

**SUPPLY AND DELIVERY OF PRINTERS AND ICT PERIPHERALS ON AN AS AND WHEN BASIS
FOR A PERIOD OF A THIRTY-SIX (36) MONTHS
TENDER BRIEFING - MINUTES**

<u>CONTRACT NUMBER:</u>	JW IT 13/21 R
<u>CONTRACT TITLE:</u>	SUPPLY AND DELIVERY OF PRINTERS AND ICT PERIPHERALS ON AN AS AND WHEN BASIS FOR A PERIOD OF A THIRTY-SIX (36) MONTHS
<u>DEPARTMENT:</u>	IT
<u>DATE OF MEETING:</u>	7 DECEMBER 2023
<u>TIME OF MEETING:</u>	13:00
<u>VENUE FOR MEETING:</u>	HEAD OFFICE AUDITORIUM
<u>CLOSING DATE:</u>	26 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
Nthabiseng More	Nthabiseng.more@jwater.co.za	Supply Chain
Phumudzo Nembidzane	Phumudzo.nembidzane@jwater.co.za	IT

2. CONTACT PERSONS

Mr Omar Mukhtar

Email: omar.mukhtar@jwater.co.za

Telephone number: 011 688 6543

Ms. Gcina Ndela

Email: gcina.ndela@jwater.co.za

Telephonenumber: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..

**SUPPLY AND DELIVERY OF PRINTERS AND ICT PERIPHERALS ON AN AS AND WHEN BASIS
FOR A PERIOD OF A THIRTY-SIX (36) MONTHS
TENDER BRIEFING - MINUTES**

- 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 owned by 51% or more black people with disabilities.
- 5 points for businesses owned by 51% or more - Black women.
- 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

**SUPPLY AND DELIVERY OF PRINTERS AND ICT PERIPHERALS ON AN AS AND WHEN BASIS
FOR A PERIOD OF A THIRTY-SIX (36) MONTHS
TENDER BRIEFING - MINUTES**

document supports, JW will adjust the points claimed when calculating the preference points in line with verification documents submitted.

- 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. (Page 50-52)
- 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.

**SUPPLY AND DELIVERY OF PRINTERS AND ICT PERIPHERALS ON AN AS AND WHEN BASIS
FOR A PERIOD OF A THIRTY-SIX (36) MONTHS**

TENDER BRIEFING - MINUTES

-
- Tender documents submitted via courier services will be accepted provided that the bidder instructs such courier company or its representative to deposit the tender 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 Declaration of Interest form MBD 4
7. A completed and signed Preference Points Claim Form MBD 6.1
8. A completed and signed Declaration of Bidder's Past Supply Chain Management Practices MBD 8
9. A completed and signed Certificate of Independent Bid Determination (MBD 9)

4. SCOPE OF WORK

On the scope of work, we are looking to obtain an outright purchase for the procurement of monochrome and colour LaserJet printers as well as ICT peripherals.

There are 3 types of monochrome printers namely: entry level, mid-level and high end.

**SUPPLY AND DELIVERY OF PRINTERS AND ICT PERIPHERALS ON AN AS AND WHEN BASIS
FOR A PERIOD OF A THIRTY-SIX (36) MONTHS
TENDER BRIEFING - MINUTES**

This goes the same for the colour laserjet printers.

On each printer it is important, that you quote on a network printer with usb connectivity as well.

On the peripherals, we require common peripherals such as keyboards, mouses, hard drives, etc

5. Stage 1: Mandatory Evaluation Criteria:

EVALUATION CRITERIA: (GATE KEEPERS)			
NO.	CRITERIA	DOCUMENTARY EVIDENCE	COMPLY (YES/NO)
1	Attendance of Mandatory Tender Briefing Meeting		Yes
2.	Signed Pricing Schedule and completed for rates offered.		Yes
3	Signed MBD 3.2 - Pricing Schedule – Non – Firm Prices (Purchases)		Yes

Complete in to avoid disqualification.

MBD 3.2 Price Schedule – Non-Firm Prices MBD 3.2

NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of Bidder.....	Bid number: JW IT 13/21 R
Closing Time: 10:30 am	Closing Date: 26 January 2024

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

Note: Brand names have been removed in this document. However, should a brand name appear in this tender document and must be noted that “or equivalent” is applicable.

PRINTERS: MONOCHROME

**SUPPLY AND DELIVERY OF PRINTERS AND ICT PERIPHERALS ON AN AS AND WHEN BASIS
FOR A PERIOD OF A THIRTY-SIX (36) MONTHS
TENDER BRIEFING - MINUTES**

NO	DESCRIPTION	QUANTITY	PRICE
1	(Min 256mb ram, duty cycle up 80,000ppm) Connectivity: RJ45 port (Ethernet), USB port.	Each	R COMPLETE DISQUALIFIED ELSE
2	(min 512mb ram, duty cycle up to 150,000ppm). Connectivity: RJ45 port (Ethernet), USB port.	Each	R COMPLETE DISQUALIFIED ELSE
3	(min 512mb ram, duty cycle up to 300,000ppm) Connectivity: RJ45 port (Ethernet), USB port.	Each	R COMPLETE DISQUALIFIED ELSE
Total for Monochrome Printers Excluding VAT Quotes must include USB printer cables as well as 3 year on site warranties			R COMPLETE DISQUALIFIED ELSE
VAT (15%)			R COMPLETE DISQUALIFIED ELSE
Total for Monochrome Printers including VAT. Quotes must include USB printer cables as well as 3 year on site warranties			R COMPLETE DISQUALIFIED ELSE

PRINTERS: COLOUR

NO	DESCRIPTION	QUANTITY	PRICE
1	(min 512mb ram, duty cycle up 55,000pm) Connectivity: RJ45 port (Ethernet), USB port.	Each	R COMPLETE DISQUALIFIED ELSE
2	(min 1GB ram, duty cycle up 120,000pm) Connectivity: RJ45 port (Ethernet), USB port.	Each	R COMPLETE DISQUALIFIED ELSE
3	A3 colour Printer (Min 192mb ram, duty cycle up to 75,000pm) Connectivity: RJ45 port (Ethernet), USB port.	Each	R COMPLETE DISQUALIFIED ELSE
Total for Colour Printers Excluding VAT Quotes must include USB printer cables as well as 3 year on site warranties			R COMPLETE DISQUALIFIED ELSE
VAT (15%)			R COMPLETE DISQUALIFIED ELSE
Total for Colour Printers Including VAT Quotes must include USB printer cables as well as 3 year on site warranties.			R COMPLETE DISQUALIFIED ELSE

SUPPLY AND DELIVERY OF PRINTERS AND ICT PERIPHERALS ON AN AS AND WHEN BASIS FOR A PERIOD OF A THIRTY-SIX (36) MONTHS

TENDER BRIEFING - MINUTES

COMPUTER PERIPHERALS

NO.	DESCRIPTION	QUANTITY	PRICE
1	USB Keyboards,	Each	R COMPLETE DISQUALIFIED ELSE
2	Optical Mouse,	Each	R COMPLETE DISQUALIFIED ELSE
3	LED Monitors (23"/24")	Each	R COMPLETE DISQUALIFIED ELSE
4	Internal Hard drives-3.5' (2TB)	Each	R COMPLETE DISQUALIFIED ELSE
5	Internal Hard drives-2.5' SATA (2TB)	Each	R COMPLETE DISQUALIFIED ELSE
6	Internal Hard drives-2.5' SSD (1TB)	Each	R COMPLETE DISQUALIFIED ELSE
6	USB External Hard drives-2.5' (2TB)	Each	R COMPLETE DISQUALIFIED ELSE
7	Planet Bridge Fiber Optic Media convertor or equivalent 10/100base-tx to 100base-fx, Model FT-801(Round connectors)	Each	R COMPLETE DISQUALIFIED ELSE
8	Flash Memory Stick/Flash Drives (128GB)	Each	R COMPLETE DISQUALIFIED ELSE
Total for Peripherals Excluding VAT			R COMPLETE DISQUALIFIED ELSE
VAT (15%)			R COMPLETE DISQUALIFIED ELSE
Total for Peripherals Including VAT			R COMPLETE DISQUALIFIED ELSE

SUMMARY OF TOTALS

SCHEDULE	TOTAL AMOUNT
Printers: Monochrome	R COMPLETE ELSE DISQUALIFIED
Printers: Colour	R COMPLETE ELSE DISQUALIFIED
Computer Peripherals	R COMPLETE ELSE DISQUALIFIED
Subtotal (excl. VAT)	R COMPLETE ELSE DISQUALIFIED
VAT (15%)	R COMPLETE ELSE DISQUALIFIED
Total (incl. VAT)	R COMPLETE ELSE DISQUALIFIED

SUPPLY AND DELIVERY OF PRINTERS AND ICT PERIPHERALS ON AN AS AND WHEN BASIS FOR A PERIOD OF A THIRTY-SIX (36) MONTHS

TENDER BRIEFING - MINUTES

-
- Required by: Johannesburg Water
 - At: Johannesburg Water
 - Brand and model
 - Country of origin
 - Does the offer comply with the specification(s)? *YES/NO
 - If not to specification, indicate deviation(s)
.....

***" all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

PRICE ADJUSTMENTS

A NON-FIRM PRICES SUBJECT TO ESCALATION

IN CASES OF PERIOD CONTRACTS, NON-FIRM PRICES WILL BE ADJUSTED (LOADED) WITH THE ASSESSED CONTRACT PRICE ADJUSTMENTS IMPLICIT IN NON-FIRM PRICES WHEN CALCULATING THE COMPARATIVE PRICES

THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING FORMULA:

$$Pa = (1 - V)Pt \left(D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{R4t}{R4o} \right) + VPt$$

Where:

- Pa = The new escalated price to be calculated.
- (1-V) Pt = 85% of the original bid price. **Note that Pt must always be the original bid price and not an escalated price.**
- D1, D2.. = Each factor of the bid price e.g. labour, transport, clothing, footwear, etc. The total of the various factors D1,D2...etc. must add up to 100%.
- R1t, R2t = Index figure obtained from new index (depends on the number of factors used).
- R1o, R2o = Index figure at time of bidding.
- VPt = 15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

**SUPPLY AND DELIVERY OF PRINTERS AND ICT PERIPHERALS ON AN AS AND WHEN BASIS
FOR A PERIOD OF A THIRTY-SIX (36) MONTHS
TENDER BRIEFING - MINUTES**

3. The following index/indices must be used to calculate your bid price:

FACTOR	INDEX	BASE DATE	ANNIVERSARY
Transport Rates	Seifisa Table L2 (A) of the price of fuel.	November 2023	Every 3 months
Other	Other	November 2023	Every 12 Months
COMPLETE ELSE DISQUALIFIED (the other direct factors)	COMPLETE ELSE DISQUALIFIED	COMPLETE ELSE DISQUALIFIED e.g., November 2023	COMPLETE ELSE DISQUALIFIED e.g., Every 12 months

4. FURNISH A BREAKDOWN OF YOUR PRICE IN TERMS OF ABOVE-MENTIONED FORMULA. THE TOTAL OF THE VARIOUS FACTORS MUST ADD UP TO 100%.

FACTOR (D1, D2 etc. e.g., Labour, transport etc.)	PERCENTAGE OF BID PRICE
COMPLETE ELSE DISQUALIFIED- same factors as above	COMPLETE ELSE DISQUALIFIED e.g., 40%
COMPLETE ELSE DISQUALIFIED- same factors as above	COMPLETE ELSE DISQUALIFIED e.g., 15%
COMPLETE ELSE DISQUALIFIED -same factors as above	COMPLETE ELSE DISQUALIFIED e.g., 10%
COMPLETE ELSE DISQUALIFIED- same factors as above	COMPLETE ELSE DISQUALIFIED e.g., 5%
COMPLETE ELSE DISQUALIFIED- same factors as above	COMPLETE ELSE DISQUALIFIED e.g., 5%
COMPLETE ELSE DISQUALIFIED- same factors as above	COMPLETE ELSE DISQUALIFIED e.g., 10%
Fixed	15 %
Total	100%

B PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS

1. Please furnish full particulars of your financial institution, state the currencies used in the conversion of
-

**SUPPLY AND DELIVERY OF PRINTERS AND ICT PERIPHERALS ON AN AS AND WHEN BASIS
FOR A PERIOD OF A THIRTY-SIX (36) MONTHS
TENDER BRIEFING - MINUTES**

the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad. **COMPLETE IF FOREIGN EXCHANGE IS APPLICABLE
ELSE WRITE NON-APPLICABLE TO AVOID DISQUALIFICATION**

PARTICULARS OF FINANCIAL INSTITUTION OR OTHER SOURCE	ITEM NO	PRICE	CURRENCY	RATE	PORTION OF PRICE SUBJECT TO ROE	AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		

2.

Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)

AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD:	DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE	DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE	DATE UNTIL WHICH NEW CALCULATED PRICE WILL BE EFFECTIVE

SIGNATURE(S) OF AUTHORIZED PERSON **COMPLETE ELSE DISQUALIFIED.....**

DATE: **COMPLETE ELSE DISQUALIFIED.....**

Name of bidder **COMPLETE ELSE DISQUALIFIED.....**

Name of authorized person (in block letters) **COMPLETE ELSE
DISQUALIFIED.....**

**SUPPLY AND DELIVERY OF PRINTERS AND ICT PERIPHERALS ON AN AS AND WHEN BASIS
FOR A PERIOD OF A THIRTY-SIX (36) MONTHS
TENDER BRIEFING - MINUTES**

6. EVALUATION CRITERIA

On the evaluation criteria we only have one criteria which is:

That the tenderer is have experience in the supply and delivery of printers and /or ICT consumables.

The tenderer must supply at least one reference where the supply and delivery of printers and/or ICT peripherals were executed successfully.

7. TENDER DATES

Tender Closing: **10:30 on 26 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 IT 13/21 R** and they must be deposited in the tender box. Under no circumstances must the tender document be given to JW employee or security personnel.

8. QUESTIONS AND ANSWERS

- **Question 1: Can the document be completed electronically?**

Answer 1: Yes

- **Question 2: Why is it only limited to laser jet?**

Answer 2: That is the specification that JW requires for this tender.

- **Question 3: Is the cable to connect to the PC?**

Answer 3: Yes, a USB cable is required as part of the printer delivery and has to be included in the tender price for each printer.

**SUPPLY AND DELIVERY OF PRINTERS AND ICT PERIPHERALS ON AN AS AND WHEN BASIS
FOR A PERIOD OF A THIRTY-SIX (36) MONTHS
TENDER BRIEFING - MINUTES**

- **Question 4:** Is the printer for printing purposes only or should it have multifunctional extras such as copy, scan?

Answer 4: Only for printing purposes.

- **Question 5:** Can JW provide the quantity they will need?

Answer 5: It is on an as and when basis, however in the past we have procured approximately 10 to 40 printers per year.

- **Question 6:** How many users will be connected to one (1) printer?

- **Answer 6:** 1 user per printer for entry level printer and more than 1 user for mid-level printer and higher.

- **Question 7:** Should the printers be for A4 only?

- **Answer 7:** Yes.

- **Question 8:** Does JW require the printers to have a software solution?

- **Answer 8:** No

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 18 January 2024 at 16:00.

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