

MINUTES OF THE NON-COMPULSORY BIDDERS BRIEFING SESSION FOR TENDER ARMD/2025/17 – THE REFURBRISHMENT AND UPGRADE THE CHEMICAL CLEANING BAY LOCATED AT ARMSCOR DOCKYARD, SIMONS TOWN held on THURSDAY, 13 NOVEMBER 2025 at 11:00 in PINK-ROOM BOARDROOM.

Present

As per the attendance register kept in the project file.

Item	Discussion/Decision
1.	Welcome and Introduction
1.1	The chairperson opened the meeting at 11H25 and welcomed everyone present.
1.2	The attendance register was circulated for everyone to sign.
2.	Apologies
2.1	None
3.	Approval of the agenda
3.1	None
4	Approval of the minutes of the previous meeting
4.1	N/A
5	Matters arising from previous meeting
5.1	N/A
6	Purpose of the meeting
6.1	The purpose of the meeting was to elaborate on the requirements for bids related to tender number ARMD/2025/17 - THE REFURBRISHMENT AND UPGRADE THE CHEMICAL CLEANING BAY LOCATED AT ARMSCOR DOCKYARD, SIMONS TOWN.
7	Discussion
7.1	The bid closes on the 24 November 2025 at 11h00. All bids to be deposited inside the tender box at the Armscor Dockyard security entrance in Simon's Town.
7.2	The bid validity period is 120 days from closing date.
7.3	Companies need to register on the Armscor Supplier database before any order will be issued to them. It may be advantageous, if they are not already registered, to do so now, especially if they propose to do business with Armscor in the future.
7.4	The tender number and the Company's name must be clearly indicated on the envelope when submitting the bid.

7.5	For the bids sent by courier, it is the bidder's responsibility to ensure that the bid document arrives on time and it is delivered at the correct address.
7.6	It was emphasized that all bidders who have downloaded the bid document from National Treasury or obtained it through any other means than the Armscor website must inform the Procurement Secretariat (as per the contact details provided in the bid document) in order to be added on the list of the prospective bidders. This is critical to ensure that all prospective bidders receive all possible bid related correspondence.
7.7	All communication pertaining to this bid with Armscor, during this advertising phase, shall be conducted as per the bid document, paragraph 3.1.2 (RFB section, page 9). All communication shall be directed to DockyardBid-Enquiries@armscor.co.za.
7.8	It was requested that submitted bid documents be bound in such a manner that allows easy processing of the received bids – for instance to use a ring binder file, as opposed to gluing or stapling the document together. Preferably do not use double sided printing.
7.9	Page 7 of the KD 17 document, it was clarified that failure to complete and sign this form will not lead to disqualification of the bid, however, it is still required for bidders to complete and sign the form.
7.10	The bidders to complete a pricing schedule provided on page 12 of the KD17 document and Annexure B. They must not make up their own pricing schedule or pricing letter, even though they may refer to their pricing on their cover letter, the price must be provided strictly on the KD 17 Price schedule without any change in the format, or any notes/caveats. This is what will be used for evaluation and needs to ensure that all Bidders are evaluated on the same baseline.
7.11	The KD 18 Price breakdown needs to be provided as complete and accurate as possible. Of particular note is the indication of the pricing mark-up as per paragraph 10.1. This mark-up needs to be further broken down to indicate what elements it comprises of.
7.12	The indication of the exchange rate (should it be applicable) will reflect the date and exchange rate on the particular date that the bidder uses to prepare their bid price. The actual exchange rate will be determined by Armscor Finance on the date of invoicing (following service rendered subsequent to order award). The Armscor contracting process allows for ensuring that the service provider does not suffer financial loss (or benefit) as a result of exchange rate fluctuations during the period of bid preparation and final invoicing. The contractor shall be expected to submit, at the time of invoicing, documentary proof of actual expenditure incurred.
7.13	The BEE affidavits submitted in support of the B-BBEE information needs to bear the same date, both by the bidder and the Commissioner of Oaths. Should these dates not match, the bid will not score points out of 80/20 principle. Furthermore, it is the bidder's responsibility to ensure that the Commissioner of Oaths utilizes the correct stamp, that being of commissioning the document (affidavit) and not that used to certify a document as a true copy.

7.14	<p><u>The mandatory requirement was covered.</u></p> <p>It is a condition of bid that the successful bidder <u>must</u> be tax compliant, or that satisfactory arrangements have been made with the South African Revenue Service (SARS) to meet the bidder's tax obligations.</p>
7.15	<p><u>PREFERENCE POINT SYSTEM</u></p> <p>It was explained that each bid that complies with all the critical criteria that have been set for the RFB shall be further evaluated in terms of the 80 / 20 Preference Point System (PPS). A maximum of 80 points shall be awarded for Price and a maximum of 20 points shall be awarded for Specific Goals.</p> <p>The Specific Goal applicable for this RFB is Targeted Procurement "Promoting of SMME's". Bidders to note that there will not be any disqualification due to not having a specific BEE Level.</p> <p>Important to note, is that in the case of a Joint Venture (JV), the new JV entity needs to submit BEE credentials that have been specifically compiled for the JV venture by the acceptable accreditation Agencies, and NOT the BEE credentials of the separate companies that make up the JV.</p> <p>The <u>critical criteria</u> were discussed.</p>
7.16	<p><u>Critical Criterion 1</u></p> <p><u>Requirement</u></p> <p>CIDB registration: The bidder shall have a valid Construction Industry Development Board (CIDB) grading of at least 6ME or 6CE or higher.</p> <p><u>Compliance Evidence:</u></p> <p>The bidder shall submit with the bid a valid CIDB registration letter/status indicating a unique CIDB CRS number. The bidder's registration must be valid 6ME or 6CE or higher at the closing date of the bid.</p> <p>If the bidder is a Joint Venture, then the bidders shall submit a combined valid CIDB registration letter/status indicating a unique CIDB CRS number(s).</p> <p>Joint ventures are eligible to submit tenders provided that:</p> <ol style="list-style-type: none"> 1. Every member of the joint venture is registered with the CIDB; 2. The lead partner has a contractor grading designation in the 6ME or 6CE or higher class of construction work or not lower than one level below the required grading designation in the class of works construction works under considerations and possess the required recognition status. 3. The combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than a contractor grading designation determined in accordance with the sum tendered for a 6ME or 6CE or higher class of construction work or a value determined in accordance with Regulation 25 1 B) or 25 7 A) of the Construction Industry Development Regulations.

7.17	<p><u>Critical Criterion 2</u></p> <p><u>Requirement</u> The bidder shall allocate a Professional Civil Engineer/Technologist or Professional Mechanical Engineer/Technologist to lead the project.</p> <p><u>Compliance Evidence:</u> The bidder shall submit a valid ECSA registration certificate for the allocated Civil Engineer /Technologist or Mechanical Engineer /Technologist</p>
7.18	<p><u>Clarifications</u></p> <ul style="list-style-type: none"> ○ The Project Manager confirmed that a design is not required for the current request for bid. A design will be requested from the preferred contractor upon placement of the order. ○ Bidders inquired whether an NCACC permit would be required for this bid. It was clarified that the requirement for an NCACC permit depends on whether any of the items proposed for supply fall under the NCACC regulatory framework. Accordingly, it is the responsibility of each bidder to determine and confirm whether the permit is applicable to their offering. ○ Upon the communication of approved minutes, it was confirmed that the dimensions of the layout will be shared with all bidders.
8	Closure
8.1	With the purpose of the meeting having been met, the chairperson closed the proceedings at 13h00.

<p>Compiled by:</p>  <p>Ms. B Tiso Procurement and Logistics (Scribe)</p>	<p>Date</p> <p>18/11/2025</p>
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<p>Approved by:</p>  <p>Mr. L Lusasa Operations Division (APM)</p>	<p>Date</p> <p>18/11/2025</p>
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