

CONTRACT JW 14327
APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE STAND AND HOUSEHOLD
VERIFICATIONS IN INFORMAL SETTLEMENTS FOR THE BASIC SERVICES PROJECTS ON AN
AS AND WHEN BASIS FOR (36) MONTHS
TENDER BRIEFING - MINUTES

<u>CONTRACT NUMBER:</u>	JW 14327
<u>CONTRACT TITLE:</u>	APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE STAND AND HOUSEHOLD VERIFICATIONS IN INFORMAL SETTLEMENTS FOR THE BASIC SERVICES PROJECTS ON AN AS AND WHEN BASIS FOR (36) MONTHS
<u>DEPARTMENT:</u>	ESU
<u>DATE OF MEETING:</u>	25 JANUARY 2023
<u>TIME OF MEETING:</u>	12:00
<u>VENUE FOR MEETING:</u>	65 NTEMI PILISO STREET TURBINE, NEWTOWN (AUDITORIUM)
<u>CLOSING DATE:</u>	16 FEBRUARY 2023

1. WELCOME

Ms Amanda Mnisi welcomed everyone who attended the meeting and introduced JW personnel.

2. CONTACT PERSONS

Ms Faith Ramatsoele

Email: faith.ramatsoele@jwater.co.za

Telephone number: 011 688 6545

Ms. Gcina Ndela

Email: 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 COMPULSORY, bidders who did not attend the meeting will NOT be considered for this tender.
- Tender documents are available in PDF format at no cost on Johannesburg Water website (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.

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- 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
- 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 BBBEE and Preferential Procurement
- BBBEE POINTS- points will only be allocated upon submission of a valid BBBEE 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.

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- 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.

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- 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 16 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, 1st 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.

Ms Faith Ramatsoele presented the following:

4. SCOPE OF WORKS

- The works to be carried will be in informal settlements within the City of Johannesburg.
- Service provider to provide devices required for data capturing, GPS coordinates and photographs
- Community based workers must be locally employed i.e they should be procured from the area/ward where the work package is carried out
- CPI is not allowed for in the contract therefore pricing should cater for that and also the payment of the Community based workers

5. EVALUATION CRITERIA

Ms Ramatsoele explained that service providers must ensure that they submit comprehensive CV's as requested and also take note that where copies of certified qualifications are required, they must comply.

6. TENDER DATES

Tender Closing: **10:30 on 16 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 14327** 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: Email addresses for JW employees are not showing on the cover document?

ANSWER 1: SCM CONTACT PERSON- Gcina.ndela@jwater.co.za

ESU and PMU CONTACT PERSON- Faith.ramatsoele@jwater.co.za

Polite.mogolola@jwater.co.za

QUESTION 2: How are these tenders monitored after submission?

ANSWER 2: Security personnel is there 24 hours.

QUESTION 3: Is there a register to sign as we submit our tenders?

ANSWER 3: No

QUESTION 4: On the register whose information do I put if I'm representing the company and I'm not the director?

ANSWER 4: The attendee

QUESTION 5: If we are tendering as a JV, do we put the CSDs for both the companies?

ANSWER 5: Yes

QUESTION 6: Why is the Contract Manager minimum qualification that of a qualification in Humanities?

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ANSWER 6: JW has undertaken similar projects and the qualification suits the Contract Manager position as this is the first person who will be dealing with any community issues should they arise. The position requires someone with the skill and also qualified in dealing with different communities.

QUESTION 7: If the company doesn't have the required experience, can the newly appointed director be used to suffice that if they have experience related?

ANSWER 7: No. The company must have done similar work not just the director

8. CLOSURE

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

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