

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

<u>CONTRACT NUMBER:</u>	JWIT 76/22
<u>CONTRACT TITLE:</u>	SUPPLY, DELIVERY, INSTALLATION, IMPLEMENTATION AND MAINTENANCE OF A BARCODING AND SCANNING SOLUTION FOR JOHANNESBURG WATER FOR A PERIOD OF THIRTY – SIX MONTHS (36)
<u>DEPARTMENT:</u>	SUPPLY CHAIN MANAGEMENT
<u>DATE OF MEETING:</u>	12 DECEMBER 2023
<u>TIME OF MEETING:</u>	11:00
<u>VENUE FOR MEETING:</u>	AUDITORIUM, TURBINE HALL NEWTOWN

1. WELCOME AND INTRODUCTION BY Sinna Hlongwane

Ms. **Sinna Hlongwane** welcomed everyone who attended the meeting and introduced JW Personnel.

Ms. **Sinna Hlongwane** 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
Mpho Matjila	Nthabiseng More
Mpho.matjila@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
Ms Sinna Hlongwane	Supply Chain
Mr Mpho Matjila	IT Department

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.

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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 – Black Youth (10)
 2. Business owned by 51% or more – Women (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/ 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.

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- 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.

5. 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

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

6. Mandatory Evaluation Criteria:

EVALUATION CRITERIA: (GATE KEEPERS)			
#	CRITERIA	DOCUMENTARY EVIDENCE	COMPLY (YES/NO)
1	Attendance of Mandatory briefing session.		Yes
2	Accreditation	The tenderer must be a certified Original Equipment Manufacturer (OEM) Partner for the proposed scanners and printers. OR Tenderer must provide a copy of a valid certificate if it is the OEM. Tenderer must provide a letter on the letterhead of the OEM from the OEM indicating that the partnership is valid at time of bid.	Yes
3	The Service Provider must provide proof that they are an accredited implementation services Partner of SAP.		Yes
4	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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7. PRESENTATION BY Mpho Matjila

CRITERIA NO #	CRITERIA	EVIDENCE	SUB-CRITERIA/CLAUSE	WEIGHT ING	SCORE
1.	Tenderer's capability in implementation and support (product support) of a SAP Barcode and Scanning solution	<p>The tenderer must provide reference letter(s) as proof that implementation and support (product support) of a SAP Barcode and Scanning solution has been completed.</p> <p>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.</p>	Number of reference letters where implementation and support of a SAP barcode & scanning solution has been completed successfully.	30	
			Less than two (2) projects		0
			Two (2) projects		21
			More than two (2) projects		30
2.	Tenderer's capacity in implementation and support (product support) of a SAP Barcode and Scanning solution.	<p>The tenderer must provide reference letter(s) as proof that implementation and support (product support) of a SAP Barcode and Scanning solution has been completed.</p> <p>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.</p>	Years of Experience in implementing and supporting a SAP barcode & scanning solution.	30	
			Tenderer has less than (1) year		0
			Tenderer has (1) year or more, but less than (5) years		21
			Tenderer has (5) years or more		30

3.	Key Personnel SAP certification, K4 rating and required years of experience SAP ABAP.	Tenderer to complete CV template or provide updated CV of personnel. Must have: SAP certification, minimum K4 rated and show start and end dates of relevant years of experience.	Years of Experience for key personnel in SAP ABAP.	20	
			Tenderer has less than (3) years		0
			Tenderer has (3) years or more, but less than (5) years		14
			Tenderer has (5) years or more		20

4.	Key Personnel Experience with minimum K4 rating in SAP MM module and required years of experience.	Tenderer to complete CV template or provide updated CV of personnel. Must have: SAP certification, minimum K4 rated and show start and end dates of relevant SAP MM years of experience.	Years of Experience for key personnel in SAP MM module	20	
			Tenderer has less than (3) years		0
			Tenderer has (3) years or more, but less than (5) years		14
			Tenderer has (5) years or more		20
MINIMUM QUALIFYING SCORE					70
TOTAL					100

8. Award and Allocation Strategy:

AWARD STRATEGY	The tender will be awarded to the tenderer scoring the highest points in terms of Price and Specific goals.
ALLOCATION STRATEGY	The tender will be allocated to tenderer scoring the highest points in terms of Price and Specific goals.

9. Scope of Work BY Mpho Matjila

Item	Description
1	The barcode scanners (readers) must support wireless network technology and radio frequency identification (RFID).
2	The Solution Software must be accredited by SAP.
3	The solution should allow for offline posting in the event of network unavailability and then re-sync upon network connectivity.
4	The solution should allow for real-time processing: all activities and transactions performed by the solution are visible in SAP.
7	The scanner barcode type: GS1 128/EAN128.
8	The scanner barcode labels: GS1 barcode labels.
9	The solution must have audit trail functionality built in, for example: every transaction date and time stamp and which personnel performed the task.
10	Stock Count process – assist in month end and year end stock count processes.
11	Return to Stock process – the solution must support the material returned to stock by end users.
12	Issuing process - removal of materials from the bin for collection by the end users (stock reservations).
13	Service Entries process - the receiving of repaired items (and direct repairs).
14	Receiving process - receiving of materials from the supplier (stock, consignment stock, backorders, free text).

10. PRESENTATION ON PRICING SCHEDULE BY Mpho Matjila as in page 48 to 52

Refer to Pricing Schedule to complete the pricing on page 48 to 52.

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

SCHEDULE 1 - Barcoding, Printers and Scanners.

SCHEDULE 2 – Software, Hardware Maintenance & Support

SCHEDULE 3 – Training and Documentation.

SCHEDULE 4 – Professional Services

SCHEDULE 5 – Support Services

11. 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 **JWIT76/22** and they must be deposited in the tender box.

12. QUESTIONS AND ANSWERS BY SCM AND USER DEPARTMENT

No questions were raised during the meeting.

13. 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.