

CONTRACT JWOPS024/21
SUPPLY, INSTALLATION AND COMMISSIONING OF A GRAVIMETRIC FLOW METRE TEST
BENCH AT FLOW LABORATORY, FFENNEL ROAD DEPOT
TENDER COMPULSORY BRIEFING MEETING - MINUTES

<u>CONTRACT NUMBER:</u>	JWOPS024/21
<u>CONTRACT TITLE:</u>	SUPPLY, INSTALLATION AND COMMISSIONING OF A GRAVIMETRIC FLOW METRE TEST BENCH AT FLOW LABORATORY, FFENNEL ROAD DEPOT
<u>DATE OF MEETING:</u>	26 January 2023
<u>TIME OF MEETING:</u>	14:00 to 15:00
<u>VENUE FOR MEETING:</u>	None compulsory tender briefing 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 none compulsory, all service providers are allowed to tender.

2. PRESENT

Non-Compulsory Briefing Meeting

Various Bidders (Teams)

Nthabiseng More (Supply Chain)

Nosipho Mokoena (Operations)

3. CONTACT PERSONS

Contact Persons for this project are:

Nontokozo Masilela

nosipho.mokoena@jwater.co.za

Nthabiseng More

nthabiseng.more@jwater.co.za

4. SUPPLY CHAIN MANAGEMENT PRESENTATION

Tender Document is available on website for download at No-Cost

Bidders can make use of the check list on page 5, as a guidance in completing all forms required. All the forms must be fully completed and signed

The 80/20-point scoring system will be applicable to this tender. 80 points will be allocated to Price and the remaining 20 points will be allocated for B-BBEE and Preferential Procurement

The tender document must be filled in using non-erasable black ink and submitted on the official forms provided.

Tender Documents may also be completed electronically without altering or tampering with any of the terms, conditions, specifications in the tender document.

The use of correction fluid to correct mistakes is not allowed. Any mistakes must be struck-off and corrected with black ink and signed / authenticate by tenderer on your alterations, especially when completing pricing schedule.

B-BBEE POINTS- points will only be allocated upon submission of a certified valid B-BBEE certificate. Failure to submit a certified valid B-BBEE certificate will result in no points being allocated for Preferential Procurement.

Tenderers are advised to register on Central Supplier Database (CSD) and ensure that they are tax compliant prior submitting their tenders, mandatory requirement.

Tenderers therefore need to ensure that the tender document is submitted in its entirety and should also be bound and submit the document same sequence and no pages or parts missing.

Tenderers are required to submit one original hard copy plus a soft copy in USB, NOT CDs. The USB should be marked with company name and enclosed with your hard copy document.

Individual tender documents should be sealed, marked with the correct tender number and closing date, must be deposited in the tender box situated at entrance to No 65 Ntemi Piliso Street, Newtown at Turbine Hall for attention of Supply Chain Management Unit, on or before the closing time and date as indicated in the advertisement.

Tenderers should not give tender documents or submission to Johannesburg Water Officials or Security Personnel as Johannesburg Water will not take any responsibility for a late or missing tender document. All tender documents should be deposited in the tender box.

Bid documents submitted via courier will be acceptable provided the bidder instructs such courier company to deposit the document in the tender box.

It is the responsibility of the bidder to ensure that the bid document is submitted, sealed, and placed in the bid box in time not to miss the deadline of closing time 10:30.

Constantly check and familiarise yourself with our website for any information might be provided regarding this tender from now until closing date.

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

- Valid Tax Compliance Status Pin for Tender
- Copy of B-BBEE certificate or Sworn affidavit must be original.
- Latest / current municipal statement of account for both Director and Company, not older than 3 months or a Valid lease Agreement.
- Tenderers who wish to tender as a Joint Venture (JV) need to include the JV agreement in their tender submissions and a consolidated B-BBEE certificate for the JV

Tender will be valid for 90 days after closing date.

Please make sure MBD Forms required for this tender are completed and signed.

Bidders will be allowed to email through clarity seeking questions, but must give us time to respond, due to number of projects have, not be possible to attend to questions a week before the closing date.

All returnable documents should be bound in a separate folder and enclosed with the completed tender document in a sealed envelope.

Ms Nosipho Mokoena presented the following:

5. TECHNICAL SPECIFICATION

The appointed service provider will be required to The contract entails the supply, installation and commissioning of a gravimetric flow meter test bench at Flow Laboratory, Fennell Road Depot

The tenderers are required to also take note of the valve & flow meter layout drawing attached on the tender document.

6. EVALUATION CRITERIA

The tender will be evaluated on three (03) criteria as outlined below as per the evaluation criteria.

Criterion 1: The tenderer is required to have a minimum of one (1) project where the supply and installation of water meter test benches was completed successfully.

Criterion 2: The tenderer is required to submit qualifications and registration certificates for Key staff (1xEngineer, 1xTechnician, 1xElectrician).

Criterion 3: The tenderer shall submit CV's for their key staff as required (1xEngineer, 1xTechnician, 1xElectrician) outlining the required experience as per the evaluation criteria.

7. PRICING SCHEDULE

The tenderers are required to complete the pricing schedule as outlined on the pricing schedule.

8. OHS REQUIREMENTS

The tender is subjected to OHS requirements and tenderers are required to acknowledge on the tender document (Returnable Annexure A: Acknowledgement of SHE Specification & Annexures form) that they will comply with all OHS required should they be awarded the tender.

Only the successful tenderers will be required to complete the OHS document upon award of the tender.

9. 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.

10. TENDER DATES

Tender Closing: **10:30 on 21 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 024/21** and must be deposited in the tender box.
Under no circumstances must the tender document be given to JW employee.

11. QUESTIONS AND ANSWERS:

No questions were raised. However, bidders were informed that they are welcome to come view the site where the meter test bench needs to be installed and the scheduled date and time for viewing is 06 February 2023 from 8 am until 9 am at Ffennel Road Depot.

CLOSURE

Ms Nthabiseng More thanked all who attended the briefing, and the meeting was closed