

**CONTRACT JW 14324  
HALFWAY HOUSE WATER UPGRADE  
TENDER BRIEFING - MINUTES**

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<b><u>CONTRACT NUMBER:</u></b>	JW 14324
<b><u>CONTRACT TITLE:</u></b>	HALFWAY HOUSE WATER UPGRADE
<b><u>DEPARTMENT:</u></b>	CAPEX
<b><u>DATE OF MEETING:</u></b>	31 JANUARY 2023
<b><u>TIME OF MEETING:</u></b>	12:00 PM
<b><u>VENUE FOR MEETING:</u></b>	REGIONAL A MUNICIPAL OFFICES, NO 300, 15TH ROAD, RANDJES PARK, MIDRAND, 1685

**1. WELCOME**

Mr. **Chester Kan**, from the Engineering Consultants, welcomed everyone at the meeting and introduced the Client, Johannesburg Water.

Mr. **Nqobizitha Ndimande**, from Johannesburg Water noted that the tender evaluation starts on the date of the tender briefing, as it was a compulsory briefing.

**2. ATTENDANCE REGISTER**

Mr. **Nqobizitha Ndimande** noted that the attendance register was circulating and requested that the Tenderers populate of their details in full and legibly.

**3. CLOSING DATE**

Mr. **Nqobizitha Ndimande** noted the following:

- The scope of work comprised of a bulk water pipeline, with the biggest diameter being 700mm.
- The Tenderers should have a CIDB grading of 8CE or higher.
- The closing date is 17 February 2023 at Johannesburg Water's new offices located at Turbine Hall, 65 Ntengi Piliso Street, Newtown, Johannesburg, 2001.

**4. ADMINISTRATIVE REQUIREMENTS**

- Ms. **Gcina Ndela** indicated that this is an open tender and the meeting is **COMPULSORY**, bidders who did not attend the meeting will **NOT** be considered for this tender. Therefore, bidders must make sure that they sign the attendance register.
- Tender documents are available in PDF format at no cost on Johannesburg Water website ([www.johannesburgwater.co.za](http://www.johannesburgwater.co.za)) and on eTender. However, such submissions must comply with requirements as described therein.
- Tender documents need to be bound and contain all pages. Tenderers therefor need to ensure that the tender document is submitted in its

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entirety with no pages or parts missing.

- Tender documents are also available in hard copies at the cost of R350.00 per document at the Johannesburg water offices.
- The tender document must be completed in full and all the forms must be fully completed and signed accordingly. Tenderers must refer to check-list in page 3 in the tender document for guidance.
- The tender document must be filled in using black ink. Any mistakes must be struck off and corrected with black ink and signed (authenticated) by the tenderer, especially when completing pricing schedule.
- Tender documents may be completed electronically without altering or tampering with any of the terms, conditions, specifications etc. in the tender documents.
- The use of correction fluid (i.e. Tipp-ex) to correct mistakes is not allowed and if used the tenderers will be disqualified (especially on the pricing schedule).
- Tenderers are required to submit one original hard copy plus a soft copy in a USB.
- The required CIDB grading for the tender is 8CE or higher. Tenderers are encouraged to ensure that their CIDB status is Active.
- Tenderers must be registered on Central Supplier Database (CSD) and provide registration MAAA\*\*\*\* number on the cover page of the tender document. Tenderers must ensure that they are always tax compliant on CSD.
- The 90/ 10 points scoring system will be applicable to this tender. 90 points will be allocated to Price and the remaining 10 points will be allocated for BBBEE and Preferential Procurement
- BBBEE POINTS – points will only be allocated upon submission of a valid construction sector BBBEE certificate. Failure to submit a certified valid BBBEE certificate or affidavit will result in no points being allocated for Preferential Procurement.
- Tenderers tendering as JV must submit a JV construction sector BBBEE certificate.
- Make sure that your pricing schedule is fully complete and signed. Incomplete pricing information will result in the tender offer being declared non-responsive. On items where tenderers are not making an offer on the pricing schedule, they must write no offer. Tenders must not leave blank spaces on the pricing schedule. Form of offer form must be completed and signed.
- Make sure that all requested information is submitted. It is the tenderers responsibility to make sure that all the requested documents

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are submitted and are bound together (i.e.no loose paper allowed).

- Tenderers must make sure that they read and understand the requirements of the tender.
- Tenderers were also advised to sign (authenticate) for alterations where there are any to avoid being disqualified.
- Tender will be valid for 90 days after closing date.
- Co-bidding is prohibited. (Tenderer being a member/owner / shareholder in more than one consortium / entity for the same project).
- 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**

- Tax Compliance Status Pin for Tenders
- A valid construction sector BBBEE certificate or a construction sector JV BBBEE certificate.
- 3 years (3 sets) financial statements.
- Latest/Current municipal statement not in arrears by more than 90 days or a valid lease agreement.
- Tenderers are encouraged to note the closing date and time of the tender; late tender will not be accepted. The closing date for this tender is 17 February 2023 at 10:30. All bids are to be deposited in the tender box allocated on the ground floor at No.65 Ntemi Piliso Street, Turbine hall, Newtown.
- No bids will be considered from persons in the service of the state.
- Each bid must be submitted in a separate, properly sealed envelope on which the Name and Address of the bidder, The Tender number (JW14324) and Description must be clearly written on the envelope.
- Tender documents submitted via courier services will be accepted provided that the bidder instructs such courier company or its representative to deposit the tender document in the tender box provided with ATTENTION SUPPLY CHAIN and noting that it is a tender document. Under no circumstances should tender documents be handed to an employee of Johannesburg Water.
- Tender documents may not be submitted via the South African Post Office as only tender documents received in the Tender box at the time of closing will be considered.

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- Tenders will be opened in public soon after closing time and recording of received documents by not later than 11:00 at the tender office located at Turbine Hall, 65 Ntemi Piliso Street, Newtown, 2001, ground floor. Tenderers names and total prices, where practical will be read out.
- All returnable documents are to be bound in a separate folder and enclosed with the completed tender document in a sealed envelope. These include a valid SARS tax compliance status pin, municipality statements, JV agreement, BBBEE certificate, MBD 4, 5, 6.1, 6.2, 8, 9.
- Tenderers should check the website regularly for updates before the closing date.

## **5. EVALUATION CRITERIA**

Mr **Nqobizitha Ndimande** explained the evaluation criteria as per the tender document.

He also noted the following:

- The excel spreadsheets of Annexure C can be completed electronically and signed off.
- With regards to the use of a subcontractor for the culvert jacking, the experience of the tendering entity via a JV/ Consortium will be interrogated.

## **6. SUBCONTRACTING**

Mr **Nqobizitha Ndimande** noted the following:

- 13% of the project value has been allowed for subcontracting to local entities.
- In the Main Contractor's BOQ, all items to be subcontracted have been crossed out, and the Tenderers should not price for these items.
- The estimated value of work for all SMMEs have been rolled up into a provisional sum item in the BOQ.
- A separate BOQ has been developed for the SMMEs, and should not be priced by the Tenderers.

## **7. SCOPE OF WORKS**

Ms **Tshegofatso Sibambato**, from the Engineering Consultants explained the scope of works as per the tender document.

## **8. TECHNICAL QUESTIONS AND RESPONSES**

- **Question 1:** Where is the pump station located?

**Response 1:** The pump station is located within one of the access chambers at the N1 culvert crossing.

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- **Question 2:** Are alternatives allowed for the steel pipes?

**Response 2:** When submitting the Tender document, Tenderers can submit their main offer according to the BOQ, and also include offers for alternatives.

- **Question 3:** What is the maximum working pressure within the pipeline?

**Response 3:** The maximum working pressure within the pipeline is 16bar.

- **Question 4:** Is the pipe continuously welded or butt welded?

**Response 4:** The pipe will be butt-welded.

## **9. OCCUPATIONAL HEALTH AND SAFETY**

Mr **Nqobizitha Ndimande** requested that all questions related to Health and Safety be directed to either himself or **Ms Nthabiseng More**.

## **10. STAKEHOLDER RELATIONS**

Mr **Nqobizitha Ndimande** explained the public participation process which will take place after appointment of the Main Contractor as follows:

- The project and the appointed contractor will be introduced to City of Johannesburg Regional Office and the Ward Councillor.
- The Ward Councillor will then call a public meeting for introduction of the project to the local community. The Ward Councillor and CoJ Ward Governance will publicize public meeting notices through various platforms that are already in use. The project details including the budget, scope of work and local economic opportunities will then be presented in the public meeting.
- Following the public meeting, the process to appoint a CLO will be undertaken whereby an advert for the position (setting out the requirements) will be publicized in various platforms. Upon submission of applications by interested community members, candidates will be shortlisted and interviewed, and the successful candidate appointed. The CLO will then be introduced to the Councillor and also inducted on his/her role in the project.
- The contractor will appoint local labour with the help of the project CLO. Since the majority of the bulk water pipeline route involves construction within existing property boundaries, the CLO will assist with managing this process for access.
- In terms of subcontracting or SMME appointment, the contractor will draft and publicize a notice (Advert) inviting SMMEs to a briefing session. The notice period will be for 7 days. The CLO will assist with placing hard copies of the advert in all the key areas identified by the Ward Councillor. The notice / advert will also be shared in various platforms by the Councillor. The notice / advert will have: project information; details of the briefing session including date, time and venue; as well as the SMME bids submission details such as the contractual requirements, bid opening and closing dates and times.

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- An SMME briefing session will then be held for sharing of project details, opportunities for local SMMEs, contractual requirements as well as the BOQs.
- Evaluation and adjudication will follow after closing of local SMME bids submissions, and will be done by the panel consisting of the main contractor and the CLO. As part of these processes, validity of submitted contractual documents such as COIDA and CIDB certificates will be verified to ensure compliance. This will also be emphasized in the public meeting/s. Upon conclusion of adjudication of bids, the main contractor will prepare and submit a bids evaluation report with recommendations. Successful SMME/s meeting all set requirements will then be appointed and commence working at a date determined by the contractor.
- Johannesburg Water Procurement Policy will apply in appointment of local SMMEs. Only SMMEs from the locality (the relevant ward) who comply with the set subcontracting contractual requirements will be considered for subcontracting opportunities.

**11. CONTACT PERSONS**

Mr Nqobizitha Ndimande

Ms. Nthabiseng More

Email: [nqobizitha.ndimande@jwater.co.za](mailto:nqobizitha.ndimande@jwater.co.za)

Email: [nthabiseng.more@jwater.co.za](mailto:nthabiseng.more@jwater.co.za)

Telephone number: 011 688 6573

Telephone number: 011 688 1512

**12. QUESTIONS AND ANSWERS**

- **Question 1:** Can the document on the USB be a scanned copy of the tender hard copy?

**Answer 1:** Yes.

- **Question 2:** Does the document placed on the USB need to be colour-coded? And must all of the pages from the tender be submitted?

**Answer 2:** The documents to be submitted are as per returnables stipulated on the '*check-list for tender submission*' in the tender document, and do not need to be colour-coded. The USB is used to check for any information outstanding from the hard copy tender document submission. The submission of the hard copy is compulsory, and the USB must be labelled for identification.

- **Question 3:** In the case of a JV, must all companies complete the MBDs?

**Answer 3:** Yes, both company names must be populated and indicate that they form part of a JV.

- **Question 4:** In the case of a JV, are both company details required?

**Answer 4:** Yes, because Johannesburg Water will need to verify that both companies are active. And co-bidding, the bidding of people from the same company, is not allowed.

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- **Question 5:** Is there an Excel spreadsheet that will be provided for the local content requirements?

**Answer 5:** Yes, an Excel version of Annexure C will be sent to all of the Tenderers who attended the briefing meeting.

- **Question 6:** What is the experience required in relation to Civil Engineering?

**Answer 6:** The experience criteria stipulates the length of time required.

- **Question 7:** The MBD6.2 form stipulates that only Annexure C should be submitted and Annexures D and E be kept for record purposes, is this also the case for this tender?

**Answer 7:** The evaluation criteria states MBD6.2 and Annexure C as the compulsory submissions.

- **Question 8:** The reference letters received from previous Clients only indicate the contract number, and not necessarily the scope of work completed, how will these be assessed for experience?

**Answer 8:** Within the Returnable Documents, there is a template for completing experience, (T2.1.7), for the Client/ Employer to populate. This must be completed in full. If the Client's letterhead is used, it must contain all of the information shown on the template.

- **Question 9:** It is difficult to find one site agent who has experience in both steel pipes and culvert jacking, can the names and CVs of more than one individual be submitted to fulfil the experience requirements?

**Answer 9:** GCC only allows for one site agent, and no sub-agents.

- **Question 10:** With regards to references for the culvert jacking, should the reference letter be populated by the Client of the project, or could it be the Main Contractor from that project?

**Answer 10:** The reference letter should be in the name of whoever issued a certificate of completion for the work.

- **Question 11:** Can the experience of the site agent be that of the JV partner because jacking is specialised?

**Answer 11:** As it stands, only one site agent should be allowed for.

- **Question 12:** Can specialised manufacturers be used for the portal culverts?

**Answer 12:** The portal culverts to be used must adhere to the relevant SANS specification.

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- **Question 13:** Is there rock present along the bulk water pipeline route?

**Answer 13:** This information is contained within the geotechnical investigation report, which is available and can be received upon request.

- **Question 14:** Has an area for site establishment been identified?

**Answer 14:** Johannesburg Water will provide wayleaves to the successful Tenderer and will assist them with obtaining an area for site establishment, in consultation with Ward Councillors and CLOs. An allowance must be made for this in the BOQ. Tenderers will need to determine possible site establishment options and include this in their pricing strategy.

- **Question 15:** What is going to happen if the provisional sum allocated for SMMEs is insufficient?

**Answer 15:** Johannesburg Water will form part of the process for the appointment of the SMMEs. Once these appointments have been finalised, adjustments will be made to the amount allocated for subcontracting.

- **Question 16:** Will the minutes to the clarification meeting be provided?

**Answer 16:** Yes, minutes to the clarification meeting will be circulated to all attendees, along with Microsoft Excel versions of the BOQ and Annexure C.

- **Question 17:** Will the contract be GCC or NEC?

**Answer 17:** The contract will be GCC 2015.

- **Question 18:** With regards to the local content items, has the entire BOQ been copied to Annexure C?

**Answer 18:** No, Annexure C contains specific items which have been extracted from the Main BOQ, which form part of the local content items. Should the Tenderers identify items which have not been included in Annexure C, but should have been, could they please notify the contact people identified at Johannesburg Water.

- **Question 19:** Are there wayleaves in place?

**Answer 19:** Wayleaves have been previously applied for by the Engineering Consultant. These would need to be converted into the name of the Contractor after appointment.

- **Question 20:** With regards to the local content items, do they need to be included with fittings?

**Answer 20:** The list of items for local content have been itemised in MBD6.2.



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- **Question 21:** What is the duration of the project?

**Answer 21:** The project duration is 18 months, in working days.

- **Question 22:** Has a borrow pit been identified for the project?

**Answer 22:** No, because obtaining material from borrow pits has not been allowed for. An allowance has been made for obtaining material from commercial sources.

- **Question 23:** Is there an anticipated start date for this project?

**Answer 23:** If all goes well, the construction start date could be July 2023.

- **Question 24:** What is the estimated contract value?

**Answer 24:** This is for the Tenderer to determine.

- **Question 25:** When is the last date for submission of queries?

**Answer 25:** The last date for submission of queries will be 7 days before the tender closes.

### **13. TENDER DATES**

Tender Closing: **10:30 on 17 February 2023**. No late submissions will be accepted under any circumstances. Tender documents must be submitted in sealed envelopes, clearly marked with the reference number **JW 14324** and they must be deposited in the tender box. Under no circumstances must the tender document be given to JW employee or security personnel.

### **14. CLOSURE**

**Mr Nqobizitha Ndimande** thanked all who attended the briefing and the meeting was adjourned.