

<u>CONTRACT NUMBER:</u>	JW CHR 002/23R
<u>CONTRACT TITLE:</u>	PROVISION OF CORPORATE GYM MANAGEMENT SERVICES FOR A PERIOD OF THIRTY (36) MONTHS.
<u>DEPARTMENT:</u>	SUPPLY CHAIN MANAGEMENT
<u>DATE OF MEETING:</u>	11 DECEMBER 2023
<u>TIME OF MEETING:</u>	13:00
<u>VENUE FOR MEETING:</u>	AUDITORIUM, TURBINE HALL NEWTOWN

1. WELCOME AND INTRODUCTION BY Amanda Mnisi

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

Ms. **Amanda Mnisi** 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
Kenneth Lekalakala	Gcina Ndela
kenneth.lekalakala@jwater.co.za	gcina.ndela@jwater.co.za

3. JOHANNESBURG WATER REPRESENTATIVES THAT ATTENDED THE BRIEFING MEETING

NAME & SURNAME	DEPARTMENT
Ms. Nthabiseng More	Supply Chain
Ms Sinna Hlongwane	Supply Chain
Ms Amanda Mnisi	Supply Chain
Ms Minah Matjila	Human Resources
Mr. Kenneth Lekalakala	Human Resources

4. SUPPLY CHAIN MANAGEMENT PRESENTATION BY Amanda Mnisi

- 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, MBD 3.1 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 – Women (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.
- 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/ CSDnumber. 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 must submit Municipal Rates for both the Company and the director if renting submit a valid lease agreement.
- 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.

3. 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.

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

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		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	
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	Joint Venture, Consortium, or equivalent agreement– if applicable.	Joint Venture, Consortium, or equivalent agreement signed showing percentage ownership of parties – if applicable.

4. Mandatory Evaluation Criteria:

EVALUATION CRITERIA: (GATE KEEPERS)			
#	CRITERIA	DOCUMENTARY EVIDENCE	COMPLY (YES/NO)
No 1	Tender briefing meeting.		YES
No 2	Accreditation	<p><u>2x Fitness/ Front desk Coordinators</u></p> <p>a. Personal fitness training certificate. b. Valid certificate in First Aid. c. Valid certificate in Cardiopulmonary. d. Resuscitation (CPR) Registration with a professional fitness entity.</p> <p><u>One of the Fitness / Front Desk Coordinator to have the certificate.</u> (i.e. REPSSA) -one fitness coordinator is required to have a professional fitness certificate.</p> <p><u>2 x Group Aerobics Instructors</u></p> <p>a. Valid certificate in First Aid. b. Valid certificate in Cardiopulmonary Resuscitation (CPR). c. Formal training in at least 1 Fitness Class (Spinning certificate, Yoga instructor – qualification in Yoga, Aerobics certificate, pe) /Boot Camp/Spinning/indoor cycling / Katabox or any other.</p>	YES

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		d. Recognised group and individual fitness training qualifications other recognised fitness modality. <u>One Group Aerobics Instructor to have the certificate.</u> Registration with a professional fitness entity (i.e. REPSSA).	
No 3	Signed and completed Pricing Schedule.		YES

NB: Bidders that fail to comply with the above mandatory requirement may not be considered further for evaluation.

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5. PRESENTATION BY Minah Matjila

CRITERIA NO #	CRITERIA	EVIDENCE	SUB-CRITERIA/CLAUSE	WEIGHTING	SCORE
1	Tenderer to have an experience in Gym Management services.	<p>The tenderer must complete the attached JW reference letter template or submit letter on letterhead detailing years of experience in Gym Management where services were rendered successfully.</p> <p>NB: The attached template must be completed by the referee and included in the tender submission.</p> <p>Alternatively, the client's letterhead may be used for this purpose provided it complies with the functional criteria requirements. A separate form must be completed for each reference as required in the evaluation criteria. Information provided will be verified and if found to be false or misrepresented, punitive measures will be instituted against the respective party including blacklisting and restriction from participating in any future government tender.</p>	NUMBER OF YEARS WHERE GYM MANAGEMENT SERVICES WERE SUCCESSFULLY PROVIDED	34	
			No submission / submitted unrelated evidence / experience is less than one (1) year where Gym Management services were successfully provided.		0
			One (1) year experience or more but less than two (2) years' experience where Gym Management services were successfully provided.		8
			Two (2) years' experience or more but less than three (3) years' experience where Gym Management services were successfully provided.		24
			Three (3) years' experience or more experience where Gym Management services were successfully provided.		34
2	Tender to provide proof of capacity in	The tenderer must complete the attached JW reference template or submit letter on letterhead detailing	NUMBER OF CLIENT EMPLOYEES WHERE GYM MANAGEMENT SERVICES WERE PROVIDED.	33	

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	the provision of Gym Management services	experience and the number of gym members engaged where services were rendered successfully. NB: The attached 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. A separate form must be completed for each reference as required in the evaluation criteria. Information provided will be verified and if found to be false or misrepresented, punitive measures will be instituted against the respective party including blacklisting and restriction from participating in any future government tender.	Provided Gym Management services to less than 25 employees on a project.		0
			Provided Gym Management services to 25 or more employees but less than 30 employees.		8
			Provided Gym Management services to 30 or more employees but less than 45 employees.		23
			Provided Gym Management services to 45 or more.		33
3	Key personnel - Must have experience in their respective fields. <ul style="list-style-type: none">• Fitness coordinator• Group Aerobics Instructors	The tenderer must submit or complete the CV template attached in the tender documents detailing years' experience in their respective professional fields. <ul style="list-style-type: none">• 2 x CV - • Fitness coordinator• 2 x Group Aerobics Instructors	NUMBER OF YEARS EXPERIENCE OF FITNESS / FRONT DESK COORDINATOR AND GROUP AEROBICS INSTRUCTORS	33	
			No CV's and minimum experience will score 0		0
			CVs with 2 years' experience for each of the personnel provided.		23
			CV's with more than 2 years' experience will score 20(maximum).		33
	MINIMUM QUALIFYING SCORE				70
	TOTAL				100%

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6. Award and Allocation Strategy:

AWARD STRATEGY	The tender will be awarded to highest ranking tenderer in terms of Pricing and Specific Goals.
ALLOCATION STRATEGY	The tender will be allocated to the highest-ranking tenderer in terms of Pricing and Specific Goals.

7. PRESENTATION ON PRICING SCHEDULE BY Minah Matjila as in page 54

Refer to Pricing Schedule to complete the pricing on page 54 and sign on page 55
The Service Provider shall only claim rates / fees payable in terms of the pricing schedule below:

Item 16 -Pricing Data

8. TENDER DATES

Tender Closing: **10:30 on 29 January 2024.** No late submissions will be accepted under any circumstances. Tender documents must be submitted in sealed envelopes, clearly marked with the reference number **JWCHR 002/23R** and they must be deposited in the tender box.

9. QUESTIONS AND ANSWERS BY SCM AND USER DEPARTMENT

QUESTION 1: Reference letter and experience what if I don't have reference but I can do the actual work?

ANSWER 1: You need the refence letter of company you offered the services to. As it is required part of the evaluation.

QUESTION 2: If you own a gym, must it be registered?

ANSWER 2: YES

QUESTION 3: If you are a group conductor not in a corporate fitness, you train people outside the gym, does experience need to match the formal gym?

ANSWER 3: Your referees will have to complete according to how the template needs to be completed.ie. Description-services provided.

QUESTION 4: Can I use the company that am currently working for as reference?

ANSWER 4: YES

QUESTION 5: Pricing do we price as group instructor or as group company.

ANSWER 5: You price as per unit of measure (Rate per hour) refer to the scope of work and pricing schedule.

QUESTION 6: In terms of cleaning do we have to clean the gym premises or there are people appointed for that?

ANSWER 6: NO, Johannesburg water will take care of that.

10. CLOSURE

Bidders are reminded to constantly look out for communication from Johannesburg Water Website and confirm receipt of emails received any clarifications required outside the meeting, bidders are advised to email us using the email address on the tender document.

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