

CONTRACT JW OPS 024/23

SUPPLY, INSTALLATION AND COMMISSIONING OF A GRAVIMETRIC FLOW METER TEST BENCH
AT FLOW LABORATORY (FENNELL ROAD DEPOT) FOR A PERIOD OF THIRTY-SIX (36) MONTHS
TENDER BRIEFING - MINUTES

<u>CONTRACT NUMBER:</u>	JW OPS 024/23
<u>CONTRACT TITLE:</u>	SUPPLY, INSTALLATION AND COMMISSIONING OF A GRAVIMETRIC FLOW METER TEST BENCH AT FLOW LABORATORY (FENNELL ROAD DEPOT) 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>	10:30
<u>VENUE FOR MEETING:</u>	HEAD OFFICE AUDITORIUM
<u>CLOSING DATE:</u>	09 FEBRUARY 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
Sina Hlongwane	Sina.hlongwane@jwater.co.za	Supply Chain
Nosipho Gulwa	Nosipho.gulwa@jwater.co.za	Operations
Sibusiso Mabasa	Sibusiso.mabasa@jwater.co.za	Operations

2. CONTACT PERSONS

Mr Mzwabantu Nyakama

Email: mzwabantu.nyakama@jwater.co.za

Telephone number: 011 689 9187

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.

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- 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 8 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 business owned by 51% or more - Black People who are military Veterans.
- 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

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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.
- 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 09 February 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 – Firm Prices 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)

Ms Nosipho Gulwa presented the Scope of works and Evaluation Criteria

4. SCOPE OF WORK

The tenderer shall be required to supply, install and commission of gravitational flow meter test bench at Flow Laboratory at Fennell Road Depot.

Complete fully automated system “water meter test bench” designed for testing, verification and calibration or proving the accuracy of measurements for water meters and electromagnetic flow meters with sizes ranging from DN15 to DN 100 through gravimetric method as per the 3D diagram provided in the tender document. The system will be designed to achieve maximum accuracy as a complete test bench with testing table that positions meters horizontally, adjusting part and weighing assembly including main storage tank in accordance with SANS 1529-1. The system must facilitate testing process with PC software and software compatible to MS computer packages and not restrictive to supplier and with existing Laboratory Information Management Systems (LIMS)

Tenderer to provide:

- Test methods and SOP
- Technical drawings, manuals, and data sheets as per the 3D diagram.
- 2-year maintenance plan of scheduled maintenance including replacement parts and labour and the supplier to specify intervals.

The contractor shall note the following timelines from date of award:

Approval of Technical diagram and design = 3 Months

Installation and commissioning = 6 Months

Training and system validation = 3 Months

TENDER BRIEFING - MINUTES

5. EVALUATION CRITERIA

TENDERER'S EXPERIENCE AND EXPERIENCE OF KEY PERSONNEL					
CRITERIA NO.	CRITERIA	EVIDENCE	SUB-CRITERIA/CLAUSE	MAX SCORE	SCORE
1	TENDERER'S EXPERIENCE The Tenderer (Company) is required to have experience where the supply and installation of a water meter test benches was completed successfully.	The Tenderer (Company) must provide relevant reference letter(s) with proof that they have executed works on supply and installation of a water meter test benches was completed successfully. <i>This document 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. The 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.</i>	Experience in the supply and installation of a water meter test benches	20	
			No project was executed		0
			1 to 2 projects		15
			3 to 4 projects		20
2	QUALIFICATIONS OF ENGINEER The Tenderer's Electrical Engineer must have a minimum qualification of NQF level 7 and an ECSA registration certificate as a Pr Engineer or Technologist	The tenderer is required to submit the following qualification and registration for their engineer as minimum: <ul style="list-style-type: none">NQF level 7 qualification for their engineer in Electrical Engineering as minimum qualification.An ECSA registration certificate as a Pr. Engineer or Technologist	Qualifications of engineer	30	
			The bidder did not provide the required minimum qualification and ECSA registration for their Engineer		0
			The bidder submitted the required minimum qualification of a NQF level 7 qualification for their engineer in Electrical Engineering and An ECSA registration certificate as a Pr. Engineer or Technologist for their Engineer.		23
			The bidder submitted a qualification higher a than NQF level 7 qualification for their engineer in Electrical Engineering, and An ECSA registration certificate as a Pr. Engineer or Technologist for their Engineer.		30

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TENDER BRIEFING - MINUTES

3	QUALIFICATIONS OF ELECTRICIAN The Tenderer's Electrical Engineer must have a minimum qualification of NQF level 7 and an ECSA registration certificate as a Professional Engineer or Technologist	The tenderer is required to submit the following for their electrician as minimum: <ul style="list-style-type: none">NQF level 4 for their electrician in electrical engineering as minimum qualificationTrade test certificateWireman license	Qualifications of electrician	20	
			The bidder did not provide the required minimum qualification, trade test certificate and wireman license for their Electrician.		0
			The bidder submitted the required minimum qualification of a NQF level 4 in electrical engineering, Trade test certificate and wireman license for their Electrician.		15
			The bidder submitted a qualification higher a than NQF level 4 in electrical engineering, a Trade test certificate and wireman license for their Electrician.		20
4	EXPERIENCE OF ENGINEER in Instrumentation, PLC & SCADA.	The engineer is required to have experience in Instrumentation, PLC & SCADA. The tenderer is required to submit a CV for their engineer.	Experience of engineer	15	
			Less than 2 projects		0
			2 projects and more but less than 4 Projects		11
			4 Projects and more		15
5	EXPERIENCE OF ELECTRICIAN In engineering or construction	The electrician is required to have experience in engineering or construction. The tenderer is required to submit a CV for their electrician.	Experience of electrician	15	
			Less than 2 projects		0
			2 projects and more but less than 4 projects		11
			4 Projects and more		15
MINIMUM QUALIFYING SCORE					75
TOTAL					100

6. TENDER DATES

Tender Closing: **10:30 on 9 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 024/23** 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:** Will JW return the USB flash drives to bidders?

Answer 1: No

- **Question 2:** Which administrative documents should bidders submit with their tender submission bid?

Answer 2: Bidders are encouraged to please refer to the check list on page 5 to 8 of the tender document.

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 30 January 2024 at 16:00.

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