

**SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF AN ASSET MANAGEMENT TRACKING SOLUTION FOR MOVABLE ASSETS (INCLUDING COMPATIBLE MOBILE HANDHELD SCANNERS) AND THE PROVISION OF SOFTWARE MAINTENANCE AND SUPPORT FOR A PERIOD OF THIRTY-SIX (36) MONTHS.**

<b><u>CONTRACT NUMBER:</u></b>	JW FIN 02/23
<b><u>CONTRACT TITLE:</u></b>	SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF AN ASSET MANAGEMENT TRACKING SOLUTION FOR MOVABLE ASSETS (INCLUDING COMPATIBLE MOBILE HANDHELD SCANNERS) AND THE PROVISION OF SOFTWARE MAINTENANCE AND SUPPORT FOR A PERIOD OF THIRTY-SIX (36) MONTHS.
<b><u>DEPARTMENT:</u></b>	SUPPLY CHAIN MANAGEMENT
<b><u>DATE OF MEETING:</u></b>	12 OCTOBER 2023
<b><u>TIME OF MEETING:</u></b>	13:00
<b><u>VENUE FOR MEETING:</u></b>	AUDITORIUM, TURBINE HALL NETOWN

## 1. WELCOME

Mr. **Tshilidzi Takalani** welcomed everyone who attended the meeting and introduced Personnel.

Ms. **Tshilidzi Takalani** 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
Thabo Mveli	Nthabiseng More
<a href="mailto:thabo.mveli@jwater.co.za">thabo.mveli@jwater.co.za</a>	<a href="mailto:Nthabiseng.more@jwater.co.za">Nthabiseng.more@jwater.co.za</a>

## 3. JOHANNESBURG WATER REPRESENTATIVES THAT ATTENDED THE BRIEFING MEETING

NAME & SURNAME	DEPARTMENT
Ms. Mapule Setaka	SCM Department

**4. SUPPLY CHAIN MANAGEMENT PRESENTATION BY Tshilidzi Takalani**

- Bid documents are available in PDF format, at no cost to the bidder, on the Johannesburg Water website ([www.johannesburgwater.co.za](http://www.johannesburgwater.co.za)) and on e-Tender Portal.
- Tenderers are requested to also be aware of addendums that are uploaded on the Johannesburg Water website and to check the website for any communication, addendums, minutes related to this tender prior finalizing and submitting of their tender and an emails that may be sent directly to the potential tenderers by JW. Johannesburg Water will always ensure that Tenderers have 7 days prior tender closing date to finalize their tender submissions.
- Bid documents received from non-attended Tenderers 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 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 Ntemi 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.
- 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. 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., Tipp-ex) 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-**Black People with Disabilities** (10)
  - 2. Business owned by 51% or more – Black Youth (10)
- Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- Tender will be valid for 90 days after closing date and may be extended upon agreement between Johannesburg Water and the bidder.
- Tenderers 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,

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however, tenderers who did not submit the USB will not be disqualified.

- Tenderers are to fill in the tender submission register at security after submitting their bids.
- Tenderers 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.
- Tenderers are also advised to check their emails for communication from either of the Johannesburg Water representatives as stated on the tender cover page. Tenderers are to acknowledge receipt of all emails sent to them via return of the same email sent.
- 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.

#### **4.1 ADMINISTRATIVE EVALUATION**

<b>NO.</b>	<b>REFERENCE TO TENDER DOCUMENT</b>	<b>DESCRIPTION</b>	<b>REQUIREMENT</b>
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	Submit applicable documentation with the tender submission

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		property in cases stated in Proof of Good Standing with regards to Municipal Accounts document	
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**

<b>NO.</b>	<b>MANDATORY CRITERIA</b>	<b>YES</b>
1	Attendance of Mandatory Tender Briefing Meeting	Yes
2	Signed and completed Pricing Schedule for region/s tendered.	Yes

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**5. PRESENTATION BY THABO MWELI and TSHILIDZI TAKALANI**

CRITERIA NO #	CRITERIA	EVIDENCE	SUB-CRITERIA/CLAUSE	MAX SCORE	SCORE
1.	EXPERIENCE OF COMPANY/TENDERER  THE TENDERER MUST CONFIRM SUCCESSFUL PROJECTS WHERE THE SUPPLY, <b>INSTALLATION</b> , AND COMMISSIONING OF AN ASSET MANAGEMENT SYSTEM TOGETHER WITH MAINTENANCE AND <b>SUPPORT WAS CARRIED OUT SUCCESSFULLY</b>	The tenderer (company) must provide reference letter as a proof of the required experience in the supply, installation, and commissioning of an asset management system together with maintenance and support was carried out successfully.  NB: The attached reference letter must be completed by the referee/client and included in the tender submission. Alternatively, the client's letterhead may be used for this purpose provided it complies with the functionality criteria requirements as stated on this template. A separate form must be completed for each reference as required in the evaluation criteria.	<b>Number of Successful Projects where the supply, installation and commissioning of an asset management system together with maintenance and support was carried out successfully.</b>	60	
			Less than 1 successful projects		0
			1 successful project		<b>42</b>
			2 successful projects		50
			3 or more successful projects		60
2	EXPERIENCE OF COMPANY/TENDERER  THE TENDERER (COMPANY) MUST CONFIRM SUCCESSFUL PROJECTS WHERE THE SUPPLY OF AN ASSET <b>SCANNERS WAS CARRIED OUT SUCCESSFULLY</b>	The tenderer (company) must provide reference letter as a proof of the required experience in the supply of an asset scanners was carried out successfully.  NB: The attached reference letter must be completed by the referee/client and included in the tender	<b>Number of Successful Projects where the supply and asset scanners was carried out successfully.</b>	40	
			Less than 1 successful projects		0
			1 successful project		20
			2 successful projects		<b>28</b>
			3 or more successful projects		40

		submission. Alternatively, the client's letterhead may be used for this purpose provided it complies with the functionality criteria requirements as stated on this template.			
<b>MINIMUM QUALIFYING SCORE</b>				<b>70</b>	
<b>TOTAL</b>				<b>100</b>	

#### 6. AWARD STRATEGY AND ALLOCATION STRATEGY

<b>AWARD STRATEGY</b>	The tender will be awarded to the highest scoring tenderer in terms of Pricing and Specific Goals.
<b>ALLOCATION STRATEGY</b>	Allocate to the highest tenderer after in terms of Price and Specific Goals points.

#### 7. PRESENTATION ON PRICING SCHEDULE BY ELGIN MATHONSI:

This tender is firm price.

#### 8. TENDER DATES

Tender Closing: extended from on **06 November 2023. 10:30** to **10 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 FIN 02/23 and they must be deposited in the tender box.

#### 9. IMPORTANT NOTES

- The tender closing date has been amended and extended from 06 November 2023 to 10 November 2023.10:30 Am
- An addendum has been issued – the revised document, the total of the 2 (which is the total number of pages) on page 36 to 37. The Tenderers can replace just those pages with the attached.

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## 10. QUESTIONS AND ANSWERS BY MR. THABO MWELI AND TSHILIDZI

TAKALANI

### QUESTION 1:

Can I use one contactable reference letter for both criteria 1 and 2.?

### ANSWER 1:

Yes you can if the contactable reference letter can be able to be clear that the project you have done it covers criteria 1 and 2 for us to allocate points for both criteria 1 and 2

### QUESTION 2:

should we send contactable refence letter to all the clients that we have done project for them?

### ANSWER 2:

Yes for you to score the points of one project you must submit one reference letter for you to score points for 3 projects you must submit 3 reference letters from different clients that you have completed the project of supply, installation and commissioning and supply of asset scanners:

### QUESTION 3

Do you get points for being 51% black own without the goal specified in tender?

### ANSWER 3:

No. each tender have they are own specified goal and for this tender the goals that we specified is Business owned by 51% or more-**Black People with Disabilities** (10) and Business owned by 51% or more – Black Youth (10)only company that have those on ownership will be allocated points for this tender

### QUESTION 4:

Should it be desktop software or cloud based?

### ANSWER 4:

Preferably cloud based.

### QUESTION 5:

Do I get points for project that is not yet complected?

### ANSWER 5.

No bidder will only allocated points for complected project

### QUESTION 6

What do you do if the contract has been extended?

### ANSWER 6



The original contract before extension will be the one considered.

**QUESTION 7**

Do you have decent Wi-Fi at Johannesburg water for the upgrades?

**ANSWER 7**

Johannesburg Water has decent WI-FI, where there is no coverage the Johannesburg Water IT department will be used to upgrade. Service provider should not be worried about Johannesburg Water WI-FI coverage.

**QUESTION 8**

Page 36 Can the scanners be ICASA approved, or it must be only SABS?

**ANSWER 8**

The scanners must be SABS or ICASA approved.

**QUESTION 9**

How do you prove briefing attendance, what do you submit?

**ANSWER 9**

Our JW Briefing attendance Register that you signed is the prove of your attendance, so you don't submit anything when we evaluate your tender submission, as part of mandatory we check the attendance register for confirmation of attendance

**QUESTION 10**

Will the Specifications reports be made available?

**ANSWER 10**

The specification reports are available on pg. 40 under scope of work.

**QUESTION 11**

Can you take a picture of the attendance register?

**ANSWER 11**

No, but we will send attended register to all bidders that attend briefing.  
Attended registered send to all bidders

**QUESTION 12**

Page 35: what is the total requirement for the scanners?

**ANSWER 12**

The requirement for scanners is available on the tender document under specification on page 40

**QUESTION 13**

Would there be samples of the labels?

**ANSWER 13**

The specification for the labels has been made available in the tender document under specifications on page 41.

**QUESTION 14**

How many users require training?

**ANSWER 14**

30 Users

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

**CLOSURE**

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

Mr. Tshilidzi Takalani thanked all who attended the briefing, and the meeting was adjourned.