

CONTRACT JW 001/22 GL  
OFFSITE STORAGE AND RETRIEVAL OF COMPANY'S DOCUMENTS ON AN AS AND WHEN  
BASIS FOR THE PERIOD OF THREE (3) YEARS  
TENDER BRIEFING - MINUTES

<b><u>CONTRACT NUMBER:</u></b>	JW 001/22 GL
<b><u>CONTRACT TITLE:</u></b>	OFFSITE STORAGE AND RETRIEVAL OF COMPANY'S DOCUMENTS ON AN AS AND WHEN BASIS FOR THE PERIOD OF THREE (3) YEARS
<b><u>DEPARTMENT:</u></b>	GOVERNANCE & LEGAL SERVICES
<b><u>DATE OF MEETING:</u></b>	20 JANUARY 2023
<b><u>TIME OF MEETING:</u></b>	13:00
<b><u>VENUE FOR MEETING:</u></b>	VISUAL MEETING
<b><u>CLOSING DATE:</u></b>	13 FEBRUARY 2023

**1. WELCOME**

Ms Gcina Ndela welcomed everyone who attended the meeting and introduced JW personnel.

**2. CONTACT PERSONS**

Mr Amukelani Masia

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Telephone number: 011 688 1415

Ms. Gcina Ndela

Email: [gcina.ndela@jwater.co.za](mailto:gcina.ndela@jwater.co.za)

Telephonenumber:011-688 1796

**3. SUPPLY CHAIN MANAGEMENT PRESENTATION**

- Ms. **Gcina Ndela** indicated that this is an open tender and the meeting is NON-COMPULSORY, bidders who did not attend the meeting will also be considered for this tender.
- 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 entirety with no pages or parts missing.
- 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 5 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
- Tender will be valid for 90 days after closing date.
- Tenderers are required to submit one original hard copy plus a soft copy in a USB.
- 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 80/ 20 points scoring system will be applicable to this tender. 80 points will be allocated to Price and the remaining 20 points will be allocated for BBEE and Preferential Procurement
- BBEE POINTS- points will only be allocated upon submission of a valid BBEE certificate.
- Tenderers tendering as JV must submit a JV agreement. Each party must submit its own CSD number.
- 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 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.
- 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

#### **Administrative Returnable Documents**

1. SARS one-time TAX PIN
  2. municipal statement of account for both Director and Company (not older than three (03) months or a valid lease agreement)
  3. Joint Venture / Consortium Agreement signed by all parties.
  4. Valid BBBEE Certificate or copy thereof or a valid sworn affidavit
  5. A completed and signed Invitation to Bid form MBD 1
  6. A completed and signed Declaration of Interest form MBD 4
  7. A completed and signed Preference Points Claim Form MBD 6.1
  8. A completed and signed MBD 3.1 Form – Non-Firm Prices
  9. A completed and signed Declaration of Bidder's Past Supply Chain Management Practices MBD 8
  10. A completed and signed Certificate of Independent Bid Determination (MBD 9)
- 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 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. Under no circumstances should tender documents be handed to an employee of JW.

- 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.
- 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 13 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.
- Tenders will be opened in public soon after closing time and recording of received documents but not later than 11:00 at the tender office located at turbine hall, 65 Ntemi Piliso Street, Newtown, 2001, 1<sup>st</sup> floor. tenderers names and total prices, where practical will be read out.
- Bidders are encouraged to familiarize themselves with the Johannesburg water website, should they be any changes to the tender, it will be uploaded on all platforms.

**All returnable documents are to bind in a separate folder and enclosed with the completed tender document in a sealed envelope.**

**Mr Amukelani Masia presented the following:**

#### **4. SCOPE OF WORKS**

Johannesburg Water through this tender seeks responses from interested parties to perform the work relating to offsite storage and retrieval of the following documents:

- Paper document
- Vault backup tapes
- GIS Maps

The scope of work further including the following services:

- On Site Packing and Uplifting of files
- Capturing of data during the packing and uplifting of files
- Compilation of a computer generated index after completion of packing and uplifting of files.
- Labelling of boxes and containers with appropriate barcodes.
- Delivery and collection of boxes
- Registration of boxes and containers at the off-side storage.
- Supply of standard boxes and leads

## 5. EVALUATION CRITERIA

There are two items under the Technical Evaluation Criteria, ie, Tender Experience and Site Visit.

### a) Tender Experience

With respect to tender experience, The tenderer must have a minimum of 5 years experience in the storage and retrieval of documents. Tenderer to furnish references for whom this service was rendered successfully.

In terms of documentary evidence required, the Tenderer to have the contactable reference template provided in the tender document completed by their client or the same information provided on the client's letterhead.

With respect to Points allocation on this criteria, Tenderers with less than 5 years experience will score zero, tenderers with 5 years experience will score 60 whereas tenderers with 5 years and above will score 100

### b) Site Visit

Tenderers will be subjected to a site visit. The tenderer must have a secure and safe storage facility.

The site visit will be evaluated based on the check list for the technical requirement for compulsory site inspection.

*NB: Tenderer to comply with all requirements for the site visit in order to proceed further in the evaluation.*

Compliant with all requirements: Yes or No

## 6. TENDER DATES

Tender Closing: **10:30 on 13 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 001/22 GL** and they must be deposited in the tender box. Under no circumstances must the tender document be given to JW employee or security personnel

## 7. QUESTIONS AND ANSWERS

**QUESTION 1:** Does JW have a records management policy in place?

**ANSWER 1:** Yes, the Company has an approved Records Management Policy

**QUESTION 2:** Does JW have a records manager internally that the potential bidder will be working with?

**ANSWER 2:** Yes

## **8. CLOSURE**

**All queries are to be sent by 6 FEBRUARY 2023 at 16:00.**

**Ms Gcina Ndela** thanked all who attended the briefing and the meeting was adjourned.

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