

**KWAZULU-NATAL PROVINCE**TREASURY
REPUBLIC OF SOUTH AFRICA

DIRECTORATE:

CFO - SCM

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Tel: 033 341 4200 Fax: 033 341 0986**BRIEFING SESSION MEETING MINUTES**

BID 1229/2021-F: APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLYING, INSTALLATION COMMISSION, MAINTENANCE AND SERVICING OF HIGH PERFORMANCE SECURITY X-RAY LUGGAGE SCANNING MACHINES TO KWAZULU-NATAL PROVINCIAL TREASURY FOR A THREE (03) YEAR LEASE AGREEMENT

HELD VIRTUALLY ON WEDNESDAY, 05 MAY 2021 AT 10:00 am

Present:	
Ms. T. Makhathini	
Ms. N. Zulu	
In Attendance:	
Ms. A. Zondo	
Ms. T. Dlamini	
Ms. N. Khuzwayo	
Ms. T. Sibisi	
Mr. C. Nzuza	
Ms. L. Manyathi	
Prospective bidders	

ITEM	
1	WELCOME: The meeting was declared open at 10H00. The Facilitator, Ms. T. Makhathini welcomed all the bidders and thanked them for attending. The bid is required by the Security and risk Management Unit.
2	ITEM FOR DISCUSSION: 2.1 Completion of tender documents 2.2 Terms of Reference 2.3 Questions 2.4 Closure



Presentations

Supply Chain Management Presentation

Ms. T. Makhathini presented how the tender document should be completed. She highlighted Sections that need to be completed in order for the bidder to be not disqualified, emphasizing that the bid was to be valid for 180 days. She thereafter went through the following sections:

- **Cover page:** Ms. T. Makhathini went through the page emphasizing on the closing date, 17 May 2021 and time, 11H00 of the bid; drawing the attention of bidders to that the Department will not under any circumstances accept late, faxed or emailed bids. Bids were to be posted or deposited in the bid box available in the ground floor of the address provided in SBD 1.
- **Section B:** Ms. T. Makhathini emphasized on the use of correcting fluid being prohibited throughout the document and any alterations being initialled by the bidder; emphasizing that signatures on the document had to be original and not copies.
- **Section C:** Registration on the Central Supplier Database (CSD) is imperative because the department does not conduct business with suppliers who are not registered on the database.
- **Section E:** Declaration of interest. A bidder must declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.
- **Section F:** Tax clearance certificate: the original **Tax Compliance Status Pin** must be submitted together with the bid. Failure to submit the original and valid tax compliance pin at the time of submission will result in the invalidation of the bid.
- **Section G:** A completed Briefing Certificate will not be signed as the briefing session is not compulsory due to Covid-19 restrictions.
- **Section H:** Ms. T. Makhathini emphasized on the importance of properly completing the Authority to sign a bid. It was indicated that if a bidder is a company, a certified copy of the resolution by board of directors which is personally signed by the chairperson of the board



authorizing the person who signs the bid to do so must be attached with this bid. Bidders were advised that the reason for this resolution is to ensure that the department can tie the signatory to the company and be in a position to claim from the company in the event of a law suit. It was further highlighted that the rest of the sub-sections of section H are to be completed accordingly in terms of the composition of entities.

- Section 3: Special conditions of contract: Ms. T. Makhathini emphasized that bidders need to familiarize themselves with the conditions of the contract. Clause 3.19.3 was highlighted as being important for bidders who were going to submit as joint ventures, consortiums or trusts; bidders were requested to submit a consolidated B-BBEE Certificate based on the joint ventures', consortiums' or trusts' consolidated financial statements for which the B-BBEE Certificate was based on. Bidders must clearly indicate the B-BBEE level that they are claiming as well as the financial year which their revenue the B-BBEE level is based on.
- SBD 6.1: Preference points claim: Ms. T. Makhathini emphasized that bidders complete this document in full in order to be eligible to claim their preference points.

Ms. T. Makhathini handed over to Ms. N. Zulu to elaborate on the Terms of Reference issued with the bid.

Terms of Reference Presentation

Ms. N. Zulu proceeded with the terms of reference (TOR) and emphasized the following:

- Background: The KZN Provincial Treasury must provide a secure and safe working environment for its employees and clients. Furthermore, in compliance with the relevant legislation and in support of its risk management policies, there is a need for the requested services.
- Objectives: Ms. N Zulu listed the objectives of the KZN Provincial Treasury
- Scope of Work: Ms. Zulu emphasized that bidders will need to demonstrate on their bid document their capabilities to execute projects satisfactorily according to the under listed skills of focus



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- In reference to Company Experience under the Evaluation Guide, submitted reference letters were to be for projects undertaken in the previous 5 years
- Bidders must have experience in the following:
 - ✓ Knowledge of work
 - ✓ Quality of service received
 - ✓ Professionalism of the technician
- The bidder must have installed, serviced and maintained five X- ray machines, three of which must have been in the last five years.
- The bidder must provide 5 relevant contactable references from organisations where the bidder has rendered similar services.
- The bidder must provide names, surnames and certifications of accredited technicians who will be responsible for servicing the X-ray machines in the KZN Provincial Treasury.
- The technician must have installed five X-ray machines, proof in the form of two reference letters must be submitted.

Questions and Answers

- The 32-inch monitor is too big for this type of machines, usually it is 19 inch is there a particular reason?
 - We were under the impression that the bigger the screen the better the quality of the picture.
- 32 inch will lead to a more stretched picture than 19 inch, making it the better option?
 - To be fair to those not attending the briefing, lets stick to 32 inch.
- How many copies of bid documents should be submitted?
 - One copy is okay for submission.
- What if after assessment we find that our machines will not fit?
 - There is sufficient space in the building for the machines to fit.



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	<ul style="list-style-type: none">• Are there any existing machines that needs to be removed?<ul style="list-style-type: none">➤ No there is no existing machines to be removed.• Will metal detectors be required in the future?<ul style="list-style-type: none">➤ No for now we are only dealing with just X-ray machines• Will the power supply be provided for?<ul style="list-style-type: none">➤ Yes, there is an electric plug dedicated for this.
4.	CLOSURE OF MEETING The Facilitator then thanked all attendees and the meeting was declared closed at 11H05.

Confirmed & Accepted by:

Ms N. Zulu

Date: 10/05/2021

Ms. T. Makhathini

Date: 10/05/2021