



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

Tender Number: DID 02/07/2025

**Service: EXPANDED PUBLIC WORKS PROGRAMME (EPWP) TECHNICAL SUPPORT
FOR A PERIOD OF THREE (3) YEARS**

Date: 18 August 2025: Time: 10:00, Closing date: 05 September 2025 @11H00

**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. Barry Maluleke	Project Manager	None
Mr. Kgabo Sebina	Project Manager	None
Ms. Puleng Mokitimi	Chairperson	None
Scribe		
Ms. Ntombizethu Mazibuko	SCM Representative	

A.2 OPENING AND WELCOME

- The Chairperson: Ms. Puleng Mokitimi opened the meeting at 10:04 am to welcome 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, PRE-QUALIFICATION, MANDATORY, FUNCTIONALITY AND ADMINISTRATIVE REQUIREMENTS

Closing date is on the 05 September 2025 @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:

Ms. Puleng Mokitimi indicated all the applicable administrative, functionality and mandatory requirements which bidders must comply with.

MANDATORY/ COMPULSORY ADMINISTRATIVE REQUIREMENTS:

Bidders are required to ensure that all mandatory returnable documents are fully completed and submitted in accordance with the specified requirements. Non submission, failure to submit / meet or comply with the following requirements automatically constitute disqualification of tender offer.

Bidders must submit completed and signed Standard Bidding Documents (SBD), which are:

- Submission of fully completed and signed Invitation to bid (SBD 1)
- Submission of fully completed and signed Pricing Schedule (3.1)
- Submission of fully completed and signed Bidder's disclosure (SBD 4)
- Submission of fully completed and signed Preference Points Claim form (SBD 6.1)
- Compulsory Briefing Session: Bidders are to attend a Compulsory Site Briefing Session and sign the attendance register. The representative attending the compulsory site briefing may only attend on behalf of one bidding enterprise and/or Joint Venture/Consortium/Trust.
{N.B. Failure to attend Briefing Session will constitute automatic disqualification.
- COIDA: Submission of a valid Copy of the Workmen's Compensation Registration Certificate/ Letter of good standing in terms of the Compensation for Occupational Injuries and Diseases Act No.130 of 1993 (COIDA).
- Company Director Accreditation: At least one (1) director of the bidding entity must hold a valid LIC Accreditation Certificate at a minimum of NQF Level 5.

Required Evidence:

Bidders must submit the following documentation as proof of compliance:

1. Accreditation Certificate issued by the Construction Education and Training Authority (CETA) or any other relevant SETA, indicating the entity's accreditation in Labor Intensive Construction Methodology at NQF Level 5 to NQF Level 7.
2. Labour Intensive Construction (LIC) Accreditation Certificate of at least one director, also issued by Construction Education and Training Authority (CETA), confirming compliance with the minimum NQF Level 5 requirement.

Submission of ISO Certification

Bidders are required to submit one of the following valid ISO certificates as part of their bid:

• Both ISO 9001:2015 and ISO 45001:2015 certificates, OR Only ISO 9001:2015 certificate, OR Only ISO 45001:2015 certificate.

- **Commitment to Job creation:** The bidder must submit a signed commitment/undertaking letter confirming their intent to create jobs through this project. Additionally, the job creation form included in the tender document must be duly completed, signed and submitted together with the bidding document.
- **Joint Venture and Consortia Agreements:** In the case of joint venture or consortium, a formal agreement must be signed by all participating parties. The agreement must clearly specify the percentage revenue split among the parties.

OTHER ADMINISTRATIVE REQUIREMENTS: Failure to submit does not constitute disqualification.

- Submission of proof of registration with the Central Supplier Database (CSD), in the form of a CSD registration report or MAAA number.
- Submission of a Tax Compliance Status Pin that will grant third-party access to the bidders' Tax Compliance status.
- Submission of company registration documents.
- A certified copy of Identity Document of the owner, shareholders, members/ directors and trustees not older than six months prior to bid closing.

RETURNABLE SCHEDULES THAT WILL BE INCORPORATED INTO THE CONTRACT

COMMENTS / QUESTIONS / INPUTS

None

A.3.3 FUNCTIONALITY REQUIREMENTS

PREFERENCE POINT SYSTEM EVALUATION

PREFERENCE POINT SYSTEM EVALUATION	POINTS
Price	80
Specific Goals	20

SPECIFIC GOALS

The Department will be applying the preference point system in accordance with or Regulation 4 of the Preferential Procurement Regulations, effective from 16 January 2022, as follows:

Specific Goals preference points will only apply	Mandatory documents to substantiate points Claimed. (See note below for required documentation)	Points allocation for sub-criteria	Total Points
	Black People	2 Points	

to bidders who are at least 51% black owned. Bidders Will be scored up to a maximum of 20 HDI points.	Women	3 Points	20 Points
	Youth	5 Points	
	People with Disabilities (PwD) See below for additional requirements for this category	4 Points	
	Military veterans See below for additional requirements for this category	4 Points	
	Townships, Rural or Underdeveloped Areas See below for additional requirements for this category	2 Points	

Beneficial Ownership Declaration: A formal declaration detailing the beneficial owners of the company, including their demographic information (e.g., race, gender, age) to confirm HDI status.

Certified Copies of Identification Documents: For all individuals listed as beneficial owners, provide certified copies of their identification documents to verify their identity and demographic details.

Company Registration Documents: Depending on the company type, this may include the Memorandum of Incorporation, Founding Statement, or Partnership Agreement, as outlined above.

Shareholders' Certificates or Members' Interest Certificates: Documents evidencing the ownership percentages held by each shareholder or member.

B-BBEE Certificate or Affidavit: A valid Broad-Based Black Economic Empowerment certificate or sworn affidavit confirming the company's B-BBEE status and ownership structure.

People with Disabilities (PwD)
Bidders to provide a confirmation letter or certificate from medical practitioner stating the permanent disability for the owner/ director / member shareholder of the company.

Military veterans
Bidders to provide a confirmation letter with a force number from department of military veterans stating the membership of the owner/ director / member shareholder of the company.

Townships, Rural or Underdeveloped Areas
Townships, Rural or Underdeveloped Areas the address on CIPC company registration documents will be utilized to determine the allocation of points

Bidders must submit the specified documentation as proof to support the specific goals above.

Failure to submit as required, the bidder will forfeit points.

TOTAL SPECIFIC GOALS POINTS	20 POINTS
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FUNCTIONALITY CRITERIA

During this stage the bidders that do not meet the minimum threshold for functionality will be disqualified.

Functionality total weight points: 100

Minimum 75% that should be achieved to be found responsive

Functionality Criteria:

Functionality Criteria	Weighting Factor
Financial Standing	5 points
Company Experience	40 points
Experience of Key Staff	30 points
Office Coverage / Locality	5 points
Detailed method statement and works program.	20 points

COMMENTS / QUESTIONS / INPUTS

None

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

More detailed scope of work on tender document

COMMENTS / QUESTIONS / INPUTS

Question, Bidder asked for clarification on functionality qualifications?

Answer: We want bidders to give us general understanding of UIF and Coida because you will be assisting the departmental structure in general. We want assurance and comfort from the bidder.

Question, Bidder asked in proposed technical support, what is the required expectation of the department?

Answer: The structure expects you to have experience and resources allocated accordingly.

Question, Bidder asked, do we have budget for resources allocation?

Answer: Bidder must give support of whatever is expected from them, not necessarily mean you have to be on site full-time. You must have extra capacity in the form of technical support.

Question, Bidder asked, how is it going to work for us because there is no budget, does it come from us?

Answer: Awareness of the program is based on the need coming from national because it is a political program. It also depends on internal finance.

Question, Bidder asked, Specific goals do not specify percentage of each criterion?

Answer: It is on the tender document.

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 Barry Maluleke@ barry.maluleke@gauteng.gov.za / Kgabo Sebina @ Kgabo.sebina@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 10H40 am.

Minutes approved / Approved as amended

Signature 

Compiler: Ms. Ntombizethu Mazibuko

Date: 20 August 2025

Supply Chain Management Meeting

Minutes approved / Approved as amended

Signature

 Mokitimi

Chairperson: Ms. Puleng Mokitimi

Date: 20 August 2025

Supply Chain Management Meeting

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