



Minutes of the briefing session meeting

Project description: Appointment of professional service provider for professional multi-disciplinary services covering: Civil, Structural, Mechanical, Electrical Engineering, Telemetry Service, Architectural services, Archaeological Service, Geological and Environmental Services, Contract and Product Management Services for a period of three (3) years for the Overberg Water Board

Project number: RFP OW-091/2020/21

Date and Time: 22 October 2020 at 12H00pm, Caledon Office

Date and Time: 23 October 2020 at 12H00pm, Duivenhoks Office

1) OPENING AND WELCOME

Mr Anthony Lotz welcomed everyone to the meeting and introduced the Overberg Water Board team.

Mr P Motlhaga: Supply Chain Management

Mr E Nwamafela: Supply Chain Management

2) ATTENDANCE

Service provider were issued with the Certificate of Attendance that must be submitted together with their proposal and the attendance register was circulated. It was agreed that the attendance register will be checked against the Certificate of Attendance that was issued to service provider. (See attached attendance register.)

REFERENCE & DESCRIPTION	DISCUSSION	RESOLUTION
<p>RFP OW-091/2020/21 Appointment of PSP's</p>	<p>Welcome and opening:</p> <p>Background:</p> <p>Mr. A Lotz indicated that he is the Acting Chief Operations Officer (COO) and he outlined the purpose of this RFP and gave a background of Overberg Water Board.</p> <p>The Overberg Water Board was established in 1993 with the amalgamation of Duivenhoks and Ruensveld Water Boards. The Overberg Water Board is one of the national water public entities under the Department of Water and Sanitation (DWS). It exists to complement the work of the department and primarily supports the Minister as the shareholder.</p> <p>It is a water board providing bulk water services in terms of the Water Services Act 108 of 1997 and is subjected to a number of applicable laws such as the Constitution, the National Water Act 36 of 1998, Public Finance Management Act 1 of 1999. Overberg Water discharges its services by placing its customers ahead of the delivery menu. It has a long history of service delivery and placing customers in the forefront since its inception. Overberg Water has been a pillar of hope to its customers in terms of the quality of drinking water.</p> <p>The Head Office of OW is situated in Somerset West which is approximately 40 km from the Cape Town CDB and 30 km from Cape Town International Airport. It also has three water schemes functioning as satellite offices and these are Ruensveld West, Caledon; Ruensveld East Swellendam and Duivenhoks in Heidelberg. The Overberg Water's area of jurisdiction is the south-western Cape in the west to the Heidelberg/ Riversdale districts in the east and bounded by the Langeberg Mountains in the north and by the Indian Ocean in the south. Its area includes the following towns: Caledon, Napier, Bredasdorp, Riviersonderend, Swellendam, Heidelberg, Riversdale and a number of other smaller areas.</p> <p>It is situated in one of the water management areas, namely, the Breede-Gouritz Water Management Area (BGCMA) which measures approximately 72 000 square kilometres. The BGCMA is the sole water resource authority in the catchment. The BGCMA "gives effect to its function to investigate and advise water users on the protection, conservation, management and control of water resources in a cooperative manner" (BGCMA, 2015). The Water Board is</p>	

REFERENCE & DESCRIPTION	DISCUSSION	RESOLUTION
	<p>also responsible for the waste water treatment plant for the various prison in the Western Cape.</p> <p>Purpose:</p> <p>The purpose of this tender is to appoint Professional Service Providers (PSP's) from proven experienced, qualified companies to render multi-disciplinary Professional Civil-, Structural-, Electrical-, Mechanical Engineering, Telemetry Services, Architectural, Archaeological, Geological, Environmental and Project and Construction Management Services on an as-and-when required basis for a period of 3 years in water and sanitation infrastructure projects.</p> <p>Mr. A Lotz handed over to Mr. E Nwamafela for the Supply Chain Management processes and requirements for the Request for Proposal.</p> <p>Mr. E Nwamafela outlined the following:</p> <p>The Request for Proposal (RFP) will be evaluated on three phases namely the Administrative Compliance, Category Selection and Functionality Compliance. In terms of the pricing and BEE it was indicated that all the bidders that meet the minimum threshold for Functionally will score 80 points for Price as the RFP will use the gazetted rates for PSP's and they will get points for BEE as per their BEE certificate and failure to submit BEE certificate the bidder will not claim point for Preference Points.</p> <p>Administrative Compliance:</p> <p>Bidders were requested to complete the Standard Bidding Documents in full and their must ensure that they sign and initial each page.</p> <p>Bidder were informed that CIDB is not a requirement for this Proposal and they will not be evaluated on it. The bidders are only required to be registered with a professional body i.e. ECSA, CESA etc.</p>	

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	<p>Bidders were required to indicate any number of disciplines that they are bidding for and also, they must indicate one Category (1 to 4) that they want to be evaluated on the Functionality Compliance which they must submit proof of Professional Indemnity (PI) insurance for their respective category.</p> <p>Bidders must ensure that they submit all the returnable document as per the revised document failure to submit will result in immediate disqualification and the bid will not be considered for further evaluation.</p> <p>Category Selection:</p> <p>Bidders are required to indicate which one category they are bidding for and they must submit proof of their Professional Indemnity insurance certificate and failure to select and provide proof of the PI will lead to immediate disqualification and will not be evaluated further.</p> <p>Below is the revised table for the Categories:</p> <table border="1" data-bbox="774 422 973 1570"> <thead> <tr> <th>Category</th> <th>Project Values</th> <th>Professional Indemnity (PI)</th> <th>Tick</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>R0 to R500 00.00</td> <td>R2 000 000.00</td> <td></td> </tr> <tr> <td>2</td> <td>R500 001 to R5 000 000.00</td> <td>R3 000 000.00</td> <td></td> </tr> <tr> <td>3</td> <td>R5 000 000.00 to R13 000 000.00</td> <td>R4 000 000.00</td> <td></td> </tr> <tr> <td>4</td> <td>R13 000 000.00</td> <td>R5 000 000.00</td> <td></td> </tr> </tbody> </table> <p>Functionality/Technical Compliance</p> <p>Category one (1):</p> <p>Bidders are required to have minimum of one (1) Professional Engineer with relevant experience in the discipline they are bidding for and they must submit proof of membership for the Professional Body together with their curriculum vitae and qualifications.</p>	Category	Project Values	Professional Indemnity (PI)	Tick	1	R0 to R500 00.00	R2 000 000.00		2	R500 001 to R5 000 000.00	R3 000 000.00		3	R5 000 000.00 to R13 000 000.00	R4 000 000.00		4	R13 000 000.00	R5 000 000.00		
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	<p>Track record and experience bidders must submit contactable reference letters of completed projects, which must include contacts, project description, project value, contact person and it must be in the letterhead of the previous client. Any letter that do meet the above requirements will not be considered and they won't be allocated points.</p> <p>Category two (2):</p> <p>Bidder are required to have minimum of one (1) Professional Engineer or more with relevant experience in the discipline they are bidding for and they must submit proof of membership for the Professional Body together with their curriculum vitae and qualifications.</p> <p>Track record and experience bidders must submit contactable reference letters of completed projects, which must include contacts, project description, project value, contact person and it must be in the letterhead of the previous client. Any letter that do meet the above requirements will not be considered and they won't be allocated points.</p> <p>Category three (3):</p> <p>Bidder are required to have minimum of two (2) Professional Engineer with relevant experience in the discipline they are bidding for and they must submit proof of membership for the Professional Body together with their curriculum vitae and qualifications.</p> <p>Track record and experience bidders must submit contactable reference letters of completed projects, which must include contacts, project description, project value, contact person and it must be in the letterhead of the previous client. Any letter that do meet the above requirements will not be considered and they won't be allocated points.</p> <p>Category four (4):</p> <p>Bidder are required to have minimum of three (3) Professional Engineer with relevant experience in the discipline they are bidding for and they must submit proof of membership for the Professional Body together with their curriculum vitae and qualifications.</p>	

REFERENCE & DESCRIPTION	DISCUSSION	RESOLUTION
	<p>Track record and experience bidders must submit contactable reference letters of completed projects, which must include contacts, project description, project value, contact person and it must be in the letterhead of the previous client. Any letter that do meet the above requirements will not be considered and they won't be allocated points.</p> <p>Price and Preference</p> <p>Bidder were informed that Overberg Water Board will utilize the gazetted rates for the Professional Service Providers (PSP) as outlined by the respective professional bodies, Engineering Council of South Africa (ECSA).</p> <p>All bidders that meet the functionality/technical compliance will score 80 points for Price and BEE will score points according to their BEE certificate.</p> <p>Bidders were required to ensure that they verify their documents before they submit and it must be packed according to the table of content as per the bid document.</p> <p>The Board will allow PSP's to make use of outsourced specialist consultants where the required expertise is not available within the company; provided that such personnel is qualified and registered at the relevant institutions. OWB reserves the right to approve such specialist outsourced consultants.</p> <p>Appointed PSP's will be reimbursed for tasks such as (but not limited to) Viability Investigations; Preparation of Business Plans; Facility Maintenance Investigation Reports; Operational Reports, Project Audits, etc. on a Time-Based fee as per the relevant institution Tariff of Fees.</p> <p>OWB reserves the right to appoint a higher category consultant in a lower category</p> <p>Tenderers may only tender under 1 (one) company or 1 (one) consortium – more than 1 (one) submission will result in immediate disqualification. The tenderer may not utilize the same resources for different companies e.g. Professional Engineers, Project Managers.</p> <p>More than one service provider will be appointed to supply this service, i.e. a panel of service providers will be appointed for each category.</p>	

The Board retains the right to appoint other professional service providers (PSP) for some projects, but these appointments will be limited to 30% of the annual OWB budget to ensure an entry point for other PSPs during the three years.

The Board reserves the right to appoint more than one company wherein an attempt is made to transfer skills from established companies to companies owned by Historically Disadvantaged Individuals (HDIs). In case such an appointment is done, performance management will be monitored on the basis of skills transfer plan that will be entered into at the beginning of the project. Tenderers to submit a tender to provide any of the listed discipline.

Conclusion:

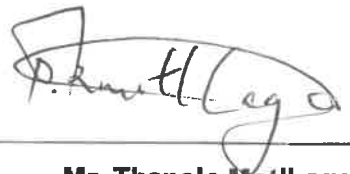
It was agreed that the bid closing date will be extended to the following date and time:

Date: 13 November 2020

Time: 12H00pm

Venue: Ground Floor, Trident Park 3, 1 Niblick Way, Somerset West

No late, faxed and emailed bids will be accepted. Our offices are open from 08H00am to 17H00pm Monday to Friday.



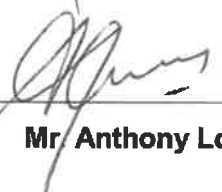
Mr. Thapelo Motlhaga

09/11/2020
DATE



Mr. Edward Nwamafela

09/11/2020
DATE



Mr. Anthony Lotz

09/11/2020
DATE

Questions and Answers

1. Will it be required by the bidders to complete the SLA (the CIDB form) attached in the RFP, or is it only requested by the bidders to bind a blank SLA into the tender submission?

Answer: Yes, the bidders are required to complete the SLA attached in the RFP document.

2. When will the clarification answers to questions be sent to the bidders?

Answer: On the 09 November 2020, before end of business.

3. Various Professional Services are listed on page 2, and at the top of page 2 it is specified that tenderers "can choose any or all services listed". This is reaffirmed on page 9 in Clause 2.11 of Part 2.1 – Special Conditions

On page 9, Clause 2.4 of Part 2.1 - Special Conditions specifies that tenderers are to "submit a tender to provide of the listed disciplines". The list of services under Clause 2.4 on page 9, however, substantially differ from the list of services on page

Similarly, the list of services under the Returnable Schedules (at the bottom of page 10 and top of page 11) under Clause 2.15 of Part 2.1 - Special Conditions, differ from both the list of services on page 2 and page 9.

Answer: On page two of the disciplines the following services were omitted from the list, Quantity surveyor and Telemetry service. Service provider must add those services to the list of discipline on page two.

4. Can you kindly confirm which one of the three (3) lists is correct, and amend the other two (2) lists accordingly? When making these corrections, the list of services under both the heading and text of paragraph (c) Stage 2: Technical (Civil, Structural, Mechanical, Electrical & Architectural Disciplines) at the top of page 19, have to be corrected accordingly.

Answer: The technical evaluation does not change for any of the categories as the service provider is expected to have the technical resources for the discipline that they are bidding for and they will be evaluated based on the submission of their technical resources for a specific discipline.

5. In this regard, kindly take note that the Criteria specified for Category 4 on page 22 includes a Safety Agent, however, the services listed on page 2 and page 9 do not include safety services.

Answer: All the discipline will be required to have a Safety Agent of their own when they perform these services.

6. The number of projects to be submitted as part of Track Record & Experience is not clear from the Tender. There seemingly is 3 separate 'requirements' specified in this regard as follows: On page 11, in terms of Clause 2.15 of Part 2.1 – Special Conditions the Track Record & Experience to be submitted as part of the Returnable Schedules, include the following: Project Experience; Bulk Water Service; Roads Infrastructure; Water Treatment Plants and Waste Water Treatment Plant; Reservoirs and Dams; Pump Stations; Asset Management; Mechanical Engineering; Telemetry Communications; Electrical Engineering; Contract and Project Management; Environmental Services

On page 22, under Item No 1, the require expertise for Category 4 is specified as follows: Medium WTP's & WWTP's (10-15 ML); Dams; Medium Reservoirs (up to 3.5 ML); Pressure Towers; Bulk Water and Sewer Pipelines; Road and Stormwater

Infrastructure; Project Auditing; Maintenance / Refurbishment; Water Infrastructure Rehabilitation; Buildings & Engineering Structures.

Furthermore, page 22, under Item 5 of Category 4, the following Track Record & Experience and understanding of Projects at Provincial, Water Boards and Municipal Level, is specified: National Experience; Provincial Experience; Municipal Experience.

Considering the above 3 separately specified requirements in terms of Track Record & Experience, can you kindly provide clarification how tenders will be evaluated based on the following queries:

How will the points for "National Experience", "Provincial Experience" and "Municipal Experience" under Item 5 be awarded as any municipal project falls within a province, and each province falls within the country (= national)?

This implies any single project completed for a Municipality will score points under "Municipal Experience", as well as under "Provincial Experience" and "National Experience". Is this correct?

Answer: Yes. The experience must be from the Water Boards, Municipality or Government Departments.

Furthermore, do you require a professional services provider to have a Track Record & Experience in all 9 provinces? If not, why have a separate criterion and awarding separate points for "National Experience", "Provincial Experience" and "Municipal Experience" under Item 5?

Answer: No, the service provider must have proven experience within Provincial, Municipal and National. The service provider does not need to have experience in all the 9 provinces.

In addition, how many projects does a professional services provider have to submit to be awarded points for "National Experience", "Provincial Experience" and "Municipal Experience" under Item 5?

Can a professional service provider only submit 1 project as Track Record & Experience, and score the full 5 points for "Municipal Experience", as well as scoring the full 5 points for the same project under "Provincial Experience", and also scoring the full 5 points for the same project under "National Experience"?

Answer: The service provider must submit reference letters that complies with the category they are bidding for under the technical evaluation.

7. Lastly, the separately specified Returnable Schedules on page 11 (i.e. Bulk Water Service, Roads Infrastructure, Water Treatment Plants and Waste Water Treatment Plant, Reservoirs and Dams, Pump Stations, Asset Management, Mechanical Engineering, Telemetry Communications, Electrical Engineering, Contract and Project Management, Environmental Services) do not align with the specified Professional Services tenderers have to select on page 2

As an example, the required expertise for Category 4 as specified on pages 11 and 22 include water treatment plants (WTP), wastewater treatment plants (WWTP), and pump stations.

All three, i.e. WTPs, WWTPs and Pump Stations comprise various disciplines of engineering, that is (i) civil engineering, (ii) structural engineering, (iii) mechanical engineering, as well as (iv) electrical engineering.

The Professional Services on page 2, however, do not differentiate between WTPs, WWTPs and Pump Stations, while the Returnable Schedules on page 11 and Category 4 criteria on page 22 both do. So, if we wish to tender for WTPs, WWTPs and Pump Stations, do we have to tender for CIVIL, STRUCTURAL, MECHANICAL

and ELECTRICAL Professional Services?

Answer: The service provider can bid for any discipline they want to as long as they have technical resources and proven experience in that field and category.

8. Can you confirm that the submission date was extended to the 13th? If you can assist with the C2 Pricing Instruction so that we can complete our tender.

Answer: Yes, the closing date is extended to the 13 November 2020 at 12H00pm. There is no pricing schedule.

9. Please confirm that the only change to this tender document is the inclusion of the CIDB document from page 72 onwards.

Answer: No, there are changes to some parts of the documents as well that were made and they were also discussed during the briefing session.

10. With regards to the Schedule of Proposed Personnel on page 38. Is it necessary for all key personnel to sign the schedule? Due to COVID we have a lot of staff working from home, and getting the document to them would be difficult. Can the Authorized person sign on their behalf?

Answer: Yes, the authorized person can sign on their behalf.