

BRIEFING SESSION MINUTES

BRIEFING SESSION: 27TH September 2023 (Compulsory)

BRIEFING VENUE: THE HEIDELBERG EXTENSION 24 SITE
 ADDRESS: C/O VLOK STR & MEYER ST, HEIDELBERG –
 Access on Meyer Str. Opposite Lcs Group (Head Office) Site Briefing Coordinates:
 26O 30' 57"S 28o 22' 07"E (Bidders to note: This site it's an open veld area)

BID NUMBER: GGDA/04/2022-23/FENCE HEIDELBERG

CLOSING DATE: 20th October 2023; Closing Time: 11:00

DESCRIPTION: APPOINTMENT OF TURN-KEY SOLUTION CONTRACTOR, SQ CIDB GRADING (SQ5 ONLY OR HIGHER) TO UNDERTAKE THE DESIGNING & INSTALLING OF A HIGH-DENSITY SECURITY CLEAR VIEW FENCE INCLUDING GATES AT HIEDELBERG EXTENTION 24 WITHIN THE LESEDI LOCAL MUNICIPALITY.

GGDA REPRESENTATIVES

Kgalaletso Sennanye (KS)	- GGDA Senior Procurement Manager
Nandipha Mpame (NM)	- EPMO Senior Project Manager
Collin Kekana (CK)	- VAAL SEZ Project Manager
Francois Bain (FB)	- IDC Support for Vaal SEZ Project
Excellent Tshirangwana	- IDC Support for Vaal SEZ Project

Service Providers as represented, as per attendance register

		ACTION
1.	Welcome	
1.1	Welcome and outline of the briefing programme	KS
1.2	The attendance register was signed.	
2.	Purpose	KS
2.1	Purpose of The Tender Briefing Session To clarify the requirements of the tender as stipulated in the bid document and to answer any queries that potential service provider might have on the bid document	KS
2.2	The following tender notice & invitation was presented to all: -	KS



GAUTENG GROWTH AND DEVELOPMENT AGENCY

BRIEFING SESSION MINUTES

	<p>You Are Hereby Invited to Bid for The Requirements of Gauteng Growth and Development Agency</p> <p>Bid Number: GGDA/04/2022-23/FENCE HEIDELBERG</p> <p>Closing Date: 20TH OCTOBER 2023</p> <p>Closing Time: 11:00</p> <p>Bid Validity Period: 90 Days</p> <p>Briefing Session: Compulsory Briefing Session</p> <p>Briefing Session Venue: THE HEIDELBERG EXTENSION 24 SITE ADDRESS: C/O VLOK STR & MEYER ST, HEIDELBERG – Access on Meyer Str. Opposite Lcs Group (Head Office) Site Briefing Coordinates: 26O 30' 57"S 28o 22' 07"E (Bidders to note: This site it's an open veld area)</p> <p>Briefing Session Time: 11h00</p> <p>Briefing Session Date: 27th SEPTEMBER 2023</p> <p>Description: APPOINTMENT OF TURN-KEY SOLUTION CONTRACTOR, SQ CIDB GRADING (SQ5 ONLY OR HIGHER) TO UNDERTAKE THE DESIGNING & INSTALLING OF A HIGH-DENSITY SECURITY CLEAR VIEW FENCE INCLUDING GATES AT HIEDELBERG EXTENTION 24 WITHIN THE LESEDI LOCAL MUNICIPALITY.</p> <p>Bid Submission Requirements: 2 Envelopes. We Request - Submissions Must Be Submitted in One Original Hardcopy & 1 X USB Copies – Separately In 2 Envelopes For Technical & Financial/Price</p> <ul style="list-style-type: none"> o Technical Proposal- (1 Original Hardcopy & 1 X USB Copy) o Financial/Price Proposal (1 Original Hardcopy & 1 X USB Copy) <p>(Nb: Please It's a Requirement to Submit Document as Requested)</p> <p>NB: Bid Documents Must Be Deposited in The Bid Box Situated At: 15th Floor, 124 Main Street, Johannesburg.</p> <p>The tender will close on 20th October 2023 at 11:00 am, at Gauteng Growth and Development Agency (GGDA), 15th FLOOR, 124 Main Street, Marshalltown, Johannesburg, 2107.</p> <p>NB: Telegraphic, telephonic, telex, facsimile, e-mail, and late tenders will not be accepted.</p>	
<p>3.</p>	<p>Presentation</p>	



GAUTENG GROWTH AND DEVELOPMENT AGENCY

BRIEFING SESSION MINUTES

	The details of the bid document as published was presented during the briefing session	ALL
3.1	<p>The following areas were addressed during the briefing session: -</p> <ul style="list-style-type: none"> ➤ The overview and administrative issues regarding the submission was presented to all present. <ul style="list-style-type: none"> • Confirmation was made that all the suppliers are at the right briefing session. • Closing dates was highlighted as Friday, 20th October 2023 • Submission requirements were highlighted that is 2 envelopes submission for Technical and Pricing with Original hardcopies and USB respectively. • Scope of work and Evaluation Criteria, and stages of the evaluations were highlighted, including disqualification criteria. • Request for information closes on the 13th of October 2023 • Bidders to adhere to all the compliance and evaluation criteria requirements as detailed in the bid document. • Ensure all documents, forms, etc are fully completed and sign-off • It was emphasised that bidders need to pay attention and adhere to all mandatory requirements as stated in the bid document • Was emphasised for bidder to pay attention to sign off on the GCC acceptance as outlined on page 52 of the bid document • Logistics challenges for access to the CBD was outlined to bidders and bidders were advised to ensure they either submit way before closing dates or ensure they reach the GGDA office on time before closing date and time. 	All
3.2	<ul style="list-style-type: none"> ➤ Tender Purpose Purpose and objective of the tender was outlined as detailed in the Bid Document. <ul style="list-style-type: none"> • Bid documents – Terms of reference purpose outlined 	CK
3.3	<ul style="list-style-type: none"> ➤ The tender scope of works was outlined as follows: - <ul style="list-style-type: none"> ❖ SCOPE OF WORKS as detailed on the bid document – Part A2: Terms of Reference, which includes detailed Scope of work of which the summary. 	NM
3.4	<p>TENDER SCOPE - Under Tender Scope as per bid document:</p> <p>The Turn-Key Solution Bidders are invited from suitable 5SQ CIDB ONLY Grade or higher with competent Professional Resource Team (Site Agent/Site Engineer, Health and Safety Agent, Town & Regional Planner, Land Survey, Civil Engineer who will also act as the Project Manager (PM) and a Quantity Surveyor) to prepare and submit detailed proposals for a Turn-Key Solution for land surveying, designs and installations of Clear View Fence Type for the entire property.</p> <p>The following are the key activities (amongst others) that need to be undertaken by the appointed Turn-Key Solution Contractor with his/her competent Professional Team: -</p>	



BRIEFING SESSION MINUTES

	<p>6.1 Draft an inception report that details the methodology or approach of the project including project activities and budget estimates and depiction of the time frame for each activity within the project implementation time frame of 6 months.</p> <p>6.2 Quantify and verify size of the land in the identified area using any relevant tool or device that will deliver accurate size of the space to be fenced off.</p> <p>6.3 Compile a Land Survey Report that provides details of the findings from quantifying and verifying size of the entire land parcels and the following, should be revealed in the report:</p> <ul style="list-style-type: none"> • Distance covered by the area to be fenced. • Developable area • Develop fencing designs of the area surveyed • Appointment of Community Liaison Officer, etc. <p>6.4 General works covers: -</p> <ol style="list-style-type: none"> i This specification covers material requirements and installation of security fencing and gates, for the project. ii Complete designs of the security fence with municipal submissions and approvals. iii Progress reporting every two weeks for the duration of the project iv Close Out Report upon project completion. <p>NB: Bidders are requested to include pricing for an electric fence design and installation for future consideration, but it won't form part of the award of this tender. The envisaged electricity fence will only be considered for installation once the precinct has been fully developed.</p> <p>NB: Therefore, pricing for electric fence to be quoted separately.</p> <p>6.5 Fencing Products</p> <p>General</p> <ul style="list-style-type: none"> • All steel materials shall be of commercial quality, galvanized steel. • All pipes shall be galvanized (one piece without joints). Furnish moisture proof caps for all posts. • Zinc coating shall be smooth and essentially free from lumps, globs, or points. • Miscellaneous material shall be galvanized. <p>Type of Security Fence: Approved Security Invisible Fencing</p> <ul style="list-style-type: none"> • Type of Security Fence: Clear view, Invisible Fencing or similar approved. • Clearview type fencing is dominantly used in fencing systems designed to bring maximum perimeter protection to a site without impeding visibility. Bidder to ensure they are approved to install the fence if so, required by the manufacturer. <p>Description of Fence System</p> <p>Posts:</p> <ol style="list-style-type: none"> i Post shall be 3m long Taper Locking Post ii Post width shall be 85mm - tapering to 45mm with a depth of 85mm. 	
--	---	--



GAUTENG GROWTH AND DEVELOPMENT AGENCY

BRIEFING SESSION MINUTES

- iii Post shall include 'Locking Recess Mechanism' to secure panel edge.
- iv Post shall be sealed with a UV stabilized polymer cap.
- v Post finish shall be Galvanized
- vi Post foundation shall be 600mm x 400mm² 15Mpa concrete.

Panels:

- i Panels shall be of 3,297m width and 2.4m in height.
- ii Panel aperture size (centres) shall be 76.2mm x 12.7mm.
- iii The panel shall be reinforced with 4 x 50mm deep 'V' formation horizontal recessed bands (rigidity)
- iv Panel shall have 2 x 70° flanges along sides (internal fixtures - all fixtures shall be on the inside of fence line)
- v Panel shall have 2 x 30° flanges along top and toe (integrated rigid angle).
- vi Panel post shall have a flush panel post finish with no climbing aid.
- vii Panel shall be affixed to post over 48-line wires using 8 x Double bolt comb clamps and 8 x Single bolt comb clamps using 24 x Anti vandal bolts.
- viii Panel and fixtures shall be Galvanized.

Toppings:

A 100mm high toughened steel Shark Tooth spike shall be affixed to top panel edge, internally at 150mm intervals using Anti-vandal bolts. Spike finish shall be Hot Dipped Galvanized.

Anti-Burrow:

A 600mm mesh extension shall be secured to the panel's lower edge integrated angle.

Pedestrian Gate/s:

Standard lockable pedestrian gates, 2.4m high
The gate to match the surrounding Fencing.

Access Gate/s:

Number of gates to match the surrounding Fencing.

NB: Bidders must separately provide Pricing for Construction and Professional Resource Team (Stages 1-6) separately. GGDA reserves the Right not to appoint.

SUBMITTALS POST COMPLETION OF THE PROJECT

- Certificates of compliance for materials and coatings.
- Municipal approvals of fencing drawings.
- Shop drawings for the security fence and gates.
- All necessary Compliance Certificates for a project of this nature.

TIME FRAMES / MILESTONES



GAUTENG GROWTH AND DEVELOPMENT AGENCY

BRIEFING SESSION MINUTES

- Completion within six (6) months from the date of site handover.
- The contract may be implemented in phases in consultation with the client.
- Due to development pressures, this project will be subject to serious time constraints. A project execution plan must be developed and submitted with a Work Breakdown Structure and Resource Allocation Plan which will be evaluated in terms of its alignment with the prescribed Program.
- The appointed Bidder is expected to commence immediately upon appointment and conclusion of contracting and to submit the inception report two weeks after site handover date for input and comments of the Employer and other relevant stakeholders.
- During the execution, the Bidder is expected to attend progress report meetings with the project implementation committee established in consultation with GGDA's Internal Project Manager and as and when required.

NB: GGDA reserves the right to modify the quantities and identify which areas are priority in terms of implementation.

SITE BRIEFING

There shall be compulsory Site Briefing on a specific date and all Bidders who did not attend the Compulsory Site Briefing shall automatically be disqualified.

REFERENCE DATA

On appointment, the successful Bidder shall be provided with the available site studies including any applicable necessary site information at the Employer's disposal. This may include the bulk infrastructure plans and documentations, etc.

FORMAT OF COMMUNICATION

All requests for formal approval from the Employer, or any other body, shall be submitted in writing in hardcopy or electronic format.

Ad-hoc communication between the Employer and the Contractor/PRT may be conducted as hardcopy or in electronic format (e-mail) as well.

INTERIM PAYMENT CLAIMS

Interim bi-weekly payment claims for certified works shall be submitted in the same format, accompanied by an original tax invoice.

EMPLOYER'S RIGHT TO RECOVER COSTS

The Employer reserves the right to recover, by way of a deduction from any amount due to the Contractor, any additional costs which the Employer incurs arising out of non-performance/negligence of the contractor, subject to the limitations of liability as per the conditions of contract.



GAUTENG GROWTH AND DEVELOPMENT AGENCY

BRIEFING SESSION MINUTES

CONTRACTING & CONTRACT MODULE

- Contracting with the appointed Contractor shall be through the JBCC Edition 5.2-May 2018, Minor Works Agreement
- Contracting between the appointed Contractor and the Principal Agent/ Professional Team shall be through the PROCSA Edition 4.0 October 2017 and the contractor shall provide the Client with a Copy of such including the PI Insurance.
- The Professional Team PI Insurance/s shall be in the joined names of the contractor and the Client (GGDA), and the Contractor shall have an obligation to share copies of such with the Client.
- The contractor shall also have all works insurances as per the provisions of JBCC Edition 5.2-May 2018, Minor Works Agreement.

The preferred Service Provider will be obliged to conclude an agreement with GGDA on the terms and conditions as per this tender document.

GGDA reserves the right to amend the agreement prior to finalisation of the agreement between the parties and shall not be liable to any bidder or any other person for damages of whatsoever nature which may have been suffered as a result of such amendment. Interested Bidders are hereby invited to submit bids in accordance with the conditions contained in this document.

The Bidders shall carry out full services that include but are not limited to assessments, designs, plans and investigations required, collect all data relevant to the project, identify limitations, investigate options for the proposed development, and identify mechanical, electrical and civil works interface requirements, produce concept designs and compile required reports, obtain approval of drawings from Lesedi Local Municipality. Interface and cooperate with the GGDA internal project managers including the Vaal SEZ

The Bidders must have adequate resource capacity to investigate, design and manage the entire project.

The broad scope of services required shall be in accordance with the relevant sections of Government Gazette, Vol 669, 26 March 2021 No. 44333: Guideline professional fees (Scope of services and tariff of fees for persons registered Persons Registered in terms of the Engineering Profession Act, 2000 (Act No. 46 of 2000) as amended or amplified by the specific requirements below.

If there is any conflict between the Specific Requirements and the Guideline Scope of Services document referred to above, the Specific Requirements shall take precedence. The tenderer has experience in the provision of the required professional engineering services and construction projects management services in accordance with the prescripts



BRIEFING SESSION MINUTES

of the Construction Industry Development Board and can provide at least three contactable references in this regard showing a minimum value of R10million per completed construction projects for a CIDB Grading of 5SQ or higher ONLY. The reference letters must have contact details, be on the client's letterhead, summary of completed relevant project/projects and the value of similar to the scope of this tender.

1. EVALUATION CRITERIA

In line with Preferential Procurement Regulation 2022 (PPR, 2022). The evaluation of responsive Tender offers shall be on the 80/20-point preference system, being a maximum of 80 points for price and a maximum of 20 points for Preferential Procurement Special Goals in line with the Preferential Procurement Regulations, 2022.

The procedure for the evaluation of responsive tenders will be as follows: -

- 1st Stage – Administrative compliance
- 2nd Mandatory Requirement (pre-qualification criteria)
- 3rd Stage - Functionality
- 4th Stage - Price & Preferential Procurement Goals (for bidders who met the minimum required functionality points of 70)

1st STAGE – Administrative compliance as per bid document and invitation requirements as outlined in the bid document

2nd STAGE – MANDATORY REQUIREMENTS (PRE-QUALIFICATION CRITERIA)

- 1) Turnkey bidder must have **5SQ Grading or higher/** or to provide a Contractor with a **5SQ CIDB Grading or higher.**
- 2) Provider a **Civil Engineer** who shall also act as the ***Principal Agent (must be registered with both ECSA and SACPCMP).***
- 3) A **Health and Safety Agent** who is a registered with **SACPCMP.**
- 4) A **Town and Regional Planner** Registered as a professional with **SACPLAN or any related professional body in this area.**
- 5) A **Quantity Surveyor** Registered with **SACQSP** as a professional Quantity Surveyor.

NB: The bidder that does not meet all the required mandatory requirement (pre-qualification criteria) as stated above will be disqualified and won't be assessed for next stage of evaluation.

NB: All professionals to be registered with the relevant respective professional bodies, e.g., ECSA, SACPCMP, SACQSP, SACPLAN, etc.

Additionally, should it become necessary to replace any of the key personnel listed above during project execution, such can only be replaced by individuals with equivalent



GAUTENG GROWTH AND DEVELOPMENT AGENCY

BRIEFING SESSION MINUTES

or better qualifications and experience, who satisfy the minimum requirements, and such can only be done after the Client Internal Project Manager Approval and there should be sound, clear and convincing motivation for such by the Contractor.

3rd Stage - Functionality

- Bidders to provide all supporting documents and evidence as outlined in the bid document to be able to score points for functionality
- Minimum points of 70 to be achieved to be able to be evaluated to the next stage

4th Stage - Price & Preferential Procurement Goals (for bidders who met the minimum required functionality points of 70)

- **Bid Closing date: Friday, 20th October 2023 at 11h00**, Late bids will not be accepted.
- **PRICING CLARITY**
 - Bidders to submit pricing as per the provided BoQ and any details to support pricing should be done separately but bidder's own calculations should not substitute the pricing schedule as provided

➤ **Questions Session**

All further queries/ questions can be sent to **email as provided on the bid document**

The above email will be unusable after the clarity period as lapsed which will be on the **13th October 2023**

All questions and answers will be published on website once clarity period has closed

Questions and answers during briefing:



BRIEFING SESSION MINUTES

	QUESTIONS	ANSWERS	
	<p>1. What are the requirements for a JV for this tender? And since a project is a turnkey can be form JV</p>	<p>Yes, bidders can form Join Ventures (JV), however as per requirement a JV formal agreement signed by both parties outlining their agreed functions or roles or reasons for the partnership MUST be submitted with the bid on closing date.</p> <p>Any information submitted not from the bidders and there is no agreement or subcontracting or the relationship is not defined that information or evidence or supporting documents won't be considered</p>	
	<p>2. We noted difference on mandatory for the Town Planner and Land Survey, should we still adhere to the requirements as outlined</p>	<p>Yes, bidders are to adhere to the mandatory requirement as outlined in the bid document and submit supporting documentation or information as requested, if all information not submitted per mandatory requirement that will result in the bidder been disqualified.</p>	
	<p>3. Do we provide Town Planner or Local Town Planner and can we all use the CV of the same Local Town Planner in case there if only one around Heidelberg</p>	<p>Bidder can submit any Town Planner of their choice that meet the tender requirements, whether local or inhouse or insourced.</p> <p>Yes, bidders can use the CV of the same Local Town Planner</p>	
	<p>4. Cn we make submission for both Fence tender for Rietspruit and Heidelberg as one combined submission</p>	<p>No, each tender its on its own merit</p> <p>Rietspruit its tender no. GGDA/03/2023-24/FENCE RIETSPRUIT</p> <p>Heidelberg its tender no. GGDA/04/2023-24/FENCE HEIDELBERG</p> <p>Each tender its on its own and must be submitted separately whether the bidder is intending to bid on both tender or not</p> <p>NB: Bidder to also ensure the tender submission is marked clearly with the tender no and place on the correct tender box on date & time of closing</p>	
	<p>5. Is this a branded Clear Vu fence</p>	<p>No, the scope is for a "Clear view type fence" and its not branded to any company</p>	






BRIEFING SESSION MINUTES

		Bidders are to ensure fence supplied and quoted for meet the specification as outlined in details in the bid document as published	
6.	The tender is outlining that we should submit letters or PO with value of R10million for a 5SQ, this is unfair as 5SQ would have not done value per appointment of a R10mil. We request the amount to be relook at for a 5SQ	<p><u>EXPERIENCE OF THE BIDDING ENTITY</u></p> <p>Each Letter of Appointment OR a Purchase Order (PO) must be of <i>R10 million or above for a CIDB grading of 5 SQ ONLY</i> or above and each must be accompanied by a Completion Certificate based on the Engineering contract that was used for that project (attachment required will be an appointment letter or PO with a completion certificate)</p> <p>The above requirement we look at by the Project Team and the value for each letter or PO to be submitted was reduced by the entity to R6 million or above.</p>	
7.	What are the requirements or expectation around 30% subcontracting	Subcontracting will be administered as part of the post contracting agreement, bidders to note that subcontracting is necessary in order to ensure that the project is completed successfully without interruptions.	
8.	Will GGDA appoint a CLO or will be appointed by the community?	The CLO is expected to be a liaison process between the community and the bidder and will be managed and paid via the bidder	
9.	Can a bidder provide alternative option for concrete material with the bid?	<p>Bidders to quote and price for material as outlined in the bid document for each of assessment responsiveness of all bidders by evaluating comparative bids</p> <p>However, as a separate submission bidder can provide their alternative option</p>	
10.	Are they any services already available e on site that the bidder needs to pay attention to ?	Yes, there is a pipeline servitude running across the site. (see attached Township Layout)	



GAUTENG GROWTH AND DEVELOPMENT AGENCY

BRIEFING SESSION MINUTES

<p>4</p>	<p>Closing Notes</p> <ul style="list-style-type: none"> • Communication in relation to this tender will only be send to the addresses as provide on the briefing register • Pay attention to Admin compliance including mandatory requirements • Pay attention to Mandatory/Pre-qualification and Functionality Evaluation Criteria. • Ensure copies are done properly not to miss pages from original document • USB information to be a complete replica of the original hardcopy submitted • 2 Envelop System – separate envelops for technical and pricing/financial offer • Questions for clarity closing – 13th October 2023 at 16h30 • Tender closing date and time – Friday, 20th October 2023 at 11h00. • Tender Box situated at the GGDA Offices - 124 Main Street, Marshalltown, Johannesburg and due to current security rules tender closing will be administered at per rules set on closing date with observation of an external auditors 	<p>All</p>
<p>5</p>	<p>Closure of meeting</p> <p>There being no further business the Chairperson declared the meeting closed. The meeting was officially closed at 13h00.</p> <p>  _____ Chairperson </p> <p>  _____ Project Manager </p> <p>  _____ Project Manager </p>	<p>KS/NM</p>