



**Minutes for the compulsory Tender Briefing for Phase 1 and 2 Upgrades of 11 kV Electrical Infrastructure – Zone 1A EAST LONDON IDZ held on Tuesday, 31<sup>st</sup> July 2018 at 10h00 am at the ELIDZ HQ Auditorium, Lower Chester Road, Sunnyridge, East London**

**PRESENT:**

<b>Employer</b>	Thato Sehau	East London Industrial Development Zone SOC Ltd
	Vuyolwethu Jako	East London Industrial Development Zone SOC Ltd
	Camagwini Ngxokolo	East London Industrial Development Zone SOC Ltd
	Fariet Titus	East London Industrial Development Zone SOC Ltd
	Anathi Mgwaza	East London Industrial Development Zone SOC Ltd
	Avuyile Sithuba	East London Industrial Development Zone SOC Ltd

<b>Consultant</b>	Dean Posthumus	Kuyaduduma Consulting Engineers
	Johan Pieters	Bigen
	Bernard Muanda	Bigen
	Luthando Peter	Bigen

**Tenderers (See attached Registers)**

**Note: These minutes form part of the contract conditions relating to this tender and subsequent appointment**

**Additional circulation of Minutes**

Employer	Thembela Zweni	East London Industrial Development Zone SOC Ltd
Employer	Gary Whittaker	East London Industrial Development Zone SOC Ltd

1.	<p><b>OPENING AND WELCOME:</b></p> <p>Mr. Fariet Titus welcomed everyone to the meeting. He explained that the Employer was the East London Industrial Development Zone SOC Ltd, represented at the meeting by Mr. Thato Sehau (Operations), Mrs Camagwini Ngxokolo- Nomatye (Operations), Mr. Vuyo Jako (Operations), Ms Anathi Mgwaza (Procurement Department), Ms. Avuyile Sishuba (Procurement Department), Mr Dean Posthumus (KCE-Consultant), Mr. Johan Pieters (Bigen- Consultant), Mr. Bernard Muanda (Bigen- Consultant), Mr. Luthando Peter (Bigen- Consultant) and himself as Manager: Procurement Department – East London IDZ SOC Ltd. All parties were requested to sign the relevant attendance register in a complete and legible format. Mr. Titus then handed over to Mr. Sehau for the overview of the ELIDZ.</p>
2.	<p><b>APOLOGIES:</b></p> <ul style="list-style-type: none"><li>• Nil</li></ul>
3.	<p><b>AGENDA:</b></p> <p>The following agenda was recorded:</p> <ul style="list-style-type: none"><li>• Welcome and Introductions</li><li>• Overview of the ELIDZ</li><li>• RFT overview and general information</li><li>• Procurement guidelines</li><li>• Adjudication structures</li><li>• Questions and answer session</li></ul>
4	<p><b>PRESENTATION:</b></p> <p>Mr. T Sehau conducted the tender briefing presentation as detailed below and handed over to Mr. Johan Pieters to present on the project scope of works.</p> <p><b>Who is the ELIDZ:</b></p> <ul style="list-style-type: none"><li>• The East London IDZ is an entity which exists to help manufacturers to become globally competitive through the development and efficient management of a modern, purpose built industrial location, which offers investing industries a streamlined business environment enhanced by a range of supporting services.</li><li>• The company is owned by the provincial Department of Economic Development, Environment Affairs and Tourism (DEDEAT) and the Buffalo City Metropolitan Municipality (BCMM).</li><li>• The organisation is governed by a board of directors - representatives of key stakeholders that are integral to the successful functioning of the organization.</li><li>• The East London IDZ was designated in September 2002 as an IDZ and began its infrastructure development in 2003. In September 2016 the East London IDZ is now designated as a Special</li></ul>



Economic Zone (SEZ) and the first to be designated as an SEZ. The company was the first to receive an operator's permit from the DTI.

### **Overview of the ELIDZ:**

- The East London Industrial Development Zone (Pty) SOC – (ELIDZ) is positioned on the West Bank of the Buffalo River and falls within the boundaries of the Buffalo City Metropolitan Municipality (BCMM).
- With respect to electricity supply within the ELIDZ, the ELIDZ purchases electricity in bulk from ESKOM/BCMM at the ESKOM 132/11 KV Leaches Bay substation. The ELIDZ has an electrical supply network extending from the ESKOM substation throughout the ELIDZ estate, via which it supplies all ELIDZ tenants and operators. Within the ELIDZ estate, the ELIDZ acts as the electricity Supply Authority.
- The ELIDZ is supplied via Messrs Eskom's 132/11 KV Leaches Bay Substation and currently has a Firm 20MVA Supply capacity available. The current Notified Demand is set at 10 MVA and the agreed notice to increase this demand threshold up to a maximum of 20 MVA is three (3) months. Leaches Bay Substation is supplied via a dual 132KV Overhead Line from Buffalo and Port Rex Substations.
- Messrs BCMM are the official electricity account holders for Leaches Bay Substation and the ELIDZ currently distributes eight (8) separately metered feeders into its bulk infrastructure network that supplies Zone A, B, C, D & E, which has been formalised via a Services & Operating Agreement between the two parties. The summated billing of these eight (8) feeders incur an additional 2.5% wheeling charge, which is added to the Eskom Megaflex Tariff and is subject to the same Eskom NMD penalties imposed on the account holder.
- Messrs BCMM distributes two (2) separately metered feeders from the same substation, which supplies their local area network on the Eastern and Western sides of Leaches Bay Substation.
- The ELIDZ then separately distributes, maintains, meters and bills internal electricity consumption to all consumers and recovery of this revenue is used to settle bulk utility accounts and cover operating and maintenance expenses.

### **Strategic Goals of the ELIDZ:**

- Secure investors and investment
- Deliver on promised customer value
- Develop, operate and maintain 'World Class' infrastructure, utilities and services
- Build people capability and capacity
- Create a sustainable organization which is self-sufficient

### **Scope of Work of this RFT:**

#### **WORKS AT LEACHES BAY SUBSTATION – Phase 1**

1. Reposition the AC/DC Panel at Leaches Bay switching room to a new position as indicated on the drawing LB-PL;



2. Install 4 x 11kV 800A CB Panels at Leaches bay substation switching room as per LB Panel layout drawing LB-PL;
3. 3. Install 4 x MV Feeder protection schemes (3RF1100 or equivalent) near the control panels indicated in drawing LB-PL ;
4. 4. Integration of feeder metering into the existing metering panel near the control panels indicated in drawing LB-PL;
5. 5. Cabling between panels (Feeder panel, switchgear, ACDC, etc.) as indicated in the drawings.

#### **WORKS AT SWITCHING STATION SS 1A1 – Phase 1**

1. Extend the Switching Station building as indicated in drawings SS1A1-P and SS1A1-XS;
2. Install 2 x 11kV 1250A CB Panels as per the panel layout (PL) drawing and re-label the board as indicated in drawing SS1A1-PL;
3. Cabling for supply of new panels from existing AC/DC panel and/or BTU.

#### **WORKS AT SWITCHING STATION SS 1A2 – Phase 2**

1. Extend the Switching Station building as indicated in drawings SS1A2-P and SS1A2-XS;
2. Install 2 x 11kV 1250A CB Panels as per the panel layout (PL) drawing and re-label the board as indicated in drawing SS1A2-PL;
3. Cabling for supply of new panels from existing AC/DC panel and/or BTU.

#### **WORKS AT SWITCHING STATION SS 1A3 – Phase 1**

1. Extend the Switching Station building as indicated in drawings SS1A3-P and SS1A3-XS;
2. Install a new 11kV MV Board section at SS 1A3 as per the panel layout drawing SS1A3-PL and link to the existing section;
3. Cabling for supply of new panels from existing AC/DC panel and/or BTU.
4. Testing and commissioning of available panels that might be free issued by ELIDZ

#### **WORKS AT SWITCHING STATION SS 1A4 – Phase 2**

1. Extend the Switching Station building as indicated in drawings SS1A4-P and SS1A4-XS;
2. Install a new 11kV MV Board section at SS 1A4 as per the panel layout drawing SS1A4-PL and link to the existing section;
3. Cabling for supply of new panels from existing AC/DC panel and/or BTU.
4. Testing and commissioning of available panels that might be free issued by ELIDZ

#### **AC/DC BOARD**

1. Install new AC/DC panel with integrated charger and battery cabinet (if applicable)
2. Cabling for supply of new panels from the new AC/DC Board (if applicable)

#### **SITE WORKS (as per drawing ELIDZ-SLD)**

1. Install 2 x 11kV, 3core-240mm<sup>2</sup> XLPE, SWA Copper cables (outgoing feeders) and applicable joints and terminations between Leaches Bay and Switching Station SS 1A1;
2. Install 2 x 11kV, 3core-240mm<sup>2</sup> XLPE, SWA Copper cables (outgoing feeders) between Leaches Bay and Switching Station SS 1A3;
3. Install 2 x 11kV, 3core-240mm<sup>2</sup> XLPE, SWA copper cables (outgoing feeders) between the Switching Station SS 1A1 and SS 1A3 for supply to the new Automobile Supply Park (ASP), achieved by looping both cables in and out of ASP station.

4. Install 2 x 11kV, 3core-240mm<sup>2</sup> XLPE, SWA Copper cables (outgoing feeders) between Leaches Bay and Switching Station SS 1A3;
5. Install 2 x 11kV, 3core-240mm<sup>2</sup> XLPE, SWA Copper cables (outgoing feeders) and applicable joints and terminations between SS 1A3 and Switching Station SS 1A4;

#### **TIMELINE**

The project is anticipated to commence on 30<sup>th</sup> September 2018 for both Phase 1 and Phase 2, with completion dates estimated to be the 30<sup>th</sup> April 2019 for Phase 1 and 30<sup>th</sup> September for Phase 2.

#### **Additional Information:**

These documents were briefly explained and highlighted in the tender document.

1. LAYOUT PLAN
2. SINGLE LINE DIAGRAM
3. DESIGN SPECIFICATIONS
4. CEMP SPECIFICATIONS
5. GENERAL OCCUPATIONAL HEALTH AND SAFETY SPECIFICATIONS
6. GUIDELINES TO COMPLETION OF SUPPLIER DEVELOPMENT PLANS
7. LIST OF TECHNICAL DRAWINGS

#### **SHE & CEMP:**

- The contract period will require the appointment of Agent to cover prescribed legal obligations, detailed in the attached documentation.

#### **RFT Compulsory and Supporting documentation to be submitted with tender**

- Registration on Central Supplier Database (CSD) from National Treasury and MAAA
- Letter of Good Standing with Compensation Commissioner
- Declaration of Form of Acceptance to be signed
- Proof of Company Registration
- Proof of registration with CIDB in required category
- ELIDZ Procurement Handbook
- Local Content Declaration
- Proposed SMME work package identification for 30% sub contracting portion.

#### **RFT Completion Guidelines**

##### **Explanation of Tender document**

- Complete the List of Returnables checklist to ensure all documentation required is included in your submission.
- Envelope A contains the Conditions of Tender; Conditions of Contract and Returnables
- Envelope B contains the Form of Offer, Form of Guarantee, Pricing instructions and the Bill of Quantities.
- Attach all attachments behind provided cover pages



- All tender docs must be binded.
- **Tenders to be submitted** in tender boxes provided in the reception area of ELIDZ Admin 1 Building, Lower Chester Rd, Sunnyridge, East London and close on the 16 August 2018 at 12h00.
- **Submissions A & B** to be submitted in two separate and clearly marked envelopes, with the Tenderers details on the back of each envelope.
- The East London Industrial Development Zone will not be signing any courier submissions, as it is the duty of the contractor to ensure that the document has been placed in the correct Tender Box at the EL IDZ on time.
- **All parties** are to ensure they have signed the attendance register

#### **Financial Considerations related to RFT**

- A Non- signed FORM OF OFFER of the financial proposal within the “Envelope B” submission will result in the disqualification of the tender
- **No** financial related offers may appear in envelope “A”

#### **Tender Submission and Questions relating to the Briefing**

- Questions relating to the RFP will only be accepted in writing up until the close of business on 6 August 2018 @ 12h00. Response to these questions will be provided by close of business @ 16h00 on 8 August 2018.
- All questions will be noted, responded to via email and circulated to all respondents. (Please ensure that you sign the register and provide a valid and legible email address)
- All questions must be submitted to: Anathi Mgwaza  
Email: [anathi@elidz.co.za](mailto:anathi@elidz.co.za)

5. Ms Mgwaza introduced herself to the bidders and explained her role in the briefing, after which taking the bidders through on what will be happening in terms of evaluation.

#### **PURPOSE**

Ms Mgwaza gave the bidders an understanding of what informs the ELIDZ procurement policy in which she explained it as being informed by CIDB, PPPFA, B-BBEE and that ELIDZ has also added some prescripts from the treasury regulations which is PFMA.

#### **EVALUATION CRITERIA**

Ms Mgwaza further informed the bidders that this is a two envelope method tender and also explained the functionality points in the following manner:

- Functionality – 75%
- Tenders with functionality scores less than the requirement stipulated above will not be considered.



- Functionality Criteria – as contained in Conditions of Tender in Envelope A
- Preference Points 80/20 and 90/10 : Price - 80 and 90  
: B-BBEE – 20 and 10

Ms Mgwaza gave a detailed information as to what is entailed in these two envelopes which is A and B

- **Envelope A**

Ms. Mgwaza mentioned that envelope A talks to the determination of responsiveness of submission based on specified completeness criteria and the evaluation of the submitted information.

She further mentioned that in terms of Functionality - (All tenders with functionality less than the stipulated threshold of **75%** (as applicable of the total functional requirements) will not be considered.

- **Envelope B**

Ms Mgwaza informed the bidders that only those companies that meet the 75% functionality threshold will get to the next stage of price opening, which is opening of envelope B.

## **COMPLETION OF PROCUREMENT HANDBOOK**

Ms Mgwaza requested bidders that when they complete the Procurement Handbook to ensure completion of all sections. Ms Mgwaza further requested the bidders to kindly complete the disclosure of interest form which forms part of procurement handbook as this is a compulsory requirement of the tender.

Ms Mgwaza touched on the price schedule page which forms part of envelop B that the bidder needs to make sure that the offer that they put in figures corresponds with the offer that they put in words because should they not correspond the ELIDZ will use the price in words and also emphasised the importance of signing the form of offer page. Ms Mgwaza further explained the method of submitting these 2 envelopes separately and clearly marking them envelope A and the other one envelope B with tender details (i.e. title of tender and reference number) in front and company details at the back of the envelope.

## **JOINT VENTURE SUBMISSION**

Ms Mgwaza explained that all companies that intend to enter into the Joint Venture (J.V.) must each submit all the relevant documents according to the checklist for all companies that intend to be part of the J.V. together with the signed J.V. agreement indicating participation split (%). Ms Mgwaza further explained that should the J.V not submit a signed J.V agreement participation split (%), than they will be disqualified. Ms Mgwaza also explained to the bidders that all companies intending to go into a J.V must submit a combined BBBEE certificate when making the submission.

## **ADJUDICATION STRUCTURES & AWARD**

Ms Mgwaza explained the adjudication process and structures and mentioned that the ELIDZ has the Internal Evaluation committee that conducts the evaluation and that they may invite an outside expert if

need be. She also outlined that Adjudication is based on financial delegations. She further mentioned that ELIDZ has three committees that consider the adjudication and relevant to their Financial Delegation of Powers namely :

- Procurement Committee
- Finance & Tender Committee of the Board
- The Board of Directors where tenders are above R10 Million

#### **AWARD**

Ms Mgwaza informed the bidders that the successful bidder will receive a letter of appointment, after which they will be required to enter into a Service Level Agreement with the ELIDZ. Ms Mgwaza than thanked everyone and handed over for the questions and answer session.

#### **6. GENERAL:**

- Mr. T Sebau informed the bidders that Minutes together with attendance registers and presentation will be circulated to all contractors who have signed the register.
- He also urged the importance of filling in the attendance registers, because failure to do so would result in disqualification and inability to receive the minutes.

#### **7. QUESTIONS AND ANSWER SESSION:**

- **Question:** Is it possible for us to get a list of contractors before the closing date, because we are not registered on your database?
- **Answer:** Yes you can, the closing date is on the 2<sup>nd</sup> of August 2018 at 12h00
- **Question:** Does this require EP but the project for emerging contractor database was pulled out for GB?
- **Answer:** We are not sure of the work packages will be identified by the main contractor, so we suggest that you submit before the closing date.
- **Question:** On functionality with regards to health and safety does the permanent qualified officer to be SAMTREC because there a number of training institutions which are not NOSA
- **Answer:** We will get back to you
- **Question:** Can we get a BOQ excel spread sheet
- **Answer:** Yes we will send it however you will take accountability of your own prices
- **Question:** Please clarify the local content declaration on Envelope A
- **Answer:** We want you to declare the 90% of electrical cables therefore Don't put the value but only the percentage of the electrical cables
- **Question:** Is the local content South African?
- **Answer:** Yes
- **Question:** Is the CIDB grading specified?
- **Answer:** Yes its part of the functionality



8. **CLOSURE:**

Briefing was closed at 12:30 pm and Mr. F Titus thanked everyone who attended the briefing.

  


**Camagwini Ngxokolo**  
Aug 7 2018 3:19 PM cosign

Minutes prepared by: \_\_\_\_\_

**Mrs Camagwini Ngxokolo- Nomatye**  
(Asset & Access Control Systems Administrator- Operations)

  


**Thato Sehau**  
Aug 7 2018 3:22 PM cosign

Minutes approved by: \_\_\_\_\_

**Mr Thato Sehau**  
(Electrical Engineer- Operations)

