

OFFICE OF THE DIRECTOR GENERAL

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MINUTES		SITE BRIEFING MEETING		
DATE TIME VENUE	: 29 JUNE 2021 : 11h00 : Virtual (DARDLEA OFFICES)	Link: Click here to join the meeting https://teams.microsoft.com/l/meetup- join/19:meeting_MzZiMjNhM2MtNzcxNC00ZjczLTg5YjEtN2Y3NDQyZG VhZGJk@thread.v2/0?context=%7B%22Tid%22:%221f792a35-02a7- 4e3e-9e7a-ff40ae390cb6%22,%22Oid%22:%22b0812a31-4998-4f9c- bfe3-f39d1590b440%22%7D		
DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT		CONTRACT NO: DALRRD-MP 0003 (2021/2022)		

PROJECT DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLY, DELIVERY AND OFFLOADING OF DRAGLINE IRRIGATION SYSTEM MATERIALS FOR BUFFELSPRUIT, FIGTREE C, FIGTREE D, LANGELOOP 1, MADADENI, NHLANGU EAST AND NHLANGU WEST IRRIGATION SCHEMES IN NKOMAZI LOCAL MUNICIPALITY

ltem	Description	Action	Date
1	INTRODUCTION		
1.1	OPENING & WELCOME		
	Mr D Rudolph opened the meeting and welcomed everyone present.		
1.2	ATTENDIES DIRECTORATE		
	Ms S Xakana RID Mr D Rudolph SCM Mrs N Hlatshwayo SCM M Z Mabuza RLC Foods		
1.3	ATTENDANCE REGISTER Virtual		
2	PURPOSE OF THE MEETING		
2.1	The purpose of the meeting is to brief service providers who are interested in tendering for the bid to appoint a contractor for the: APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLY, DELIVERY AND OFFLOADING OF DRAGLINE IRRIGATION SYSTEM MATERIALS FOR BUFFELSPRUIT, FIGTREE C, FIGTREE D, LANGELOOP 1, MADADENI, NHLANGU EAST AND NHLANGU WEST IRRIGATION SCHEMES IN NKOMAZI LOCAL MUNICIPALITY		
3	SUPPLY CHAIN MANAGEMENT		
3.1	 Mr D Rudolph went through the Supply Chain Management requirements with the service providers on the Tender Data as follows: The document is obtainable at the Deaprtment of Agriculture, Land Reform and Rural Development offices in Nelspruit at the following addressess: 17 Van Rensburg Street, Bateleur Building, Block E, 6th floor, Nelspruit. The Tender will close in Nelspruit on the 09 July 2021 at 11H00 at 17 Van Rensburg Street, Bateleur Building, Block E, 6th floor, Tender box, Nelspruit. 		

- Letter of authorisation to sign the Form of Offer with specimen signature,
- Signing of the form of offer by delegated representative
- Submitting and completing addendum bid document
- Tenderers must not use tippex when cancelling or making corrections, they should rather cancel with a line and then initial next to the error made.
- It is compulsory for bidders to have a sub-contractor for this project. Requirements for utilise a sub-contractor, the tenderer must submit all the required documentation such as tax clearance, BBBEE certificate and ck documents etc. Details of the percent of work to be sub-contracted should be clearly stated on SBD 6.1.
- On the returnable schedules, all tenderers must ensure that all the forms are completed, in case of JV companies an original JV agreement must be submitted showing percentage splits.
- BBB-EE certificate must be valid and accredited by accreditation bodies such as SANAS or sworn affidavit.
- In case of JV companies, must submit the consolidated BBB-EE certificate.
- The tenderer must ensure that they write correct contact details on the register so that addendums and tender information circulated to bidders can reach them.
- Tenderers must also complete the local content forms and meet the required local content minimum threshold as precribed by DTI and National Treasury.
 Failure to complete the local content forms.
- It is compulsory to complete SBD 6.2 including Annexure C, D and E
- Compliance with all Tax Clearance requirements:
- Where consortium / joint ventures/ sub-contractor are involved, each party to the association must submit separate Tax Clearance requirements as proof;
- Where the bidder forms a consortium or a joint venture or is sub-contracting, written proof of the contract must be attached.
- Failure to attach proof of a consortium, joint venture or a subcontracting agreement will lead to disqualification.
- The bidder must be registered on the National Treasury Central Supplier
 Database and attach a report as proof or provide registration
- If the bidder sub-contracts, the sub-contractor(s) must be registered on the National Treasury Central Supplier Database and the bidder must provide a CSD report as proof thereof.
- The pricing schedule, SBD 3.1, must be completed in full.
- Failure to complete the attached SBD 3.1 (pricing schedule) will lead to disqualification.
- Submission of a detailed implementation plan (delivery plan) stipulating how the delivery plan will be implemented out in line with the delivery timeframe of 8 weeks
- Non-submission of a detailed delivery plan will lead to the bid being automatically disqualified.
- Fully completed Standard Bid Documents (SBD)
- Adherence to sub-contractor departmental policy (Bidder is expected to sub-contract 10% of the project)
- Refine the search using Preferential Procurement Regulations 2017 filters. The filters will enable the institution's CSD user to refine the search for potential suppliers based on:
- a) B-BBEE status level of contributor; or
- b) Enterprise type (Exempted Micro Enterprise (EME) and/or Qualifying Small Enterprise (QSE)); and/or
- c) Designated groups which are at least 51% owned by:
- (i) black people
- (ii) black people who are youth
- (iii) black people who are women
- (iv) black people with disabilities
- (v) black people who are military veterans
- (vi) black people that formed a cooperative (primary, secondary or tertiary cooperative)
- (vii) black people living in rural areas or underdeveloped area or townships.
- (viii) EME or QSE

	Component	Stipulated	\neg			
	Component	minimum				
		threshold				
	Steel Products and Components	100%				
	Valves Products and Actuators	70%				
	Plastic Pipes and Fittings	100%				
4	TECHNICAL MATTERS					
4.1	Ms S Xakana explained in detailedthe scope of works. Sh					
	needs to be done according to the scop					
	contract. The project consist of the follow Portion 1 : Supply and delivery of all products on the pricin					
	Tortion 1. Supply and delivery of all products on the pricin	Portion 1. Supply and delivery of all products on the pricing scheduled				
	Criterion	Weight				
	Relevant experience in projects similar in nature,					
	and value					
	Quality of completed relevant projects similar in and scope	nature 10				
	Methodology	30				
	Bank rating	20				
	TOTAL	400				
		100				
5	The RID Branch received a request for assistance indicating the need for infrastructure in the seven (7) sugarcane farms consisting of provision of draglines and sprinkler heads. The areas to be revitalized are situated in seven (7) of the Nkomazi Local Municipality wards i.e. Wards 11, 16, 18, 24, 25, 26 and 29.					
5.1	Mr Zola Nyathi Q1: Is there a sanitary waste removal certification requirement? No Q2: What is the Sub-contracting requirements? 10% must be sub-contracted to a supplier residing in Mpumalanga with any of the designated groups Q3: Local Content Requirements? Yes it is a requirement and all annexures must be completed					
	Mr Scelo Phakhathi					
	Q1: What is the Pressure Requirements? Q2: What guarantee must the products have?					
	Mr Zonke Mabuza					
	A1: It must be able to meet the requirements as per the sp					
	A2: 10 year guarantee					
	CLOSURE					
	Mr D Rudolph and Ms S Xakana closed the meeting a		ors for			
7	showing interest in tendering for the work and declared the meeting closed The above written minutes are the true reflection of what transpired during the					
	meeting.					
	Mr D Rudolph					
	SCM					
1	DATE:29/06/2021					