

**MINUTES OF THE BIDDER'S BRIEFING FOR PROCUREMENT OF 250KVA
GENERATOR SET FOR GEROTEK, PRETORIA WEST**

GEROTEK PARKING, PRETORIA WEST (09:00AM -10:30 AM)

REQUEST FOR BID NO.:TSS002377/2021

Approved/Not Approved


Chairperson: M Myaluza

2021/09/21
Date

ITEM	SUBJECT	DISCUSSION	ACTION/ COMMENTS BY
1	WELCOME	The Armscor Project Manager (APM): Telecommunications and Sensing systems (TSS), welcomed all members present and thanked the bidders for attending the briefing. A brief overview of the project was presented by the APM. The APM explained that the briefing was not made compulsory due to fear of covid-19 spread. Armscor still felt that the nature of the procurement still required bidder's site visit because the procurement of the 250KVA generator set includes decommissioning of the container and an old generator set. Bidders had to observe and take measurements on site so that the tender quotations capture everything required on the Statement of Work (SOW).	M. Nonkomo
2	SIGNING OF ATTENDANCE REGISTER	Attendance register was circulated for signatures, as per Appendix A (Industry) .	All
3	INTRODUCTION OF TEAM		
3.1	Introduction	The Armscor Team and the User Representatives were introduced to Industry. Bidders were also given the opportunity to introduce themselves.	All

4	REQUEST FOR BID DISCUSSIONS		
4.1	Objective of the Briefing	The APM started by explaining concerns on the specifications. The first concerns were whether the minimum tank of 300 litres was achievable and the second was the concern about the 630A ATS (Automatic Transfer Switch). The tender specifications specified 630A ATS instead of the standard 430A ATS that comes with most generators. Bidders indicated that both requirements were achievable. The APM asked the bidders to go outside the building to see where the container and generator to be removed are stationed.	M Myaluza M Nonkomo
4.2	Outdoor Discussions	Some of the bidder arrived late while the meeting was outside. However, the bidders did not miss anything as the goal of the briefing was the site visit. The APM asked the bidders to thoroughly observe the work to be done once the bid is awarded. Work to be done includes removing the container, disconnecting and recovering the generator set, distribution boards and existing 430A ATS. The purpose of the meeting was for the bidders to understand the amount of work required to be able quote Armscor accordingly. Generator Stand - the APM raised a concern with regards to the generator stand which is not mentioned on the specifications. Bidders indicated that latest generators come with stands. There is no need to amend the RFB wrt stand. Extended Warranty - Bidders enquired about the extended warranty. Since the extended warranty is a cost for the future, bidders wanted to know if the extended warranty should form part of the tender price. According to Armscor extended warranties should be separately quoted for in the table provided in Section C. Extended warranties can still be negotiated since it's a future costing. The tender price however shall include all items specified in the SOW.	All All All All

		Training required- Armscor personnel confirmed that operational training on the generator set is required for the Gerotek personnel. Acceptance Test Plan (ATP) must be provided by bidders. Section C provides a table where bidders can list detailed breakdown costing of each item including ATP. Project Management costs- Bidders asked if they can charge for project management costs. Armscor confirmed that bidders can give a detailed breakdown of project management costing. However, bidders were also reminded that the project management fees will not be separated from the total tender price. Diesel spillage – Bidders felt that once the container is removed, there should be consideration for diesel spillage. The diesel spillage is not mentioned in the SOW. Armscor will amend the RFB to make provision for diesel spillage control.	All All All All
4.4	Black Economic Empowerment (BEE)	Bidders wanted to find out if CIPRO BEE certificate is allowed. All BEE certificates including sworn affidavits are allowed as long as they are issued by the accredited institutions. Armscor also emphasized that sworn affidavits shall be signed by both parties on the same day. Armscor have witnessed sworn affidavits signed by the bidder representative and Commissioner of Oaths on different days. Such affidavits are rejected and the bidder is disqualified from the tender. Bidders who have lost their level 1 BEE status due to hard economic conditions are advised to send enquiries to SCM.	M Nonkomo
4.10	Bid Extension	Bidders are worried that since validity period is 90 days (RFB), the validity period might	All

		go beyond December 15; the date at which Armscor closes. Depending on when the bid is awarded, the winning bidder might not complete the work within the 90 days. APM will ask for validity period extension should this be the case.	
4.13	Signatures on the RFB documents	The Bidders enquired if they can use company stamps on the bid document instead of using pen to fill/complete the company details on the bid forms. According to the bidders the RFB states that the form must be filled by a pen. It was confirmed that if SCM wanted the forms filled in pen then bidders must comply with the requirements set out in the RFB.	All
5	Minutes of the Bidders' Conference	Minutes of the Bidders' Conference will be distributed via Supply Chain M.	Note to Bidders
6	CLOSING	The APM thanked all members present and closed the proceedings of the Bidders' Conference.	M Nonkomo