

**CONTRACT:
JWMRD002/23**

APPOINTMENT OF CONTRACTOR THAT WILL CONDUCT FIELD INVESTIGATIONS AND ENFORCE THE CITY'S WATER SERVICES BY-LAWS TO ADDRESS ILLEGAL WATER CONNECTIONS ACROSS COJ ON AN AS-AND-WHEN BASIS FOR A PERIOD OF THIRTY-SIX (36) MONTHS

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<u>DEPARTMENT:</u>	SUPPLY CHAIN MANAGEMENT
<u>DATE OF MEETING:</u>	29 FEBRUARY 2024
<u>TIME OF MEETING:</u>	11:00
<u>VENUE FOR MEETING:</u>	AUDITORIUM, TURBINE HALL NEWTOWN

1. WELCOME AND INTRODUCTION BY Nthabiseng More

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
Reuben Kwele	Nthabiseng More
Rueben.kwele@jwater.co.za	nthabiseng.more@jwater.co.za

3. JOHANNESBURG WATER REPRESENTATIVES THAT ATTENDED THE BRIEFING MEETING

Nthabiseng More	Supply Chain
Tshilidzi Takalani	Supply Chain
Tshepo Mokoena	Metering Department
Gcina Ndela	Supply Chain

4. SUPPLY CHAIN MANAGEMENT PRESENTATION BY Nthabiseng More

- Y 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.
- Y 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.
- Y 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.
- Y 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.
- Y 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.
- Y 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.
- Y 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.

- Y 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 strategies, pricing schedule etc. in the tender documents. Tender documents received contrary to this requirement will be disqualified.
- Y Bids received after the closing time and date will not be accepted and will be returned to the bidder unopened.
- Y 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.
- Y 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.
- Y 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.
- Y 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.
- Y 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:

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)
Businesses located within the boundaries of COJ municipality	5
Business owned by 51% or more-Women	5
Business owned by 51% or more – Black Youth	5
Business that are classified as EME's and owned by 51% or more Black people.	5
TOTAL	20

- Y 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.
- Y Tender will be valid for 90 days after closing date and may be extended upon agreement between Johannesburg Water and the bidder.
- Y 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.
- Y 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.
- Y Bidders must submit Municipal Rates for both the Company and the director if renting submit a valid lease agreement.
- Y Bidders are to fill in the tender submission register at security after submitting their bids.
- Y 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.
- Y Bidders are also advised to check their emails for communication from either of the Johannesburg Water representatives as stated on the tender cover page.
- Y 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 signed
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	Submit applicable documentation with the tender submission
		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	
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.

6. Mandatory Evaluation Criteria:

NB: Bidders that fail to comply with the above mandatory requirement may not be considered further for evaluation.

EVALUATION CRITERIA: (GATE KEEPERS)			
#	CRITERIA	DOCUMENTARY EVIDENCE	COMPLY (YES/NO)
No 1	Tender briefing meeting.		YES
No 2	Signed and completed Pricing Schedule as per award and or allocation strategy.		YES

7. SCOPE OF WORK and SPECIFICATION

The successful tenderer will be required to conduct field investigations and enforce the city's water services by-laws to address illegal water connections across the City.

ITEM NO.	DESCRIPTION
1	The Contractor shall perform field investigations of water metering devices (conventional and prepaid) outlined on an electronic list to be provided by JW with all relevant detail pertaining to the stands that are identified for investigations.
2	All investigations must be managed and administered using Handheld devices a backend Information System to manage the data
3	The Contractor shall be responsible to manage the project. This includes statistical reporting to JW as per the requirements of the user department.
4	The total number of stands to be investigated shall be specified by JW. The number of stands to be investigated may be reasonably increased or reduced by JW to the Contractor. All stands shall be scheduled for investigations as and when required by JW, specified in writing by JW seven (7) days in advance to allow for planning.
5	The Contractor shall perform the field investigations on any stand with any type of water reticulation infrastructure within the boundaries of CoJ region. These include but are not limited to, plots, developers, residential, businesses, schools, recreational centres etc.
6	The contractor will be expected to fill out and issue a Compliance Notice to the offending consumer should an illegal water connection be identified.
7	The contractor must have the capacity and ability to verify metering devices manufacturing approval status (i.e., metering device to meet the Legal Metrology Act No. 9 of 2014).
8	The contractor must be able to temporarily restore water in an event whereby the meter goes into tamper lock mode because of the investigative handling.
9	The contractor is expected to confiscate any illegal water metering devices or enablers and deliver them for safekeeping at a depot to be allocated by JW.
10	The contractor may be required to do mild excavations and restorations to make a conclusive finding.
11	JW will not be providing office space for Contractors' data capturers. Captured and validated data will be expected to be sent to JW's user department as per the avenue specified by JW.
12	JW may, on an ad hoc basis, request for a special priority investigation to be conducted by the Contractor. These will need to be expedited and finalised within 2 days of receipt, as they are normally originating from the office of Executive and above.
13	Total estimated number of stands to be investigated for potential illegal water connections is 90 000.

EVALUATION

8. PRESENTATION BY Tshepo Mokoena

The following aspects will be considered during the functional evaluation:

CRITERIA NO #	CRITERIA	EVIDENCE	SUB-CRITERIA/CLAUSE	WEIGHTIN G	SCORE
1.	Tenderer to have experience and required capacity in carrying out illegal water connections investigations	<p>The tenderer must provide contactable reference letters from their clients to whom application support or implementation was successfully executed.</p> <p><i>NB: The attached 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. 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</i></p>	Number of projects/ services rendered in illegal water connections investigation with a minimum of 15 000 stands/meters from two (2) or more. references	40	
			No submission / submitted unrelated evidence / service rendered to less than one (1) client.		0
			Service rendered to One (1) client but less than two (2) clients where a total combined minimum of 15 000 stands/meters have been investigated/audited for illegal connections.		10
			Service rendered to Two (2) but less than three (3) clients where a total combined minimum of 15 000 stands/meters have been investigated/audited for illegal connections.		28

EVALUATION

			Service rendered to Three (3) or more clients where a total combined minimum of 15 000 stands/meters have been investigated for illegal connections.		40
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2.	Experience and Qualifications of key Personnel - Project Manager	The tenderer must submit CV template detailing years' experience. <u>1x Project Manager</u> CV to be submitted detailing experience in project management and copy of qualifications (NQF Level 7) in Built Environment or higher.	YEARS' EXPERIENCE OF THE PROJECT MANAGER IN PROJECT MANAGEMENT AND COPY OF QUALIFICATIONS	20	
			No CV's and / or years' experience in project management for project manager.		0
			CV's with 2 or more years' Project Management experience but less than 3 years' for Project Manager.		14
			CV's with 3 or more years' Project Management experience but less than 5 years for Project Manager		17
			CV's with 5 or more years' Project Management experience for Project Manager.		20

EVALUATION

3.	Experience and Qualifications of key Personnel - <u>2x System Administrator</u>	The tenderer must submit CV template detailing years' experience. <u>2x system Administrators</u> CV to be submitted detailing at least 2-years' experience and copy of qualifications (NQF Level 6) in Information Systems or similar	YEARS' EXPERIENCE OF EACH SYSTEM ADMINISTRATOR AND COPY OF QUALIFICATIONS	20	
			No CV's and / or years' experience		0
			CV's with 2 or more years' experience but less than 3 years' experience in data administration for each for each the two (2) system administrators.		14
			CV's with 3 or more years' experience but less than 5 years' experience in data administration for each of the two (2) system administrators.		17
			CV's with 5 or more years' experience in data administration for each of the two (2) system administrators.		20

4.	Experience and Qualifications of key Personnel - <u>5x Investigators</u>	The tenderer must submit CV template detailing years' experience. <u>5x Investigators</u> CV to be submitted detailing years' experience in Illegal connection/meter auditing and copy of Grade 12/Matric (NQF Level 4) or Higher.	YEARS' EXPERIENCE OF THE PROJECT MANAGER AND COPY OF QUALIFICATIONS	20	
			No CV's and / or minimum experience in Illegal connection/meter auditing.		0
			CV with 2 or more years' experience but less than 3 years' experience in Illegal connection/meter auditing for each professional nurse provided.		14
			CV with 3 or more years' experience but less than 5 years' experience in Illegal connection/meter auditing for each professional nurse provided.		17
			CV's with 5 or more years' experience in Illegal connection/meter auditing for each of the 5 investigators.		20
MINIMUM QUALIFYING SCORE					70
TOTAL					100

9. PRESENTATION ON PRICING SCHEDULE BY Tshepo Mokoena

Refer to Pricing on page 54 The Tenderer (Company) must indicate the region which they will be willing to render the services to by indicating the preferred region in terms of ranking from 1-2 below:

10. TENDER DATES

Tender Closing: **10:30 on 21 March 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 MRD002/23** and they must be deposited in the tender box.

11. QUESTIONS AND ANSWERS BY USER DEPARTMENT

QUESTION 1: Can the bidders submit consolidated BBBEE certificate?

ANSWER 1: Yes, bidders can submit consolidated BBBEE when bidding as a JV

QUESTION 2: What is the reason for not awarding previous tender?

ANSWER 2: The tender was cancelled in March 2023. Out of the 8 bids received, seven tenderers failed the mandatory requirements they didn't have the 10 required data captures minimum of five was met, one tenderer passed mandatory requirements and was evaluated further on technical evaluation criteria then failed to comply with the CVs detailed experience for the data capturer.

QUESTION 3: Bidder requested clarity on binding of tender for submission.

ANSWER 3: The tender document is 78 pages and should be downloaded in its entirety and be bound. Attachments can be included only at the back of the tender document or in separate envelope and seal all them together

QUESTION 4: The Device will it be developed by contractor or Johannesburg Water will provide one?

ANSWER 4: The contractor is expected to have their own devices and Management Information System (MIS), Johannesburg water will not be providing them. The device and MIS must meet the specification outlined on 5.2 under Scope of Works on the tender document.

QUESTION 5: How many Service Providers will Johannesburg Water going to appoint?

ANSWER 5: Our Award Strategy is that we award one or more tenders based on the highest preference ranking tenderer per region. The Award and Allocation Strategy are outlined on 4.6 under Evaluation on the tender document.

12. CLOSURE

Bidders were informed about the addendum to be issued because the current closing date for tender is on a PublicHoliday. 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 ususing the email address on the tender document.

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