

CONTRACT JW OPS 004/23

PROVISION OF DESLUDGING SERVICES OF VENTILATED IMPROVED PIT LATRINES (VIPS) OR CONSERVANCY/SEPTIC TANKS USING VACUUM TANKERS OR HONEY SUCKERS ON AN "AS AND WHEN" REQUIRED BASIS FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

TENDER BRIEFING - MINUTES

<u>CONTRACT NUMBER:</u>	JW OPS 004/23
<u>CONTRACT TITLE:</u>	PROVISION OF DESLUDGING SERVICES OF VENTILATED IMPROVED PIT LATRINES (VIPS) OR CONSERVANCY/SEPTIC TANKS USING VACUUM TANKERS OR HONEY SUCKERS ON AN "AS AND WHEN" REQUIRED BASIS FOR A PERIOD OF THIRTY-SIX (36) MONTHS.
<u>DEPARTMENT:</u>	OPERATIONS
<u>DATE OF MEETING:</u>	17 JANUARY 2024
<u>TIME OF MEETING:</u>	13:00
<u>VENUE FOR MEETING:</u>	HEAD OFFICE AUDITORIUM
<u>CLOSING DATE:</u>	09 FEBRUARY 2024 EXTENDED 14 FEBRUARY 2024
<u>CLOSING TIME:</u>	10:30AM

1. WELCOME

Mr. Lazola Lupondwana welcomed everyone who attended the meeting and introduced JW personnel.

NAME & SURNAME	EMAIL ADDRESS	DEPARTMENT
Gcina Ndela	Gcina.ndela@jwater.co.za	Supply Chain
Sinna Hlongwane	Sinna.hlongwane@jwater.co.za	Supply Chain
Lazola Lupondwana	Lazola.lupondwana@jwater.co.za	Supply Chain
Elgin Mathonsi	elgin.mathonsi@jwater.co.za	Operations
Khomotso Modungwa	Khomotso.modungwa@jwater.co.za	Operations

2. CONTACT PERSONS

Mr Elgin Mathonsi

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3. SUPPLY CHAIN MANAGEMENT PRESENTATION BY MR LAZOLA LUPONDWANA

- Mr Lazola Lupondwana 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 index 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. Any correction on the price schedule must be initialled to authenticate the correction. Failure to authenticate an alteration will result in the Tenderer being eliminated from the process. Tenderers are therefore encouraged to rather redo the price schedule and submit one with no corrections to minimize any risk.
- 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 8 of the tender document for guidance. Checklist is developed from the Evaluation section of the tender document, Tenderers must therefore comply with the Evaluation section of the tender as use the checklist as a quality control measure.

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TENDER BRIEFING - MINUTES

- 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. At BAC stage, shortlisted Tenderers will be checked for Tax Compliant status on CSD. If Tenderer does not have a Tax Compliant status, communication will be made with the Tenderer and deadline provided on the communication. Failure to meet the requirements on the communication before the deadline will result in the Tenderer being eliminated from the process.
- Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest acceptable tender will be used to determine the applicable preference system to be used for the award.

SPECIFIC GOALS POINTS ALLOCATION

The specific goals allocated points in terms of this tender	<u>Number of points allocated (90/10 system)</u>	<u>Number of points allocated (80/20 system)</u>	<u>Number of points claimed (90/10 system) (To be completed by the tenderer)</u>	<u>Number of points claimed (80/20 system) (To be completed by the tenderer)</u>
Business owned by 51% or more -Black People	4	8		
Business owned by 51% or more by black people who are youth	2	4		
Business owned by 51% or more -Women	2	4		
Businesses owned by 51% or more-black People with Disabilities	2	4		
<u>TOTAL</u>	<u>10</u>	<u>20</u>		

CONTRACT JW OPS 004/23

PROVISION OF DESLUDGING SERVICES OF VENTILATED IMPROVED PIT LATRINES (VIPS) OR CONSERVANCY/SEPTIC TANKS USING VACUUM TANKERS OR HONEY SUCKERS ON AN "AS AND WHEN" REQUIRED BASIS FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

TENDER BRIEFING - MINUTES

- Attention must be brought to the documentation the Tenderers must submit in order for JW to verify points claimed by the Tenderer in MBD6.1. If the tenderer has claimed more points, then the verification document support, JW will adjust the points claimed when calculating the preference points in line with verification documents submitted.
- Tenderers tendering as JV, consortium, sub-contractor must submit a JV agreement specifying the ownership split of each party to the JV, the required documentation for each party in order to support points claimed under MBD 6.1 - specific goal. For ownership related specific goals, the parties can submit a combined JV BBEE certificate verified by a SANAS accredited agency.
- In bids where consortia / joint ventures / sub-contractors are involved; each party must submit a separate TCS certificate / pin / CSD number. All parties will be checked for Tax Complaint status on CSD if tenderer is shortlisted. Same process as explained above if any party to the JV, consortia, sub-contracting is not Tax Compliant on CSD.
- The pricing schedule to be fully completed and signed as per award and allocation strategy in order to avoid elimination as this is a mandatory requirement for all tenders issued. When applicable, MBD 3.2 and 3.3 must also be fully completed and signed to avoid elimination. Blank spaces must only be scratched off if there is all information required has been completed. MBD3.1 must be completed as this is further confirmation that rates submitted a fixed as per price schedule for the duration of the contract.
- Please ensure 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.
- Tenders will be valid for the stated days under MBD 31/3/2/3/3 or anywhere in the tender document from tender closing date and may be extended by any other duration agreed to by the Tenderer and JW prior to tender validity expiring.

CONTRACT JW OPS 004/23

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TENDER BRIEFING - MINUTES

- 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 document; late tenders will not be accepted. The closing date for this tender was 09 February 2024 at 10:30 AM and has been extended to 14 February 2024 at 10:30 AM. All bids are to be deposited in the tender box allocated on the ground floor at No.65 Ntemi Piliso street Turbine Hall, Newtown. Tenderers are advised to make provision for any delays that may be experienced in obtaining parking in the area.
- 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 Tenderer 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 with regards to the tender. Tenderers will be provided with at least seven (7) days to deal with any amendments. If the amendment is within seven (7) days of closing date, the tender closing date will be extended to allow the Tenderers at least seven days to complete their submission. All communication will be on the JW website hence Tenderers must always look at the website.
- 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.

CONTRACT JW OPS 004/23

PROVISION OF DESLUDGING SERVICES OF VENTILATED IMPROVED PIT LATRINES (VIPS) OR CONSERVANCY/SEPTIC TANKS USING VACUUM TANKERS OR HONEY SUCKERS ON AN "AS AND WHEN" REQUIRED BASIS FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

TENDER BRIEFING - MINUTES

- Tenderers are to sign the tender submission register when submitting their bids. This is not a mandatory requirement but for internal control. Please notify security that you are there to submit your document.

CHECKLIST

No	Description of Returnable/s or Documentation or Information that will form Part of Contract and must therefore to be Completed and / or Submitted by the Tenderer	Required for Tender Evaluation	Required for Tender Award	Required After Tender Award	Submitted (Yes/No)
1.	Tender Cover:				
	Name of Tender	•			
	Contact Person	•			
	Telephone Number	•			
	Central Supplier Database Registration	•	•		
	COIDA Registration Number			•	
	Tax SARS PIN No.	•	•		
	MAAA No. for Tax Compliant Status		•		
2.	Mandatory Documents at Particular Stage:				
	Attendance of compulsory briefing	•			
	The tenderer must submit proof of the mandatory documents for their offered plant as they have offered in the pricing schedule of the tender document. The documentation must be submitted together with the tender document. The following documents are required for desludging plant offered: <ul style="list-style-type: none"> Proof of Certificate of Registration (RC1) in Respect of Motor Vehicle (National Road Traffic Act) Proof of a valid license disc and a Roadworthy certificate issued within 12 months of tender closing as per National Road Traffic Act. Valid Insurance per vacuum tanker or honey sucker offered (any insurance with the desludging plant details). Please refer to mandatory criteria under Evaluation if leasing equipment. Documentation submitted under Mandatory to be cross referenced to COMPLIANCE CHECKLIST SHEET FOR DOCUMENTATION OF PLANT OFFERED ANNEXURES for evaluation efficiency purposes.	•			
	Signed Pricing Schedule and completed rates for region/s tendering for.	•			

CONTRACT JW OPS 004/23

PROVISION OF DESLUDGING SERVICES OF VENTILATED IMPROVED PIT LATRINES (VIPS) OR CONSERVANCY/SEPTIC TANKS USING VACUUM TANKERS OR HONEY SUCKERS ON AN "AS AND WHEN" REQUIRED BASIS FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

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3.	Administrative Documentation:				
	Signed Certificate of Authority to Sign or Board Resolution granting authority to sign.	•			
	Signed Acknowledgement of Tender Conditions	•	•		
	MBD 1 - Invitation to Bid - Completed and signed	•	•		
	MBD 3.1 - Pricing Schedule – Firm Prices (Purchases) completed (Acknowledgement that rates will be fixed for duration of contract).	•	•		
	MBD 4 - Declaration of interest - Completed and signed	•	•		
	MBD 5 - Declaration for procurement above R10 Million (all applicable taxes included) Completed and signed.	•	•		
	MBD 6.1 - Preference Points Schedule – Specific Goals and Price Points - Completed and signed.	•			
	MBD 6.1 – Completed and signed by owner of vacuum tankers if Tender owns less than 26% of vacuum tankers offered.	•			
	MBD 8 - Bidder's past supply chain management practices – Completed and signed.	•	•		
	MBD 9 - Certificate of Independent Bid Determination – Completed and signed.	•	•		
	Municipal Rates and Taxes for the Tenderer - Current municipal rates for the entity not older than 90 days (if leasing/renting, submitted proof such as 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 where the submitted municipal statement or lease agreement is not in the name of the tenderer. Please refer to Proof of Good Standing with Municipality Accounts document in the tender document for cases when the affidavit would be accepted.	•	•		
	Municipal Rates and Taxes - Current municipal rates for the directors of the entity not older than 90 days (if leasing/renting, submitted proof such	•	•		

CONTRACT JW OPS 004/23

PROVISION OF DESLUDGING SERVICES OF VENTILATED IMPROVED PIT LATRINES (VIPS) OR CONSERVANCY/SEPTIC TANKS USING VACUUM TANKERS OR HONEY SUCKERS ON AN "AS AND WHEN" REQUIRED BASIS FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

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	of 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 where the submitted municipal statement or lease agreement is not in the name of the director. Please refer to Proof of Good Standing with Municipality Accounts document in the tender document for cases when the affidavit would be accepted.				
	3-year financial statements (audited where applicable)	•	•		
	Any qualifications. If "Yes", reference to such qualification/s must be indicated on a cover letter. Please be aware that alterations on the tender document may result in your tender being eliminated as the qualification may impede on the ability to evaluate like with like.	•			
	Signed Occupational Health and Safety Declaration form –	•	•		
	Joint Venture, consortium or equivalent agreement if applicable	•	•		
4.	Functionality Documentation:				
	Documentary Evidence Required for Criteria 1-Reference letter(s)	•			
5.	Specific Goals:				
	Documentary Evidence Required for Specific Goal 1: Businesses owned by 51% or more by black people. <ul style="list-style-type: none"> Valid BBBEE Certificate issued by SANAS accredited verification agency or DTI/CIPC BBBEE Certificate for Exempted Micro Enterprises or Affidavit sworn under oath. 	•			
	Documentary Evidence Required for Specific Goal 2: Businesses owned by 51% or more by black people who are youth. <ul style="list-style-type: none"> Valid BBBEE Certificate issued by SANAS accredited verification agency or Affidavit sworn under oath. 	•			

CONTRACT JW OPS 004/23

PROVISION OF DESLUDGING SERVICES OF VENTILATED IMPROVED PIT LATRINES (VIPS) OR CONSERVANCY/SEPTIC TANKS USING VACUUM TANKERS OR HONEY SUCKERS ON AN "AS AND WHEN" REQUIRED BASIS FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

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	<p>Documentary Evidence Required for Specific Goal 3:</p> <p>Businesses owned by 51% or more by people who are women.</p> <ul style="list-style-type: none"> Valid BBBEE Certificate issued by SANAS accredited verification agency or DTI/CIPC BBBEE Certificate for Exempted Micro Enterprises or Affidavit sworn under oath, OR CIPC registration document showing percentage of ownership and share certificate where applicable. 	•			
	<p>Documentary Evidence Required for Specific Goal 4: Businesses owned by 51% or more-Black People with Disabilities</p> <ul style="list-style-type: none"> Valid BBBEE Certificate issued by SANAS accredited verification agency, DTI/CIPC BBBEE Certificate for Exempted Micro Enterprises or Affidavit sworn under oath, and Medical Certificate from medical doctor or SARS Confirmation of Diagnosis of Disability. 	•			
6.	Scope of Work:				
	Scope of Work and or Specifications	•			
7.	Pricing Schedule:				
	Pricing Schedule completed in accordance with the award strategy	•			
	Alterations authenticated – Refer to Acknowledgment of Tender Conditions	•			
8.	Terms and Conditions:				
	General Conditions of Contract	•			
	Special Conditions of Contract	•			
9.	Other Documents				
	Letter of Award			•	
	Bank Details Form			•	
	Public Liability Insurance and or All Risks Insurance			•	
	Resolution Letter for the Subcontractor (a letter authorizing the person completing the tender to sign on behalf of the company) – if applicable		•		
	Valid Registration with Compensation for Occupation Injuries and Diseases Act			•	
	Comprehensive Health and Safety Plan (compliance with OHSE Specification. .			•	
	Operator per Vacuum Tanker:			•	

CONTRACT JW OPS 004/23

PROVISION OF DESLUDGING SERVICES OF VENTILATED IMPROVED PIT LATRINES (VIPS) OR CONSERVANCY/SEPTIC TANKS USING VACUUM TANKERS OR HONEY SUCKERS ON AN "AS AND WHEN" REQUIRED BASIS FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

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	<ul style="list-style-type: none"> i. A valid medical certificate (Operator must be fit for duty). ii. A valid Driver's License with professional driving permit PrDP (Minimum Code C1 License or higher). iii. Documentation indicating experience of a minimum of 6 months as a driver. 				

NOTE: THE MANADATORY REQUIREMENT WHEN LEASING OR HIRING EQUIPMENT IS THAT THE AGREEMENT OR LETTER OF INTENT MUST STATE THAT EQUIPMENT WILL BE MADE WITHIN THE STIPULATED TIME. APPLICABLE EQUIPMENT FOR THIS TENDER IS VACUUM TANKERS OR HONEY SUCKERS THAT MEET THE SPECIFICATIONS.

4. **SCOPE OF WORK**

The Contractor must provide a service for emptying pits, conservancy tanks, aqua privies, and VIPs in different informal settlements within the City of Johannesburg as needed by JW. This should be done using vacuum tankers or honey suckers, in line with the specifications outlined in this in the tender document's specification, over a 36-month period. In this contract, "desludging plant" refers to vacuum tankers or honey suckers. For the purposes of this agreement, the term "vacuum tanker" also includes honey suckers, and vice versa, both being referred to as desludging plants.

5. EVALUATION CRITERIA

The Tenderer must provide relevant reference letter(s) with proof that they have experience where desludging services of ventilated improved pit latrines (VIP's) or conservancy/septic tanks using vacuum tankers or honey suckers was carried out successfully.

The total Weighting is 100 and the Minimum Qualifying Score is 60.

A reference check with the Tenderer's reference will be done for the Tenderers that have scored the minimum qualifying score.

It is the Tenderer's responsibility to ensure that the Contactable Reference is contactable. The Tenderer will be copied on the email communication sent to their referee. If Tenderer's referee is not contactable prior to the deadline provided, the points for the criteria will not be allocated to the Tenderer. If the Tenderer still meets the minimum qualifying score, the Tenderer will progress to the next stage. If, however the non-allocation of points as a result of the referee not being contactable or the referee not supporting the recommendation of the Tenderer for whatever reason, and the Tenderer does not meet minimum qualifying score, the Tenderer will not progress to the next phase.

The Tenderer's referee must complete the Contractable reference template as per required. The Tenderer's referee will give reference whether the stated service as per scope of work or technical criteria was conducted by the Tenderer, the duration and whether the service was satisfactory amongst other requirements.

The Tenderer may submit a reference letter from the referee on the referee's letterhead. That letter must contain the information requested by JW to be able to decide whether the criteria is met as per tender document requirements. If the information on the reference letter that the Tenderer is in position of, the Tenderer must request the contactable referee to complete the provided Contactable Reference template provided in the tender document as required by JW.

6. TENDER DATES

Tender Closing: **10:30 on 14 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 OPS 004/23** and they must be deposited in the tender box. Under no circumstances must the tender document be given to JW employee or security personnel.

7. QUESTIONS AND ANSWERS

Question 1: Can the document be completed electronically?

Answer 1: Yes

Question 2: Which points scoring system is applicable?

Answer 2: Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest acceptable tender will be used to determine the accurate system once tenders are received.

Question 3: Is this a deviation?

Answer 3: No, It is an open tender.

Question 4: Will this be a three (3) year tender or will it run parallel to the deviation?

Answer 4: It is a three (3) year contract and will not run parallel to the deviation. The deviation will run its course then the tender will take effect after.

Question 5 (asked during the tender process): Please clarify the requirement if leasing 26% or more of the equipment in order for the Tenderer to be able to score the specific goals points.

Answer 5: Tenderer may not be awarded points for specific goals if the tender documents indicated that the tenderer intends to lease 26% or more of the desludging plant / equipment offered from a third party that does not have at least the same specific goals profile as claimed by the Tenderer.

Example: (scenario) if a Tenderer offers five (5) desludging plants and out of the five (5) desludging trucks, the Tenderer owns one (1) desludging truck. This means that the Tenderer owns 20% of the desludging truck offered and will hire 80% of the desludging trucks from a third party. The 80% is more than the 26% which means that the additional requirement to be able to score points for Specific Goals is applicable. The above requirement therefore becomes applicable.

What is the additional requirement to obtain points for Specific Goals?

- Lease/hire agreement or Letter of Intent between the owner and the Tenderer for the additional capacity to be leased or hired and the other documents and requirements stated under Mandatory.
- Completed MBD 6.1 for the Tenderer
- Completed MBD6.1 for the owner of the equipment / third party
- The supporting documentation for the specific goals for the Tenderer
- The supporting documentation for the specific goals for the owner of the equipment.

CONTRACT JW OPS 004/23

PROVISION OF DESLUDGING SERVICES OF VENTILATED IMPROVED PIT LATRINES (VIPS) OR CONSERVANCY/SEPTIC TANKS USING VACUUM TANKERS OR HONEY SUCKERS ON AN "AS AND WHEN" REQUIRED BASIS FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

TENDER BRIEFING - MINUTES

The BEC will first calculate the specific goals points for the Tenderer, and for the Tenderer to qualify for their points to be allocated under preferencing, the MBD6.1 from and supporting documents from the owner of the equipment or third party must at least meet the requirements.

Application of above example:

MBD form to be completed for the Tenderer

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system)	Number of points allocated (80/20 system)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Business owned by 51% or more -Black People	4	8	4	8
Business owned by 51% or more by black people who are youth	2	4	2	4
Business owned by 51% or more- Women	2	4	2	4
Businesses owned by 51% or more- black People with Disabilities	2	4	2	4
Total	10	20	10	20

Requested documents are submitted and confirm the points claimed.

However, in the example it shows that the Tenderer is leasing 26% or more from a third party.

CONTRACT JW OPS 004/23

PROVISION OF DESLUDGING SERVICES OF VENTILATED IMPROVED PIT LATRINES (VIPS) OR CONSERVANCY/SEPTIC TANKS USING VACUUM TANKERS OR HONEY SUCKERS ON AN "AS AND WHEN" REQUIRED BASIS FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

TENDER BRIEFING - MINUTES

MBD 6.1 form to be completed by Tenderer's third party for desludging plants shows the following and has the requested supporting documentation.

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system)	Number of points allocated (80/20 system)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Business owned by 51% or more -Black People	4	8	2	4
Business owned by 51% or more by black people who are youth	2	4	0	0
Business owned by 51% or more-Women	2	4	0	0
Businesses owned by 51% or more-black People with Disabilities	2	4	2	4
Total	10	20	4	8

In this example above, the tender may not obtain points for specific goals – business owned by black youth and businesses owned by women.

If the 90/10 preference system is used, for the 10 points for specific goals, 4 points will be used for preferencing.

If the 80/20 preference system is used, for the 20 points for specific goals, 8 points will be used for preferencing.

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 05 February 2024 at 16:00.

Mr Lazola Lupondwana thanked all who attended the briefing, and the meeting was adjourned.