

TO SUPPLY AND IMPLEMENT A DOCUMENT SCANNING AND CAPTURE SYSTEM INCLUDING SOFTWARE LICENSES, MAINTENANCE, SUPPORT AND PROFESSIONAL SERVICES FOR THE SYSTEM FOR A PERIOD OF THIRTY SIX (36) MONTHS

CONTRACT NUMBER:	JW IT 001/23
CONTRACT TITLE:	TO SUPPLY AND IMPLEMENT A DOCUMENT SCANNING AND CAPTURE SYSTEM INCLUDING SOFTWARE LICENSES, MAINTENANCE, SUPPORT AND PROFESSIONAL SERVICES FOR THE SYSTEM FOR A PERIOD OF THIRTY SIX (36) MONTHS
DEPARTMENT:	SUPPLY CHAIN MANAGEMENT
DATE OF MEETING:	12 OCTOBER 2023
TIME OF MEETING:	10:00
VENUE FOR MEETING:	JOHANNESBURG WATER AUDITORIUM TURBINE HALL, 65 NTEMI PILISO STREET, NEWTOWN

1. WELCOME

Ms. **Amanda Mnisi** welcomed everyone who attended the meeting and introduced Personnel.

Ms. **Mapule Setaka** 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	GENERAL ENQUIRIES
Timothy Oyomno	Nthabiseng More
011 688 1861	011 688 1512
timothy.oyomno@jwater.co.za	nthabiseng.more@jwater.co.za

3. JOHANNESBURG WATER REPRESENTATIVES THAT ATTENDED THE BRIEFING MEETING

NAME & SURNAME	DEPARTMENT
Ms. Mapule Setaka	Supply Chain
Ms. Amanda Mnisi	Supply Chain
Mr. Timothy Oyomno	IT
Mr. John Sangweni	IT

4. SUPPLY CHAIN MANAGEMENT PRESENTATION BY MAPULE SETAKA

- Bid documents are available in PDF format, at no cost to the bidder, on the Johannesburg Water website (www.johannesburgwater.co.za) and on e-Tender Portal.
- Bid documents received from non-attended bidders of a compulsory briefing session will be disqualified. Attendees were requested to ensure that their company names (company that will be tendering) and contact details of the company and individual are registered on the attendance register as proof of attending the tender briefing meeting and for Johannesburg Water to be able to communicate tender specific information to the attendees of the briefing meeting. 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 written.
- 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.
- The sealed bid envelope or package 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 Ntengi Piliso Street, Newtown, Johannesburg.
- Bid documents submitted via courier services will be accepted provided that the bidder instructs such courier company or its representative to deposit the documents in the bid box as only bid documents in the Bid Box at the time of tender closing will be taken into account.
- Documents should under no circumstances be handed to an employee of Johannesburg Water, including the receptionist or security, as Johannesburg Water will 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 in the Bid Box at the time of closing will be taken into account.
- Bidders 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. Bidders 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 scope of work, terms & conditions, specifications, evaluation criteria, special conditions, award and allocations.

strategies, pricing schedule 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 bidders 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 each mistake. The use of correction fluid (i.e., Tippex) to correct mistakes is not allowed.
- The 80/20point 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 owned by 51% or more-Women.
 2. Business owned by 51% or more- Black Youth.
 3. SMME (QSE) owned by 51% or more - Black People.
- Tender will be valid for 90 days after closing date and may be extended upon agreement between Johannesburg Water and the bidder.
- Bidders who wish to tender as a Joint Venture (JV), consortium, partnership or equivalent need to include the JV, consortium, partnership, or equivalent agreement in their tender submissions. Each party must submit a separate TCS certificate/ Pin/ CSD number. The JV agreement is to state the percentage ownership, roles and responsibilities of each party to the agreement.
- 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 at security after submitting their bids.
- Bidders are advised to be on the lookout on the Johannesburg Water website for any communication regarding this tender, all correspondence will be published on the website.

Bidders are also advised to check their emails for communication from either of the Johannesburg Water representatives as stated on the tender cover page.

- For further inquiries after the meeting, bidders can email through their queries, but do not send queries 10 days before closing date so that the bidders can have 7 days before closing date and time to finalize their submissions.
- Bidders are requested to confirm receipt of any communication sent to them by Johannesburg Water Official

4.1 ADMINISTRATIVE EVALUATION

NO.	REFERENCE TO TENDER DOCUMENT	DESCRIPTION	REQUIREMENT
1.	Annexure	Certificate of Authority or Board Resolution Letter granting authority to sign	Complete and submit
2.	MBD 1	Invitation to Bid Form	Complete and signed MBD 1 Form.
3.	CSD	Central Supplier Database Registration	Provide proof of CSD registration. Complete MAAA number on cover page or copy of CSD report.
4.	MBD 3.1	Pricing schedule – firm prices	Complete and signed MBD 3.1 Form
5.	MBD 4	Declaration of Interest	Complete and signed MBD 4 Form.
6.	MBD 6.1	Preference Points Claim in Terms of The Preferential Procurement Regulations 2022	Complete and signed MBD 6.1 Form.
7.	MBD 8	Declaration of Bidder's Past Supply Chain Management Practices	Complete and signed MBD 8 Form.
8.	MBD 9.	Certificate of Independent Bid Determination	Complete and signed MBD 9 Form.
9.	Annexure – Proof of Specific Goals	Refer to documents listed in 4.3 verification documents to be submitted with the tender document	Submit applicable documentation with the tender submission
10.	Annexure	Municipal Rates and Taxes for the Tenderer - Current municipal rates for the entity not in arrears by more than 90 days. If leasing/renting, submitted copy of valid lease agreement where premises are rented OR Confirmation that suitable arrangements are in place for arrear municipal obligations with your local municipality OR Current municipal rates which is not older than 90 days or valid lease agreement with affidavit from owner of property in cases stated in Proof of Good Standing with regards to Municipal Accounts document	Submit applicable documentation with the tender submission

11.	Annexure	Municipal Rates and Taxes - Current municipal rates for the directors of the entity not in arrears by than 90 days. If leasing/renting, submitted copy of valid lease agreement where premises are rented OR Confirmation that suitable arrangements are in place for arrear municipal obligations with your local municipality OR Current municipal rates which is not older than 90 days or valid lease agreement with affidavit from owner of property in cases stated in Proof of Good Standing with regards to Municipal Accounts document.	Submit applicable documentation with the tender submission
12.	Annexure	Refer to documents listed in 4.3 verification documents to be submitted with the tender document	Submit applicable documentation with the tender submission
13.	Annexure	Joint Venture Agreement, Consortium or equivalent signed by all parties	Submit applicable documentation with the tender submission

4.2 MANDATORY CRITERIA

EVALUATION CRITERIA: (GATE KEEPERS)			
NO.	CRITERIA	DOCUMENTARY EVIDENCE	COMPLY (YES/NO)
No 1	Attendance of a Mandatory Tender Briefing Meeting		YES
No 2	Original Software Developer (OSD) or certification from the OSD to prove the tenderer is licensed and/or accredited to implement, supply software licenses, provide maintenance, support and professional services for the system.	<p>a). The tenderer must provide proof that they are the Original Software Developer.</p> <p>b). If the tenderer is not the Original Software Developer, they must provide a letter from the OSD that they are licensed and/or accredited to implement, supply software licenses, provide maintenance, support and professional services for the system.</p> <p>All tenderers (including the original software developer) must provide a signed letter on the letterhead from the original software developer to indicate the accreditation with the original software developer.</p>	YES
No 3	Signed Pricing Schedule and completed rates for items offered.		YES

5. PRESENTATION BY MR TIMOTHY OYOMNO

The total Weighting is 100 and the Minimum Qualifying Score is 60.

The following aspects will be considered during the functional evaluation:

CRITERIA NO.	CRITERIA	EVIDENCE	SUB-CRITERIA/CLAUSE	WEIGHTING	SCORE
1.	Tenderer's Experience In The Implementation Of Document Scanning Solution	The tenderer is required to provide completed reference letters/templates for two successfully completed projects from their clients (private or public clients) to whom the implementation and application support for the document scanning and capture system is/was successfully rendered. 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.	Number of Completed Projects where the implementation and application support of document scanning and capture system.	50	
			Less than two (2) projects		0
			Two (2) projects		30
			More than 2 projects		50
2.	Key Personnel Experience in Implementing and or Supporting A Document Scanning and Capture System.	The Service Provider must provide CV proof that they can provide a resource that has two (2) years' experience implementing and or supporting a document scanning and capture system.	Years of Experience in implementing and or supporting a document scanning and capture system	50	
			Less than two (2) years' experience		0
			Between 2-3 years' experience		30
			More than 3 years' experience		50
MINIMUM QUALIFYING SCORE				60	
TOTAL				100	

6. AWARD STRATEGY AND ALLOCATION STRATEGY

AWARD STRATEGY	A tenderer who scores the highest score in terms of pricing and Specific Goals will be recommended for award
ALLOCATION STRATEGY	The tender will be allocated to the tenderer who score the highest in terms of price and specific goals.

7. PRESENTATION ON PRICING SCHEDULE BY MR. TIMOTHY OYOMNO:

7.1 MBD 3.1 must be completed and signed. This form is for the Pricing schedule – firm prices.

7.2 Pricing Schedule

Tender prices must include all transport, Labour, and any other costs.
The Service Provider shall only claim rates / fees payable in terms of the pricing schedule below:

SCHEDULE A - PROCURE SOFTWARE LICENSES

No.	Description	Qty. Hrs/Units	Unit Rate	Total Amount (excl. VAT)
1	User licenses	200 (licenses)		
2	Administrator/Developer licenses	2		
3	Server Licenses (web server, Application server and Database server)	3		
SUBTOTAL				
VAT (15%)				
TOTAL (INCL. VAT)				

SCHEDULE B – Software Maintenance services

Table 1.2. Software maintenance

No.	Description	Estimat ed Hours per Month	Estimated Hours per Annum	Hourly Rate (excl. VAT)	Total Amount (excl. VAT)
1	Telephonic support (includes business hours, non-business hours, weekends and public holidays).	16	192		
2	Onsite or remote support Includes: systems health check, system fine-tuning and optimisation. Consultancy hours as and when required i.e.	120	1440		

	support for ad-hoc changes and enhancements.				
SUBTOTAL					
VAT (15%)					
TOTAL (INCL. VAT)					

SCHEDULE C2 – Professional Services: Solution Support – Year Two

The hourly rate must represent a Blended Rate for both items 1 and 2 below.

#	Description	Estimated Hours per Month	Estimated Hours per Annum	Hourly Rate (excl. VAT)	Total Amount (excl. VAT)
1	Telephonic support (includes business hours, non-business hours, weekends and public holidays).	16	192		
2	Onsite or remote support Includes: systems health check, system fine-tuning and optimisation. Consultancy hours as and when required i.e. support for ad-hoc changes and enhancements.	120	1440		
SUBTOTAL					
VAT (15%)					
TOTAL (INCL. VAT)					

SCHEDULE C3 – Professional Services: Solution Support – Year Three

The hourly rate must represent a Blended Rate for both items 1 and 2 below.

No.	Description	Estimated Hours per Month	Estimated Hours per Annum	Hourly Rate (excl. VAT)	Total Amount (excl. VAT)
1	Telephonic (includes business hours, non-business hours, weekends and public holidays).	16	192		
2	Onsite or remote support Includes: systems health check, system fine-tuning and	120	1440		

	optimisation. Consultancy hours as and when required i.e. support for ad-hoc changes and enhancements.				
SUBTOTAL					
VAT (15%)					
TOTAL (INCL. VAT)					

SCHEDULE D1 – PROFESSIONAL SERVICES: DEVELOPMENT HOURS – YEAR ONE

Description	Estimated Qty. of Hrs	Hourly Rate	Total Amount (excl. VAT)
New configuration and development	1440		
SUBTOTAL			
VAT (15%)			
TOTAL (INCL. VAT)			

SCHEDULE D2 – PROFESSIONAL SERVICES: DEVELOPMENT HOURS – YEAR TWO

Description	Estimated Qty. of Hrs	Hourly Rate	Total Amount (excl. VAT)
New configuration and development	1440		
SUBTOTAL			
VAT (15%)			
TOTAL (INCL. VAT)			

SCHEDULE D3 – PROFESSIONAL SERVICES: DEVELOPMENT HOURS – YEAR THREE

Description	Estimated Qty. of Hrs	Hourly Rate	Total Amount (excl. VAT)
New configuration and development	1440		
SUBTOTAL			
VAT (15%)			
TOTAL (INCL. VAT)			

SUMMARY OF CONTRACT TOTALS

No.	Schedule	Total Amount
1	SCHEDULE A - Implement, supply of licenses and provide application support and maintenance of a document capture software solution	
2	SCHEDULE B – Software Maintenance services	
3	SCHEDULE C1 – Professional Services: Solution Support – Year One	
4	SCHEDULE C2 – Professional Services: Solution Support – Year Two	
5	SCHEDULE C3 – Professional Services: Solution Support – Year Three	
6	SCHEDULE D1 – Professional Services: Development Hours – Year One	
7	SCHEDULE D2 – Professional Services: Development Hours – Year Two	
8	SCHEDULE D3 – Professional Services: Development Hours – Year Three	
TOTAL (EXCL. VAT)		
VAT (15%)		
TOTAL (INCL. VAT)		

SIGNATURE(S) OF AUTHORIZED PERSON

NAME OF BIDDER

NAME OF AUTHORIZED PERSON IN BLOCK LETTERS

BID NUMBER:

8. TENDER DATES

Tender Closing: **10:30** on **07 November 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 IT 001/23** and they must be deposited in the tender box.

9. QUESTIONS AND ANSWERS BY MR. T OYOMNO, MR. J SANGWENI AND MS.

M SETAKA

QUESTION 1:

How will potential bidders know if the equipment on site is acceptable? Will the system be on Johannesburg Water servers?

ANSWER 1:

The servers will be built to the requirements and specifications recommended by the winning bidder, the system will be hosted on Johannesburg Water servers.

QUESTION 2:

Are tenderers allowed to attach an Annexure for the requirements of the system they will be developing for the Johannesburg Water?

ANSWER 2:

Yes

QUESTION 3

How many CVs should be submitted by potential tenderers?

ANSWER 3:

Tenderer must have at least one Project Leader who must have at least four (4) years' experience in I.T project Management.

QUESTION 4:

If the successful tenderer's resource requirements are not available at Johannesburg Water, will there be a separate procurement for the software or the hardware?

ANSWER 4:

Yes, Johannesburg Water will conduct their internal procurement process to procure any software or hardware not readily available.

QUESTION 5:

Are the users for the requirement for this tender based at the Johannesburg Water head office? Will the support for the scanners be part of this tender?

ANSWER 5.

No, some users are based at Johannesburg Water depots. The support for the scanners is not included in the scope of this tender.

QUESTION 6

Do we have regulatory requirements for the capturing? What is the file plan? Should the capturing be national?

ANSWER 6:

The regulatory requirements are handled by Johannesburg Water's Document management system i.e., SAP DMS and are not on the scope of this tender.

QUESTION 7

Where does SharePoint fit in this tender?

ANSWER 7:

The proposed system should be integrable to SharePoint; Johannesburg Water main Document management system is SharePoint, and we are catering for this should the need for integration to SharePoint arises.

QUESTION 8

How are tender documents submitted?

ANSWER 8

Tender documents must be 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 at Johannesburg Water, Turbine Hall, 65 Ntemi Piliso, Newtown

QUESTION 9

How do the estimated hours tie in with the project duration?

ANSWER 9:

The hours are estimates on how long it would take to implement and support the solution.

QUESTION 10

Will international reference letters be considered for this tender?

ANSWER 10:

Yes

QUESTION 11

Please give an example of the documents that will be required to be scanned by the system.

ANSWER 11:

Procure to pay documents (invoices, quotes), HR documents (appointments letters, employee CVs and contracts).

QUESTION 12

Are the required documents only A4 and A3?

ANSWER 12**QUESTION 13**

Does Johannesburg Water have a SAP Specialist to do the integration?

ANSWER 13:

Yes

QUESTION 14

Will there be more processes other the processes indicated in the tender document?

ANSWER 14:

Only the 8 processes listed on the tender document. Any other new process will be treated as enhancement and will be done post go live.

QUESTION 15

Will the process of integrating SharePoint be done in this tender?

ANSWER 15:

There will be no integration to SharePoint on this tender.

QUESTION 16

Can a quotation be included with the tender submission if a tender has more then the 8 process mentioned in the tender document?

ANSWER 16:

Yes, tenders are free to submit but it will not be considered in the evaluation process of this tender.

Bidders are to fully complete the price schedule to enable Johannesburg Water to be able to conduct a “like for like” comparison hence this requirement is a mandatory requirement.

CLOSURE

Bidders are reminded to constantly look out for communication from Johannesburg Water Website and confirm receipt of emails received.

Ms. Amanda Mnisi thanked all who attended the briefing, and the meeting was adjourned.