



GAUTENG PROVINCE
INFRASTRUCTURE DEVELOPMENT
REPUBLIC OF SOUTH AFRICA

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

Tender Number: RFP 21/08/2023

Service: A Panel of services providers to Supply, Install and Commission Back-Up Electrical Generator Systems at Gauteng Provincial Government facilities for a period of 36 months.

Date: 08 November 2023: Time: 10:00AM, Closing date: 24 November 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. Madumetja Mothupi	SCM Representative	None
Ms. Puleng Mokitimi	SCM Representative	None
Ms. Tshifhiwa Nenungwi	SCM Representative	None
Mr. Mfundo Sithole	SCM Representative	None
Scribe		
Ms. Puleng Mokitimi	SCM Representative	

A.2 OPENING AND WELCOME

- The Chairperson: Mr. Madumetja Mothupi opened the meeting at 10:06 am 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, PER-QUALIFICATION, MANDATORY, FUNCTIONALITY AND ADMINISTRATIVE REQUIREMENTS

- Closing date is on the 24 November 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>
- Tender validity period is 180 calendar days.
- Bid documents must be downloaded and printed on the e-tender portal at bidder's cost.

SCM representative:

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

01. MANDATORY/ COMPULSORY ADMINISTRATIVE REQUIREMENTS:

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

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

Only Tenderers having a Valid CIDB Grade from 4EB/ME or Higher will be considered for Evaluation. (CRS Numbers must be provided) or Grading status from CIDB Confirmation 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

Bidders are to attend a **compulsory site briefing session** and sign the attendance register.

N.B Failure to sign attendance register at the briefing session will constitute automatic disqualification.

Bidders to provide proof of valid professional indemnity insurance minimum R5 000 000.00

undertaking letter for Guaranties and warranties certificates for all instrumentation, apparatus, and components shall be provided for 36 months.

Submission of 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).

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 will be required before contract award.

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.
Copies of the Founding Statement – CK1 and in the case of a JV documents of each JV member should be submitted.
Certificate of Incorporation-CM1 and in the case of JV documents of each JV member should be submitted.
BBBEE Certificate.

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

09. FUNCTIONALITY EVALUATION

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

Main Functionality Criteria:	Points allocation for sub-criteria:	Weighting factor:
COMPANY EXPERIENCE BIDDERS MUST DEMONSTRATE COMPANY'S EXPERIENCE BY PROVIDING SIGNED REFERENCE LETTERS/ COMPLETION CERTIFICATES ON CLIENT'S LETTERHEAD WITH CONTACT REFERENCES AND CORRESPONDING APPOINTMENT LETTERS / PURCHASE ORDERS IN ENGINEERING DESIGN, MATERIAL SUPPLY,	Demonstrate a proven capacity and capability in engineering design, material supply, construction, and commissioning to complete Electrical Generator projects above 500kVA. 5 completion certificates or reference letters relevant to the type of the contract indicating the completion of the project and 5 corresponding appointment letters/ Purchase Orders on	30

**CONSTRUCTION AND
COMMISSIONING OF
ELECTRICAL
GENERATORS**

client's letter head of
similar projects = **30
Points**

- 4 completion certificates
or 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 = **24
Points**
- 3 completion certificates
or 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 = **18
Points**
- 2 completion certificates
or 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 = **12
Points**
- 1 completion certificate
or reference letter
relevant to the type of
the contract indicating
the completion of the
project and 1
corresponding
appointment letter/
Purchase Order on
client's letter head of
similar projects = **6
Points**

	No completion certificates and corresponding appointment letters on the client's letter head of similar project =0 points Note: Submission of completion certificate/ reference letters without corresponding appointment letter/ Purchase Order will not be considered for scoring purposes. Points will be forfeited.	
GENERIC METHOD STATEMENT/PROCEDURES FOR THE RETICULATION, INSTALLATION AND COMMISSIONING OF ELECTRICAL GENERATOR SYSTEMS.	Construction method statements submitted include, generator installation, wiring, plinth construction, fuel tank installation, ventilation, pipe reticulation, bunding, exhaust, and electrical integration. - Method statements covering all the above. = 10 Points - Method statements covering the generator installation, wiring and electrical integration. = 7 Points - Failure to submit or not in line with the construction of electrical generator systems = 0 Points	10
	Method Statement contains a Quality Management plan, Inventory Control plan, Equipment Handling plan, Environmental Management plan, Safety plan and proposed templates of control documentation and checklists for each plan, as prescribed in construction safety regulations and industry standards and requirements. Method statements covering a Quality Management plan, Inventory Control plan, Occupational Health and Safety plan, and control documentation.	15

	= 15 Points • Method statements covering Quality Management plan, Inventory Control plan, Occupational Health, and Safety plan=10 Points • Failure to submit or not in line with the construction of electrical generator systems = 0 Points.	
KEY STAFF RECORD OF APPLICABLE FOR THE WORK SIMILAR PROJECTS WITH QULIFICATIONS AND CERTIFICATIONS	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 months). The applicable experience is post-professional registration. • Professional Electrical Engineer or Technologist ECSA registered with post-professional more than 4 years' experience = 5 Points • Professional Structural Engineer ECSA registered with more than 4 years' experience = 5 Points • Professional Mechanical Engineer or Technologist ECSA and registered with more than 4 years' fire engineering experience = 5 Points • Master Installation Electrician (as per EIR 11.2 of OHSA 85 of 1993, "Registered Person" (Issued by the Department of Labour)) with more than 4 years of experience = 5 Points • No key staff or failure to submit. = 0 Points NB: The team must include a Professional electrical Engineer/ Technologist, Professional Structural Engineer, Mechanical	20

	Engineer/Technologist and Electrician installer, 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.	
WORK PLAN/PROPOSED IMPLEMENTATION PROGRAMME – COMPREHENSIVE ACTIVITY SCHEDULE WITH SEQUENCING OF ACTIVITIES OF TYPICAL/SIMILAR PROJECTS.	Bidder to submit proposed work plan with activity schedule, with sub-tasks, timeframes, milestones, and resource allocation. Demonstrate using a 500kVA system for the work plan. • Project completion in less than 8 Weeks = 15 points • Project completion in less than 10 Weeks = 10 points • Project completion in less than 12 weeks = 5 points • Project completion in more than 12 weeks = 0 Points	15
OPERATING & MAINTENANCE SERVICE PLAN, INCLUDING PLAN FOR THE FIRST 36 MONTHS OF OPERATION.	The adequacy of the Operating and Maintenance activities, response times and methodologies will be evaluated. Method statements for operations and maintenance must be submitted. • Method statements for operation & maintenance of generator above 500kVA = 10 points • Lack of method statement for the Operating and Maintenance of electrical generators or failure to submit = 5 points • No operating & maintenance service plan, including plan for the first 36 months of operation = 0 Point	10
Minimum Threshold = 65		

1. SPECIFIC GOALS

The enterprises are scored out of a maximum of 20 points for socio-economic goals.

HDI TARGET GROUPS – AT LEAST 51% OWNERSHIP AS FOLLOWS:	POINTS ALLOCATION
TOWNSHIPS, RURAL OR UNDERDEVELOPED AREAS: The address on CIPC company registration documents will be utilized to determine the allocation of points, no points will be allocated if the company is not registered under the township, Rural or Underdeveloped area.	3 Points
WOMEN: (Provide ID documents for Members / shareholder / Directors / Owner, no points will be allocated if IDs are not provided.	2 Points
YOUTH: Provide ID documents for Members / shareholder / Directors / Owner, no points will be allocated if IDs are not provided	5 Points
PEOPLE WITH DISABILITY (PWD): provide a confirmation letter / certificate from medical practitioner, no points will be allocated if no confirmation letter or certificate from medical practitioner stating the permanent disability for the owner/ director / member shareholder of the company.	5 Points
MILITARY VETERANS: provide a confirmation letter with a force number from department of military veterans, no points will be allocated if no confirmation letter or certificate from department of military veterans stating the membership of the owner/ director / member shareholder of the company.	5 points
TOTAL HDI's POINTS	20 Points

A.3.6 SCOPE OF WORK	PROJECT MANAGER
Scope of work on tender document.	
COMMENTS / QUESTIONS / INPUTS	
Question: Company Experience demonstrate proven capacity above 500KVA so does it means 500KVA is not included?	
Answer: No, is included 500KVA and above.	
Question: You want Experience from South Africa only or also from outside?	
Answer: South Africa only.	
Question: In terms of Facilities where you have done installation does it have to be DID only or anywhere e.g., Malls and commercial buildings? And what type?	
Answer: Anywhere, since well is 500KVA and above.	

Question: In terms of services providers, how many people you want?

Answer: All qualified bidders.

Question: In terms of Reference, completion, and appointment letters, does it have to be from main contractors?

Answer: Yes, if rendered the service from main contractor as subcontractor.

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 (3) days before Closing Date.

- Chairperson closed the meeting at 10H40 am.

Minutes approved / Approved as amended.

Signature



Compiler: Ms. Puleng Mokitimi

Date: 08 November 2023

Supply Chain Management Meeting

Minutes approved / Approved as amended.

Signature



Chairperson: Mr. Patrick Mothupi

Date: 08 November 2023

Supply Chain Management Meeting

Tender Number: RFP 21/08/2023

Service: A Panel of service providers to Supply, Install and Commission Back – Up Electrical Generator System at Gauteng Provincial Government Facilities for a period of 36 months.