

Mossel Bay Municipality

**MINUTES OF THE SITE MEETING**

**TDR51/2023/2024: APPOINTMENT OF CONTRACTORS FOR OPEN SPACE MANAGEMENT AND COLLECTION OF REFUSE AT THE NEAREST INFORMAL SETTLEMENTS**

**12 March 2024 at 11h00**

**1. PRESENT**

<b>Company Name</b>	<b>Contact Person</b>	<b>Telephone Number</b>	<b>E-mail</b>
1. Mossel Bay Municipality – Community Services	Mr W Manuel	(044) 606-5151	warren.manuel@mosselbay.go.za
2. Mossel Bay Municipality – Supply Chain Management	Ms J Schutte	(044) 606-5198	jschutte@mosselbay.gov.za
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5. Anderson Projects and Services	Davian Anderson	(061) 738-1027	david.lee@outlook.com
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		(021) 949-8960	
8. Wastewant	Craig Teuns Terblanche	(072) 215-8504	craig@wastewant.co.za
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10. Deon Garden and Construction	Deon Klassen	(076) 258-1424	deonklaasen@gmail.com
11. Lomso Trading & Projects	Lungisa	(076) 111-9938	Lumpolweni5@gmail.com
12. HPIC	Raymond	(083) 700-2383	admin@hpcleaning.co.za
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15. Uhlaza Group	Nzukiseni Yidlani	(084) 845-8061	myidlani@uhlazagroup.co.za
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17. Zus Civil and General	Zuzoka Ciliba	(079) 022-0503	cilibazuzeka@gmail.com
18. Mmazwi Civil	Mpho Lesufi	(072) 022-5026	mpho@mmazwivil.co.za
19. Against the Grain Business Solutions	Thamsanqa Douse	(073) 433-8358	thamidouse@gmail.com
20. Sisisqukhanyo Trading 336 CC	Sandile	(083) 723-6268	sigilasandile@gmail.com

21. Minit Enterprises (Pty) Ltd	Tobzo Mini	(060) 899-9636	minitenterprises@gmail.com
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25. Lingomso Lethu Enterprise	Vuyokazi Magida	(073) 764 7085	vuyomagida2007@gmail.com
26. KA Pitseng Primary Co-Operative Limited	Lucky Ndlovu	(074) 755-3526	mlaruzah@gmail.com
27. P Renaissance	Nomaphelo Yali	(072) 266-8883	pyrenaissance@gmail.com
28. Thandubantu Carpentry & Maintenance	Emmerentia James	(067) 104-9363	Emmerentia.james7@gmail.com
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30. Bhebhetha Holdings	Nyameko Pepu	(076) 635-9386	nyameko@bhebhetha.co.za
31. Future Fokus	Lwazi Kesa	(076) 711-6658	lwazi@futurefconsulting.co.za
32. Gold Siyemba	Lifa Mayitale	(060) 309-9627	lifamayixale@gmail.com
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		(060) 677-4435	
35. Silver Solutions	Jeremy	(060) 677 4435	info@silversolutions.org.za
36. Khungas Cleaning Services	Jelly Makhunga	(083) 338-9586	Jellymakhunga7@gmail.com Khungas07@gmail.com
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38. Uya and Emihle Trading	Thembi Kunana	(071) 536-3084	Uyaemihle@gmail.com
39. Matakane Trading Enterprise CC	Lillian Matakane	(066) 134-4746	lillianmatakane@gmail.com
40. Eugene Dyosi	Eugene Dyosi	(065) 545 0413	eugenedyosi74@gmail.com
41. VLT Projects	Zukiswa Charles	(082) 578-5268	Chaplindile8@gmail.com
42. Masiqhame Trading 729 CC	Matanzima Mthwa	(021) 946-4529 (083) 535-0674	chiefmthwa@mweb.co.za
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46. Thsangisa Trading & Projects (Pty) Ltd	Doko Stumani	(073) 117 7333 (069) 236 7797	stumani.doko@gmail.com
47. Matsinya and Mzinjana (Pty) Ltd	A Matsinya	(073) 762 0483 (071) 212 4614	amatsinya64@gmail.com
48. Florentina Holdings	F Sitshongo	(062) 468 0392	lwandle1@gmail.com
49. BME Global	Laurenzo Ltleveck	(060) 751-8417	ltlevack@gmail.com
50. Owilili G Trading	Cynthia Williams	(068) 804-8366	williamsowothando@gmail.com
51. Gold Siyemba	Thenjiwe Magxidolo	(063) 910-5730	magxidolothenjiwe@gmail.com
52. Motor Legal	Lorenzo Michael	(083) 400-1182	Ajdup100@gmail.com
53. Zindoni (Pty) Ltd	Mavis Khoza	(073) 451-2077	mavis.khoza@yahoo.com
54. Mali Properties	M Reuben	(068) 777-1798	malireuben520@gmail.com
55. Dento General Trading	Xoliswa Mamase	(071) 010-5445	Xoliswa.mamase61@gmail.com
56. MFG Construction	Mxelisi	(081) 098-9137	mfgfundda@gmail.com

## 2. DISCUSSIONS

### a. Special Conditions of Contract

The special conditions of contract, section 1.4 pages 20 to 22) as set out in the tender document was discussed.

### b. Specifications

The specifications, section 2.1 pages 29 to 32 as set out in the tender document was discussed.

### c. Functionality

- The functionality criteria as set out under section 1.4.22, pages 22 to 28, of the tender document was discussed.
- Bidders must score 68 out of 85 points to be evaluated on price, B-BBEE and locality.
- Bidders must ensure that relevant information is submitted with the their tender documents.
- No information or documentary proof, relating to the tender functionality, will be requested after closure of the tender.
- Information to be provided in the columns as provided in the tender document. If no information is provided in the columns or referred to as an additional attachment no points will be awarded.
- The following points were highlighted:
  - **Criterion 1: Company (or JV) Experience**

This section refers to the Company's and its legacy firms past experience.

Experience required: Successfully completed projects related to waste management which includes collection and disposal of refuse.

In order to claim points for the above, bidders must submit sufficient information as well as documentary proof of experience relating to Waste Management which includes collection and disposal of refuse, by means of appointment letters or any other documentary proof. Please note that reference letters will not be accepted for this criteria as it is relevant to criterion 2. For each project listed on pages 24 and 25 supporting documents should be attached to score points.

Bidders to provide enough experience to score the total points as prescribed e.g. in order to claim 30 points, relevant projects should be listed for projects that was done in the last five (5) years or longer.

NB: If no information is provided on pages 24 and 25 or referred to as an additional attachment **NO POINTS WILL BE AWARDED.**

➤ **Criterion 2: References related to Experience**

Bidders should provide copies of three (3) reference letters, on an official letterhead of the reference, in relation to the experience gained on projects relevant to the scope of work.

The following detail should be included in the reference letter:

- Detail of the work that have been successfully completed (waste management which includes collection and disposal of refuse).
- Was the work completed within the contractual time frame.
- Was the work completed within the Contract Price / Amount /Budget / Project programme/schedule. Meaning did the contractor keep to his budget and Scope of Works and not overspend without provisional approval and keep to the programme/schedule?
- Compliance with the Occupational Health & Safety regulations on the project.
- General performance on the project.

The letter should also include who the contact person is with all his/her detail.

Bidders can provide their references with the attached questionnaire (see attachment A), which have to be completed and signed by the references.

The Municipality reserves the right to validate and verify the information from the references or to ask more questions or proof to satisfy the evaluation process.

Please note that points will not overlap, meaning points are awarded only once per reference/company/entity per project experience. Please refrain from submitting multiple references from the same company on the same project.

It was suggested that bidders make use of the questionnaire as all the questions that references need to answer is already listed there.

A maximum of 15 points will be awarded for this criteria.

In order to claim points, three reference letters or questionnaires must be provided.

These references letters or questionnaires must be current/most recent, relevant and related to the Experience submitted. The letters must not be older than five (5) years. Meaning even if a contract was done ten (10) years ago the date on the questionnaire or reference must not be older than five (5) years.

5 points (1 point per question) will be awarded for each reference letter or questionnaire which is positive and relevant to the Scope of Works

➤ **Criteria 3: Vehicle**

A maximum of 40 points will be awarded

The requirement is a minimum of 2 Ton Truck OR a LDV bakkie with a trailer.

If the vehicle/trailer is owned, proof of ownership must be submitted.

If the vehicle/trailer will be rented, proof of the intention to lease it from the supplier, for the duration of the contract, must be submitted with the tender document.

This vehicle must be available for inspection at any given time or point. Roadworthy tests may be requested if vehicle is not in satisfactory condition.

If no information is provided in the columns on page 27 or referred to as an additional attachment NO POINTS WILL BE AWARDED.

**d. Pricing schedule**

- The pricing schedule on pages 34 to 36 was discussed.
- Bidders must only give a price per month for the Service Provider implementation fee for Zone West and Zone East. This fee (price) should include Fuel, PPE, machinery, administration cost (bank charges) and any other related/ applicable/ additional cost not mentioned.
- Zone West – From year 2 there will be street cleaning and grass cutting in areas as specified in 2.1.18, so the price provided for year 2 and 3 must make provision for this.
- The price for PPE per worker is also indicated on page 35. This amount will be the maximum allowed for the provision of PPE per worker. This will be a once of amount that is claimed once a year. The final amount claimed will be determined based on the quotations obtained by service provider and the submission of PPE invoices.
- The salaries of the workers and team leaders is also indicated on pages 35 and 36. The salaries for year 2 and 3 will be determined at the start of each year.

**e. Supply Chain Management**

- Closing date of the tender is Thursday, 28 March 2024 at 12h00.
- It is a compulsory information meeting. Prospective bidders that arrive 15 minutes or more after the advertised time the meeting started will not be allowed to attend the meeting or to sign the attendance register.
- All bidders, including all the partners of a joint venture must attend this compulsory meeting.

- Bidders (including all partners of a Joint Venture) who did not attend the compulsory information meeting and submit a bid, will be seen as submitting a non-responsive bid.
- Bidders to make sure that tender document is completed in full and signed where applicable, also ensure that all required documentation is submitted with the tender on the date of closure.
- The following documents must be attached to the tender document:
  - Valid Tax Compliance Status Pin of the bidder. In the case of a JV both parties pins should be provided.
  - A valid certified copy of a B-BBEE certificate, which is issued by an accredited verification agency or registered auditor, or accounting officer or A sworn affidavit prescribed by the B-BBEE Codes of Good Practice.
  - A Joint Venture must submit one B-BBEE certificate issued in the name of the Joint Venture. A preliminary joint venture agreement and the percentage involvement of each joint venture partner must be indicated clearly.
  - Copy of the Letter of Good Standing from the Compensation Commissioner.
  - Copies of the latest municipal account of the business, as well as the municipal accounts of the members/directors/owners of the business. If the business or a member/director/owner rents the premises, the lease agreement must be attached to the tender document. Other supporting documents relevant to municipal account and locality are specified in the tender document. Bidders to familiarise themselves with the required documentation.
  - Questions relating to the tender to be submitted on or before Wednesday 20 March 2024 at 12h00.
  - Concerns were raised due to the fact that the functionality is written in such a manner that upcoming contractors will not be able to tender. The matter will be taken up with Management.

### 3. APPROVED: YES



**J Schutte**  
**SCM Official**