

SUPPLY CHAIN MANAGEMENT TECHNICAL SCOPE CLARIFICATION BRIEFING MINUTES

SUBJECT: ERW202108/TNDR-010: THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER (PSP) FOR THE IMPLEMENTATION OF ISO 14001 ENVIRONMENTAL MANAGEMENT SYSTEM FOR EKURHULENI WATER CARE COMPANY (ERWAT)

DATE: 21 FEBRUARY 2022

TIME AND VENUE: 10H00 - 14H30 AT ERWAT WATERVAL & HERBERT BICKLEY WCW

BIDDERS PRESENT:

Refer to Briefing attendance register

ERWAT REPRESENTATIVES:

Brendan Adam	IPAP
Sipho Mokhabela	IPAP
Enock Mkhondo	IPAP
Manelisi Mqoqi	Operations

No.	Item	Responsible person
1.	Opening and welcome	
	Bidders were welcomed and taken through the project sites. An attendance register was provided to be signed by all bidders as per their scheduled appointment. Bidders were requested to comply with the site safety provisions.	Enock Mkhondo
2.	Briefing Background	
	<p>1. Purpose of briefing. This meeting was scheduled to address Item 2.1 Technical Scope Clarification of the tender briefing held on the 11th February 2022.</p> <p>2. Briefing Procedure</p> <ul style="list-style-type: none"> - The bidders were provided with two briefing sites and times between 10H00 to 14H30 on Waterval and Herbert Bickley, to be taken through the works and a detailed explanation of the scope and ERWAT processes was provided. 	Brendan Adam
3.	Scope of work	
	<p>1. Scope of Works:</p> <ul style="list-style-type: none"> - It was discussed that the scope of work shall include the following clarification highlighted in RED: <ul style="list-style-type: none"> o 2. Reviewing ERWAT's environmental policy, objectives, and targets, and establishing the required environmental documents and procedures o 3.1. Identifying environmental aspects and environmental non-compliances and developing register of environmental aspects for each site. o 3.2. Developing registers for all environmental aspects and environmental non-compliances. o 6.1. Identifying the necessary awareness and training needs as per the ISO requirements of staff and including contractors 	Enock Mkhondo Sipho Mokhabela Brendan Adam

No.	Item	Responsible person
	<ul style="list-style-type: none"> ○ 6.2. Conducting the necessary awareness for environmental champions based on the plants and technical training for personnel as per the ISO requirements to ensure competence of staff and including contractors and conduct training where required. ○ Review and establish all the necessary environmental procedures and SOPs, instruction forms and manuals, inclusive of all the necessary requirements for a functional system ○ Developing the necessary EMS manuals and documentation as required for ISO 14001 EMS and establishing a system for control of these documents and control of records ○ Conducting the environmental internal systems audit (before project hand over) as per the latest version of the ISO 14001 EMS standard ○ Management review (Presentations, adequacy, suitability) ○ Disbursements ○ The Scope has been revised to incorporate the discussions of the site visit; the Revised Scope shall be deemed the formal scope of work for the Bid as per the Addendum. <p>2. Pricing Schedule:</p> <ul style="list-style-type: none"> - The Pricing Schedule on page 84 of the tender document, "Point (a)" shall be removed entirely as ECSA guidelines for pricing schedule for the Bid is not applicable. - The Expertise of Key Personnel as indicated on the Functionality (on pages 81 – 83 of the tender document), shall be amended to include, "Professional registrations with the South African Auditor & Training Certification Authority" (SAATCA). - Bidders shall note the pricing instructions on the pricing schedule. - The Bill of Quantities will be divided into four (4), i.e., One for each plant, with a summary table to indicate Final pricing. - Bidders shall provide a cost break-down for the items on the pricing schedule, per plant (per Bill of Quantities). <p>3. Request for information</p> <ul style="list-style-type: none"> - Process flow diagram for each of the works - Staff compliment (Total employees and employees required to be trained) 	
6.	<p>Tender Closing</p> <p>The tender closing date has been moved from the 25th February 2022 to the 11th March 2022 as Stipulated in Addendum No.1.</p>	Enock Mkhondo
8.	<p>Adjournment</p> <p>With no further items to discuss, the meetings adjourned.</p>	