

SUPPLY AND DELIVERY OF SAMPLING BOTTLES FOR A PERIOD OF 36 MONTHS ON AN AS AND WHEN REQUIRED BASIS

TENDER BRIEFING - MINUTES

<u>CONTRACT NUMBER:</u>	JW CYD 005/23
<u>CONTRACT TITLE:</u>	SUPPLY AND DELIVERY OF SAMPLING BOTTLES FOR A PERIOD OF 36 MONTHS ON AN AS AND WHEN REQUIRED BASIS
<u>DEPARTMENT:</u>	OPERATIONS (SUPPORT)
<u>DATE OF MEETING:</u>	7 DECEMBER 2023
<u>TIME OF MEETING:</u>	11:00
<u>VENUE FOR MEETING:</u>	HEAD OFFICE AUDITORIUM
<u>CLOSING DATE:</u>	25 JANUARY 2024
<u>CLOSING TIME:</u>	10:30AM

1. WELCOME

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

NAME & SURNAME	EMAIL ADDRESS	DEPARTMENT
Gcina Ndela	Gcina.ndela@jwater.co.za	Supply Chain
Amanda Mnisi	Amanda.mnisi@jwater.co.za	Supply Chain
Amanda Nkomo	Amanda.nkomo@jwater.co.za	Supply Chain

2. CONTACT PERSONS

Ms Amanda Nkomo

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Telephone number: 011 688 4444

Ms. Gcina Ndela

Email: gcina.ndela@jwater.co.za

Telephone number: 011-688 1796

3. SUPPLY CHAIN MANAGEMENT PRESENTATION

- Ms. **Gcina Ndela** 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. Bidders must ensure that they sign the attendance register.
- Tender documents are available in PDF format at no cost on Johannesburg Water website (www.johannesburgwater.co.za) and on eTenders.gov.za..

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- 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 order of the documents must be as set out on the Web page and all pages arranged correctly.
 - The tender document must be filled in using black ink. Any mistakes must be struck-off and corrected with a single black ink line and signed (authenticated) by the tenderer.
 - The use of correction fluid (Tippex) to correct mistakes is not allowed and if used the tender will be disqualified (especially on the pricing schedule).
 - Tender documents may be completed electronically without altering or tampering of any of the text (terms, conditions, specifications etc.) in the tender documents.
 - The tender document must be completed in full, and all the forms must be fully completed and signed accordingly. Tenderers must refer to the checklist on page 5 to 7 of the tender document for guidance.
 - Tenderers are required to submit one original hard copy and an electronic copy on a USB flash drive, however tenderers who did not submit the USB will not be disqualified. Electronic submissions of tenders are **NOT** allowed.
 - Tenderers must be registered on Central Supplier Database (CSD) and provide their 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 for specific goals.

SPECIFIC GOALS POINTS ALLOCATION

- 10 points for businesses owned by 51% or more - Black Youth.
- 5 points for businesses located within the boundaries of COJ
- Attention must be brought to the documentation the tenderers must submit in order JW to verify points claimed. If the tenderer has claimed more points, then the verification document supports, JW will adjust the points claimed when calculating the preference points in line with verification documents submitted.

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- Tenderers tendering as JV must submit a JV BBBEE certificate.
- In bids where consortia / joint ventures / sub-contractors are involved; each party must submit a separate TCS certificate / pin / CSD number.
- Make sure that your pricing schedule is fully complete and signed. 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 papers are allowed).
- Tenderers must make sure that they read and understand the requirements of the tender, contract data, special conditions and general conditions of tender.
- Tenderers were also advised to sign (authenticate) each alteration where there are any to avoid being disqualified.
- Tenders will be valid for 90 days after the closing date or any other duration agreed to by the tenderer and JW prior to tender validity expiring.
- Co-bidding is prohibited. (Tenderer being a member / owner / shareholder in more than one consortium / entity for the same project). Please read MBD 9 Certificate of Independence prior to signing the declaration.
- Tenderers are encouraged to note the closing date and time of the tender; late tenders will not be accepted. The closing date for this tender is 25 January 2024 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.
- 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 Address 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

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document in the tender box provided. Under no circumstances should tender documents be handed to an employee of JW.

- 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 must recheck on the JW website page for any communication send to tenderers as there might be a problem with the emails send to the tenderers.
- Tenders will be opened in public soon after the 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, ground floor. Tenderers names and total prices, where practical will be read out.
- Tenderers are to sign the tender submission register when submitting their bids.

SUPPORTING DOCUMENTS

1. SARS one-time TAX PIN
2. Municipal statement of account for both Director and Company (not older than three (03) months or a valid lease agreement).
3. Joint Venture / Consortium Agreement signed by all parties.
4. Valid BBBEE Certificate or copy thereof 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 (MBD 9)

4.

SCOPE OF WORKS

1. SCOPE OF WORK AND SPECIFICATION

Must supply and deliver the following:

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4.1 500mL Microbiological Sampling Bottles Specification

- Tamper evident for sample integrity (label must cover the lid)
- Lot number/ batch number for complete traceability
- Sterilized by gamma irradiation and a certificate of Irradiation is to be provided upon delivery.
- Available on pre-dosed with 0.5ml of 3% sodium thiosulphate and provide a certificate of Analysis to confirm dosage.

Forecast estimated quantities.

24 000 bottles annually

4.2 1L Sampling Bottles Specification

- 1L natural HDPE leakproof.
- Square with handles.
- Wide cap, clear and washable.

Forecast estimated quantities.

30 00 bottles annually

4.3 2L Sampling Bottles Specification

- 2L natural HDPE leakproof.
- Square with handles.
- Wide cap clear and washable.

Forecast estimated quantities.

833 bottles annually

4.4 250ml IE Sampling Bottles Specification

- 250ml natural HDPE leakproof.
- Square with handles.
- Wide cap, clear and washable.

Forecast estimated quantities.

1 033 bottles annually

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2. EVALUATION CRITERIA

PART A: TENDERER'S EXPERIENCE					
CRITERIA NO.	CRITERIA	EVIDENCE	SUB-CRITERIA/CLAUSE	MAX SCORE	SCORE
1	Tenderer's experience with respect to supply and delivery of sampling bottles	The tenderer must provide reference letter(s) as proof that supply, and delivery of sampling bottles were supplied and successfully. 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.	TENDERER'S EXPERIENCE WITH RESPECT TO SUPPLY AND DELIVERY OF SAMPLING BOTTLES	100	
			No contactable Reference Letter Submitted		0
			One contactable Reference Letter submitted were sampling bottles as per scope of work where successfully supplied.		70
			Two contactable Reference Letters submitted were sampling bottles as per scope of work where successfully supplied.		100
The tenderer is required to obtain a minimum of 70 points in order to be evaluated further on samples					
MINIMUM QUALIFYING SCORE				70	
TOTAL				100	

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PART B – EVALUATION OF SAMPLES FOR COMPLIANCE AS REQUIRED				
2.	COMPLIANCE OF SAMPLES	<p>1. Tenderers that have met the minimum qualifying score will be required to submit samples of a microbiological bottle with the following Documentation:</p> <ul style="list-style-type: none"> - Sterile by gamma irradiation bottle and certification. - pre-dosed bottle with 0.5ml of 3% sodium thiosulphate and certification/letter to confirm dosage <p>2. Samples of 1L, 2L and 250ml bottles should also be supplied.</p> <p>Samples will be required to be submitted within a period of 5 working days of such request.</p>	Sample Compliance	Samples compliance with the specification
			The tenderer's sample complies with the technical specifications as stipulated	(Yes/No)
<i>The submitted samples must comply accordingly with the technical specifications in order to be considered for further evaluation.</i>				

Note : Microbiological sampling bottles will be tested for compliance, non-compliant bottles will be disqualified.

3. PRICING

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14. PRICE SCHEDULE

The Service Provider shall only claim rates / fees payable in terms of the pricing schedule below:

Year 1

	DESCRIPTION	QTY	UOM	RATES PER UNIT
500ml microbiologi cal sampling bottles	<ul style="list-style-type: none"> Tamper evident for sample integrity (label must cover the lid). Lot number/ batch number for complete traceability. Sterilized by gamma irradiation and certification to be provided. Available on pre-dosed with 0.5ml of 3% sodium thiosulphate and provide certification/letter to confirm dosage.	1	ml	
1L Sampling Bottles	<ul style="list-style-type: none"> 1L natural HDPE leakproof. Square with handles. Wide cap, clear and washable. 	1	L	
2L Sampling Bottles	<ul style="list-style-type: none"> 2L natural HDPE leakproof. Square with handles. Wide cap clear and washable. 	1	L	
250ml IE Sampling Bottles	<ul style="list-style-type: none"> 250ml natural HDPE leakproof. Square with handles. Wide cap, clear and washable. 	1	ml	
Total Excluding Vat				
VAT				
Total Including Vat				

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Amanda Mnisi to add the allocation strategy.

AWARD STRATEGY	Award to the highest scoring tenderer per sub-category in terms of price and specific goals
ALLOCATION STRATEGY	<p>Allocate to the highest scoring Tenderer per sub-category in terms of price and specific goals.</p> <p>One Tenderer can be allocated both sub-categories.</p>

4. TENDER DATES

Tender Closing: **10:30 on 25 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 **JW CYD 005/23** and they must be deposited in the tender box. Under no circumstances must the tender document be given to JW employee or security personnel.

5. QUESTIONS AND ANSWERS

- **Question 1:** At what stage do bidders submit bottle samples?

Answer 1: At a later stage when bidders have passed the administrative stage.

- **Question 2:** Is it possible for JW to send pictures of the current bottles they use?

Answer 2: Yes, the pictures will be distributed together with the minutes.

- **Question 3:** Does the price of the bottles include the cap?

Answer 3: Yes

- **Question 4:** Can the tender be allocated to more than one (1) bidder?

Answer 4: Yes

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- **Question 5:** Do bidders initialize each page?

Answer 5: Yes

CLOSURE

Should bidders need any clarity, all queries are to be submitted 10 days before the closing date, therefore all queries are to be sent no later than 15 January 2024 at 16:00.

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