

CONTRACT JW OPS 002/20
HIRE AND SERVICING OF CHEMICAL TOILETS TO VARIOUS AREAS WITHIN THE COJ
BOUNDARIES ON AN "AS AND WHEN" REQUIRED BASIS FOR A PERIOD UP UNTIL 28
FEBRUARY 2024 (REMAINDER
TENDER BRIEFING - MINUTES

<u>CONTRACT NUMBER:</u>	JW OPS 002/20
<u>CONTRACT TITLE:</u>	HIRE AND SERVICING OF CHEMICAL TOILETS TO VARIOUS AREAS WITHIN THE COJ BOUNDARIES ON AN "AS AND WHEN" REQUIRED BASIS FOR A PERIOD UP UNTIL 28 FEBRUARY 2024 (REMAINDER
<u>DEPARTMENT:</u>	OPERATIONS
<u>DATE OF MEETING:</u>	18 JANUARY 2023
<u>TIME OF MEETING:</u>	10:00 AM
<u>VENUE FOR MEETING:</u>	65 NTEMI PILISO STREET TURBINE HALL, NEWTOWN, AUDITORIUM
<u>CLOSING DATE:</u>	03 FEBRUARY 2023

1. WELCOME

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

2. CONTACT PERSONS

Ms Nontokozo Masilela

Email: nontokozo.masilela@jwater.co.za

Telephone number: 011 688 1782

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 are also available in hard copies at the cost of R350.00 per document at our Johannesburg water offices
- 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 90/ 10 points scoring system will be applicable to this tender. 90 points will be allocated to Price and the remaining 10 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.

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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

Supporting 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. Annual financial statements (AFS) three [03] years, (if required, audited financial statements)
3. Joint Venture / Consortium Agreement signed by all parties
4. Valid BBBEE Certificate or certified 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 completes and signed Declaration for Procurement Above R10 Million (Vat Included) form MBD 5
8. A completed and signed Preference Points Claim Form MBD 6.1
10. A completed and signed Declaration of Bidder's Past Supply Chain Management Practices MBD 8
11. A completed and signed Certificate of Independent Bid Determination form MBD 9

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- 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 03 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.

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

Ms Sthembile Dladla presented the following:

4. SCOPE OF WORKS

Service Providers appointed shall be required to supply and service the required quantity of portable latrine units to various settlements within the boundaries of the City of Johannesburg on "as and when" required basis in accordance with the specifications. The contract will be for a period from the date of the award up until 28 February 2024

5. EVALUATION CRITERIA

5.1 Technical Evaluation (Functionality)

- Tenderers are to comply with the requirements of the technical evaluation as stipulated and achieve a minimum score per criterion in order to be evaluated further. The tenderers are also required to submit all the required documents for criteria that requires documentation submission in order for them to be considered for the next stage evaluation.
- The tenderers will be evaluated on a minimum of 2 years' experience where work in the supply or hire and servicing of chemical toilets was carried out successfully and must ensure that the submitted evidentiary document (reference letter) reflects the required experience.
- A site visit will be conducted at the premises of shortlisted tenderers whereby the condition of chemical toilets, compliance of the toilet structure with the required specification and the availability of servicing equipment will be evaluated.

5.2 Scope of Works (Technical Specification and Information)

- The service provider shall be required to supply and service the required quantity of portable latrine units to various informal settlements on an "as and when" required basis and in accordance with the specifications as outlined in the tender document.

5.3 Pricing Schedule

- As it is an "as and when" required contract, the pricing schedule is based on rates and the tenderers must clearly note that their offered rates must be firm.
- It also emphasised that the tenderers are to complete the pricing schedule in full and sign the pricing schedule.

5.4 Special Conditions

- It was emphasised that the tenderers are to ensure that they thoroughly go through the special conditions in the tender document, as they would be the terms and conditions of the contract upon award.

6. TENDER DATES

Tender Closing: **10:30 on 03 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 OPS 002/20** 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: Should the BEE be consolidated if bidders are tendering as a joint venture?

ANSWER 1: Yes, a consolidated BBBEE Certificate must be submitted

QUESTION 2: Is a bakkie with a trailer allowed for dislodging?

ANSWER 2: No, only trucks required for servicing

QUESTION 3: Is a sample necessary if a site visit will be conducted?

ANSWER 3: Yes, it is necessary, JW will keep one sample of the awarded bidder for verification purposes during the tenure of the contract

QUESTION 4: How many services are required regarding the toilets?

ANSWER 4: Three (3) services are required per week. further, determination will be conducted per depot requirements.

QUESTION 5: How many service providers is JW looking to appoint?

ANSWER 5: The bidders are going to be appointed based on the objective criteria as indicated on page 19 of the tender document

QUESTION 6: Will bidders be disqualified if they do not submit a soft copy?

ANSWER 6: No

QUESTION 7: Will JW do a site visit outside JHB?

ANSWER 7: Yes

QUESTION 8: Will the completion certificate be acceptable as a reference for work done?

ANSWER 8: No, Completion certificate, appointment letters and purchase orders will not be acceptable

QUESTION 9: When are bids being opened?

ANSWER 9: Bids are to be opened soon after the closing time on the 3rd of February 2023.

QUESTION 10: Where must bidders submit their tenders?

ANSWER 10: All bids are to be deposited in the tender box situated at no.65 Ntemi Piliso Street Newtown, Turbine Hall.

8. CLOSURE

All queries are to be sent by 27 January 2023 at 16:00.

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

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