



MINUTES OF THE BRIEFING SESSION MEETING FOR TENDER NO. H12/052: IMMOVABLE ASSET REGISTER ENHANCEMENT PROGRAMME

DATE: 2012/07/20

TIME: 10H00

VENUE: 8TH FLOOR BOARDROOM CGO BUILDING

PROCEDURAL MATTERS

1. Opening and Welcome	Ms F Rabada (Project Manager)
2. Attendance Register	Potential Bidders
3. Explanation of the Terms of Reference	Ms Rabada (Project Manager)
4. Explanation of the bidding process	Ms T Majozi
5. Closure	Ms F Rabada (Project Manager)

1. OPENING& WELCOME

Ms F Rabada welcomed everybody present.

2.ATTENDANCE REGISTER

Attendance register was circulated; potential bidders were requested to sign the attendance register since it was a compulsory briefing session. It was further explained that if any of the bidders does not appear on the attendance register, it would be taken that he or she did not attend the compulsory briefing session and will result in a bidder being disqualified.

3. EXPLANATION OF THE TERMS OF REFERENCE

Ms F Rabada unpacked the terms of reference to the bidders on a presentation attached. The following topics/headings were covered:

- The Purpose
- The background
- Programme Structure
- The scope of work
- Format of proposal
- Time frame
- The Costing
- Project Monitoring
- Confidentiality
- Indemnity
- Payment terms
- Responsiveness criteria
- Additional supporting information
- The evaluation criteria (phase 1 & 2)
- Closure
- Questions

The following questions were received by email from one of the prospective bidders, Mr. Tony Banks prior the briefing and were addressed as follows:

QUESTIONS	ANSWERS
Forms PA15.2 and 15.3 relate to resolutions required for companies entering into consortia or joint ventures. Other forms relate to the BBBEE status of the consortia. We would like clarity with regard to the term “consortia” especially in view of the 3-	This is correct. In this case you will only fill PA 15.1

month period that the DPW has allowed for the field work. Presumably if we employ individuals on a short term contract (such as unemployed graduates) then that is not a consortia". Is that correct?	
But, if we work with-other companies (or NGO/CBO organizations) as sub-contractors to provide sufficient field work teams, is that a consortium with resolutions required from the Board?	No, this is not a consortium, it is a subcontracting agreement. Here you still fill in 15.1 but indicate further details about your subcontractor on PA16. Paragraph 8. But, if you bid with one or more companies as partners, you are a consortium and will fill PA15.2 and PA15.3
Section 2.2 on page 2 of the TOR: Can we assume that this work is to verify the existing information in the DPW's Infrastructure Asset Register so that the location of all properties is known?	Yes. The information collected must be substantiated with portfolio of evidence to address assertions
Section 2.6 on page 2 of the TOR: Will all 27 574 properties listed in the document be verified?	DPW will provide work packages to successful bidder/s out of 27 574
Section 2.7 on page 2 of the TOR: Will the work in a region be allocated to one company or be split between companies?	One service provider will be allocated per region. However, DPW reserves the right to appoint more than one service provider/s for this Project
Section 3.1 b) on page 3 of the TOR: What training will be provided by DPW with regard to the tablets, the data required and the pre-defined drop-down lists?	Comprehensive training on the use of the tablet will be provided to the successful bidder(s)
Section3.1 g) on page 3 of the TOR: Is it correct that the GPS is built into the data capture tablet provided by the DPW and this will record to coordinates to the required level of accuracy?	Yes
Section 3.3 a) on page 4 of the TOR: Will DPW provide a sketch map of each property/complex showing the numbering currently used for the structures in order to	No, this is part of requirements

capture data related to the existing numbering system?	
Section 3.4 a) on page 4 of the TOR: What level of accuracy is required when measuring the footprint dimensions?	100% Accuracy

Questions and answers continued (received via email)

QUESTIONS	ANSWERS
Section 3.5 a) on page 4 of the TOR: This is linked to the training to be provided. Will DPW provide training on the condition rating scale with examples so that the filed workers can provide uniform ratings across the multitude of structures?	Further guidance will be provided to ensure uniformity
Section 3.6 a) on page 5 of the TOR read in conjunction with Section 3.7 d): How long will the DPW take for the completion of Quality Assessment Phase for a set of data gathered in the field since there is a potential bottle-neck in the process which may impact on the service provider's cash flow?	One week turn-around
Section 3.7 e) on page 5 of the TOR read in conjunction with Section 7.5 on page 6: A unit price is required per category of asset per region but the size and location of the asset impacts on the tariff. Can the DPW provide a list of properties in each asset category per Region to assist the service providers to determine the unit tariff? The information required would be property/complex name, location (street address), extent of property/complex, number of structures on property/complex, number of floors per structure.	Yes, this is part of requirements

Section 4 iii) on page 6 of the TOR: Should the unemployed graduates have a technical background or can they be non-technical?	Relevant qualification required
Section 5 on page 6 of the TOR: Based on the required validity period, the DPW expects this work to commence on 01 October 2012. Therefore we should allow for the preparations and training to be done in October with fieldwork in the Region starting by 1 November and completed by 31 December 2012. Is that correct?	Yes
Section 13 e) on page 8 of the TOR: this section states that a certified copy of a valid tax clearance certificate may be requested during the evaluation process. But Form PA 7 requires a valid tax clearance certificate to be submitted with the tender proposal. Please clarify.	Only a Valid original TCC will be accepted. We will correct this at the briefing.

The questions below were asked at the briefing session:

QUESTIONS	ANSWERS
Will a list of all the immovable properties be made available to the bidders in order to assist in determining the price?	Yes, data will be filtered and samples will be distributed to the bidders.
What are square meters of the complexes?	The Department doesn't know the square meters of the buildings, bidders are expected to conduct the measurements.
How many people will be needed and for how long? What is the distance between complexes as it affects disbursements costs?	The regions will not be split to more than one bidder. It means one bidder per region.
How will the disbursements be allocated across several sites and how will the data be released before or after the award of the tender?	The data will be released before the award of the tender.

Paragraph 25 (C) is ambiguous	27574 land parcels is guaranteed, the number can be increased, but it will not be decreased.
The overlapping in land parcels, will it be customized such that the service provider can be able to amend it?	It will be discussed with the successful bidder.
Is it not possible to shortlist at least 5 to 10 service providers who will be required to do a presentation for clarity purposes	Presentations will be done to the Department by shortlisted bidders. The number of bidders to be shortlisted cannot be determined now.
What level of detail will be required in terms of the tablet?	The level of detail will be discussed with the successful bidders.
Are consortiums allowed?	Yes.
Since there is an approval process before payment is made, would the SLA make provision for any delays caused by DPW employees in assisting the service provider?	The payment will be processed within 30 days.
Is there any data set that shows the 27574 facilities presently?	Yes, The breakdown was included in the TOR.
Will DPW supply only the tablet or both the tablet and the software?	The Department will supply both the tablet and the licensed software.
Does the tablet have GIS functionality?	No.

Suggestions and concerns:

- The bidders were concerned about the time frame. The project manager explained that this cannot be changed due to the urgency of the matter.
- It was agreed that a list of complexes and offices as well as other categories will be compiled and will be accessible to all bidders to enable them to determine the price. It was further indicated that the information would be uploaded on the Departmental Website by Wednesday the 25th of July 2012.

- She explained to the potential bidders that the presentation will also be uploaded on the Department's website where it can be accessible to all bidders who attended the briefing session.

4. EXPLANATION OF THE BIDDING PROCESS

Ms T Majozi unpacked the bidding process, putting an emphasis on the following:

- Completion and signing of all the PA forms and that all documents listed under PA09 should be returned to the Department with their proposals responding/addressing the Terms of Reference.
- She explained that this is a two envelopes system; therefore there will be no public opening of proposals/bids on the date of closure of the tender.
- She added that the correct street address for the submission of tender documents is corner Vermeulen and Bosman (Vermeulen reception)
- It was further explained that the closing date of the tender is the 06th of August 2012 at 11:00 sharp.
- The bidders were encouraged to submit their tender documents on time as no documents will be accepted after the closing time.

5. CLOSURE

Ms Florence Rabada thanked everyone for attending the compulsory briefing session meeting and declared it officially closed at 12h00.

Compiled by: Akhona Mlotywa

Verified by: Ms T Majozi

Approved by: Ms F Rabada (Project Manager)

Date: