

**APPOINTMENT OF A PANEL SERVICE PROVIDER TO SUPPLY AND DELIVERY OF
MANHOLE COVERS & FRAMES INCLUDING REPLACEMENT COVERS AS WELL AS
PRECAST CONCRETE COMPONENT ON AS AND WHEN REQUIRED BASIS FOR A
PERIOD OF THIRTY-SIX (36) MONTHS**

TENDER NON-COMPULSORY BRIEFING MEETING - MINUTES

<u>CONTRACT NUMBER:</u>	<u>JW 011/22</u>
<u>CONTRACT TITLE:</u>	<u>APPOINTMENT OF A PANEL SERVICE PROVIDER TO SUPPLY AND DELIVERY OF MANHOLE COVERS & FRAMES INCLUDING REPLACEMENT COVERS AS WELL AS PRECAST CONCRETE COMPONENT ON AS AND WHEN REQUIRED BASIS FOR A PERIOD OF THIRTY-SIX (36) MONTHS</u>
<u>DATE OF MEETING:</u>	<u>17 November 2022</u>
<u>TIME OF MEETING:</u>	<u>11:00</u>
<u>VENUE FOR MEETING:</u>	<u>Microsoft teams virtual meeting</u>

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

Nthabiseng More (Supply Chain)

Nosipho Mokoena (Operations)

3. CONTACT PERSONS

Contact Persons for this project are:

Nosipho Mokoena

nosipho.mokoena@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

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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.

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. The USB should be marked with company name and enclosed with your hard copy document.

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 Ntemi 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

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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

Tender will be valid for 90 days after closing date.

Please make sure MBD 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, due to number of projects have, not be possible to attend to questions 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

The scope of work involves the supply and delivery of manhole covers and frames to SANS 1882 – 2003, SANS EN 124 - 2015 or BS EN 124 or SANS 50124 as well as replacement manhole covers to fit the current cast iron frames dimensioned to SANS 558 – 1973 and precast concrete, with dolomitic aggregate, manhole components to SANS 1294:2010, within the City of Johannesburg.

Tenderers are requested to take note of the items which may be procured during the contract duration on item 4 of the technical specification.

6. EVALUATION CRITERIA

The tenderers will be evaluated on tenderer's experience as outlined on the Evaluation Criteria. Tenderers are required to meet the minimum years of experience in order for them to be considered further.

7. SPECIAL CONDITIONS

It was emphasised that the tenderers are to ensure that they thoroughly go through the special conditions of the tender, as they would be the terms and conditions of the contract upon award.

8. PRICING SCHEDULE

The tender does not have a pricing schedule attached and bidders are not required to submit their rates during the tender stage, only bidders who are appointed into a panel will be required to provide rates when an RFQ is issued to the panellist. In addition, bidders were requested to take note of the items JW might procure during the contract duration listed on the technical specification.

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9. TENDER DATES

Tender Closing: **10:30 on 13 December 2022**. No late submissions will be accepted under any circumstances. Tender documents must be submitted in sealed envelopes, clearly marked with the reference number **JW OPS 011/22** and must be deposited in the tender box. Under no circumstances must the tender document be given to JW employee.

10. QUESTIONS AND ANSWERS:

QUESTION 1: Since there is no pricing, how will tenderers price and what are the quantities?

ANSWER 1: Tenderers are not required to provide their prices during the tendering stage, only bidders who will be appointed into a panel of suppliers will be required to provide their prices post award by means of quotations as and when an order is placed. Quantities will be determined when quotation is issued to the panellist.

QUESTION 2: How will the panellist price for lockable covers and frames separately?

ANSWER 2: The appointed panellist will be provided with the relevant detailed request when a quotation is issued.

QUESTION 3: What is the address to submit tender documents?

ANSWER 3: Tender documents must be submitted at number 65 Ntemi Piliso Street, Turbine Hall, Johannesburg Water. The address is also stipulated on the tender document.

CLOSURE

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