

CONTRACT JW OPS 008/23
SUPPLY, DELIVERY AND OFF LOADING OF SAFETY BOOTS, SAFETY SHOES AND GUM BOOTS AS A ONCE OFF PURCHASE CONTRACT

<u>CONTRACT NUMBER:</u>	JWOPS 008/23
<u>CONTRACT TITLE:</u>	SUPPLY, DELIVERY AND OFF LOADING OF SAFETY BOOTS, SAFETY SHOES, AND GUM BOOTS AS A ONCE OFF PURCHASE CONTRACT
<u>DEPARTMENT:</u>	SUPPLY CHAIN MANAGEMENT
<u>DATE OF MEETING:</u>	10 NOVEMBER 2023
<u>TIME OF MEETING:</u>	11:00
<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.

2. CONTACT PERSONS

TECHNICAL ENQUIRIES	GENERAL ENQUIRIES
Thabiso Thabeng	Nthabiseng More
thabiso.thabeng@jwater.co.za	Nthabiseng.more@jwater.co.za

3. JOHANNESBURG WATER REPRESENTATIVES THAT ATTENDED THE BRIEFING MEETING

NAME & SURNAME	DEPARTMENT
Ms. Nthabiseng More	Supply Chain
Mr. Thabiso Thabeng	Operations
Ms Nosipho Mokoena	Operations
Ms Khomotso Modungwa	Operations
Ms Gcina Ndela	Supply Chain
Ms Mapule Setaka	Supply Chain
Ms Sinna Hlongwane	Supply Chain

4. SUPPLY CHAIN MANAGEMENT PRESENTATION BY Nthabiseng More

- 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 / 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 owned by 51% or more -**Black People** (8)
 2. Businesses located within the boundaries COJ Municipality (6)
 3. Businesses located within the boundaries Gauteng Province (6)
- 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.
- 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.
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- 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

- These are the applicable Municipal Bidding Documents (MBD) that the tenderer's duly authorized representative must fully complete and sign and provide administrative documents such as director's and company's municipal statement or valid lease agreements which must be valid and submitted before tender award. Should the administrative MBD's, Certificate of Authority and any other administrative documents that do not have a bearing on price, should not be submitted or be incomplete, the bidder will be given three (3) days to submit or adhere to the tender requirements or requests, the tenderer will be disqualified, and will not be considered for award.

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Administrative Documents

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 (Purchases)	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	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

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12.	Annexure	Joint Venture, Consortium, or equivalent agreement– if applicable.	Joint Venture, Consortium, or equivalent agreement signed showing percentage ownership of parties – if applicable.
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4.1 Mandatory Evaluation Criteria:

EVALUATION CRITERIA: (GATE KEEPERS)			
#	CRITERIA	DOCUMENTARY EVIDENCE	COMPLY (YES/NO)
1.	Attendance of Mandatory Tender Briefing Meeting		Yes
2.	Signed Pricing Schedule and completed rates for category or categories offered.		Yes

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5. PRESENTATION BY Thabiso Thabeng

PART A: TENDERER'S EXPERIENCE					
CRITERIA NO.	CRITERIA	EVIDENCE	SUB-CRITERIA/CLAUSE	MAX SCORE	SCORE
1	TENDERER'S EXPERIENCE The Tenderer (Company) is required to have experience in the supply of PPE materials.	The Tenderer (Company) must provide relevant reference letter(s) with proof that they have experience in the supply and delivery of PPE materials. 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.	Experience in the supply of PPE materials	60	
			0 projects /contracts		0
			1 to 2 projects/contracts		25
			3 to 4 projects/contracts		39
			5 to 6 projects/contracts		45
			7 projects/contracts or more		60
2	CAPACITY TO SUPPLY The Tenderer (Company) is required to have capacity in the supply of PPE materials	The tenderer must provide reference letter(s) which will stipulate the value of projects/ contracts completed for the supply and delivery of PPE materials. 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.	Consolidated Value of the Contracts/Projects for supply of PPE materials	40	
			Less than R250 000		0
			R250 000 to less than R500 000		26
			R500 000 to less than R1 500 000		32
			R1 500 000 or more		40
<i>The tenderer is required to obtain a minimum of 65 points in order to be evaluated further on samples</i>					
<i>The tenderer is required to obtain a minimum of 65 points in order to be evaluated further on samples</i>					
MINIMUM QUALIFYING SCORE				65	
TOTAL				100	

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PART B – EVALUATION OF SAMPLES FOR COMPLIANCE AS REQUIRED					
3	COMPLIANCE OF SAMPLES	<p>Shortlisted tenderer (s) will be required to submit one (1) sample of each item offered as stipulated on the technical specification. The samples will be evaluated in compliance to the technical specifications.</p> <p>Samples will be required to be submitted within a period of 5 working days of such request.</p> <p>Each item will be evaluated independently as the tender will be awarded per item. Please refer to acknowledgement of tender conditions.</p>	Sample Compliance	Sample to be compliant	
			<p>The tenderer's sample complies with the technical specifications as stipulated</p>		Samples compliance with the specification (Yes/No)
<i>The submitted samples must comply accordingly with the technical specifications in order to be considered for further evaluation.</i>					

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6. AWARD STRATEGY

AWARD STRATEGY	Award to the two highest preference ranking tenderers per category. Please refer to Allocation strategy for Objective criteria.
ALLOCATION STRATEGY	<p>Allocate all items offered by the tenderer to the highest preference ranking tenderer per category unless the highest preference ranking tenderer per category fails to perform then the objective criteria will be applicable.</p> <p>Objective Criteria:</p> <p>Objective criteria will be applicable if the highest preference ranking tenderer per category is unable to deliver in full within 14 days from notice by the Johannesburg Water responsible official. The allocation will then be made the next highest preference ranking tenderer.</p> <ul style="list-style-type: none">• If the highest preference ranking tenderer per category is unable to deliver in full within 14 days from notice by the Johannesburg Water, the allocation for the category will be made in full to the next highest preference ranking tenderer. <p>To ensure cost-effectiveness in such a scenario, Johannesburg Water may negotiate the rates with the next highest preference ranking tenderer using any Johannesburg Water benchmark process as a guide. There is no limit the number of categories a tenderer may be allocated.</p>

7. PRESENTATION ON PRICING SCHEDULE BY Thabiso Thabeng:

The tender will be evaluated on the 80/20 preference system.

Refer to Pricing Schedule to be completed from page 48 of the tender document.

8. TENDER DATES

Tender Closing: **10:30** on **20 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 OPS 008/23 and they must be deposited in the tender box.

9. QUESTIONS AND ANSWERS BY SCM AND USER DEPARTMENT

QUESTION 1: Will letters of appointment be accepted for the evaluation of capacity to supply criterion or only reference letters are required?

ANSWER 1: Only reference letters will be considered when evaluating the capacity to supply as outlined on the evaluation criteria.

QUESTION 2: Will the contract be awarded to more than one service provider?

ANSWER 2: The tender will be awarded into four categories as indicated in the tender document. Therefore the tender will be awarded to multiple service providers as per the award strategy.

QUESTION 3: How are bidders required to submit their soft copy bid, must it be emailed or submitted in a drive?

ANSWER 3: The soft copy bid must be submitted in a USB and attached to the hard copy tender document, furthermore, the USB must be labelled using the tenderer's name.

QUESTION 4: Is Johannesburg Water intending on procuring a certain brand?

ANSWER 4: No, Johannesburg Water is not brand specific, however the items offered must meet all the requirements as specified on the tender document.

QUESTION 5: Can the tender document be completed electronically?

ANSWER 5: Yes, however bidders must ensure that the tender conditions are not amended while completing the tender document electronically.

QUESTION 6: Will bidders be required to submit a sample of each size for the category tendered for?

ANSWER 6: No, only one sample per category will be required from the shortlisted bidders except for category 2, since category covers 2 covers two items which are safety shoes for ladies and safety boots for ladies. Therefore, two samples will be required for

category 2.

QUESTION 7: If a company has previously delivered PPE of a value more than R1 500 000.00, will the tenderer be allowed to bid?

ANSWER 7: Yes, the evaluation criteria does cater for projects of R1 500 000.00 or more.

QUESTION 8: Will reference letters in the client's letterhead be accepted?

ANSWER 8 Yes, reference letters in the client's letterhead will be accepted.

QUESTION 9: Will scanned reference letters be accepted or only original reference letters must be submitted?

ANSWER 9: A copy of the reference letter will be accepted, bidders are not only required to submit the original reference letter.

QUESTION 10: What documentation must be submitted by bidders who are renting the property they operate in?

ANSWER 10: A lease agreement signed by both the lessor and the lessee must be submitted.

QUESTION 10: Can bidders who operate in their residential address registered under their spouse's name submit an affidavit together with their spouse's municipal statement?

ANSWER 10: Yes.

QUESTION 11: Will bidders who are leasing be disqualified if the owner owes their municipal account?

ANSWER 11: No, bidders who are leasing must submit their lease agreement.

QUESTION 12: Can drivers be sent to deliver the tender document?

ANSWER 12: Yes, the tender must be deposited into the tender box and the person making the submission must sign the tender submission register.

QUESTION 13: Is the required experience specific to PPE or any experience in supply will be accepted?

ANSWER 13: Only experience in the supply and delivery of PPE will be accepted.

QUESTION 14: Will different brands be accepted for the same category?

ANSWER 14: No, only one sample per category will be required from the shortlisted bidders except for category 2, since category covers 2 covers two items which are safety shoes for ladies and safety boots for ladies. Therefore, two samples will be required for category 2.

QUESTION 15: When will sample submission be required?

ANSWER 15: During the evaluation of the tender and only from the shortlisted bidders. The shortlisted bidders will be required to submit the sample(s) within 5 working days.

QUESTION 16: Can the tender document be completed electronically and signed manually?

ANSWER 16: Yes.

CLOSURE

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

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

For Noting: Bidders were made aware that the tender closing date might be extended and bidders were requested to check the website on a regular basis.