

CONTRACT JW MRD003/22
**STAND AUDIT AND INVESTIGATION AND DATA VERIFICATION ON AS AND WHEN
BASIS FOR A PERIOD OF THIRTY-SIX (36) MONTHS**
TENDER NON-COMPULSORY BRIEFING MEETING - MINUTES

<u>CONTRACT NUMBER:</u>	JWMRD003/22
<u>CONTRACT TITLE:</u>	STAND AUDIT AND INVESTIGATION AND DATA VERIFICATION ON AS AND WHEN BASIS FOR A PERIOD OF THIRTY-SIX (36) MONTHS
<u>DATE OF MEETING:</u>	23 November 2022
<u>TIME OF MEETING:</u>	12:00
<u>VENUE FOR MEETING:</u>	Microsoft teams virtual meeting

1. WELCOME

Ms. **Nthabiseng More** welcomed everyone who attended the meeting and introduced JW personnel

Ms. **Nthabiseng More** indicated that this is an open tender, and the meeting is none compulsory, all service providers are allowed to tender.

2. PRESENT

Non-Compulsory Briefing Meeting

Various Bidders (Teams)

Nthabiseng More (Supply Chain)

Reuben Kwele (Metering Department)

3. CONTACT PERSONS

Contact Persons for this project are:

Reuben Kwele

rueben.kwele@jwater.co.za

Nthabiseng More

nthabiseng.more@jwater.co.za

4. SUPPLY CHAIN MANAGEMENT PRESENTATION

Tender Document is available on website for download at No-Cost

Bidders can make use of the check list on page 5, as a guidance in completing all forms required. All the forms must be fully completed and signed

The 80/20-point scoring system will be applicable to this tender. 80 points will be allocated to Price and the remaining 20 points will be allocated for B-BBEE and Preferential Procurement

The tender document must be filled in using non-erasable black ink and submitted on the official forms provided.

Tender Documents may also be completed electronically without altering or tampering with any of the terms, conditions, specifications in the tender document.

Make sure that your pricing schedule is fully complete and signed.

Should tenderers opt to re-type the pricing schedule, no line items should be omitted as per the tender document.

The use of correction fluid to correct mistakes is not allowed. Any mistakes must be struck-off and corrected with black ink and signed / authenticate by tenderer on your alterations, especially when completing pricing schedule.

B-BBEE POINTS- points will only be allocated upon submission of a certified valid B-BBEE certificate. Failure to submit a certified valid B-BBEE certificate will result in no points being allocated for Preferential Procurement.

Tenderers are advised to register on Central Supplier Database (CSD) and ensure that they are tax compliant prior submitting their tenders, mandatory requirement.

Tenderers therefore need to ensure that the tender document is submitted in its entirety and should also be bound and submit the document same sequence and no pages or parts missing.

Tenderers are required to submit one original hard copy plus a soft copy in USB, NOT CDs.

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Individual tender documents should be sealed, marked with the correct tender number and closing date, must be deposited in the tender box situated at entrance to No 65 Ntengi Piliso Street, Newtown at Turbine Hall for attention of Supply Chain Management Unit, on or before the closing time and date as indicated in the advertisement.

Tenderers should not give tender documents or submission to Johannesburg Water Officials or Security Personnel as Johannesburg Water will not take any responsibility for a late or missing tender document. All tender documents should be deposited in the tender box.

Bid documents submitted via courier will be acceptable provided the bidder instructs such courier company to deposit the document in the tender box.

It is the responsibility of the bidder to ensure that the bid document is submitted, sealed, and placed in the bid box in time not to miss the deadline of closing time 10:30.

Constantly check and familiarise yourself with our website for any information might be provided regarding this tender from now until closing date.

Tenderers are requested to submit supporting documentation in a separate file as opposed to attaching them in the tender document. Supporting documents attached to the tender document makes the document very untidy and difficult to evaluate as some pages with required information are stapled together. In most cases this also contributes to some pages of the tender document being loose.

Supporting documents

- Valid Tax Compliance Status Pin for Tender
- Copy of B-BBEE certificate or Sworn affidavit must be original.
- Latest / current municipal statement of account for both Director and Company, not older than 3 months or a Valid lease Agreement.
- Tenderers who wish to tender as a Joint Venture (JV) need to include the JV agreement in their tender submissions and a consolidated B-BBEE certificate for the JV

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Tender will be valid for 90 days after closing date.

Please make sure MDF Forms required for this tender are completed and signed.

Bidders will be allowed to email through clarity seeking questions, but must give us time to respond, no questions will be attended to a week before the closing date.

All returnable documents should be bound in a separate folder and enclosed with the completed tender document in a sealed envelope.

5. TECHNICAL SPECIFICATION PRESENTED BY Mr Reuben Kwele

Tenderer expected to have a Hand-Held-Device (HHD) that will capture all findings of the investigations and supporting evidence/document. E.g., picture, documents etc...

The HHD must then be able to send such information to the Management/statistics Information System (MIS). The MIS in turn must be able to produce reports/statistics and reproduce source documents.

6. TENDER DATES

Tender Closing: **10:30 on 23 November 2022**. No late submissions will be accepted under any circumstances. Tender documents must be submitted in sealed envelopes, clearly marked with the reference number **JWMRD003/22**, and must be deposited in the tender box. Under no circumstances must the tender document be given to JW employee.

7. QUESTIONS AND ANSWERS:

QUESTION1: Bidder asked clarity on time for tender opening meeting

ANSWER1 Nthabiseng explained that tender closing time is 10:30am, and any bidder wish to experience the tender opening meeting must be present not later than 11:00 on the day.

CLOSURE

Ms Nthabiseng More thanked all who attended the briefing, and the meeting was closed

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