All successful service providers will be subjected to signing of SLA and standard Rates as prescribed by the department and the Preferential Procurement Policy Framework Act no 5 of 2000 and its Regulations of 2022 apply.

Last Date for Accepting queries is Seven (10) days before Closing Date.

- Chairperson closed the meeting at 10H35 am.

Minutes approved / Approved as amended.

Signature



Compiler: Ms. Puleng Mokitimi

Date: 05 February 2024

Supply Chain Management Meeting

Minutes approved / Approved as amended.

Signature



Chairperson: Mr. Patrick Mothupi

Date: 05 February 2024

Supply Chain Management Meeting

Tender Number: DID 38/01/2024

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