

CONTRACT JW OPS 041/22
STRIP, QUOTE AND REPAIR OF NORTHERN WORKS UNIT 3 MODULIE 2 MOTOR CONTROL
CENTRE ON AN AS AND WHEN REQUIRED BASIS FOR A PERIOD OF THIRTY-SIX (36) MONTHS
TENDER BRIEFING - MINUTES

<u>CONTRACT NUMBER:</u>	JW OPS 041/22
<u>/CONTRACT TITLE:</u>	STRIP, QUOTE AND REPAIR OF NORTHERN WORKS UNIT 3 MODULIE 2 MOTOR CONTROL CENTRE ON AN AS AND WHEN REQUIRED BASIS FOR A PERIOD OF THIRTY-SIX (36) MONTHS
<u>RDEPARTMENT:</u>	OPERATIONS
<u>DATE OF MEETING:</u>	19 JANUARY 2023
<u>TIME OF MEETING:</u>	10:00 AM
<u>VENUE FOR MEETING:</u>	VISUAL MEETING
<u>CLOSING DATE:</u>	6 FEBRUARY 2023

1. WELCOME

Ms Nthabiseng More welcomed everyone who attended the meeting and introduced JW personnel.

2. CONTACT PERSONS

Ms Nthabiseng More

Email: nthabiseng.more@jwater.co.za

Telephone number: 011 688 1512

Ms. Nosipho Mokoena

Email: nosipho.mokoena@jwater.co.za

Telephonenumber:011-688 1585

3. SUPPLY CHAIN MANAGEMENT PRESENTATION

- 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.
- 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.
- 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 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 it's 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 06 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 Nosipho Mokoena presented the following:

4. SCOPE OF WORKS

Johannesburg Water (JW) wishes to procure the services of a reputable and experienced service provider to perform maintenance and repair of Motor Control Centre at Northern Wastewater Treatment Works Unit 3 Module 2 for a period not exceeding three-years, on as-and-when-required basis. The work shall be requested on JW's discretion and the contractor shall be requested to supply a quotation to JW beforehand and the contractor shall only commence with the repair work once they have received an official purchase order from JW, except in emergency situations whereby specified conditions shall apply

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5. EVALUATION CRITERIA

The tender will be evaluated on Legal Registration as an Electrical Contractor, Tenderer's experience, qualification, and experience of key staff. The evaluation criteria attached below will be utilised.

LEGAL REGISTRATION AS AN ELECTRICAL CONTRACTOR, TENDERER'S EXPERIENCE, QUALIFICATION AND EXPERIENCE OF KEY PERSONNEL				
Criteria No.	Criteria	Description	Documentary Evidence	Submission Compliant (Yes/No)
1	Legal Registration as an Electrical Contractor	Registration as an Electrical Contractor by Department of Employment and Labour in terms of OHS Act, 85 of 1993	Tenderer (Company) must submit proof of the tenderer's (company's) valid registration certificate/letter as an Electrical Contractor with the Department of Employment and Labour.	Submission compliant: (Yes / No)
The tenderer is required to meet the requirement for Legal Registration as an Electrical Contractor in order to be considered for further evaluation				
2	Tenderer's Experience	The tenderer (Company) must have minimum of 3 years' experience where maintenance or repair or manufacturing of low voltage motor control centre(s) panel(s) using electronic Motor Control Unit (MCU) and Man Machine Interface (MMI) was completed successfully.	<p>The tenderer must provide relevant reference letter(s) with proof that they have a minimum of 3 years' experience where maintenance or repair or manufacturing of low voltage motor control centre(s) panel(s) using electronic Motor Control Unit (MCU) and Man Machine Interface (MMI) was completed successfully.</p> <p>NB: This document 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.</p> <p>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.</p>	Submission compliant: (Yes / No)

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The tenderer is required to meet the requirement for tenderer's experience in order to be considered for further evaluation				
3	Qualifications of Key Personnel	The tenderer's key personnel must have the relevant qualifications (as stipulated) as proof of competency to execute the works.	<p>Tenderer (Company) must submit proof of qualifications for their key personnel who will be assigned to this contract for the execution of the work.</p> <p>The following personnel will be required for this contract:</p> <ul style="list-style-type: none"> - 1xTechnician: The key personnel is required to have a valid Electrician or Instrument Mechanician Trade Test Certificate 	Submission compliant: (Yes / No)
The tenderer is required to meet the requirement for Qualifications of Key Personnel in order to be considered for further evaluation				
4	Experience of Key Personnel	The tenderer's key personnel to be allocated for the execution of the contract must have experience on maintenance or repair of motor control centre(s) panel(s) using electronic Motor Control Unit (MCU) and Man Machine Interface (MMI)	<p>The tenderer must have the following personnel for the execution of the works required for this contract:</p> <ul style="list-style-type: none"> - 1xTechnician The Technician is required to have a minimum of 3 years on the maintenance or repair or wiring of motor control centre(s) panel(s) using electronic Motor Control Unit (MCU) and Man Machine Interface (MMI). <p>Note: The tenderer must complete and submit the attached Curriculum Vitae template for their key personnel with relevant experience to the works required. The tenderer must provide a separate form for each key personnel as per the positions listed in the form.</p>	Submission compliant: (Yes / No)
The tenderer is required to meet the requirement for Experience of Key Personnel in order to be considered for further evaluation				

6. PRICING SCHEDULE

The tenderers will be required to provide rates for year 1, year 2 and year 3, provide the total for year 1 to year 3, as well as the grand total.

Mark-up on spares will be paid as per the mark-up percentage stipulated on the pricing schedule for each year.

Transportation will be paid as per the applicable AA rate.

7. SPECIAL CONDITIONS

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

8. TENDER DATES

Tender Closing: **10:30 on 19 January 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 041/22** and they must be deposited in the tender box. Under no circumstances must the tender document be given to JW employee or security personnel

9. QUESTIONS AND ANSWERS

QUESTION 1: Will the letter of good standing from COIDA be accepted as proof that the bidder is an electrical contractor?

ANSWER 1: No, bidders are required to submit a valid registration certificate/letter as an Electrical Contractor with the Department of Employment and Labour. COIDA will not be accepted as proof of registration.

10. CLOSURE

All queries are to be sent by 30 January 2023 at 16:00.

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