



*Nkomazi
Local Municipality*

Minutes No:

SCM FORM

**MINUTES OF THE BRIEFING SESSION MEETING
HELD ON THE 15 July 2022 AT TOWN PLANNING DEPARTMENT BOARDROOM
AT 10Hrs**

Nkomazi Local Municipality Representative	Apologies
Mr. M. Manzini(M):	Mr. R.V Mkhathshwa (Infrastructure Department)
Mr. M. Msithini(M): Chairperson (SCM)	
Ms. Ndlovu (F): Secretary (SCM)	
Mr. Marothi (L): (Budget & Treasury)	
Mr. S Khoza (S): (SCM)	
Mrs. D. Sifunda (D): (Infrastructure Department)	
Mr. J Khoza (J): (Corporate)	
Tender Discussed	Tender No: NKO:16/2022;17/2022;18/2022&19/2022
Tender Titles	Tender No: NKO: 16/2022 Supply & Delivery of electrical equipment for a period of 36 months (3years) for Nkomazi Local Municipality. Tender No: NKO:17/2022 Request for Service Provider to Provide Automated (Machine) Folding Machine & Multifunctional Printing Machine for Rental Purposes on an Operation Lease for a Period of 36 months(3years) for Nkomazi Local Municipality. Tender No: NKO:18/2022 Appointment of a Professional Service Provider to Render VAT Recovery Services for Nkomazi Local Municipality for 36 months (3years) For Nkomazi Local Municipality.



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	Tender No:19/2022 Supply, Delivery & Installation of Bulk Flowmeters for a Period of 36 months (3Years) For Nkomazi Local Municipality.
Briefing Session/Site Meeting	Not Compulsory
Date:	15/07/2022
Time:	10hrs
Address:	Town Planning Department Malelane
Attendance Register:	Was Circulated to all members present in the briefing meeting to fill in their particulars.
Part A	Opening and Welcoming
▪ (M) as a chairperson welcomed all present and introduced all municipal officials who were present in the meeting. He further indicated the purpose of the meeting which was to clarify the requirements of the tenders as stipulated in the bid documents and to answer any queries that the service providers might have on the bid documents.	
<u>Presentation</u>	
The following areas were addressed during the briefing session by Mr. M.M Manzini:	
• That this briefing session was not compulsory. Bidders who did not attend the briefing session will not be penalized and will also be allowed to contact the office for clarity in writing. • A copy of this minutes will be sent to all the attendees, and will also be uploaded on the Nkomazi Municipality Website and on E-Tender Website. Bidders to note that whatever communicated in this meeting will stand, even if it contradicts with the tender documents. • Closing dates was highlighted as Monday, 8th August 2022 at 12h00., therefore any tender submitted after the closing date which is 12h00 of the 8th of August 2022 will not be considered. However, if the service provider insists on submitting the	



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tender documents after the cut of time therefore such a tender will be collected stamped and return back to the Service Provider.

- Bidders to note that on the day of the closing, price to be read out would be the one that appears on the form of tender page. If there is no price on the form of tender, zero figure will be read out against the company name.
- Bidders may download tender documents for free on E-tender Portal and on Nkomazi Local Municipality Website or can be purchased at Nkomazi Local Municipality Finance Department.
- Bidders to adhere to all the compliance and evaluation criteria requirements as detailed in the bid documents.
- Ensure all documents are fully completed and sign-off, as such there should be no space in the tender documents to be left unattended.
- It was mentioned that all returnable documents must form part of the returned tender documents as attachments.
- It was indicated that the validity period shall be for a period of 90 days, counting from the day of the closing of the tender document.
- Service provider also to take note that though their tax clearance could be valid but preferred Service Provider appointment letter cannot be issued if the CSD indicate non-compliance with SARS, but the municipality will give the preferred bidder a period of not more than two weeks to sort SARS matters and failure to do so could result in appointing the second best bidders.
- Only the original and valid or certified copy of the original BBBEE status not a copy of a certified copy. Service Providers who intent to submit BBBEE from their Accountants must make sure that they are SANAS accredited and as such the BBBEE to be submitted must indicate as such. None submission of the BBBEE status shall not be used to eliminate the tenderer but points shall not be awarded.



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- That this tender will be evaluated on an 80/20 points system in line with Nkomazi Local Municipality Supply Chain Management Policy.
- Local Content and Production is applicable for all designated items, Service Providers attention is drawn towards the requirements of MBD 6.2 as per attached Annexures.
- Bidders to take note of the Signatory of Authority that must also be return with the rest of the returnable documents. Inside the tender documents there is a sample of signatory of Authority letter. This letter is to indicate that the person who will be responsible for the administration of the tender document in case the company get awarded the tender. Bidders to note that they must submit the signatory of authority letter as an attachment, and not to fill in the sample that appear in the tender document.
- That in terms of the MBD4 which is the declaration of interest bidders are expected to declare true information as to whether they are related to any person working for the state including the municipality. If the Institution find out at a later stage that the information given is not a true reflection of your submission the money will be recoup and will be reported to the relevant authorities.

ADDENDUMS TO TENDER

- Addendums to tenders will be sent to all attendee via email and will also be uploaded on Nkomazi Website and E-Tender Portal.



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Technical Specification by Department Representative:

- **Mr J. Khoza (Manager I.T)** took the bidders through the **Technical Specification of Tender No: NKO:17/2022**, which is the Request for a Service Provider to Provide Automated (Machine) Folding Machine & Multifunctional Printing Machine for Rental Purposes on an Operation Lease for a Period of 36 months(3years) for Nkomazi Local Municipality. He mentioned that the Municipality has approximately thirteen sites (13) that may need the **COLOUR PRINTERS**. The Potential Service Provider should be able to provide maintenance service for all the printers for the duration of the contract which is a period of three years. Moreover, the Potential Service Provider should note that the could be a need for additional printers and therefore an addendum will be circulated in that regard.

Please note that the current quantity remain unchanged as per the current tender document (NKO 17/2022), supplies are advised to continue with the current schedule of rate.

- **Mrs. D. Sifunda (Manager Water & Sanitation)** took the bidders through the Technical Specification of Tender **No: NKO:19/2022**, which is the Supply, Delivery & Installation of Bulk Flowmeters for a period of 36 months (3 years) for Nkomazi Local Municipality. She mentioned that:
- The tender is for supply and delivery and installation of bulk flowmeters and associated equipment as an when required for a period of 3 years.
 - The tender includes calibration of bulk flow meters, replacement and upgrading of flowmeters as well as engineering service support and repair on flowmeters as well as telemetry systems and sensors connected to the flowmeters.
 - The list of flowmeters and types that are currently working and the one that are not working have been indicated in the tender document.
 - Bidders to also pay attention to the functionality, that they must attach a proof that the flowmeters to be supplied are SABS approved.
 - On the schedule of quantities bidders are requested to put price per meter and per size as indicated in the tender document, bidders should not price flowmeters which its size is lower than what is reflected in the tender document. For example, if it's a 450mm size bidders should put a price for a 450mm flowmeter size, as the size of the pipe is that size. Should the municipality upgrade a pipe during the course of the contract or add a new infrastructure not highlighted in the document, the pricing on that will be specified in the SLA on what the successful bidder should do.
 - Bidders should put price in all the flowmeters listed in the tender document and should not leave any space unattended.
 - The level of indicators should be priced as specified in the tender document.



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- License fees and calibration should be rated per meter.
- An addendum was circulated for this tender during the briefing session and will also be put on the Nkomazi website and E-tender Website, bidders are requested to attach the addendum when submitting the tender document.

➤ **Mr. L. Marothi** took the bidders through the Technical Specification of **Tender No: NKO: 18/2022**, which is the Appointment of Professional Service Provider to Render VAT Recovery Services for a Period of 36 months (3 years) for Nkomazi Local Municipality. He stated that this is a 3 year contract. Service providers are expected to reconcile VAT 201 to Output control account, Perform billing integration analysis. Do a level review of appointment ratio calculations.

➤ **Mr. M Msithini** took the bidders through the Technical Specification of **Tender No: NKO: 16/2022**, which is the Supply and Delivery of electrical material and equipment for a period of 36 months (3years) for Nkomazi Local Municipality. He mentioned that bidders should ensure that they complete the schedule of rate based on the items requested and further stated that bidders are allowed to email the municipality if there are any questions via an email.

Further Technical Information

All enquiries relating to these tenders may be addressed via email to:

- Supply Chain related queries must be directed to Mr. Mandla Msithini email: mandla.msithini@nkomazi.gov.za,
- Specification queries for Tender NO: NKO:16/2022 can be directed to: Mr. P J Theron email: pieter.theron@nkomazi.gov.za;
- Specification queries for Tender NO: NKO:17/2022 can be directed to: Mr. J. Khoza email: jerry.khoza@nkomazi.gov.za;
- Specification queries for Tender NO: NKO:18/2022 can be directed to Mr. L Marothi email: lucky.marothi@nkomazi.gov.za
- Specification queries for Tender NO: NKO:19/2022 can be directed to Mrs. D. Sifunda email: dudu.sifunda@nkomazi.gov.za;

Important Note:



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- All enquiries should be done through emails and all responses by the municipality shall be circulated to all bidders who attended the briefing session meeting.


M. MSITHINI
CHAIRPERSON

15/07/2022
DATE