

**TO PROVIDE WAN DATA AND ISP LINKS SERVICES FOR A PERIOD OF THIRTY-SIX (36) MONTHS
TENDER BRIEFING - MINUTES**

<u>CONTRACT NUMBER:</u>	JW IT 010/23
<u>CONTRACT TITLE:</u>	TO PROVIDE WAN DATA AND ISP LINKS SERVICES FOR A PERIOD OF THIRTY-SIX (36) MONTHS
<u>DEPARTMENT:</u>	IT
<u>DATE OF MEETING:</u>	12 DECEMBER 2023
<u>TIME OF MEETING:</u>	11:00
<u>VENUE FOR MEETING:</u>	HEAD OFFICE AUDITORIUM
<u>CLOSING DATE:</u>	6 FEBRUARY 2024
<u>CLOSING TIME:</u>	10:30AM

1. WELCOME AND INTRODUCTION

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
Ricky Chauke	Gcina Ndela
Ricky.chauke@jwater.co.za	gcina.ndela@ jwater.co.za
Telephone number: 011 688 1478	Telephonenumber:011-688 1796

3. JOHANNESBURG WATER REPRESENTATIVES THAT ATTENDED THE BRIEFING MEETING

NAME & SURNAME	DEPARTMENT
Ms. Nthabiseng More	Supply Chain
Ms Sinna Hlongwane	Supply Chain
Mr Ricky Chauke	IT

4. SUPPLY CHAIN MANAGEMENT PRESENTATION

- 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. 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..
- 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 SMME (QSE) owned by 51% or more black people.
- 5 points for businesses owned by 51% or more - 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 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 49-54)
- 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 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 sent to tenderers as there might be a problem with the emails sent 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 Ntengi 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.

5. 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 Declaration for procurement above R10 Million
9. A completed and signed Preference Points Claim Form MBD 6.1
10. A completed and signed Declaration of Bidder's Past Supply Chain Management Practices MBD 8
11. A completed and signed Certificate of Independent Bid Determination (MBD 9)
 - 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 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.

6. SCOPE OF WORKS

- Provision of WAN Links to various sites as per the Specification from contract commencement date.
- Provision of ISP Connections as per the Specification from 01 February 2025.

Tender Specifications

Mandatory Requirements No.	Description	Frequency
1.	Provision of WAN Links to various sites on a 24/7 basis (includes business hours, non-business hours, weekends and public holidays).	Daily
2.	Provision of ISP Links to various sites on a 24/7 basis (includes business hours, non-business hours, weekends and public holidays).	Daily
3.	SLA and contract management: Meet with JW IT Management team on a monthly basis (or as and when required) to review contract services, e.g., SLA for quality, control and value	Monthly

Location and Delivery:

Johannesburg Water Head Office, Turbine Hall, 65 Ntemi Piliso Street, Newtown and operational

1. MANDATORY EVALUATION

NO.	MANDATORY CRITERIA	YES
1	Attendance of Mandatory Tender Briefing Meeting.	Yes
2	Signed and completed Pricing Schedule.	Yes
3	Tenderer's Accreditation The Service Provider must provide proof that they are certified by ICASA to provide WAN and ISP services within Johannesburg metro. (Relevant Electronic Communications Network Service (ECNS) or Electronic Communications Services (ECS) certificates to be provided).	Yes

2. 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	Completed 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)	Completed MBD 3.1 Form.
5.	MBD 4	Declaration of Interest	Completed and signed MBD 4 Form.
6.	MBD 5	Declaration of Procurement Above R10m (All Applicable Taxes Included)	Completed and signed MBD 5 Form.
7.	MBD 6.1	Preference Points Claim in Terms of The Preferential Procurement Regulations 2022	Completed and signed MBD 6.1 Form.
8.	MBD 8	Declaration of Bidder's Past Supply Chain Management Practices	Completed and signed MBD 8 Form.
9.	MBD 9.	Certificate of Independent Bid Determination	Completed and signed MBD 9 Form.

10.	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 – If not submitted with the tender document points for Specific Goals won't be allocated.
11.	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 property in cases stated in Proof of Good Standing with regards to Municipal Accounts document	Submit applicable documentation with the tender submission
12.	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
13.	Annexure	Joint Venture, Consortium, or equivalent agreement– if applicable.	Joint Venture, Consortium, or equivalent agreement signed showing percentage ownership of parties – if applicable.

CONTRACT JW IT 76/22
SUPPLY, DELIVERY, INSTALLATION, IMPLEMENTATION AND MAINTENANCE OF A BARCODING AND SCANNING SOLUTION FOR JOHANNESBURG
WATER FOR A PERIOD OF THIRTY-SIX MONTHS (36)

3. PRESENTATION BY Ricky Chauke

CRITERIA NO #	CRITERIA	EVIDENCE	SUB-CRITERIA/CLAUSE	WEIGHTING	SCORE
1.	Tenderer's Experience In the Provision of WAN services.	<p>The Service Provider must provide proof that they have successfully provided WAN services within the last 10 years to at least two customers.</p> <p>The Tenderer is to submit Contactable References. The Contactable Reference letters 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.</p>	Experience In the Provision of WAN services.	50	
			Less than two (2) contracts within the last 10 years		0
			Two (2) contracts within the last 10 years		35
			Three (3) or more contracts within the last 10 years		50
2.	Tenderer's Experience In the Provision of ISP services.	<p>The Service Provider must provide proof that they have successfully provided ISP services within the last 10 years to at least two customers.</p> <p>The Tenderer is to submit Contactable References. The Contactable Reference letters 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</p>	Experience In the Provision of ISP services.	50	
			Less than two (2) contracts within the last 10 years		0
			Two (2) contracts within the last 10 years		35
			Three (3) or more contracts within the last 10 years		50

4. PRESENTATION ON PRICING SCHEDULE BY Ricky Chauke

Refer to Pricing Schedule to complete the pricing on page 42, Kindly complete and sign the pricing schedule, do not leave blank spaces.

5. TENDER DATES

Tender Closing: **10:30 on 6 February 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 010/23** and they must be deposited in the tender box. Under no circumstances must the tender document be given to JW employee or security personnel.

6. QUESTIONS AND ANSWERS BY USER

QUESTION 1

How many Municipal Statements to be submitted?

ANSWER 1:

Submit 2 Municipal statements, one for the Company and one for the Director.

If leasing, you submit a valid lease agreement signed by all parties.

QUESTION 2:

Are we allowed to change the document to PDF, to work on it?

ANSWER 2

Yes, can change it to word, in order to work on it, allowed to it electronically and work on it, but do not change or tamper with any context of the document.

QUESTION 3

Clarity on Reference letter

ANSWER 3:

The reference 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 functional criteria requirements as stated on this template. 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.

QUESTION 4

When does the Mime Cast & ISP Expire

ANSWER 4

It will expire 31 January 2025.

QUESTION 5

Will we get the Link for the sites?

ANSWER 5

Yes, you get 1 Link for the sites and Head Office we have the primary and secondary other sites

No Backup. All sites connect to Head Office

QUESTION 6

Did Johannesburg Water conduct do research for the market?

ANSWER 6

Yes, Johannesburg Water done research market to get breakout for site themselves. The site will come to Head Office and breakout there.

FOLLOW UP TO BIDDERS

Share full address details of the sites for visible purposes.

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