

<b>CONTRACT NO.: JW14060R</b> <b>NORTHERN WWTW DEWATERING BUILDING BELT PRESS REPLACEMENT AND ASSOCIATED ANCILLARIES</b> <b>MINUTES FOR COMPULSORY BRIEFING MEETING HELD ON 22 NOVEMBER 2022 AT 12H00pm VENUE: NORTHERN WWTW ADMINISTRATION BUILDING</b>	
<b>1.</b>	<b>INTRODUCTIONS AND FORMALITIES</b>
1.1.	The attendance register was circulated during the meeting and signed by all the attendees (see attached). It was indicated that this meeting is <b>compulsory</b> , and as such all attendees should sign the attendance register.
1.2.	<p>The meeting was attended by the following members of Johannesburg Water (JW) as the Employer:</p> <ul style="list-style-type: none"> <li>• Thapelo Teane (TT) – Project Manager;</li> <li>• Gcina Ndela (GN) – Supply Chain Management Representative.</li> <li>• Lulama Xongwana (LX) – Assistant Project Manager;</li> <li>• Phathutshedzo Makhamedzha (PM) - OHSE Representative</li> <li>• Thomas Murivhula (TM) – Work Management Representative</li> <li>• Ntokozo Mdluli (NM) - Works Manager</li> <li>• Thabiso Thabeng (TT-RM) – Regional Maintenance Manager</li> </ul>
1.3.	<p>The following members of Hatch Africa (Pty) Ltd as the Employer's Agents (Project Consultant) attended the meeting:</p> <ul style="list-style-type: none"> <li>• Johan Prinsloo (JP) - Employer's Agent</li> <li>• Dirk Visser (DV) – Employer's Agent assistant (Electrical and C&amp;I Engineer)</li> <li>• Mbongiseni Mahlangu (MM) – Employer's Agent assistant (Mechanical Engineer)</li> <li>• Janco Van Den Berg (JvdB) - Employer's Agent assistant (Civil Engineer)</li> </ul>
1.4.	<p>TT welcomed all the attendees and introduced the project team from both the Employer and Consultant.</p> <p>It was emphasised that this meeting is <b>COMPULSORY</b>. Therefore, all tenderers who finally make submissions will be verified with the attendance register. No Tender will be considered if they did not attend this briefing.</p> <p>GN urged all attendees to provide their details clearly in the attendance register. Further communications, will be made using the email contact details provided.</p>
1.5.	It was emphasised that all communications related to this contract should <b>ONLY</b> be directed to both TT and GN electronically via the emails provided below and also shown in the tender documents. However, each query shall have in the email subject, the contract number (JW14054) and can be separated as follows:

**Directors:**

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	<ul style="list-style-type: none"><li>Technical queries should be addressed to <a href="mailto:thapelo.teane@jwater.co.za">thapelo.teane@jwater.co.za</a> and copied to the email <a href="mailto:gcina.ndela@jwater.co.za">gcina.ndela@jwater.co.za</a>; OR</li><li>Supply chain-related queries can be addressed to <a href="mailto:gcina.ndela@jwater.co.za">gcina.ndela@jwater.co.za</a> and copied to the email <a href="mailto:thapelo.teane@jwater.co.za">thapelo.teane@jwater.co.za</a></li></ul>
<b>2.</b>	<b>SUPPLY CHAIN MANAGEMENT – TENDERING PROCEDURE</b>
2.1.	All queries will be best answered in a timeous manner. Usually, they will be collated and responded to weekly.
2.2.	<ul style="list-style-type: none"><li>In cases where there is a material query as a result of omissions or it requires additions or corrections to the tender documents, an addendum will be issued and/or published. However, such a query will still be responded to via the tender clarification channels.</li><li>When there are addendums issued, these will be advertised on the Sowetan or Citizens Newspaper and the Johannesburg Water website and eTender portal.</li></ul>
2.3.	Furthermore, should there be a compelling need to extend the closing period of the tender, communication will be made via the same media platforms and on Johannesburg Water's website.
2.4.	Tenderers are advised to keep monitoring <b>Johannesburg Water's website timeously</b> should there be any further communications.
2.5.	<p>Tender documents are available in two formats listed below.</p> <ul style="list-style-type: none"><li><b>Hard colour-coded copy:</b> This type of copy is bought by depositing a payable non-refundable amount of R350.00 per tender document. The document can be collected during weekdays (working hours) with proof of payment from <b>Johannesburg Water Head office at TURBINE HALL 65 NTEMI PILISO STREET NEWTOWN JOHANNESBURG</b>. Payment must be deposited into Johannesburg Water's Standard Bank account no. 000196789, Branch code 00205, Reference. No: JW14060 R. <b>No cash or cheques are accepted.</b></li><li><b>Soft or Electronic Copy:</b> The Tender Document is also downloaded for "free" from Johannesburg Water's website, <a href="https://johannesburgwater.co.za/">https://johannesburgwater.co.za/</a>, under the Tender number JW14060 R and on the eTender portal. Tenderers are advised to download and maintain the page sequencing of all copies as per the online downloaded document and <b>bind them accordingly to the volumes indicated. Loose pages will not be accepted, and all pages must be completed.</b></li></ul>
2.6.	The tender document must be completed in full. Tenderers are encouraged to refer to page no. 4 on the Tender document, where there is a checklist to be used to ensure all returnable documents are completed and/or submitted.

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2.7.	<ul style="list-style-type: none"> <li>When completing the tender document, only a non-erasable <b>BLACK INK</b> pen is allowed to be used. No other types of pens will be allowed including the use of correction fluid.</li> <li>The Tender document may be completed electronically, but Tenders are cautioned not to temper or alter any wording. If found to be the case, the said Tenderer will be disqualified. Their tender document must be the same as the document downloaded from the website.</li> <li><b>NO-TIPEX OR CORRECTION FLUID</b> should be used on the Tender document. When correcting a typed-out mistake, the Tenderer must just strikethrough the incorrect part and initial next to it, with a correct text or value typed in <b>BLACK INK</b>.</li> </ul>
2.8.	This tender will be valid for 90 days after the closing date.
2.9.	<p>This tender will close on Thursday, 15 December 2022 at exactly 10:30 am.</p> <p>Only the time indicated on the clock located at the reception of the Johannesburg Water Head office at Turbine Hall 65 Ntengi Piliso Street Newtown Johannesburg, Gauteng, South Africa will be used on the closing date.</p> <p>There will be a public tender opening on the closing date.</p>
2.10.	<p>The tender document shall be submitted ON or BEFORE the closing date and time in the tender box provided at the reception/entrance area located at the Johannesburg Water Head office located at Turbine Hall 65 Ntengi Piliso Street Newtown Johannesburg, Gauteng, South Africa. NO late submission will be accepted as the doors will be closed at the said closing time.</p> <p>The couriered tender document will be allowed, but the Tenderers must ensure that their designated couriers deposit the tender document in the designated tender box and must not be left with the receptionist or any JW staff. JW will not be held liable for tender documents not deposited in the tender box. It is the responsibility of the bidder to ensure that the courier representative deposits the tender document in the tender box provided.</p>
2.11.	<p>The returned tender documents shall be sealed in an envelope and marked with the following:</p> <ul style="list-style-type: none"> <li>Tender number i., JW14060R;</li> <li>Tender name or description; and</li> <li>Tenderer's name and contact details</li> </ul>
2.12.	<p>Tenders shall also submit their electronic tender document in a NON-LOCKED USB enclosed in the envelope of the hard copy tender submission.</p> <p>It was emphasised that the Tender documents as received on hard copies or electronic versions are not to be rearranged or dismantled in any form and shall only be returned/submitted as hard copies and completed as required.</p>

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2.13.	<p>Tender documents are divided into the following Volumes:</p> <ul style="list-style-type: none"> <li>Volume 1 - Tender Procedure, Returnable, Agreement &amp; Contract Data and Pricing Data documents;</li> <li>Volume 2 - Scope of Works (Project Specification) and Johannesburg Water General Standard Specifications;</li> <li>Volume 3 - Occupational, Health and Safety Specification; and</li> <li>Volume 4; Tender Drawings.</li> </ul>
2.14.	<p>An electronic version of the Bills of Quantities (BoQ) and Local Content Declaration (LCD) forms will be published for download on the Johannesburg Water website. Tenderers are <b>encouraged to also complete</b> both the BoQ and LDC electronically and submit, their tender documents in a non-encrypted USB enclosed inside the sealed envelope submitted with the returned tender documents.</p>
2.15.	<p>The CIDB rating for this contract is for all Tenderers with a grading of <b>8ME</b> and higher. Lower gradings will only be allowed as per the Joint Venture (JV) partnership guidelines published by CIDB. It shall be noted that a tenderer who has submitted in response to this tender as a JV partner, cannot subsequently submit in response to this tender as a single bidder. This will render both responding tenders disqualified.</p>
2.16.	<p>The CIDB grading for Tenderers and/or JV partners will be verified and shall be as indicated in the returned tender documents. Each Tenderer CIDB grade shall be active on the CIDB register. Tenderers are encouraged to keep tabs on their CIDB registration to ensure their status is active.</p> <p>If a Tenderer's CIDB grade is reflected as outstanding, inactive, or suspended on the CIDB register. Such a Tenderer will be disqualified.</p>
2.17.	<p>SARS tax compliance status will be verified via the CSD platform using the submitted SARS compliance pin. There is no need for the Tenderer to submit a clearance certificate. The Tenderer shall ensure they are registered with CSD.</p> <p>Should a Tenderer's compliance status not be valid by the Closing date of the tender, an allowance of 7 days after the closing date will be given. Only after the 7 days of non-compliance will the Tenderer be disqualified.</p> <p>The SARS compliance will mean a valid full compliance tax status, or an official arrangement confirmation made detailed in the system-generated SARS border letter.</p>
2.18.	<p>Those Tenderers qualifying under technical evaluation will then be proceeded to be evaluated on pricing and preferential procurement. This means a 90% score will be from the price and 10% will be based on the preferential procurement (BBBEE).</p> <p>The highest scoring Tenderer on the evaluation will be awarded the Contract and not necessarily the lowest price offer based on the 90/10 scoring points indicated above.</p>
2.19.	<p>All forms in the tender documents required to be completed are mandatory and will be checked for completeness and must be signed by the authorised persons of the Tenderer.</p>

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	<p>Tenderers are encouraged to complete the authorisation person form and/or submit a resolution from their Company or JV partnership Board of Directors indicating the delegation of the authorising person. NB. JV tenders' submissions shall be accompanied by the JV agreement.</p> <p>Tenderers shall ensure that all forms are authorised by the delegated persons and that the signatures are consistent in all the returned documents.</p> <p>Electronic signatures for those tenderers who will use the downloadable copy online will be accepted.</p>
2.20.	<p>BBBEE certificate shall be submitted, and the status will be verified. This certificate shall be issued by an accredited SANAS verification agency.</p> <p>Only EMEs with an annual turnover equal to or below a million as audited, are allowed to provide a sworn affidavit.</p> <p>When bidding as a JV partnership, a consolidated BBBEE certificate shall be submitted. Individual certificates will not be allowed.</p>
2.21.	<p>All tender document forms listed from pages 21 to 23 in the tender document shall be completed and submitted, in summary, they are:</p> <ul style="list-style-type: none"> <li>• SARS pin</li> <li>• Tenderer must submit a valid copy showing proof of municipal rates and taxes of the Tenderer's office address showing the Company Name. The statement shall not have any overdue amounts and must be within 3 months from the closing date of the tender. Should a Tenderer be leasing an office space, a lease agreement with a statement of rates and taxes shall be submitted</li> <li>• Annual financial statement</li> <li>• Signed JV agreement</li> <li>• Valid BBBEE certificate or affidavit</li> </ul>
2.22.	Those Tenderers meeting the compliance evaluation will then progress to be evaluated on the technical evaluation.
<b>3.</b>	<b>OHSE Requirements</b>
3.1.	The Contract will require a full-time and registered OSHE official for the Tender. The Officer must be fully registered and must not be in the process of registration. The key experience and qualifications are listed in the Tender document.
3.2.	The Contract will require the application for the Construction Work Permit. The details of which will be provided at Contract award. All documentation required for this permit application will be required after the Contract award.
3.3.	The environmental officer can be the same as the safety official considering that their qualification is as per the requirements in the Tender document.

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3.4.	The Tenderers were encouraged to familiarize themselves with the requirements in the OSHE specification.
<b>4.</b>	<b>Technical Evaluation</b>
4.1.	<ul style="list-style-type: none"> <li>On the technical, the first gatekeeper is the local content. Tenderers should primarily meet the minimum threshold specified in the tender documents. Tenderers are encouraged to complete these forms accurately and in full completeness.</li> <li>The Local Content Declaration form has annexure C. In this form, there is a column for the exemption of importing items. The Tenderers should have a letter from the Department of Trade and Industry (DTI), confirming that they are exempted not to meet the minimum threshold. If an exemption has NOT been requested from DTI, then the values in this column for those items should be zero (nil).</li> <li>Should the Tenderers be uncertain about how to complete this form, they should contact CN via email or telephone. It shall be noted that only clarification or guidance will be made.</li> <li>In form MBD 6.2 found in the tender document, the items which require local content adherence are listed with their respective minimum threshold. These items are also listed in Annexure C of the LDC. The Employer will use the electronic copy of the completed LDC form to check if the Tenderers have calculated the offered rate.</li> <li>Should Tenders need further assistance in completing this LDC form, they should make an appointment via email for an online meeting with Thapelo Teane using the email provided.</li> </ul>
4.2.	The second gatekeeper will be the declaration of special conditions for local sub-contracting. The minimum local sub-contracting percentage is indicated in the Tender document on page RD.15.
4.3.	<p>Functionality evaluation under the technical evaluation will be the key experience of personnel and the company. The evaluation criteria are straightforward, and Tenderers are encouraged to follow the requirement as specified concerning qualifications and experience. There are only 3no key personnel required i.e. The Contract Manager, the Site Agent, and the Safety Officer.</p> <p>The requirement will not be relaxed to accommodate certain Tenderers or for any other reasons</p>
4.4.	<p>The evaluation criteria were emphasized to the Tenderers that it is very straightforward; therefore, Tenderers are expected to comply fully as the evaluation will be very strict. Tenderers are to take note of the qualification requirements.</p> <p>Tenderers were discouraged from submitting personnel that are not listed in the evaluation criteria, Therefore, only 3no. of key personnel CVs are required.</p>
4.5.	It was highlighted that the OHS plan, Preliminary Programme, Method Statements, Quality Control Plan and Proof of plant ownership are not required to be submitted during the tender stage. These will only be required after the Contract award.

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<b>5.</b>	<b>Project Scope of Works (Summary)</b>
4.1.	It was emphasized that the Scope of Works is detailed under Volume 2 of the Tender documents. Therefore, the brief is not to relieve the Tenderer from studying the documents.
4.2.	<p>The project will be implemented inside the existing Dewatering Building which currently houses fourteen (14) existing Belt Presses with ten (10) Belt Presses earmarked for replacement under this project. The project will be implemented in two (2) phases, covering the Civil/Structural, Mechanical and Electrical/C&amp;I scope of works. The first phase covers the installation of the four "Set C" Belt Presses and associated ancillaries (i.e., poly dosing system, MCC, wash water system, and the sludge supply system). The second phase covers the installation of the six "Set A" Belt Presses and associated ancillaries (i.e., poly dosing system, MCC, wash water system, and the sludge supply system).</p> <p>In summary, the Dewatering Building belt press replacement and associated ancillaries Scope of Work comprises of the following but not limited to:</p> <ul style="list-style-type: none"> <li>• Replacement of ten (10) filter Belt Presses (Set A and C)</li> <li>• Upgrade of the Wash Water System;</li> <li>• Upgrade of the Poly Dosing System;</li> <li>• Replacement of the sludge pumps and amendment of the inline flowmeter for the main sludge line.</li> <li>• Upgrade of the lifting equipment within the dewatering building;</li> <li>• Installation of new ventilation systems;</li> <li>• Poly Silo Refurbishment;</li> <li>• Rehabilitation of the dewatering building and security upgrade;</li> <li>• Construction of two MCC rooms and one solar battery room;</li> <li>• Installation of new MCCs and electrical equipment associated with the identified equipment;</li> <li>• Upgrade and replacement of the Control and Instrumentation system</li> <li>• Installation solar systems</li> <li>• Installation of fencing and metalwork refurbishment of the dewatering building.</li> </ul>
4.3.	The Tenders are advised that they should ensure that they familiarize themselves with Volume 2B, which had the Johannesburg Water standard specification. Upon acceptance of the tender or contract award, the Tenderers will be assumed that they have fully complied with this specification as the minimum requirements including those listed in the Scope of Works.

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	Equipment datasheets have not been prepared and thus are not required from the Tender. But Tenders are encouraged to provide, especially the Belt press technical document or datasheets of their offered belt press with the Tender submission.
4.4.	Tenders were aware that the Contract will be undertaken from a live plant, and operations are expected to continue during construction. Therefore, Tenders should consider the non-exclusive access in their installation offers.
4.5.	Furthermore, the Tenders are reminded to take note of the following when preparing their pricing offers: <ul style="list-style-type: none"> <li>• Access to the site when delivery of the belt presses; and</li> <li>• Installation restriction or access for manoeuvrings during installation.</li> </ul>
4.6.	It was emphasized that the Contract will be carried out in x2 phases. Therefore, the Tenderers should take note of the restricted access and or phased access. Furthermore, Tenderers should take note of the requirements required to be achieved for practical completion which include but are not limited to installation completion to the satisfaction of the Employer and Agent, commissioning and testing and trial operation period proving the system performance. This is described in the Contract Data and the Scope of Work.
4.7.	The Tenderers are to take note of the security of their equipment and the project. This shall be included in their pricing offers.
<b>6.</b>	<b>General Items</b>
6.1.	The Contract has allowed for the appointment of a community liaison offer to be appointed by the Tenderer.
6.2.	There will be a requirement for the training of local labour. The allowance has been made under the Contract.
<b>7.</b>	<b>Question and Answers (during the briefing session)</b> <i>NB. Questions during the site walkabout were not captured.</i>
7.1.	<b>Question:</b> Do all parties of the Joint venture required to attend this briefing meeting? <b>Response:</b> At least one party of the joint venture should have attended this meeting.
7.2.	<b>Question:</b> Is the Solar installation for standby purposes or continuous operation? <b>Response:</b> The solar installation is for standby purposes during power cuts for the PLC system.
7.3.	<b>Question:</b> How long is practical completion? <b>Response:</b> Practical completion is 24 months from the commencement date. Tenders are reminded that the Contract is split into x2 phases. Therefore, there will be a partial handover in-between the phases, with one practical completion at the end of the contract after the success of the trial operation period.

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<b>MINUTES FOR COMPULSORY BRIEFING MEETING HELD ON 22 NOVEMBER 2022 AT 12H00pm VENUE: NORTHERN WWTW ADMINISTRATION BUILDING</b>	
7.4.	<p><b>Question:</b> Can the Employer consider allowing a provisional sum for the procurement of the maintenance spared of the Set B belt presses, as it was difficult to get the rates from the supplier?</p> <p><b>Response:</b> The Employer will consider this request.</p> <p><b>Post-Meeting Clarification Note:</b> The Employer has made a provisional sum and will issue an addendum for section 3.2 of the BoQ.</p>
8.	<p><b>Site Inspection</b></p> <p>After the tender briefing meeting, all interested attendees were taken on a brief site visit, showing them the primary areas related to the Scope of Works across the Works.</p>

**ISSUE DATE: 05 December 2022**

**Compiled by:** Mbongiseni Mahlangu

**Approved by:**

- Johan Prinsloos
- Thapelo Teane
- Gcina Ndela

#### Directors:

Ms Rachel Kalidass (Chairperson), Mr Ntshavheni Mukwevho (Managing Director and Executive Director),  
Mr Johan Koekemoer (Financial Director and Executive Director), Professor Clinton Aigbavboa, Mr Siphamandla Mnyani, Mr Petrus Matji,  
Mr Lebogang Ledwaba, Mr Thabo Sakasa, Mr Mavhungu Ramurunzi, Mr Philemon Mashoko

Ms Kethabile Mabe (Company Secretary),

Johannesburg Water SOC Ltd

Registration Number: 2000/029271/30