

**APPOINTMENT OF A PANEL OF SERVICES PROVIDERS TO SUPPLY AND DELIVERY  
OF BULK WATER FLOW METER SPARES AND ASSOCIATED COMPONENTS STORES  
ON AS AND WHEN REQUIRED BASIS FOR A PERIOD OF THIRTY-SIX (36) MONTHS  
TENDER NON-COMPULSORY BRIEFING MEETING - MINUTES**

<b><u>CONTRACT NUMBER:</u></b>	<b><u>JW075/22</u></b>
<b><u>CONTRACT TITLE:</u></b>	<b><u>APPOINTMENT OF A PANEL OF SERVICES PROVIDERS TO SUPPLY AND DELIVERY OF BULK WATER FLOW METER SPARES AND ASSOCIATED COMPONENTS STORES ON AS AND WHEN REQUIRED BASIS FOR A PERIOD OF THIRTY SIX (36) MONTHS</u></b>
<b><u>DATE OF MEETING:</u></b>	<b><u>22 November 2022</u></b>
<b><u>TIME OF MEETING:</u></b>	<b><u>11:00</u></b>
<b><u>VENUE FOR MEETING:</u></b>	<b><u>Microsoft teams virtual meeting</u></b>

## 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)

Nosipho Mokoena (Operations)

## 3. CONTACT PERSONS

Contact Persons for this project are:

Nosipho Mokoena

[nosipho.mokoena@jwater.co.za](mailto:nosipho.mokoena@jwater.co.za)

Nthabiseng More

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

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**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.

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

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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

Tender will be valid for 90 days after closing date.

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

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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

The contract involves the Supply and Delivery of Bulk Water Flow Meter Spares and Associated Components for Johannesburg Water (SOC) Ltd on an “As and When” required basis for a period of 36-months.

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.

### TENDERER’S EXPERIENCE

Criteria No.	Criteria	Description	Documentary Evidence	Submission Compliant (Yes/No)
1	<b>Tenderer's Experience</b>	The tenderer must have completed a minimum of three (03) projects / contracts where the Supply and Delivery of bulk water flow meters (nominal bore 40mm or above) were carried out successfully.	<p>The tenderer must provide relevant contactable reference letters with proof that they have completed a minimum of three (03) projects / contracts where the Supply and Delivery of bulk water flow meters (nominal bore 40mm or above) were carried out successfully.</p> <p><b>NB:</b> This document must be completed by the referee and included in the tender submission. Alternatively, the client’s letterhead may be used for this purpose provided it complies with the functional criteria requirements. A separate form must be completed for each reference as required in the evaluation criteria.</p> <p>Information provided will be verified and if found to be false or misrepresented, punitive measures will be instituted against the respective party including blacklisting and restriction from participating in any future government tender.</p>	Submission Compliant (Yes/No)

**The tenderer must achieve a YES compliant for the tenderer’s experience in order to be appointed into a panel of service providers.**

## **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.

## **9. TENDER DATES**

Tender Closing: **10:30 on 15 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 075/22** and must be deposited in the tender box. Under no circumstances must the tender document be given to JW employee.

## **10. QUESTIONS AND ANSWERS:**

**QUESTION1:** Will bidders be disqualified for submitting the returnable document and the tender document in one envelop?

**ANSWER 1:** No, 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, therefore bidders are requested to bind the tender document on its own and bind returnable documents separately. The tender document and returnable documents may be submitted in one envelop.

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**QUESTION 2:** If the bidder currently has reference letters on their client's letterhead, can they submit those reference letter as proof of experience?

**ANSWER 2:** Yes, provided that those reference letters do meet the functionality requirement as required for the tender.

**QUESTION 3:** If the bidder's reference letter indicates that the bidder has experience in supply, delivery and installation of bulk water flow meter of nominal bore 40mm or above, will that reference letter be considered?

**ANSWER 3:** Yes

**QUESTION 4:** Will experience in Insertion meters be accepted?

**ANSWER 4:** Yes, provided that the meters are of nominal bore 40mm or above.

**CLOSURE**

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