

CONTRACT JW OPS 044/23
HIRE OF MECHANICAL PLANT ON AN AS AND WHEN REQUIRED BASIS FOR A PERIOD OF
THIRTY-SIX (36) MONTHS
TENDER BRIEFING - MINUTES

<u>CONTRACT NUMBER:</u>	JW OPS 044/23
<u>CONTRACT TITLE:</u>	HIRE OF MECHANICAL PLANT ON AN AS AND WHEN REQUIRED BASIS FOR A PERIOD OF THIRTY-SIX (36) MONTHS
<u>DEPARTMENT:</u>	Operations
<u>DATE OF MEETING:</u>	8 AUGUST 2023
<u>TIME OF MEETING:</u>	11:00AM
<u>VENUE FOR MEETING:</u>	65 NTEMI PILISO STREET NEWTOWN, TURBINE HALL AUDITORIUM

1. WELCOME

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

Ms. **Gcina Ndela** indicated that this is an open tender, and the meeting is **COMPULSORY**, therefore bidders who did not attend the meeting will **NOT** be considered for this tender.

2. CONTACT PERSONS

TECHNICAL ENQUIRIES

Mr Thabiso Thabeng

Email: thabiso.thabeng@jwater.co.za

Telephone number: 011 689 2602

GENERAL ENQUIRIES

Ms. Gcina Ndela

Email: gcina.ndela@jwater.co.za

Telephone number: 011 688 1796

JW OFFICIALS' ATTENDEES

NAME & SURNAME	EMAIL ADDRESS	DEPARTMENT
Gcina Ndela	Gcina.ndela@jwater.co.za	Supply Chain
Tshilidzi Takalani	Tshilidzi.takalani@jwater.co.za	Supply Chain
Nthabiseng More	Nthabiseng.more@jwater.co.za	Supply Chain
Khomotso Modungwa	Khomotso.modungwa@jwater.co.za	Operations
Nosipho Mokoena	Nosipho.mokoena@jwater.co.za	Operations
Nontokozo Masilela	Nontokozo.masilela@jwater.co.za	Operations

3. SUPPLY CHAIN MANAGEMENT PRESENTATION BY GCINA NDELA

- All potential bidders are to sign the attendance register.
- Tender documents are available in PDF format at no cost on Johannesburg Water website (www.johannesburgwater.co.za) and on eTender portal. 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.
- All the forms must be fully completed and signed.
 - The tender document must be filled in using black ink. Any mistakes must be struck-off and corrected with black ink and signed by tenderer to authenticate the mistake. The use of correction fluid (i.e Tippex) to correct mistakes is not allowed
- Tenderers who wish to complete the tender document electronically may do so, provided that they do not temper/omit/edit anything in the tender document.
- Tenderers must sign (authenticate) for alterations where there are any to avoid being disqualified.
- The 90/10-point scoring system will be applicable to this tender. 90 points will be allocated to Price and the remaining 10 points will be allocated for Specific Goals, 6 points will be for SMME (An EME or QSE) 51% or more Black owned and 4 points for Business owned by 51% or more-Women
- Specific Goal - points will only be allocated upon submission of Proof of municipal account / valid lease agreement, letter from the Ward Counsellor confirming the business address for locality and Valid BBBEE Certificate issued by SANAS accredited verification agency or DTI/CIPC BBBEE Certificate for Exempted Micro Enterprises or Affidavit sworn under oath for black owned businesses
- Tender will be valid for 90 days after closing date.
- Tenderers are advised to register on Central Supplier Database (CSD) and ensure that they are tax compliant prior submitting their tenders. Non-compliant will result in disqualification. A bidder to be recommended for award who is not tax compliant will be afforded a period of seven (7) working days to do the necessary to become tax compliant or provide proof from SARS that they have arranged to meet their outstanding tax obligations. During this period JW will monitor the bidders' tax compliance status and if the bidder does not become tax compliant within this period or does not provide written proof, the bidder will be eliminated

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- Tenderers who wish to tender as a JV need to include the JV agreement in their tender submissions. Each party must submit a separate TCS certificate/ Pin/ CSD number.
- Form of offer form must be completed and signed.
- Tenderers are required to submit one original hard copy and an electronic copy (USB), however tenderers who did not submit the USB will not be disqualified. Electronic submissions of tenders is not allowed.
- Foreign suppliers must complete the pre-award questionnaire in part B:3.
- No bids will be considered from persons in the service of the state.
- Co-bidding is prohibited. (Tenderer being a member/owner / shareholder in more than one consortium / entity for the same project)
- Each bid must be submitted in a separate, properly sealed envelope/package on which the Name and Address of the bidder, The Tender number and Description must be clearly written on the envelope/package.
- 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 nor the security personnel.
- 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 must make sure that they read and understand the requirements of the tender.
- Tender documents are to be deposited in the tender box situated at 65 Ntemi Piliso Street, Turbine Hall, Newtown.
- Bidders are to fill in the tender submission register after submitting their bids.
- 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 advertised, however this briefing was compulsory therefore all bidders will be informed accordingly via the contact details that will be provided on the attendance register.

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. 3 years (3 sets) financial statements.
4. Joint Venture / Consortium Agreement signed by all parties.
5. Valid BBBEE Certificate or copy thereof or a valid sworn affidavit
6. A completed and signed Invitation to Bid form MBD 1
7. A completed and signed Pricing schedule form MBD 3.1
8. A completed and signed Declaration of Interest form MBD 4
9. Complete and sign MBD 5 (Declaration for Procurement above R10m)
10. A completed and signed Preference Points Claim Form MBD 6.1
11. A completed and signed Declaration of Bidder's Past Supply Chain Management Practices MBD 8
12. A completed and signed Certificate of Independent Bid Determination (MBD 9)

4. TECHNICAL REQUIREMENTS THE TENDER

MS KHOMOTSO MODUNGWA PRESENTED THE SCOPE OF WORK REQUIREMENTS AS FOLLOWS;

4.1 Scope of Work

The service provider(s) shall be required to supply the specified mechanical plant with operators as and when requested by JW and in accordance with the specifications as outlined in this document for a period of thirty-six (36) months.

Ms Khomotso further outlined all the requirements of the contract in term of the scope of work and what will be required from the successful service provider(s).

MS NOSIPHO MOKOENA PRESENTED THE REQUIREMENTS THE EVALUATION CRITERIA, PRICING SCHEDULE, SPECIAL CONDITIONS AND OHS REQUIREMENTS AS FOLLOWS;

4.2 Evaluation Criteria

Bidders will be evaluated on four (04) stages (Mandatory evaluation, administrative evaluation, technical evaluation and on price and preferential evaluation).

Stage 1: Mandatory evaluation

As part of the mandatory requirement, bidders are required to attend the compulsory briefing session and submit the documentation of plant offered together with their tender document. Bidders who will be leasing the plant are required to further submit an intent to hire letter together with the documentation of plant.

Tenderers are also required to sign the pricing schedule as part of the mandatory requirements.

Failure to meet the mandatory criteria or requirements of tender will result in disqualification.

Stage 2: Administrative evaluation

The administrative evaluation requirement consists of the submission of Authority to Sign, MBD forms and annexures as outlined on the tender document.

Stage 3: Technical evaluation

Bidders will be technically evaluated on Tenderer's experience and on their site supervisor/ co-ordinator's experience.

Contactable reference letter for tenderer's experience and a CV template for the supervisor/ co-ordinator is attached in the tender document. Tenderers are to note that they will not be evaluated on the number of reference letters submitted but on the number of years outlined on each reference letter.

The tenderer is required to obtain a minimum overall score of 60 in order to be considered for further evaluation.

Stage 4: Price and preferential evaluation

The bidder will be evaluated on an 90/10 preference. Where 90 will be allocated to price and 10 will be allocated to specific goals.

4.3 Pricing schedule

Tenderers are required to provide year 1, year 2 and year 3 rates of the items they will be offering.

Tenderers were also requested to take note of the pricing requirement as well as the **notes** stipulated.

It was further emphasized that the quantities stipulated on the scope of work are an estimate based on historical usage which may or may not change during the implementation of this contract as the plant will be utilised for reactive work. Therefore, bidders are required to provide their rates as per the unit of measurements outlined on the pricing schedule.

4.4 Award strategy

The award strategy is to Award to highest scoring tenderer per line item to one or more tenderers based on JW's requirements of the plant.

Should the highest scoring tenderer's plant be not sufficient to meet JW's needs, the next highest scoring tenderers will be considered and JW reserve the right to standardize the rates of the bidders that are awarded for the same to ensure cost effectiveness through negotiations with those bidders.

4.5 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.

4.6 OHS Requirements

The tender is subjected to OHS requirements and successful tenderer will be required to comply with OHS requirements. Only the successful tenderer(s) will be required to submit a safety file, however, bidders are required to acknowledge that they will comply with all the OHS requirement when they are awarded the tender by completing and signing the Returnable Annexure A: Acknowledgement of SHE Specification & Annexures on page 37 of the tender document.

5. TENDER CLOSING DATES

Tender Closing: **10:30 on 1 September 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 044/23** and they must be deposited in the tender box.

6. QUESTIONS AND ANSWERS

QUESTION 1: on page 8 of the tender document, is the appointed service provider expected to submit a safety plan if the service provider has an ISO certificate?

ANSWER 1: All appointed service provider(s) will be required to submit an OHS file including their safety plan. Prior to the submission, the service provider will be

inducted by JW OHS department and all the safety file requirements will be communicated to the appointed service provider.

QUESTION 2: How many reference letters must a bidder submit in order to be considered?

ANSWER 2: Bidders will not be evaluated on the number of contactable reference letters submitted but on the number of years reflecting on those letters as the experience requirements is in years in the supply or hire of mechanical plant.

QUESTION 3: Are bidders allowed not to tender for every item on the pricing schedule?

ANSWER 3: Yes, the tender will be awarded per item, bidders are not required to price for all the items but must ensure that rates/prices for year 1 to year 3 of the item offered is provided.

QUESTION 4: Why must bidders write their company names and contact details on the submission envelope?

ANSWER 4: To easily identify the tenderer who have submitted their bid without actually opening the submission should JW need to contact the tenderer to collect their submission in instances of late submission or other tendering procedures.

QUESTION 5: For inspection purposes, can a bidder provide a picture for plant verification purposes in an event that the plant is outside Gauteng?

ANSWER 5: The tender does not have inspection as part of the evaluation requirement, only the appointed service provider will have their plant inspected for compliance with JW requirements before the plant can be utilised by JW.

QUESTION 6: If the bidder operates on his residential address and the property is registered under the spouse's name, can the bidder submit an affidavit together with the municipal account?

ANSWER 6: Yes, the bidder may submit an affidavit as proof that they live with their spouse and the company operates in the same residential address together with the municipal account.

QUESTION 7: When can bidders expect to receive the briefing meeting minutes?

ANSWER 7: The timeframe cannot be confirmed as the minutes will still need to circulate to various officials for their inputs.

QUESTION 8: In terms of negotiation of rates offered by various bidders being considered for a specific item, how will the negotiations unfold?

ANSWER 8: To ensure value for money / cost effectiveness, Johannesburg Water will negotiate prices with service providers who are recommended for approval for that line item for market related price and reserve the right to standardize the rates of the bidders that are awarded for the same capacity using JW Benchmarked rates as a guide to determine cost effectiveness.

CLOSURE

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

CLOSING DATE EXTENDED TO 8 SEPTEMBER 2023 AT 10:30AM.