

	Meeting minutes	Template Identifier	240-54076329	Rev	6
		Effective Date	1 October 2016		
		Next review date	October 2019		
		Insert Division			

MEETING NAME: REWINDING, REFURBISHMENT AND SUPPLY OF LOW VOLTAGE (AC) AND DIRECT CURRENT (DC) ELECTRICAL MOTORS ON AN AS AND WHEN REQUIRED BASIS FOR A PERIOD OF 60 MONTHS			
<b>Date:</b>	<b>Time:</b>	<b>Venue:</b>	<b>Meeting No.:</b>
02 June 2022	10:00 AM – 12:00 PM	Microsoft Teams	1

Item	Subject	Decision & Action items	Responsibility	Target date
1.	<b>Opening:</b> 1.1 Welcome and introduction 1.2 Apologies  No apologies were specified		Chairperson	
2.	<b>Safety and Emergency Evacuation Procedure</b>  Was observed.		Chair	
3.	<b>Adoption of agenda &amp; Declaration of interest</b>  No interest to declare from CFT members present			

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4.	<b>Verification of minutes of previous meeting/s</b>  None			
5.	<b>Action items from previous minutes</b>  None			
5.1	<b>Minutes</b> <ul style="list-style-type: none"> <li>The buyer indicated that the clarification meeting was not a presentation of the RFQ issued but rather an opportunity afforded to the suppliers to ask questions regarding any issues they are not clear with on the invitation to tender.</li> <li>The buyer from commercial proceeded to go through the Invitation to Tender with the suppliers for tender number <b>MPGRO10252GX</b> for the <b>REWINDING, REFURBISHMENT AND SUPPLY OF LOW VOLTAGE (AC) AND DIRECT CURRENT (DC) ELECTRICAL MOTORS ON AN AS AND WHEN REQUIRED BASIS FOR A PERIOD OF 60 MONTHS</b>. The main issues were highlighted for the tenderer to be aware of before submitting their responses.</li> </ul>			

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	<ul style="list-style-type: none"> <li>The address where the submission is to be delivered was clearly highlighted including the closing date. Commercial advised that the tenderers should submit the day before closing date to avoid complications and late submission.</li> <li>All the documents that are to be submitted by the tenderer was clearly highlighted and the buyer indicated where all the submission documents are to be found.</li> <li>The buyer mentioned that all mandatory documents are to be submitted as stipulated in the Invitation to Tender or else the submission will be deemed as non-responsive resulting in automatic disqualification.</li> <li>The suppliers were requested to insure they submit one original tender plus one copy of the original tender at tender submission deadline. It was further mentioned that each division (Commercial, Technical, Quality, SHE, Environment and SD&amp;L) must have its own submission envelope or file for ease of evaluation. Original plus one copy of each. The buyer mentioned that failure to submit original plus one copy of the tender will result to the supplier being disqualified.</li> </ul>			

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	<ul style="list-style-type: none"> <li>It was stated that the clarification meeting was non-compulsory therefore no supplier will be disqualified for not attending.</li> <li>It was communicated to the suppliers that the last day for clarification questions was 5 days working days before tender closing date.</li> <li>The suppliers were made aware that the contract duration will be for 5 years and that the NEC3 Term Service Contract (TSC3) will be applicable.</li> <li>It was further emphasized that the tenderer must respond to the tender with a company that is registered on the Central Supplier Database as it is a government requirement. Therefore the MAAA....number is required.</li> <li>The suppliers were informed that the price list will be found in the NEC contract uploaded on the tender bulletin. The price list must be completed in full and submitted at tender closing date as it will be used to evaluate price. Failure to submit the price list (quotation) will result in immediate disqualification.</li> </ul>			

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	<ul style="list-style-type: none"><li>Quality, SHE and Environmental requirements were presented by the relevant representative. The suppliers were advised to send clarification questioned to the buyer via email if uncertainty regarding the requirements emerged.</li><li>Tenderers are advised to submit all requirements at closing date even though some requirements are due before contract award.</li><li>The buyer mentioned that technical criteria was mandatory at closing date and tenderers who did not submit the technical information will automatically be disqualified.</li><li>Suppliers were directed on the invitation to tender where they can view which requirements are mandatory and required on closing date and which documents are required before contract award.</li><li>The buyer indicated that the suppliers must submit a valid Tax certificate and the CSD report must also indicate a Tax Compliant Status.</li></ul>			

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	<ul style="list-style-type: none"><li>The buyer indicated that financials statements are required which will be evaluated to ensure the company is financially capable of delivering the LV Motors contract.</li><li>The buyer further indicated that all annexures can be found in the invitation to tender from page 22.</li><li>The buyer indicated that the Type of Invitation to Tender was an open Invitation to tender and that all suppliers are welcome to tender.</li><li>It was mentioned that CIDB is not applicable for this tender therefore a CIDB certificate is not required.</li></ul> <p><b><u>Supplier Development and Localization</u></b></p> <ul style="list-style-type: none"><li>Prequalification Criteria is not applicable. All suppliers are welcome to tender and mandatory subcontracting requirements will not be applicable.</li><li>Local content is still applicable. All local content declaration must be submitted and completed, including annexure SBD 6.2, SBD 1 and SBD 6.1.</li></ul>			

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	<p><b><u>Technical Requirements</u></b></p> <ul style="list-style-type: none"> <li>The end user outlined technical requirements.</li> <li>A valid SABS certificate for LV motors is required and must be in terms of SANS 10242-1.</li> <li>Proof of qualified Fitter at the workshop was outlined and required. Experience will be advantageous.</li> <li>Proof of a coil-shop at the workshop for rewinding of 400V LV motors is required. Suppliers may submit pictures. A site visit of the actual coil shop may be requested by the end user if necessary or if pictures submitted are not satisfactory.</li> <li>Proof of functioning test bay with capacity to test 400V motors up to 250kW is required. Suppliers may submit photos.</li> <li>Proof of transport capacity of up to 1,3 ton (or agreement with supplier which can provide this service) is required. Driver's license must be submitted.</li> </ul>			

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	<ul style="list-style-type: none"> <li>It was mentioned that the threshold on the technical evaluation criteria is 70%. Suppliers / Service providers would be deemed technically unacceptable if they score less and will thus not be evaluated further.</li> </ul> <p><b><u>Safety requirements</u></b></p> <ul style="list-style-type: none"> <li>The end user outlined safety returnables which the end user indicated were straight forward requirements.</li> <li>It was mentioned that the cost for PPE must be submitted and should be in line with the scope of work.</li> <li>It was mentioned that the COIDA certificate should be valid when submitted as most certificates expired 31 April 2022.</li> <li>It was indicated that proof of registration of coida certificates can be sent by the supplier if they are still in the process of registering for a new certificate.</li> <li>There were no further questions for Safety.</li> </ul>			

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	<p><b><u>Quality requirements</u></b></p> <ul style="list-style-type: none"><li>• The end user outlined safety requirements</li><li>• Category 2 quality requirements are applicable, which is option 1 and option 2 on Section 8.</li><li>• Option 1 – submit ISO 9001 certificate. If ISO 9001 certificate is not available from the supplier, then option 2 will apply (QMS Manual required).</li><li>• Quality policy and quality objectives must be signed and approved separate from the QS manual.</li><li>• Requirements for SECTION B: Evidence of QMS in operation (Tender Quality Requirements -Ref 240-105658000) were outlined and explained.</li><li>• SECTION C: Contract Quality Plan Requirements were outlined and explained.</li></ul> <p><b><u>Environment requirements</u></b></p>			

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	<ul style="list-style-type: none"><li>The end user outlined the environmental returnables.</li><li>The appointment of environmental officer, Proof of environmental training and awareness is required.</li><li>It was mentioned that a letter guaranteeing the protection of workers refusing to do environmentally hazardous work in terms of section 29 of NEMA is required.</li><li>Presentation of sound environmental Management Strategy is required.</li><li>Statement committing resources to environmental management (Environmental Policy) was outlined and required.</li><li>It was mentioned that proof of the appointment of a qualified Safety or Environmental Officer is required.</li><li>There were no further questions for Safety.</li></ul>			
6.	Matters for approval			

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6.1	None			
7.	<b>Matters for information</b>  None			
8.	<b>General</b>  None			
9.	<b>Closure</b>  The meeting was adjourned at 12:00 PM on Microsoft teams  <b>Next meeting</b>  N/A			

Signed as a correct record: thato choabi 07 June 2022

Chairman Date

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