

CONTRACT JW CYD 002/23  
SUPPLY AND DELIVERY OF LABORATORY SPECIALTY GASSES FOR A PERIOD OF 36 MONTHS  
TENDER BRIEFING - MINUTES

<b><u>CONTRACT NUMBER:</u></b>	JW CYD 002/23
<b><u>CONTRACT TITLE:</u></b>	SUPPLY AND DELIVERY OF LABORATORY SPECIALTY GASSES FOR A PERIOD OF 36 MONTHS
<b><u>DEPARTMENT:</u></b>	OPERATIONS SUPPORT
<b><u>DATE OF MEETING:</u></b>	04 SEPTEMBER 2023
<b><u>TIME OF MEETING:</u></b>	11:00
<b><u>VENUE FOR MEETING:</u></b>	65 NTEMI PILISO STREET NEWTOWN, TURBINE HALL AUDITORIUM
<b><u>CLOSING DATE:</u></b>	27 SEPTEMBER 2023
<b><u>TIME:</u></b>	10:30 AM

**1. WELCOME**

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

**2. CONTACT PERSONS**

Mr Maanda Tshivhase

Email: [maanda.tshivhase@jwater.co.za](mailto:maanda.tshivhase@jwater.co.za)

Telephone number: 011 688 4252

Ms. Gcina Ndela

Email: [gcina.ndela@jwater.co.za](mailto:gcina.ndela@jwater.co.za)

Telephonenumber:011-688 1796

**3. SUPPLY CHAIN MANAGEMENT PRESENTATION**

- Ms. **Gcina Ndela** indicated that this is an open tender and the meeting is **COMPULSORY**, bidders who did not attend the meeting will **NOT** be considered for this tender.
- Tender documents are available in PDF format at no cost on Johannesburg Water website ([www.johannesburgwater.co.za](http://www.johannesburgwater.co.za)) and on eTender. 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.
- The tender document must be completed in full, and all the forms must be fully completed and signed accordingly.

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- The tender document must be filled in using black ink. Any mistakes must be struck-off and corrected with black ink and signed (authenticated) by the tenderer.
- Tender documents may be completed electronically without altering or tampering with any of the terms, conditions, specifications etc. in the tender documents.
- The use of correction fluid (Tippex) to correct mistakes is not allowed.
- Tender will be valid for 90 days after closing date.
- Tenderers are required to submit one original hard copy plus a USB, however tenderers who did not submit USB will not be disqualified.
- Tenderers must be registered on Central Supplier Database (CSD) and provide registration MAAA\*\*\*\* number on the cover page of the tender document. Tenderers must ensure that they are always tax compliant on CSD.
- The 80/20 points scoring system will be applicable to this tender. 80 points will be allocated to Price and the remaining 20 points will be allocated for Specific goals, 10% will be for Businesses located within Gauteng Province and 10% for Business owned by 51% or more -Black People.
- 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.
- Tenderers tendering as JV must submit a JV agreement. Each party must submit its own CSD number.
- Make sure that your pricing schedule is fully complete and signed. Incomplete pricing information will result in the tender offer being declared non-responsive. On items where tenderers are not making an offer on the pricing schedule, they must write no offer. Tenders must not leave blank spaces on the pricing schedule.
- Make sure that all requested information is submitted. It is the tenderers responsibility to make sure that all the requested documents are submitted and are bound together (i.e. no loose paper allowed).

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- Tenderers must make sure that they read and understand the requirements of the tender.
- Tenderers were also advised to sign (authenticate) for alterations where there are any to avoid being disqualified.
- Co-bidding is prohibited. (Tenderer being a member/owner / shareholder in more than one consortium / entity for the same project)

**Administrative Returnable Documents**

1. Municipal statement of account for both Director and Company (not older than three [03] months or a valid lease agreement),
  2. Annual financial statements (AFS) three [03] years, (if required, audited financial statements)
  3. Joint Venture / Consortium Agreement signed by all parties,
  4. Valid BBBEE or a valid sworn affidavit,
  5. A completed and signed Invitation to Bid form MBD 1
  6. A completed and signed Pricing schedule form MBD 3.1
  7. A completed and signed Declaration of Interest form MBD 4
  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 form MBD 9
- No bids will be considered from persons in the service of the state.
  - Each bid must be submitted in a separate, properly sealed envelope on which the Name and contact details of the bidder, The Tender number and Description must be clearly written on the envelope.
  - 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.

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- 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 are encouraged to note the closing date and time of the tender; late tender will not be accepted. The closing date for this tender is 27 September 2023 at 10:30.
- All bids are to be deposited in the tender box allocated on the ground floor at No.65 Ntemi Piliso street Turbine Hall, Newtown.
- 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, 1<sup>st</sup> 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.

**Mr Maanda Tshivhase presented the following:**

**4. Pricing schedule**

- Bidders are encouraged not to amend the units when completing the price schedule as it makes it difficult to make a fair price comparison between bidders.

**5. EVALUATION CRITERIA**

- Mandatory evaluation items are Certificates of analysis for Helium, Argon and Zero air gasses produced within 3 months of submitting tender documents. Certificates of analysis will be used to evaluate purity of gas.
- Functional evaluation will be based on bidder's ability to demonstrate ability to supply industrial gas based on referral letters from customers where services were rendered.

**6. SCOPE OF WORK**

- Supply of Two Cryogenic Argon cylinders at Cydna laboratory to be refilled on site on an as and when needed basis. Argon gas will be used on two ICPMS instruments and two ICP-OES instruments.
- Supply of four Helium 5.0 cylinders. Empty helium cylinders to be exchanged with full ones on an as and when needed basis.
- Supply of four Zero air cylinders. Empty Zero Air cylinders to be exchanged with full ones on an as and when needed basis.
- Exchange empty Liquid Petroleum Gas (LPG) cylinders with full ones on an as and when needed basis.
- All cylinders, except for LPG cylinders will remain property of the supplier and Johannesburg Water will pay monthly rental fees for the duration of the contract if required.
- Conduct routine preventative maintenance and leak detection as per supplier's own requirements on all rented cylinders.

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- A certificate of analysis indicating purity of gas must be supplied with every delivery of Argon, Helium and Zero air.
- All gas to be delivered to Cydna laboratories, situated at 75 Fourth Street Houghton, 2198.
- Argon gas to be delivered by a cryogenic delivery truck and gas cylinders to delivered by truck in line with statutory regulations for transporting hazardous substance.
- The technical specification table was explained to bidders.

**7. TENDER CLOSING DATES**

Tender Closing: **10:30 on 27 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 CYD 002/23** and they must be deposited in the tender box.

**8. CLARIFICATION QUESTIONS:**

QUESTION	ANSWER
1. What is the expected delivery time?	Three (3) Working days from place of order.
2. Does Johannesburg Water expect gas regulators to be supplied.	Johannesburg Water already has existing regulators and gas lines however bidders are encouraged to visit the site on a date that will be communicated to bidders so that they may ensure that the equipment that they will be offering is compatible with Johannesburg Water's existing connectors. If bidders require different connectors, bidders must quote for them in their bidding documents.
3. Does Johannesburg water require maintenance on their gas pipelines?	Johannesburg Water carries out gas pressure inspections at regular intervals, but bidders will be expected to service their own cylinders and perform repairs.

**CLOSURE**

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