

CONTRACT JW 009/20 RR CYD
APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY, DELIVERY,
INSTALLATION AND COMMISSIONING OF CONTINUOUS FLOW ANALYSER AT CYDNA,
GOUDKOPPIES AND NORTHERN WORKS LABORATORIES FOR A PERIOD OF THIRTY –
SIX (36) MONTHS

<u>CONTRACT NUMBER:</u>	JW 009/20 RR CYD
<u>CONTRACT TITLE:</u>	APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF CONTINUOUS FLOW ANALYSER AT CYDNA, GOUDKOPPIES AND NORTHERN WORKS LABORATORIES FOR A PERIOD ON THIRTY-SIX (36) MONTHS
<u>DEPARTMENT:</u>	OPERATIONS SUPPORT
<u>DATE OF MEETING:</u>	4 July 2023
<u>TIME OF MEETING:</u>	11:00
<u>VENUE FOR MEETING:</u>	MICROSOFT TEAMS LINK AVAILABLE ON JW WEBSITE AND E TENDER PORTAL

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 **COMPULSORY**, therefore bidders who did not attend the meeting will **NOT** be considered for this tender, bidders please make certain that drop your contact details on the chat box, as part of the attendance register.

2. CONTACT PERSONS

TECHNICAL ENQUIRIES

Mr. Langa Mchunu

Email: langa.mchunu@jwater.co.za

Telephone number: 011 959 3907

GENERAL ENQUIRIES

Ms. Gcina Ndela

Email: gcina.ndela@jwater.co.za

Ms. Nthabiseng More

Email:
Nthabiseng.more@jwater.co.za

Telephone number: 011 688 1796

JW OFFICIALS' ATTENDEES

NAME & SURNAME	EMAIL ADDRESS	DEPARTMENT
Mr Langa Mchunu	langa.mchunu@jwater.co.za	Operations Support
Ms. Nthabiseng More	nthabiseng.more@jwater.co.za	Supply Chain
Maria Chirindze	maria.chirindze@jwater.co.za	Supply Chain

3. SUPPLY CHAIN MANAGEMENT PRESENTATION BY Nthabiseng More

- Tender documents are available in PDF format at no cost on Johannesburg Water website (www.johannesburgwater.co.za) and on eTender Portal.
- Bid documents received from non-attended bidders of a compulsory briefing session will be disqualified. Bidders should drop their contacts on the chat box, as a form of attendance register.
- Each bid must be submitted in a separate, sealed envelope on which the NAME AND ADDRESS OF THE BIDDER, THE BID NUMBER, DESCRIPTION OF BID AND THE CLOSING DATE must be clearly endorsed.
- The bid must be addressed to Supply Chain Management Unit, Johannesburg Water (SOC) Ltd and deposited in the BID BOX situated at the entrance: Turbine Hall, 65 Ntemi Piliso Street, Newtown, Johannesburg.
- It is the responsibility of the bidder to ensure that their bid document is submitted in a sealed envelope and placed in the Bid Box in good time so as not to miss the official deadline of 10:30am on the closing date.
- Bid documents submitted via courier services will be acceptable provided that the bidder instructs such courier company or its representative to deposit the documents in the bid box.
- Documents should under no circumstances be handed to an employee of Johannesburg Water as it may not be held accountable in the event of any loss thereafter. Bid documents may not be submitted via the South African Post Office as only bid documents received in the Bid Box at the time of closing will be taken into account.
- Tenderers are to allow for sufficient time to access Johannesburg Water offices in Turbine Hall and deposit their bid document in the Johannesburg Water tender box situated at reception before tender closing time. Tenderers are to note that the Johannesburg Water offices are open during 06:00am and 18:00pm seven (7) days a week.

- Bid documents must be completed using non-erasable black ink or may be completed electronically without altering or tampering with any of the terms, conditions, specifications etc. in the tender documents. Tender documents received contrary to this requirement will be disqualified.
- Bids received after the closing time and date will not be accepted and will be returned to the bidder unopened.
- It is a requirement that the bidder's tax matters are in order. To this effect, the bidder must furnish their Tax Compliance Status Pin or CSD MAAA number for bids as requested elsewhere in the bid document.
- Pricing schedule must be completed and signed in accordance with award strategy. Bids that are received contrary to this requirement will be disqualified.
- Tender documents need to be bound and contain all pages. Tenderers therefore need to ensure that the tender document is submitted in its entirety with no pages or parts missing.
- 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. Tipp-ex) to correct mistakes is not allowed.
- The 80/20 point scoring system will be applicable to this tender. 80 points will be allocated to Price and 20 points will be allocated to Specific Goals as follows: Criteria 1 - SMME (An EME or QSE) 51% or more Black owned. • Valid BBBEE Certificate issued by SANAS accredited verification agency or DTI /CIPC BBBEE Certificate for Exempted Micro Enterprises or Affidavit sworn under oath. • Documentary Evidence Required for Criteria 2 - Business owned by 51% or more Women • Valid BBBEE Certificate issued by SANAS accredited verification agency or DTI/CIPC BBBEE Certificate for Exempted Micro.

- Tender will be valid for 90 days after closing date.
- 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.
- Tenderers are required to submit one original hard copy and a soft copy in a USB, however tenderers who did not submit the USB will not be disqualified.
- Bidders are to fill in the tender submission register after submitting their bids.
- Bidders are advised to be on the lookout of our website, in case there will be any communication in regard to tender all correspondence will be published on the website.
- For further inquiries after the meeting, bidders can email through their queries, but do not send queries 7 days before closing date.

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. Complete and sign MBD 5 (Declaration for Procurement above R10m)
8. A completed and signed Preference Points Claim Form MBD 6.1
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)

Mr Langa Mchunu (User Department) presented the following:

4. EVALUATION CRITERIA

1. Tenderer must follow the chemistry specification at Water Laboratory (Cydna) for eight analyses as in page 40 of the tender document and five analyses for Goudkoppies and Northern Works as in page 41 on the tender document
2. The mandatory criteria: The tenderer must be an Original Equipment Manufacturer (OEM) of the proposed instrument required by JW. There must be proof that the OEM is the OEM of the required instrument. If the tenderer is not the OEM of the instrument required by JW, the tenderer must provide proof of a relationship between

themselves (tenderer) and the OEM. In the case of the tenderer being an agent, distributor, partner, reseller or similar, the tenderer must provide proof of a relationship with the OEM, this proof of a relationship must be on the OEM's letterhead dated and signed. The Proof of relationship must be between the Original Equipment Manufacturer (OEM) and tenderer, not between the distributor of the Original Equipment Manufacturer (OEM) and the tenderer. This must also include proof that the OEM is the OEM of the required instrument.

3. **Functionality Evaluation Criteria:** Tenderer is required to provide relevant documentation (i.e., reference letter/s) as proof that they have supplied, delivered, installed Continuous Flow Analyzer equipment or similar instrument to clients where the same or similar service was successfully rendered. The Tenderer is to submit Contactable References for each contract. The Contactable Reference letters 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
4. The tenderer must follow the pricing schedule as in page 57 to 60 of the tender document

5. TENDER DATES

Tender Closing: **10:30 on 31 July 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 009/20 RR CYD** and they must be deposited in the tender box.

6. QUESTIONS AND ANSWERS

QUESTION 1: Price less than 10 million, do we still need to fill in the MBD 5 from?

ANSWER 1: The MBD forms that were part of the tender document should be fully completed and signed even if have less or more than 10 million. However, if your bid price inclusive of VAT is less than R10 million and you have not completed MBD 5, you will not be requested to within three (3) to submit the completed and signed MBD 5.

QUESTION 2: In terms of reference letter, is an example how want them to look?

ANSWER 2: Page 61 of document, there is a reference letter template that should be completed in full. If the tenderer is going to submit their client's reference letter, the contents of the reference letter must contain all the requested information on the Contact Reference letter template provided in the tender document and it must be signed by the referee.

QUESTION 3: On the Specifications 5.1.2, page 39 mentioned that an Automation Diluter must be available, do we put a price for a diluter or just say yes. Is it an option or we need to put a price.

ANSWER 3: It is Not an option, and you need Not put a price but only answer as Yes or No

QUESTION 4: Tender exchange rate clause because the tender is a firm price, are we able to add exchange rate clause in our pricing since that will be out of our control.

ANSWER: 4 The tender went out as a Firm Offer, tendered are to tender for firm rates during that contract period. Tenderers can use financial instruments available in the market to reduce risks of exchange rate variations

QUESTION 5: When filling in the tender document, are we welcomed to contact person on the tender document, just for clarification?

ANSWER 5: Yes, you can contact us, and our contact details are on the tender document, you can consult SCM or User department on any issue you may have after this briefing. We prefer communication on email because it is traceable.

CLOSURE

Mr. Langa stressed on the following:

This tender is divided into 3 financial years, 2023- 2024 and 2024 – 2025 and 2025-2026, so even when you buy machines don't expect to buy machines all at once and expect payment all at once.

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

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