
TENDER BRIEFING - MINUTES

<u>CONTRACT NUMBER:</u>	JW 02/23 SC
<u>CONTRACT TITLE:</u>	PRINTING AND DELIVERY OF TENDER DOCUMENTS FOR A PERIOD OF THIRTY – SIX (36) MONTHS ON AS AND WHEN REQUIRED BASIS
<u>DEPARTMENT:</u>	SUPPLY CHAIN MANAGEMENT
<u>DATE OF MEETING:</u>	23 AUGUST 2023
<u>TIME OF MEETING:</u>	12:00
<u>VENUE FOR MEETING:</u>	AUDITORIUM, TURBINE HALL NETOWN

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

MS Vuyelwa Mthembu

Email:
vuyelwa.mthembu@jwater.co.za

GENERAL ENQUIRIES

Ms. Nthabiseng More

Email:
nthabiseng.more@jwater.co.za

JW OFFICIALS' ATTENDEES

NAME & SURNAME	DEPARTMENT
Ms. Mapule Setaka	Supply Chain
Ms. Nthabiseng More	Supply Chain

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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.

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- 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:
 1. Business located in a region within the boundaries of COJ
 2. Business owned by 51% or more women
 3. Business owned by 51% or more – Black Youth
- 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 regarding tender; all correspondence will be published on the website.

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- For further inquiries after the meeting, bidders can email through their queries, but do not send queries 7 days before closing date.
- Bidders were further advised to please note that, the reference letter inside the tender document, must be completed by the tenderer's client and not the tenderer, bidders present in meeting will be issued with a copy of a reference letter, to supplement one in the tender document. Bidders are requested to complete and submit it as an attachment with tender document.

Administrative 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. Annexure Proof of Specific Goals
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)
10. MBD 3.2, This document must be completed and signed.
11. Fully completed and signed Pricing Schedule must be submitted.

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Ms. Mapule Setaka (User Department) presented the following:

- Evaluation Criteria: Ensure that your reference letters talk to the technical requirements stated on the evaluation criteria below:

CRITERIA NO #	CRITERIA	EVIDENCE	SUB -CRITERIA	WEIGHTING	SCORE
1.	The tenderer must have experience in the printing and binding of documents	The Tenderer must provide confirmation in writing from their clients on similar work performed NB: The attached reference template 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.	Total Years of Experience in the printing, binding, and delivery of documents	100	
			Tenderer has less than 1 year experience		0
			Tenderer has 1 year experience but less than 2 years		60
			Tenderer has 2 years but less than 5-year experience		80
			Tenderer has more than 5 years' experience		100
MINIMUM QUALIFYING SCORE					60
TOTAL					100

Samples will be requested from bidders who meet the specified criteria above. The criteria for sample evaluation is shown below:

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SUBMISSION OF SAMPLES AND EVALUTION OF SAMPLES FOR COMPLIANCE AS REQUIRED (SAMPLES WILL BE REQUESTED FROM THE TENDERES THAT PASS THE TECHNICAL EVAULATION STAGE. FAILURE TO SUBMIT COMPLIANT SAMPLES IN LINE WITH SPECIFICATION WILL BE DISQUALIFIED			
NO.	ITEM DESCRIPTION	DELIVERY TIME	COMPLAINCE
1.	Submission of sample for item 9: Construction tender document (Black and white and colour) up to 450 pages (Bound together) (One sided printing)	Samples of items offered must be submitted within 7 working days of having received the request	Submission of sample compliant Yes or No
TENDERDER/S WILL BE REQUIRED TO SUBMIT SAMPLES AS REQUESTED FOR QUALITY PURPOSES			

Note: Cost of samples will be for the tenderer's costs

Note: Tenderers that fail to submit compliant samples in line with specification will not be evaluated further.

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4. TENDER DATES

Tender Closing: **10:30 on 23 August 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 02/23 SC** and they must be deposited in the tender box.

5. QUESTIONS AND ANSWERS

QUESTION 1: Reference Letter can we also use Purchase Order

ANSWER 1: No, we strictly require bidders to submit the reference Letter Template as attached in our tender document not Purchase Order.

If bidder opt to use Referee Company letter head, they can do so, but the content of that letter head should be like the one as JW template reference letter.

QUESTION 2: Can we submit a reference from our previous clients on their letterhead instead of submitting the Johannesburg Water template provided in the tender document?

ANSWER 2: Yes, this is allowed. Provided the letter shows the information required to score points as requested on page 45 of the tender document – Part A: Tenderer's Experience.

CLOSURE

Bidders were shown sample of our tender document and after Ms. Nthabiseng More, thanked all who attended the briefing, and the meeting was adjourned.