



**BERGRIVIER MUNICIPALITY**

---

**SUPPLY CHAIN MANAGEMENT**

Enquiries: Ms. R. Hendricks

Ref: 8/3/6-2024

Tel: (022) 022 913 6000

E-mail: [hendricksr@bergmun.org.za](mailto:hendricksr@bergmun.org.za)

As per e-mail:

Dear Sir /Madam

**NOTICE TO BIDDERS**

**TENDER 8/3/6-2024 / MN43-2024 SUPPLY AND DELIVERY OF PROTECTIVE  
CLOTHING FOR A PERIOD ENDING 30 JUNE 2026**

**ADDENDUM NO. 1:**

**As per attached Minutes of the meeting.**



**TENDER 8/3/6-2024 / MN43-2024 SUPPLY AND DELIVERY OF PROTECTIVE CLOTHING FOR A PERIOD ENDING 30 JUNE 2026**

**Minutes of Tender Briefing held on Wednesday 28 February 2024 at 10h00, Traffic Offices, Piketberg**

**1. Opening and Welcome**

Mr David Carolissen, Manager: Facilities welcomed all service providers present at the compulsory Tender Briefing and emphasised the fact that service providers not in attendance will not be allowed to tender.

**2. Attendance**

The attendance register was circulated and the following service providers completed the attendance register (refer to document attached):

- WALTONS
- SAFEPRO
- BLACKBIRD TRADING
- GO SAFE
- SPARKS & ELLIS
- FG UNIFORMS

Also in attendance:

Head: Traffic and law Enforcement – Cavin Cornelissen

Regional Inspector: law Enforcement – Harry Benson

Two prospective bidders arrived after the session started (the one at 10h05 and the other one at 10h08) and were not allowed to be part of the compulsory tender-briefing.

**3. Discussion of Tender Document**

Mr Carolissen confirmed that the closing date will be 19 March 2024, and that all tenders must be submitted at 12h00 in the tender box at the main office in Piketberg.



## BERGRIVIER MUNICIPALITY

The Chairperson indicated that the following official will deal with the queries regarding the tender document as follow:

| OFFICIAL             | SECTION IN TENDER DOCUMENT | CONTACT NR   | EMAIL ADDRESS               |
|----------------------|----------------------------|--------------|-----------------------------|
| Mr Tyrone April      | Section A                  | 022 913 6000 | april@bergmun.org.za        |
| Mr Cavin Cornelissen | Section B                  | 022 913 6000 | cornelissenc@bergmun.org.za |
| Ms Revedy Hendricks  | All Administrative issues  | 083 272 3654 | hendricksr@bergmun.org.za   |

Prospective bidders were advised that they can download the tender document from the website free of charge, or they can get a hard copy at a fee at the Municipality.

Samples must be submitted as follows:

### Section A

One (1) sample of each item must be submitted with the submission of the tender document (no need for the different sizes). Can be submitted without logos. As a result, for sentence 3 on page 51, the following words must be inserted to read as follows; *"A sample of all items under Section A must be included with the tender document."* Samples to be dropped at reception at the Municipality. Mr Cornelissen will ensure that a register to this effect will be at the counter at reception at the Municipality. Post awarding of the tender, the successful bidder must provide samples for fitting purposes of each item in a size category to be ordered. The latter items can once again omit the logo (s).

### Section B

No samples need to be submitted when submitting the tender document. However, when the bid was awarded, the successful bidder must provide samples for fitting purposes of each item in a size category to be ordered. The latter items can once again omit the logo (s).

### Logos

Screen printed logos will only be for items in section A.

Embroidered logos will only be for items in section B.

The prices must be fixed for the different years and no negotiation will be allowed in year two or three as tenderers need to make provision for escalating in prices. Pricing must also include delivery costs in Piketberg.

If tenderers are not interested in Section A they just have to leave it out and visa versa for section B.



## BERGRIVIER MUNICIPALITY

---

From page 76 onwards tenderers can leave it out if not applicable but still need to initial all pages.

The evaluation will be done on pricing for the individual items.

On a question by the Chairperson if there are any uncertainties or questions, no one raised any concerns.

#### 4. General

- **The heading of the tender will be changed to Tender 8/3/6-2024/MN 43-2024: Supply and Delivery of Protective Clothing for a Period ending 30 June 2026.**
- **This will also be confirmed in a formal addendum to be issued asap.**
- The mistake on the 4<sup>th</sup> page where the submission date is 23 February 2024 is rectified and must indicate 19 March 2024.
- the delivery period of 8 weeks was emphasized.
- the requirement for firm pricing across the 3 financial years stipulated in tender document was confirmed.
- The penalty clause on page 52 was highlighted.
- The clause barring the use of alternative pricing schedules on page 52 was highlighted.
- The right to award this tender in part or in full, or not to make an award was also emphasized.

#### 5. Closure

The Chairperson thanked everyone for their presence and closed the meeting.

**Compiled by CA CORNELISSEN**



**BERGRIVIER MUNICIPALITY**

---

*E. J. J. J. J.*  
**MUNICIPAL MANAGER**

DATE: 01/03/2024

**Note: Confirmation to the addendum**

---

**CONFIRMATION**

I ..... (Name and Surname of designated person) hereby declare on behalf of ..... (Company's name),

That I take note of the above changes in the bidding documentation and that my offer will incorporate the changes.

Address: ..... Tel no.: .....  
..... Fax no.: .....  
.....

Signature of bidder: ..... Date: .....

**This document must be completed by the bidder (above) and submitted with his offer.**