

CONTRACT JWOPS025/22  
SUPPLY, DELIVERY, CALIBRATE, MAINTENANCE, REPAIRS AND TRAIN STAFF TO USE THE  
GAS DETECTION EQUIPMENT TO BE USED IN THE JW SEWER SYSTEM.  
TENDER COMPULSORY BRIEFING MEETING - MINUTES

<b><u>CONTRACT NUMBER:</u></b>	JWOPS025/22
<b><u>CONTRACT TITLE:</u></b>	SUPPLY, DELIVERY, CALIBRATE, MAINTENANCE, REPAIRS AND TRAIN STAFF TO USE THE GAS DETECTION EQUIPMENT TO BE USED IN THE JW SEWER SYSTEM.
<b><u>DATE OF MEETING:</u></b>	26 January 2023
<b><u>TIME OF MEETING:</u></b>	13:00 to 14:00
<b><u>VENUE FOR MEETING:</u></b>	Non-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:

Nosipho Mokoena

Nthabiseng More

[nosipho.mokoena@jwater.co.za](mailto:nosipho.mokoena@jwater.co.za)

[nthabiseng.more@jwater.co.za](mailto: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 / authenticated 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 supply, delivery, calibration, maintenance, repairs and provide training for gas detectors to be used in the JW sewer system on an as and when required basis for a period of 36 months.

**6. EVALUATION CRITERIA**

The tender will be evaluated on tenderer's experience, whereby tenderer will be required to have a minimum of 2 years' experience in supply, repair, maintenance and calibration of gas detection.

**7. PRICING SCHEDULE**

The tenderers are required to complete the pricing schedule as outlined on the pricing schedule. The tenderers will be required to provided unit rates for year 1. year 2, year 3 and the total rate for year 1 to year 3.

The tenderers must the provide the grand Total (Excluding VAT), the VAT amount and the grand Total (Excluding VAT) as required on the pricing schedule.

**8. 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.

**9. TENDER DATES**

Tender Closing: **10:30 on 20 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 **JWOPS025/22** and must be deposited in the tender box. Under no circumstances must the tender document be given to JW employee.

**10. QUESTIONS AND ANSWERS:**

**QUESTION1:** Are bidders situated in other provinces allowed to bid for this tender and will that not put the bidders at a disadvantage?

**ANSWER1:** The tender is open to all bidders and not only restricted to bidders within the City of Johannesburg or Gauteng.

**QUESTION2:** How will the service provider be expected to conduct the required training, will JW prefer an online training or a physical training?

**ANSWER2:** Physically training will be required.

**QUESTION3:** What are the estimated quantities that bidders can use for pricing purposes?

**ANSWER3:** There are no quantities, bidders must provide unit rates for each item as required on the pricing schedule.

**CLOSURE**

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