

CONTRACT JW OPS 047/22
APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF
LUBRICANTS ON AS AND WHEN REQUIRED BASIS FOR A PERIOD OF THIRTY-SIX (36)
MONTHS
TENDER BRIEFING - MINUTES

<u>CONTRACT NUMBER:</u>	JW OPS 047/22
<u>CONTRACT TITLE:</u>	APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF LUBRICANTS ON AS AND WHEN REQUIRED BASIS FOR A PERIOD OF THIRTY-SIX (36) MONTHS
<u>DEPARTMENT:</u>	OPERATIONS
<u>DATE OF MEETING:</u>	24 JANUARY 2023
<u>TIME OF MEETING:</u>	13:00
<u>VENUE FOR MEETING:</u>	VIRTUAL (MS TEAMS)
<u>CLOSING DATE:</u>	20 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. Nthabiseng More

Email: nthabiseng.more@jwater.co.za

Telephonenumber:011-688 1512

3. SUPPLY CHAIN MANAGEMENT PRESENTATION

- Ms. **Gcina Ndela** 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 5 in the tender document for guidance.

CONTRACT JW OPS 047/22
APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF
LUBRICANTS ON AS AND WHEN REQUIRED BASIS FOR A PERIOD OF THIRTY-SIX (36)
MONTHS
TENDER BRIEFING - MINUTES

- 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).

CONTRACT JW OPS 047/22
APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF
LUBRICANTS ON AS AND WHEN REQUIRED BASIS FOR A PERIOD OF THIRTY-SIX (36)
MONTHS
TENDER BRIEFING - MINUTES

- 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. 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 Declaration of Bidder's Past Supply Chain Management Practices MBD 8
 9. 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

CONTRACT JW OPS 047/22
APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF
LUBRICANTS ON AS AND WHEN REQUIRED BASIS FOR A PERIOD OF THIRTY-SIX (36)
MONTHS
TENDER BRIEFING - MINUTES

documents be handed to an employee of JW. JW will NOT be held liable for any tender document not in the tender box at the time of closing.

- 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 14 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.

Mr Clifford Mpofu presented the following:

4. SCOPE OF WORKS

The contract entails the supply and delivery of lubricants at the various JW sites, as and when required by JW. The specification covers the lubricants that are used on machinery, tools and plant equipment's which is utilised on water infrastructure machinery.

The required Lubricant types are hydraulic Oils, Engine Oils, Transmission and gearbox Oils, Grease and Fluids.

5. EVALUATION CRITERIA

The tenderer must confirm a minimum of 1 year experience in the supply and delivery of Lubricants or any of the following Petroleum was delivered successfully:

- Hydraulics Oil
- Engine oil
- Transmission and gearbox oils
- Auto mobile or Vehicle Grease and fluids

AWARD STRATEGY

Award strategy prior award

Tenderers will be evaluated for compliance and technical evaluation. Tenderers who fulfil all the requirements of the evaluation will be appointed into a panel.

Allocation strategy post award

All tenderers who fulfil the requirements outlined for compliance and technical evaluation will be appointed to the panel. When a work package has been identified, Supply Chain Management Unit will source quotations from the panellist. The panellists will be required to submit quotations together with CSD, Valid BBBEE Certificate or affidavit, latest municipal statements, or lease agreement for both company and directors in order to be considered for specific work package. The quotations will be evaluated by BEC as follows:

Stage 1: Evaluation in terms of price and preference points scoring system

The price and preference point system would then be applied whereby the panellist's submitted quotations together with their BBBEE Certificate/affidavit would be evaluated by a BEC, which would then make recommendations to the BAC.

Depending on the value of the work package, the decision to allocate the said work package would either be made by the BAC, or the BAC would make a recommendation to the Accounting Officer for final approval.

Scores for preference will be determined from the valid BBBEE certificate or affidavit. The 80/20-point scoring system will be applicable

Work Package will be recommended to the highest scoring panellist within the respective work package

Should the recommended highest scoring panellist fail to supply the required lubricants as required, or due to other reasons. The purchase order will be cancelled, and the next highest scoring panellist will be allocated the purchase order.

Johannesburg Water does not guarantee that every panellist will be allocated a work package.

6. TENDER DATES

Tender Closing: **10:30 on 14 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 047/22** and they must be deposited in the tender box. Under no circumstances must the tender document be given to JW employee or security personnel

7. QUESTIONS AND ANSWERS

QUESTION 1: Is this tender restricted to petroleum only or can bidders tender if you've supplied other materials?

ANSWER 1: Yes, It is restricted to the listed types of petroleum

QUESTION 2: Is there no pricing required for this tender?

ANSWER 2: There is no pricing schedule at this stage of appointing Service providers onto a panel.

QUESTION 3: How many references should bidders submit?

ANSWER 3: Any number of references is acceptable towards confirming the minimum required experience.

QUESTION 4: Must bidders submit a hardcopy and a USB?

ANSWER 4: Yes

QUESTION 5: Are bidders allowed to bid if they have less than 1 year experience?

ANSWER 5: Yes they are allowed to bid and must be note that the minimum required years of Experience is 1 year as per evaluation criteria.

8. CLOSURE

All queries are to be sent 7 days before the closing date

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

.