



MINUTES

COMPULSORY BRIEFING SESSION

REFURBISHMENT OF LYDENBURG WASTE WATER TREATMENT WORKS (Phase 2B) **MECHANICAL & ELECTRICAL WORKS**

PROJECT: EDM/20/2024-25
DATE: 13 November 2024
TIME: 10H00
VENUE: Lydenburg Townhall

Client: EDM on behalf of TCLM

Consultant: G Seal Consulting

1. WELCOME

Mr Schalk Raath welcomed all to the briefing session of Phase 2B and noted that an attendance register will be circulated.

2. ATTENDANCE

Mr P Khumalo communicated that tenderers to ensure that register is filled in and important to ensure that details are accurate and legible. The attendance register and Minutes of the meeting will be upload onto the EDM digital portal.

It was indicated that Tenderers must ensure that all information on the portal are downloaded. If required, addendums will be compiled and uploaded onto the EDM portal.

3. TENDER PROCEDURES AND TENDER DATA - PROCUREMENT, TEST FOR RESPONSIVENESS, FUNCTIONALITY & PRICE AND PREFERENCE POINTS SCORING.

Mr P Khumalo gave a presentation on the procurement requirements. Issues highlighted are as follows:

- a) Presentation of the briefing will be uploaded on the EDM Portal along with attendance register and meeting minutes.

- b) Bid documents can be downloaded from the EDM portal
- c) Closing date for submission is 6 December 2024 before 12h00.
- d) Method of submission: only in PDF format on the Document Sharing and Collaboration Platform or Portal: <http://edmservices.ehlanzeni.gov.za>
- e) Closing date for enquiries The employer shall respond to clarifications received up to 7 working days before tender closing time. Any additional information requested will be provided in addendums up to 5 working days before tender closing
 - f) Enquiries will be grouped and must be submitted as per EDM requirements
 - g) Tenderers to ensure that they study the mandatory information and documents (as per the tender document) that is required. This information will be used to evaluate the tenderers overall responsiveness before further evaluation on functionality, price and preference specific goals.
 - h) The following items in the notice to tender was highlighted:
 - 1.1 Only service providers that are registered on the Central Supplier Database will be considered for awarding of this request for quotations and a copy of the CSD report, not later than three months should be attached.
 - 1.2 Price(s) quoted must be firm, VAT and other taxes inclusive and valid for at least NINETY (90) days from date of your offer.
 - 1.3 No tenders shall be considered from persons who are in the service of the state.
 - 1.4 Service providers are required to fully complete the attached MBD forms and submit together with their written Tenders.
 - 1.5 Attach a bank account confirmation letter with bank stamp not older than three months accompanied with an affidavit confirming the business bank account details - if the banking details are not verified on the CSD report.
 - 1.6 Attach audited and signed financial statements for the past three years or since the date of establishment if established during the past three years.
 - 1.7 Attach original certified copy of identity documents (ID) of company directors.
 - 1.8 Attach original certified copy of the company registration certificate issued by the Companies and Intellectual Property Commission (CIPC).
 - 1.9 Valid SARS pin must be attached.
 - 1.10 Valid proof of COIDA registration.
 - 1.11 Attach an active CIDB grading of 7ME or higher.
 - 1.12 Attach a verifiable copy of municipal accounts for both the Tenderer and company director(s):
 - if aforementioned account information of the Tenderer is not applicable, the Tenderer must attach an original certified copy of proof of residence (PTO) issued by a relevant traditional authority or copy of a valid lease agreement.
 - 1.13 Joint Venture or Consortium Agreement if applicable
 - 1.14 All Tender documents must be dully signed and submitted on the PDF document that has been issued and reproduced documents will be rejected.
 - 1.15 The requirements of the CIDB B.U.I.L.D Programme with respect to Standard for Skills Development is set at a minimum contribution of 0.25% of the project's contract value. An item was allowed for in the summary to the BoQ
 - i) Tender documents must be completed by hand with a black pen otherwise if completed digitally, documents will be rejected
 - j) All Tender documents must be dully signed and submitted on the PDF document that has been issued and reproduced documents will be rejected.

Issues highlighted on Functionality:

- a) Tenderers that pass the test for responsiveness will be evaluated further on functionality.
- b) The total points allocated for functionality is 100, and tenderers must obtain a minimum of 70 points to reach the next and final stage. The points can be seen in the table below.

Description of quality criteria	Maximum number of points
Company Experience in relation to scope of works (Track Record)	30
Manufacturing facilities	10
Financial Resources (bank rating, Intent to provide performance guarantee)	20
Managerial capacity, experience and qualifications	30
Programme for works	10
Total evaluation points for quality (M_s)	100

c) W

- d) Where indicated supporting documents must be certified such as appointment letters, completion certificates, qualifications of key personnel, identity documents, company registration documents and shareholder certificates, proof of plant ownership, etc.
- e) Tenderers who submit documents that are not certified shall not be eligible to be awarded points.

Issues highlighted on Price and Preference points scoring

- a) Points shall be awarded in accordance with the 90/10 point system only on tenderers that managed to pass responsiveness and the test for functionality (the awarding of the 10 points was discussed and can be seen in the table below:

POINTS FOR CONTRACTING AN ENTERPRISE OWNED BY HISTORICALLY DISADVANTAGED PERSONS OR INDIVIDUALS		
HISTORICALLY DISADVANTAGED PERSONS OR INDIVIDUALS	POINTS ALLOCATION	SOURCE DOCUMENTS REQUIRED TO CLAIM POINTS
100% black person or people owned enterprise	1	A copy of a Full CSD report not older than 3 months.
More than 30% woman or women shareholding or owned enterprise	1	
more than 30% youth shareholding or owned enterprise	1	
More than 30% people living with disability shareholding or owned enterprise	1	A copy of a Medical Certificate to confirm disability or as stated on the CSD
POINTS FOR IMPLEMENTING OF RDP PROGRAMMES		
Enterprises regarded as *EME's located within the Ehlanzeni District Municipality area of jurisdiction	1	➤ A copy of a Full CSD report not older than 3 months. NB: Points will only be awarded if the CSD physical address is the same as the address for the proof of residence required in 1.9 above.
Enterprises who will sub-contract minimum of 30% of the contract value to EME's	1	➤ Commitment letter including sub-contractible item
Corporate social investment (CSI) or Social Labour Plan composition	3	➤ Commitment letter from the service provider including the percentage of the contact value.
Valid B-BBEE level 1 contribution (SANAS accredited B-BBEE certificate for generic enterprise, and for EME and SME a sworn affidavit or CIPC issued certificate confirming annual turnover and level of Black Ownership).	1	➤ Certified Valid B-BBEE certificate; or ➤ Certified Valid EME and SME a sworn affidavit; or ➤ or Certified Valid CIPC issued certificate confirming annual turnover and level of Black Ownership.

TOTAL PREFERENCE POINTS TO BE CLAIMED	10	
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- b) **Tenderers must include information on the work that will be subcontracted. Indicate work with values and proposed subcontractor name. This can be included in Form N and can also be confirmed in a cover letter.**
- c) Enquiries to be in writing:
- Contact Person – EDM ADMINISTRATION: Mr. SP Khumalo at 013 759 8500 or pkhumalo@ehlanzeni.gov.za
 - Contact Person – EDM Technical: Mr. S Raath at 013 759 8500 or sraath@ehlanzeni.gov.za
 - Contact Person Employers agent- TECHNICAL: Mrs. A Kruger at 013 752 3347 or info@gseal.co.za

Issues highlighted on functionality points

- a) Form S company experience
- 6 points per project- 3 points for certified appointment letter and 3 points for certified completion certificate.
 - 5 projects required of 5Ml or higher – Mechanical and electrical works – water or waste water treatment works projects
 - Supply all details as per table (form S) and ensure certification is done as per the request.
- b) Form T - proposed key personnel
- Names and CVs with certified qualifications of proposed staff. It must be clear whether the proposed resource is employed by the company or not (letter or CV stating current employment).
- Please take note of items that will score points and include information accordingly. Rather include too much information than too little. Information on staff must be clear to be able to score points – contracts manager, site agent, Safety officer.
- c) Form U - tenderers credit rating
- Below C bank rating no points
 - Submit letter of intent from bank or financial institution for guarantee to be able to score points
- d) Form X - manufacturing facility
- Note how points are scored
 - Details was discussed
- e) Form Y Programme
- Do not leave blank – note the items that will score points

4. PROJECT BACKGROUND AND SCOPE

Scope of Mechanical Works

The mechanical contractor will be responsible for the final design, supply, delivery to site, installation, testing, commissioning, operation during the Trial Operation Period

and handing over in good working order of the complete mechanical installation as specified or implied herein and/or in the accompanying specifications and on the drawings.

The Contractor shall allow in his tender price for all design work as necessary, material, labour, supervision, transport, tests, commissioning and all other items necessary to complete the mechanical works in its entirety and to the satisfaction of the Engineer.

Items covered under the **Mechanical Scope of Work** include, but not limited to the following:

1. Inlet works:
 - Install ONE manual Hand Rake Screen
 - Install FOUR Mechanical Front Rake Screens
 - Install ONE Hydro Conveyor
 - Install ONE Screenings Press/Compactor
 - TWO Grit Pumps c/w Piping – Dismantle existing and move to new sump.
 - TWO Grit Classifier – Dismantle and move to new location.
 - Wash-water system c/w Elevated tank and valves to tank and from tank to the Mechanical Equipment
 - EIGHT Penstock sluices
 - Ultrasonic flow meter transducer and controller
 - Level Control Instruments
 - Skip Dolly System for Grit and screenings
2. Biological Reactor
 - FIVE Vertical Surface Aerators (1x 90kW, 2x 75kW, 1x 55kW & 1x 45kW)
 - FIVE Vertical Shaft Mixers
 - Weirs
 - THREE Vertical Spindle Pumps - A- Recycle
 - Sludge Selector
 - THREE DO probes in Anoxic (DO1), and aerobic (DO2 and DO3) and a pH probe in the anoxic zone. DO2 and DO3 controls aerations speed based on a DO Set-point.
3. Secondary Settling Tanks
 - TWO Clarifier Rotating Half Bridges, c/w scraper mechanisms and pipework.
 - TWO SST Feed sluices
 - ONE WAS Draw-off Mechanism c/w sluice and valve.
4. Return Activated Sludge (RAS) Pump station 1.
 - THREE RAS Pumps Station c/w pipework
 - ONE Flow Meters
 - ONE Level Controllers
5. Return Activated Sludge (RAS) Pump station 2.
 - Dismantle RAS Pump Station (Exist Three RAS Pumps c/w pipework) and Rebuild at Denitrification Sump.
 - ONE Denitrification Mixer (vertical Shaft)
 - ONE Flow Meters
 - ONE Level Controllers
6. Waste Activated Sludge (WAS) Pump station 1.
 - TWO WAS Pumps c/w Pipework, valves, and non-return valves.
 - ONE Flow Meters
 - ONE Low Level Controllers
7. Waste Activated Sludge (WAS) Pump station 2.
 - Dismantle WAS Pump Station (Exist TWO WAS Pumps c/w pipework) and rebuild at WAS Sump.
 - ONE Flow Meters
 - ONE Low Level Controllers
 - THREE WAS sluices.

8. Sludge Handling
 - Connections to pipe works
9. Disinfection
 - 1-Ton Chlorine Dosing System c/w with cradles, dosing regulators & safety equipment.
 - ONE Electric Hoist c/w crawl
 - Wash-Water System
 - ONE Flow Meter
 - ONE Level Controller
10. Chemical Dosing – pending Water Use Licence Approval.
 - One Ferric Dosing Station
 - One Lime Dosing station
11. Control Building
 - Motor control Centre (MCC)
 - Standby Generators
 - ONE Stepdown Transformer

Scope of Civil works

1. **Inlet works**
 - Civil works for installation of sluices and rakes
 - Elevated 10 000L tank including ball valve, level control, potable pipework to tank, and pipe from tank to the Wash-water pump-system.
 - Excavation of trenches for laying of pipes and electrical cables.
 - Levelling of Screed for 10 000L tank.
2. **BNR reactor**
 - Excavation of trenches for laying of pipes and electrical cables.
 - Installation and grouting up of weirs
3. **Clarifiers and RAS pump station**
 - Excavation of trenches for laying of pipes and electrical cables.
 - Connection to civil process piping.
4. **Sludge handling**
 - Excavation of trenches for laying and connection of pipes to civil process pipes
5. **Buildings**
 - Excavation of trenches for laying of electrical cables.
6. **Miscellaneous**
 - Housekeeping

Scope of electrical works

The electrical (sub) contractor shall be responsible for the supply, delivery to site, installation, testing, commissioning, operation during the Trial Operation Period and handing over in good working order of the complete electrical and electronic installation as specified or implied herein and/or in the accompanying specifications and on the drawings.

The Contractor shall allow in his tender price for all material, labour, supervision, transport, tests, commissioning and all other items necessary to complete the contract in its entirety and to the satisfaction of the Engineer.

In the event where the supply and/or installation of any item, material or equipment do not form part of this contract, it will be specifically indicated as such in this specification and/or on the accompanying drawings.

Items covered under the electrical scope of work include, but not limited, to the following:

1. **Inlet works**
 - MCC and power cables to equipment including equipment
 - Ultrasonic flow meter including transducer and controller as well as datalogger (Data logger not part of this phase)
2. **BNR reactor**
 - DO probes, pH probes and Controller
3. **WAS pump station**
 - WAS level control (Ultrasonic)
 - Clamp on flow measurement (Clamp on Flow meter not part of this phase)
4. **Clarifiers and RAS pump station**
 - RAS level control (Ultrasonic)
 - Clamp on flow measurement (Clamp on Flow meter not part of this phase)
5. **Disinfection**
 - Ultrasonic flow measurement

Miscellaneous

- Site lighting
- E-stops at drives
- Bulkhead lightning at main drives
- MCC's:
 - Inlet works
 - Including all inlet work equipment
 - Main MCC
 - Including reactor equipment such as mixers, aerators, pumps
- Disinfection (Supplied by others) – including cabling to disinfection MCC as well as local DB and lightning
- Cabling and trenching
- Cable racks

It is important to note the civil works contractor is currently on site i.e. phase 2A.

5. ISSUES FOR NOTING – CONTRACT DATA, TENDER DATA, PRICING DATA

Issues highlighted in contract data

Clause	Data
5.5.1	The time for completion of the Works shall be 12 months (inclusive of testing, commissioning and trial operation period).

5.16.3	The latent defects period is 10 Years .
6.2.3	The limit of the Contract Performance Guarantee will be 10% of the Contract Value Inclusive of VAT
6.8.2	The contract value will be fixed and the value of payment certificates will not be adjusted i.e. no contract price adjustment (CPA) will be applicable.
6.10.3	The percentage retention on the amounts due to the Contractor is 10 % .
7.8.1	The Defects Liability Period is 12 months from date of commissioning.

Issues highlighted in tender data

- **Page 5 – T1.1** - Tenderers take note of CIDB grading - 7ME or higher.
- **Part T2** – Compulsory Tender Returnables need to be completed fully.
- **Form C** - Schedule of alternatives- Please complete if you are deviating from the specified equipment. Any deviation/alternative offer equipment will have to be designed by the contractor and submitted to the consultant for approval prior to manufacturing.
- **Form AC - technical data sheets** need to be filled in

Issues highlighted in Pricing Data:

- **Please pay attention to C2.1 - Pricing Instructions.**
 - **Attention to Item No. 5: All pricing items to be completed. Items not priced shall be deemed to be included in the tenderers offer.**
 - **Item No 11: The quoted rates or sums shall cover the costs of anything not specially mentioned but which an experienced contractor can reasonably foresee as being required, (e.g. all ancillaries, including all bolts, fastenings and brackets, safety guards and any work or material or equipment required for the proper installation of such apparatus and equipment, piping, valves, gauges, instruments, either severally or collectively in complete working order), to enable the Works to be installed and to pass the tests on completion and to function safely and correctly as specified. No claims whatsoever for extras will be allowed on the grounds that a necessary piece of equipment or a part thereof is not specifically mentioned in this document.**

6. AMENDMENTS

It was indicated that any changes or amendments will be loaded onto the EDM portal. Contractors must ensure that the portal is visited regularly to ensure that any amendments are picked up in time.

It was indicated that the following change must be made by contractors:

ITEM NO	DESCRIPTION	UNIT	OLD QTY	NEW QTY
M3.4.1a	Denitrification Mixers	No	1	2

7. QUESTIONS AND ANSWERS

Question 1: It was requested that the EDM consider increasing the % of work that should be subcontracted to local contractors.

Answer: The EDM indicated that the tender document as presented cannot be changed.

Question 2: Does the TCLM have a list of local sub-contractors?

Answer: The TCLM have information, but the information will probably not assist on this tender due to the specialised nature of the works.

8. CLOSURE

The meeting was closed. The contractors were requested to sign the attendance register.

The contractors were invited to visit the site with the employer and employer's agent after wards.