



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

Tender Number: RFP 16/06/2023

Service: A Panel of service providers to conduct an Assessment of metering Requirements for Existing Electrical Networks to supply, install and commission Electricity smart meters at Gauteng provincial Government (GPG) facilities and others integrating online platform for a period of 36 months.

Date: 19 July 2023: Time: 10:00, Closing date: 28 July 2023 @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. Mluleki Hlatshwayo	Project Manager	None
Mr. Mojalefa Monyela	SCM Representative	None
Ms. Puleng Mokitimi	SCM Representative	None
Ms. Tshifhiwa Nenungwi	SCM Representative	None
Mr. Mfundo Sithole	SCM Representative	None
Mr. Luxolo Lergs	GDID	None
Scribe		
Ms. Puleng Mokitimi	SCM Representative	

A.2 OPENING AND WELCOME

- The Chairperson: Mr. Mojalefa Monyela opened the meeting at 10:00am 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 28 July 2023 @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.

Attendance register was distributed to all bidders that were present, and signatures were provided as it was mandatory.

SCM representative:

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

01. MANDATORY/ COMPULSORY ADMINISTRATIVE REQUIREMENTS:

Bidders must ensure that the following mandatory returnable documents are fully completed and submitted.

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

Only Tenderers having a Valid CIDB Grade from 3EB/EP or Higher will be considered for Evaluation. (CRS Numbers must be provided) or Confirmation Letter from CIDB confirming that the bidder's application for the required CIDB grade is being considered [However, should the bidder's application not be approved at the time of evaluation the bidder will be disqualified.]

Compulsory Briefing session Failure to attend a compulsory briefing session will constitute automatic disqualification.

Bidders are to provide an undertaking letter that stipulates for Guarantees and warranties certificates for all instrumentation, apparatus, and components shall be provided for 36 months on the company letterhead head and signed by the authorized signatory

Submission of Copy of the Workmen's Compensation Registration Certificate (or proof of payment of contributions in terms of the Compensation for Occupational Injuries and Diseases Act No. 130 of 1993) (COIDA) or a valid letter of good standing

Joint venture agreement (signed by all parties) in case of Joint Venture or Consortiums also percentage split of the parties involved.

Submission of duly completed and signed invitation to tender (SBD 1)

Submission of duly completed and signed bidders' disclosure (SBD 4)

02. OTHER ADMINISTRATIVE REQUIREMENTS

Note: Failure to submit/comply does not constitute disqualification.

Submission of proof of registration with CSD (CSD registration report or MAAA number).
Submission of a Tax Compliance Status PIN that will grant a third-party access to the bidders Tax Compliance Status.
Certified copy of the identity documents of all owners/shareholders/members/directors/Trustees. Certification as a true copy of the original must not be older than 6 months prior to bid closing.
Company Registration Certificate.

NB: All parties to a joint venture or consortium should submit joint venture agreement, including all the documents above.

RETURNABLE SCHEDULES THAT WILL BE INCORPORATED INTO THE CONTRACT

COMMENTS/REVISIONS/NOTES

09. FUNCTIONALITY EVALUATION

Functionality:	
Functionality total weight points:	100
Minimum % that should be achieved to be found responsive	65

Total functionality points 100
Minimum functionality 72

Main functionality criteria:	Sub criteria:	Points allocation for sub-criteria:	Weighting factor:
Company Experience	Demonstrate proven capacity and capability in	20 Points	20 Points

Bidders must demonstrate the company's experience by providing signed reference letters/completion certificates on the client's letterhead with contactable references and corresponding appointment letters / Purchase Orders in respect of Smart metering projects in industries, healthcare facilities, education sector or other related building of similar projects.	material supply, construction and commissioning electricity smart meters. (Both High Tension (HT and Low Tension) • 5 completion certificates/ reference letters relevant to the type of the contract indicating the completion of the project and 5 corresponding appointment letters /purchase orders on client's letter head of similar projects = 20 points • 4 completion certificates/ reference letters relevant to the type of the contract indicating the completion of the project and 4 corresponding appointment letters /purchase orders on client's letter head of similar projects = 16 Points • 3 completion certificates/ reference letters relevant to the type of the contract indicating the completion of the project and 3 corresponding appointment letters /purchase orders on client's letter head of similar projects = 12 Points		
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	• 2 completion certificates/ reference letters relevant to the type of the contract indicating the completion of the project and 2 corresponding appointment letters /purchase orders on client's letter head of similar projects = 8 Points • 1 completion certificates/ reference letters relevant to the type of the contract indicating the completion of the project and 1 corresponding appointment letters /purchase orders on client's letter head of similar projects = 4 Points • No completion certificates/ reference letters relevant to the type of the contract indicating the completion of the project and no corresponding appointment letters /purchase orders on client's letter head of similar projects = 0 Point Note: Submission of completion certificate without corresponding appointment letter or submission of appointment letter without corresponding completion certificate will not		
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	be considered for scoring purposes. Points will be forfeited.		
BIDDERS TO DEMONSTRATE ONLINE SYSTEM INTEGRATION	Bidders are to submit a system-generated copy of the reports with a dashboard demonstrating consumption data, the location of smart meters, and the demand profile of previous projects. • Submission of a system-generated copy of the report with a dashboard demonstrating consumption data, location of smart meters, and demand profile = 25 Points • Failure to submit = 0 Point NB: submission that does not cover all requirements will also score 0.	25 Points	25 Points
SMART METER (HARDWARE) COMPLIANCE	All meters and accessories to be supplied must be technically compliant. Technical compliance will be evaluated according to section 4 of the Terms of reference. • Bidder to submit specification in a datasheet format of all meters and accessories to be supplied = 5 Points	5 Points	5 Points

	• Failure to submit = 0 Point NB: submission that does not cover all requirements will also score 0		
GENERIC METHOD STATEMENT/PROCEDURES FOR INSTALLATION AND COMMISSIONING OF SMART ENERGY METERS	Evaluation of the quality of the method statements in design (application or installation of meters), supply, installation & commissioning • Method statements that cover design, installation, quality management plan, health and safety, and maintenance is submitted = 10 Points • Method statements that cover only design and installation is submitted = 5 Points • Failure to submit = 0 Point NB: Method statements that do not cover design and installation requirements will also score 0	10 Points	10 Points
KEYS STAFF	Bidders to attach CVs of key staff with relevant certified qualifications and professional certifications. (Certification as a true copy of the original must not be older than 6	20 Points	20 Points

	months). The applicable experience is post professional registration. • Project Planner/Manager with a min NQF level 6 with more than 4 years' experience = 5 Points • Professional Electrical Engineer or Technologist ECSA registered with post-professional more than 4 years' experience = 5 Points • Software Developer – Degree in IT or Computer Science with 2 years in software development or integration of smart meters = 5 Points • Electrician installer registered with Electrical Installation Regulator with more than 4 years' experience = 5 Points NB: The team must include a Project planner/ Manager, Professional electrical Engineer, Electrician installer, and Software Developer with Degree in IT or Computer		
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	Science. The team will deem incomplete if all four (4) key staff are not included. Therefore, the bidder will forfeit all points of key Staff. Candidate registration will not be considered for evaluation.		
PROJECT PLAN/PROPOSED IMPLEMENTATION PROGRAMME – COMPREHENSIVE ACTIVITY SCHEDULE WITH SEQUENCING OF ACTIVITIES OF SMART METERS PROJECTS (REFER TO SECTION 7)	Bidder to submit project plan that includes activity schedule, sub-tasks, timeframes, milestones, and resource allocation, demonstrating supply, installation, commissioning, and configuration of smart meters. • Project plan that includes activity schedule, sub-tasks, timeframes, milestones, and resource allocation. = 10 Points • Project plan that includes milestones and resource allocation. = 5 Points • Failure to submit = 0 Point NB: Project Plan that does not cover milestones and resource allocation requirements will also score 0	10 Point	10 Point
OPERATING & MAINTENANCE SERVICE PLAN, INCLUDING PLAN FOR THE FIRST 36 MONTHS OF OPERATION.	Bidder to submit adequate Operating and Maintenance activities, response	10 Points	10 Points

	times, and methods. • Complete submission of operation and maintenance plan with activities, response times, and methods at certain intervals for the period 36 months = 10 Points • Complete submission of operation and maintenance plan with activities, response times, and methods at certain intervals for the period 36 month with less than 36 months= 5 Points NB: Failure to submit a plan with Operating and Maintenance activities, response times, and methods = 0 Point		
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Total functionality points
100
Minimum functionality
65

COMMENTS / QUESTIONS / INPUTS

Q: My document mention CIDB 4EB/EP OR HIGHE5R and page 18 says something else.

A: Wrong documents.

Q: In terms of Electrical installation is wireman's license requirement?

A: Yes, it is a requirement to have license.

Q: You appointed on EB it is also possible to participate on EP (Same company)?

A: If you have EB there is no requirement to get EP.

Q: CIDB 3EB/EP, If I only have EB and no EP do I meet requirements?

A: There is no requirement to get EP.

Q: Specific Goals, what roles do specific goal plays in this tender?

A: Addendum will be provided.

Q: What is the required NQF level?

A: Professional registered Engineer or Post technical 4 years' experience.

Q: If items are not locally produced will I be disqualified?

A: Section 9.2 is not applicable to this tender.

Q: No pricing must be included once appointed; Quotation will be required?

A: Yes, it will be required.

A.3.4 COMPULSORY SUB-CONTRACTING

None

COMMENTS / QUESTIONS / INPUTS

None

A.3.5 LOCAL PRODUCTION AND CONTENT

None

COMMENTS / QUESTIONS / INPUTS

None.

A.3.6 SCOPE OF WORK

PROJECT MANAGER AND CONSULTANT

Scope of work on tender document

COMMENTS / QUESTIONS / INPUTS

Functional requirements end at page 25(section 9.1). We looking for completely end to end.

Section 9.2 is not applicable.

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 to Mluleki Hlatshwayo @ mluleki.hlatshwayo@gauteng.gov.za and general enquiries can be directed to Millicent Chauke @ Millicent.chauke@gauteng.gov.za/.

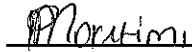
Note to tenders: All successful service provider will be subject of signing SLA and standard Rates as prescribed by the department and the Preferential Procurement Policy Framework Act No 5 of 2000 and Its Regulations of 2022.

Last Date for Accepting queries is Seven (3) days before Closing Date.

- Chairperson closed the meeting at 11H54 am.

Minutes approved / Approved as amended.

Signature

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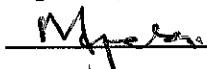
Compiler: Ms. Puleng Mokitimi

Date: 19 July 2023

Supply Chain Management Meeting

Minutes approved / Approved as amended.

Signature

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Chairperson: Mr. Mojalefa Monyela

Date: 19 July 2023

Supply Chain Management Meeting

Tender Number: RFP 16/06/2023

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