

GAUTENG PROVINCE
INFRASTRUCTURE DEVELOPMENT
REPUBLIC OF SOUTH AFRICA

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

Tender Number: RFP 36/02/2024

Service: Appointment of Panel of qualified and suitable Service Providers to investigate and correct Water Billing, Rates and Taxes for a period of Three (3) Years, using a Revenue Sharing Model.

Date: 15 February 2024: Time: 10:00, Closing date: 01 March 2024 @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
Godfrey Mutshaeni	Project Manager	None
Patrick Mothupi	SCM Representative	None
Puleng Mokitimi	SCM Representative	None
Scribe		
Ms. Puleng Mokitimi	SCM Representative	

A.2 OPENING AND WELCOME

- The Chairperson: Mr. Patrick Mothupi opened the meeting at 10:10 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, MANDATORY, FUNCTIONALITY AND ADMINISTRATIVE REQUIREMENTS

- The project advertised on Gauteng Provincial and National Treasury.
- Closing date is on the 01 March 2024 @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 <https://e-tenders.treasury.gov.za>.
- Bid documents must be downloaded and printed on the e-tender portal at bidder's cost.

SCM representative:

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

MANDATORY/ COMPULSORY ADMINISTRATIVE REQUIREMENTS:

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

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

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

Compulsory Briefing session

Bidders are to attend a Compulsory Site Briefing Session and sign the attendance register.

N.B. Failure to attendance Register at the Briefing Session will constitute automatic disqualification. The representative attending the compulsory site briefing may only attend on behalf of the bidding enterprise and/or Joint Venture /Consortium/Trust.

In case of a Joint Venture and /or Consortia, a duly signed agreement by all parties thereto, detailing the percentage (%) split between the parties and portion/s of work to be shared.

OTHER ADMINISTRATIVE REQUIREMENTS

The following returnable documents are required for this procurement and must be fully completed and submitted.

- Submission of proof of registration with CSD (CSD registration report or MAAA number)
- Submission of a Tax Compliance Status PIN that will grant third-party access to the bidder's Tax Compliance Status
- Submission of fully completed and signed Preference Points claim form (SBD 6.1)
- Certified copy of the identity documents of all owners/shareholders/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 a JV documents of each JV member should be submitted
- B-BBEE Status Level Verification Certificates must be valid and issued by an accredited SANAS

Agency

- Sworn Affidavits submitted by bidders in support of their B-BBEE level comply with the Department of Trade, Industry and Competition (DTIC) format which can be found on the CIPC and / or the DTIC website.

Please Note:

- All parties to joint venture or consortium should submit all of the above documents.
- Sworn affidavits and certification as a "true copy of the original", must comply with the requirements outlined in the justices of the Peace and Commissioners of Oaths Act, NO 16 of 1963 and its Regulations promulgated in government Notice GNR 1258 of 21 July 1972 Justices of the Peace and Commissioners of Oaths Act, No. 16 of 1963.

Specific Goals

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

HDI TARGETED GROUPS – AT LEAST 51% BLACK 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 / Director / Owner, no points will be allocated if ID's are not provided)	2 Points
YOUTH: Provided ID documents for Members / Shareholders / Director / Owner, no points will be allocated if ID's are not provided	5 Points
PEOPLE WITH DISABILITY (PwD): Provide a confirmation letter / certificate from medical practitioner stating 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 VERERANS: 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

FUNCTIONALITY EVALUATION

The functionality evaluation will be conducted by Bid Evaluation Committee which comprises of various skilled and experience members from diverse professional disciplines. The evaluation process will be based on threshold criteria. The criteria will be as follows-Points allocated for Functionality shall be evaluated in accordance with the criteria as listed below:

FUNCTIONALITY:

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

Functionality Criteria	Weighting Factor
Company Experience	40 points
Key Staff	10 points
Methodology	50 points

COMMENTS / QUESTIONS / INPUTS

None.

A.3.6 SCOPE OF WORK

PROJECT MANAGER

More detailed scope of work on tender document.

Question: Do we have to provide both services water and rates?

Answer: Yes both services are combined.

Question: Will the appointments be based on where you are allocated?

Answer: We will appoint more than one service provider per region.

Question: In terms of JV do you accept teaming with entity?

Answer: We need a consortium or JV.

Question: Are you going to share property account?

Answer: No service providers must come with solutions.

Question: Revenue sharing model are you looking for a split or ?

Answer: All the measures have been taken into account.

Question: In terms of your water scope each site must be supplied with a water tank?

Answer: Yes you must supply all regions with 5000L for emergency.

Question: Meters use different technologies, please clarify in terms of cost?

Answer: Everything has been taken into account, give the best.

Question: What is the cut of time on the revenue site?

Answer: It will be on the yearly basis.

Question: The savings is it over a year or three years, is there any split?

Answer: The claim will be done yearly, so the split will be done on a year basis.

COMMENTS / QUESTIONS / INPUTS

Bidders were advised to send questions on email by 21 February 2024 and they will be responded by 23 February 2024.

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 Godfrey Mutshaeni @ Godfrey.Mutshaeni@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 subjected to signing Service Level

Agreement (SLA) and standard Rates as prescribed by 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 10h55am.

Minutes approved / Approved as amended

Signature



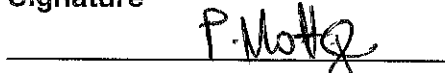
Compiler: Ms. Puleng Mokitimi

Date: 15 February 2024

Supply Chain Management Meeting

Minutes approved / Approved as amended

Signature



Chairperson: Mr. Patrick Mothupi

Date: 15 February 2024

Supply Chain Management Meeting

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