

CONTRACT JWOPS039/23
APPOINTMENT OF SERVICE PROVIDER(S) FOR THE SUPPLY AND DELIVERY OF CATIONIC POLYELECTROLYTE FLOCCULANTS ON AS AND WHEN REQUIRED BASIS FOR A PERIOD OF THIRTY-SIX (36) MONTHS

<u>CONTRACT NUMBER:</u>	JWOPS039/23
<u>CONTRACT TITLE:</u>	APPOINTMENT OF SERVICE PROVIDER(S) FOR THE SUPPLY AND DELIVERY OF CATIONIC POLYELECTROLYTE FLOCCULANTS ON AS AND WHEN REQUIRED BASIS FOR A PERIOD OF THIRTY-SIX (36) MONTHS
<u>DEPARTMENT:</u>	SUPPLY CHAIN MANAGEMENT
<u>DATE OF MEETING:</u>	15 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
Jacqueline Ngwenya	Nthabiseng More
Jacqueline.ngwenya@jwater.co.za	nthabiseng.more@jwater.co.za
Lesego Motsepe	
Lesego.motsepe@jwater.co.za	

3. JOHANNESBURG WATER REPRESENTATIVES THAT ATTENDED THE BRIEFING MEETING

NAME & SURNAME	DEPARTMENT
Ms. Nthabiseng More	Supply Chain
Mr. Tshilidzi Takalani	Supply Chain
Ms Nontokozo Masilela	Operations
Mr. Lesego Motsepe	Operations
Mr. Thabiso Thabeng	Operations

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-TenderPortal.
- ☐ 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 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:

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)
Business owned by 51% or more – Black Youth	5
Business owned by 51% or more- Black People with Disabilities	5
SMME (An EME or QSE) owned by 51% or more - Black People	5
Business owned by 51% or more - Black People who are military Veterans	5
TOTAL	20

- ☐ 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.

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 5	Declaration of Procurement Above R10m (All Applicable Taxes Included)	Complete and signed MBD 5 Form.
5.	MBD 6.1	Preference Points Claim in Terms of The Preferential Procurement Regulations 2022	Complete and signed MBD 6.1 Form.
6.	MBD 8	Declaration of Bidder's Past Supply Chain Management Practices	Complete and signed MBD 8 Form.
7.	MBD 9.	Certificate of Independent Bid Determination	Complete and signed MBD 9 Form.
8.	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
9.	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	Submit applicable documentation with the tender submission

		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	
10.	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
11.	Annexure	Occupational Health and Safety Declaration form (OHS Specifications) Form.	Occupational Health and Safety Declaration form (OHS Specifications)
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:

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	Attendance of Mandatory Tender Briefing Meeting		Yes
No 2	Signed and completed Pricing Schedule for regions/s tendered.		Yes
No 3	Signed MBD 3.2 for region tendering for - Pricing Schedule – Non – Firm Prices (Purchases) for region/s tendered		Yes
No 4	Fully complete the technical data sheet i.e. (Annexure A1 and A2) on the technical specification		Yes

7. PRESENTATION BY Lesego Motsepe

CRITERIA NO #	CRITERIA	EVIDENCE	SUB-CRITERIA/CLAUSE	WEIGHTING	SCORE
1.	Tenderer's experience with respect to supply and delivery of Cationic Polyelectrolyte Flocculant or other water/wastewater chemicals Total years of experience.	The tenderer must provide reference letter(s) as proof that supply, and delivery of Cationic Polyelectrolyte Flocculant or other water/wastewater chemicals was carried out successfully. 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. 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.	Years of Experience in respects to supply and delivery of Cationic Polyelectrolyte Flocculant or other water/wastewater chemicals	100	
			Less than 1 year		0
			1 year and more but less than 2 years		70
			2 years or more		100
MINIMUM QUALIFYING SCORE				70	
TOTAL				100	
THE TENDERER MUST ACHIEVE THE MINIMUM OF 70 POINTS ON PART A IN ORDER TO BE CONSIDERED FOR FURTHER EVALUATION ON PART B					

The following aspects will be considered during the functional evaluation:

CRITERIA NO.	CRITERIA	DOCUMENTARY EVIDENCE	POINTS ALLOCATION	SUBMISSION COMPLIANT (YES/NO)
2	The shortlisted tenderers will be required to submit one. (1) x 0.5kg sample of each of their cationic polyelectrolyte flocculants product offered.	<p>The shortlisted tenderer must submit one (1) x 0.5kg sample of each of their product offered within 4 days from the date when the request will be made.</p> <p>The samples must be submitted at the JW's Cydna Laboratory and must be properly parceled and clearly labelled showing:</p> <ul style="list-style-type: none"> • Name of tenderer and Contact number <p>And must be accompanied by the following documentation:</p> <ul style="list-style-type: none"> • Product information and identification and • Material Safety Data Sheet (MSDS) 	The shortlisted tenderer must submit the required sample of each item offered within 4 days from the date when the request will be made.	Submission Compliant: (Yes/No)
3	The shortlisted tenderers submitted samples will be tested in line with the requirements as stipulated on the Technical Specification of the tender document.	<p>The shortlisted tenderers sample for each item offered will be tested by competent personnel from the Cydna Laboratory in present of evaluation team.</p> <p>For each sample offered by the tenderer all of the following tests will be conducted.</p> <ul style="list-style-type: none"> • PH Test, • Product Efficiency Test and • Product Characteristic Test 	The shortlisted tenderers sample for each item will be expected to comply with the requirements of each test conducted	Submission Compliant: (Yes/No)
The tenderer's submitted sample of chemicals must meet the requirements as stipulated in order to be considered for further evaluation				

8. PRESENTATION ON PRICING SCHEDULE BY Lesego Motsepe

Refer to Pricing on page 63 The Service Provider shall only claim rates / fees payable in terms of the pricing schedule on page 63.

The Tenderer (Company) must indicate the area which they will be willing to render the services of supply and deliver of cationic polyelectrolyte flocculants by indicating the preferred region in terms of ranking from 1-2 regions as indicated on page 63 to 65.

9. TENDER DATES

Tender Closing: **10:30 on 7 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 **JWOPS039/23** and they must be deposited in the tender box.

10. QUESTIONS AND ANSWERS BY USER DEPARTMENT

QUESTION 1: How many companies will be appointed?

ANSWER 1: The intention is to appoint two (2) service providers per region (Northern and Southern). The allocation will be to the highest preference ranking tenderer in terms of price and specific goals per region and objective criteria.

QUESTION 2: The Specification on item 13.4 state that JW will accept equivalent offers, will the powder physical form be accepted?

ANSWER 2: Bidders must supply only the free flowing in micro-beads, and not the powder product. With flow-beads, the product is stored in a poly silo fitted with auxiliaries such as compressors and blowers to convey it to the mixing tank for batch preparation. Powder is not flowable, and the system is designed for micro-beads.

QUESTION 3: Bidder raise a question on the estimated quantities and sought clarification regarding the formula on MBD 3.2 (Non-firm prices) form?

ANSWER 3: The formulae is standard prescribed by National Treasury. If the bidder is a manufacturer, then their escalation can be considered in terms of the formula, however if the bidder is a supplier, their prices can be escalated subject to rate of exchange variations as stated on page 22 and 25. The user-department will verify the estimated quantities and issue an addendum if there is a need to rectify.

QUESTION 4: The price is fixed for 3 years, that will be a problem in bidding on fixed price because the commodities that we buy are controlled by world markets.

ANSWER 4: The tender is not subject to fixed rates, hence MBD3.2 (non-firm prices) form has been included in the document. Bidders must state on the form how their pricing will be adjusted.

QUESTION 5: Do you submit the reference letter if you are the manufacturer?

ANSWER 5: Yes, the manufacture must submit reference letter(s) from their client in order to be evaluated on functionality criterion. Failure to provide reference letter will result in disqualification.

11. CLOSURE

Bidders were informed about the addendum to be issued. Bidders were also informed about the replacement of 2 pages, page 4 and page 69. 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.

Mr. Lesego Motsepe thanked all who attended the briefing, and the meeting was adjourned.