

CONTRACT JW IT 34/22  
SUPPLY & DELIVERY OF PRINTER CARTRIDGES TO JOHANNESBURG WATER ON AS AND  
WHEN REQUIRED BASIS FOR A PERIOD OF 24 MONTHS  
TENDER BRIEFING - MINUTES

<b><u>CONTRACT NUMBER:</u></b>	JW IT 34/22
<b><u>CONTRACT TITLE:</u></b>	SUPPLY & DELIVERY OF PRINTER CARTRIDGES TO JOHANNESBURG WATER ON AS AND WHEN REQUIRED BASIS FOR A PERIOD OF 24 MONTHS
<b><u>DEPARTMENT:</u></b>	INFORMATION TECHNOLOGY
<b><u>DATE OF MEETING:</u></b>	18 NOVEMBER 2022
<b><u>TIME OF MEETING:</u></b>	13h00
<b><u>VENUE FOR MEETING:</u></b>	Virtual Meeting

**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 non-compulsory, bidders who did not attend the meeting will also be considered for this tender.

**2. CONTACT PERSONS**

Mr Omar Mukhtar

Email: [omar.mukhtar@jwater.co.za](mailto:omar.mukhtar@jwater.co.za)

Telephone number: 011 688 6575

Ms. Nthabiseng More

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

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

Telephone number: 011 688 1796

**3. SUPPLY CHAIN MANAGEMENT PRESENTATION**

- Tender documents are available on the Johannesburg Water website at no cost and on etender portal.
- All the forms must be fully completed and signed.
- Tenderers are required to submit one original hard copy plus a soft copy in the a USB.
- The 80/20point 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
- Make sure that your pricing schedule is fully complete and signed. Incomplete pricing information will result in the tender offer being declared non-responsive.
- Should tenderers opt to re-type the pricing schedule, no line items should be omitted as per the tender document.

- The tender document must be filled in using black ink. Any mistakes must be struck-off and corrected with black ink and signed by tenderer, especially when completing pricing schedule
- BBBEE POINTS- points will only be allocated upon submission of a certified valid BBBEE certificate. Failure to submit a certified valid BBBEE certificate will result in no points being allocated for Preferential Procurement.
- Tender will be valid for 90 days after closing date.
- Tenderers are advised to register on Central Supplier Database (CSD) and ensure that they are tax compliant prior submitting their tenders. Non-compliant will result in disqualification.
- 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.
- Tenderers who wish to tender as a JV need to include the JV agreement in their tender submissions.
- Tenderers are advised to use the check-list on page 5 as guidance.
- No bids will be considered from persons in the service of the state.

#### **Supporting documents**

- Valid Tax Compliance Status Pin (Tax certificate) for Tenders
- Certified copy of BBBEE certificate or Affidavit (**Commissioner of Oath Stamp on the certificate or affidavit must be original**).
- Latest / current municipal rates and taxes statement (**municipal statement must not be in arrears**) or a valid lease agreement.
- Authority to sign (Resolution) must be submitted with the tender.

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

#### **4. TECHNICAL SPECIFICATION PRESENTED BY Mr Omar Mukhtar**

The tenderers were advised that there were two options for this tender in the document namely those for remanufactured and those for original cartridges.

Further advised that there only two types of cartridges we were looking for namely monochrome and colour.

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The specs are below:

<b>Printer Models - Remanufactured</b>			
<b>No</b>		<b>Cartridge Description</b>	<b>Cartridge Part Number</b>
	<b>HP Monochrome</b>		
1	HP 401dn	Black	CF280A
2	HP402dne	Black	CF226A
3	HP 3015dn	Black	CE255A
4	HP 2055dn	Black	CE505a
	<b>CANON Monochrome</b>		
5	Canon LBP6780	Black	CRG724
6	Canon LBP351/352 X	Black	CRG039
	<b>HP Colour Printers</b>		
1	HP CP1215/1515/2025	Black	CB540
		Cyan	CB541
		Yellow	CB542
		Magenta	CB543
			Total
2	HP1525n	Black Toner	CE320A
		Cyan Toner	CE321A
		Magenta Toner	CE323A
		Yellow Toner	CE322A
			Total
3	HP M251n	Black Toner	Cf210a
		Cyan Toner	Cf211a
		Magenta Toner	Cf213a
		Yellow Toner	Cf212a
4	HP 4525n	Black Toner	Ce260a
		Cyan Toner	Ce261a
		Magenta Toner	Ce263a
		Yellow Toner	Ce262a

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5	HP Officejet 7110	Black cartridge	CN057A
		Yellow Cartridge	CN056A
		Cyan Cartridge	CN054A
		Magenta Cartridge	CN055A
6	HP Officejet 7740	Black cartridge	CNHPL0S58AE-HP953
		Yellow Cartridge	CNHPF6U14AE-HP953-YELLOW
		Cyan Cartridge	CNHPF6U12AE-CYAN
		Magenta Cartridge	CNHPF6U13AE-MAGENTA
7	HP Officejet 8620	Black cartridge	CN049AN
		Magenta Cartridge	CN051AN
		Cyan Cartridge	CN050AN
		Yellow Cartridge	CN052AN
8	HP Officejet Pro 8720	Black cartridge	CNHPL0S58AE-HP953
		Magenta Cartridge	CNHPF6U13AE-HP953-MAGENTA
		Cyan Cartridge	CNHPF6U12AE-HP953-CYAN
		Yellow Cartridge	CNHPF6U14AE-HP953-YELLOW
9	HP Officejet 6500a	Black cartridge	CNHPCD975AE-HP920XL
		Magenta Cartridge	CNHPCD973AE-HP920XL
		Cyan Cartridge	CNHPCD972AE-HP920XL
		Yellow Cartridge	CNHPCD974 AE-HP920XL
*NB: If remanufactured cartridges are not available for any of the above cartridges, then please quote on OEM original for that model.			
	<b>Printer Models for OEM Original</b>		

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No		Cartridge Description	Cartridge Part Number
	<b>HP Monochrome</b>		
1	HP404dn	Black	CF258A(HP58A)
2	HP M608dn	Black	CF281A
3	HP M611/612dn	Black	W1470A(HP147A)
4	Lexmark B2338dw	Black	B235000
5	Lexmark MS821dn	Black	58D1H00
6	Lexmark B2442dw	Black	B244H00
	<b>HP Colour Printers</b>		
1	HP M252dw	Black Toner	CF400A
		Cyan Toner	CF401A
		Magenta Toner	CF403A
		Yellow Toner	CF402A
			Total
2	HP 5500P	Black Toner	C9730A
		Cyan Toner	C9731A
		Magenta Toner	C9733A
		Yellow Toner	C9732A
3	HP652/653dn	Black Toner	CF450A
		Cyan Toner	CF451A
		Magenta Toner	CF453A
		Yellow Toner	CF452A
4	HP651	Black Toner	CF330X
		Cyan Toner	CF331A
		Magenta Toner	CF333A
		Yellow Toner	CF332A
5	HP M451n / HP M452nw	Black Toner	Ce410a

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		Cyan Toner	Ce411a
		Magenta Toner	Ce413a
		Yellow Toner	Ce412a
6	HP 5225dn	Black Toner	C9730A
		Cyan Toner	C9731A
		Magenta Toner	C9733A
		Yellow Toner	C9732A
7	HP Officejet 6830	Black cartridge	CNHPC2P19AE-HP934
		Magenta Cartridge	CNHPC2P21AE-HP935-MAGENTA
		Cyan Cartridge	CNHPC2P20AE-CYAN
		Yellow Cartridge	CNHPC2P22AE-YELLOW
8	HP Officejet 9013	Black cartridge	CNHP3JA26AE-HP963
		Magenta Cartridge	CNHP3JA24AE-HP963-MAGENTA
		Cyan Cartridge	CNHP3JA23AE-HP963-CYAN
		Yellow Cartridge	CNHP3JA25AE-HP963-YELLOW
9	HP Laserjet 454 dn/dw	Black cartridge	W2030A (415A)
		Magenta Cartridge	W2033A (415A)
		Cyan Cartridge	W2031 (415A)
		Yellow Cartridge	W2032A (415A)
	<b>CANON COLOUR PRINTERS</b>		
10	Canon LBP654Cx	Black	CRG046BK
		Magenta	CRG046M
		Yellow	CRG046Y
		Cyan	CRG046C
11	Canon LBP710/712X	Black	CRG040BK
		Magenta	CRG040M
		Yellow	CRG040Y
		Cyan	CRG040C

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The evaluation criteria is as follows:

EVALUATION CRITERIA (GATEKEEPER)				
EVALUATION CRITERIA (REMANUFACTURED CARTRIDGES)				
Criteria no	Criteria	Description	Documentary Evidence	Comply Y / N
1.	Specification	The tenderer must provide proof that the printer cartridges offered are Remanufactured or OEM(Original Equipment Manufacturer)	This must be in a form of an official letter from the Supplier/Distributor confirming that the offered printer cartridges are Remanufactured or OEM(Original Equipment Manufacturer)	Comply  YES/NO
<b>Only tenderers who satisfy the criteria above will be evaluated on the rest of the criteria</b>				
2.	Contactable References	The Tenderer must have supplied and delivered printer cartridges to at least 2 customers within the past 5 years	<p>Tenderer must provide a minimum of 2 relevant contactable reference letters from customers.</p> <p>Template provided in the tender document to be completed by the customer or the same information provided on the customers letterhead.</p> <p><i>NB: The attached reference template 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. Information provided will be verified and if</i></p>	Comply  YES/NO

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			<i>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</i>	
<p>* Tenderers must specify exactly as per which cartridges the letter is valid for, example if a tenderer is quoting for remanufactured cartridges, then the letter from the tenderer or supplier/distributor must specify that it is for those cartridges.</p> <p>Similarly, if the letter is for the OEM cartridges, then specify that as well.</p> <p>If a tenderer is quoting for both cartridges (remanufactured and OEM) then two letters must accompany the tender, namely: One letter confirming that the cartridges are remanufactured and another from the distributor or manufacturer confirming that the cartridges are OEM original.</p>				

EVALUATION CRITERIA (GATEKEEPER)				
EVALUATION CRITERIA (OEM ORIGINAL)				
Criteria no	Criteria	Description	Documentary Evidence	Comply Y / N
1.	Specification	The tenderer must provide proof that the printer cartridges offered are OEM Original)	This must be in a form of an official letter from the distributor/manufacturer confirming that the offered printer cartridges are OEM Original.	Comply  YES/NO
<b>Only tenderers who satisfy the criteria above will be evaluated on the rest of the criteria</b>				
2.	Contactable References	The Tenderer must have supplied and delivered printer cartridges to at least 2 customers within the past 5 years	<p>Tenderer must provide a minimum of 2 relevant contactable reference letters from customers.</p> <p>Template provided in the tender document to be completed by the customers or the same information provided on the customers letterhead. <i>NB: The attached reference template must be completed by the referee and included in the tender submission. Alternatively, the</i></p>	Comply  YES/NO



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			<i>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. 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</i>	

Also the tenderers were advised that these will be evaluated on a per item basis for monochrome and as a set for colour cartridges.

**5. TENDER DATES**

Tender Closing: **10:30 on 18 November 2022**. No late submissions will be accepted under any circumstances. Tender documents must be submitted in sealed envelopes, clearly marked with the reference number **JWIT34/22** and they must be deposited in the tender box. Under no circumstances must the tender document be given to JW employee.

**6. QUESTIONS AND ANSWERS**

NO QUESTIONS RAISED

**CLOSURE**

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