

OFFSITE STORAGE AND RETRIEVAL OF COMPANY'S DOCUMENTS ON AN AS AND WHEN
REQUIRED BASIS FOR THE PERIOD OF THIRTY-SIX (36) MONTHS
TENDER BRIEFING - MINUTES

<u>CONTRACT NUMBER:</u>	JW 001/22 GL RR
<u>CONTRACT TITLE:</u>	OFFSITE STORAGE AND RETRIEVAL OF COMPANY'S DOCUMENTS ON AN AS AND WHEN REQUIRED BASIS FOR THE PERIOD OF THIRTY-SIX (36) MONTHS
<u>DEPARTMENT:</u>	GOVERNANCE AND LEGAL SERVICE
<u>DATE OF MEETING:</u>	05 APRIL 2024
<u>TIME OF MEETING:</u>	11:00
<u>VENUE FOR MEETING:</u>	65 NTEMI PILISO STREET NEWTOWN
<u>CLOSING DATE:</u>	29 APRIL 2024
<u>CLOSING TIME:</u>	10:30AM

1. **WELCOME**

Ms Nthabiseng More welcomed everyone who attended the meeting and introduced JW personnel.

NAME & SURNAME	EMAIL ADDRESS	DEPARTMENT
Nthabiseng More	nthabiseng.more@jwater.co.za	Supply Chain
Sinna Hlongwane	Sinna.hlongwane@jwater.co.za	Supply Chain
Amukelani Masia	Amukelani.masia@jwater.co.za	Governance and Legal

2. **CONTACT PERSONS**

Mr Amukelani Masia

Email: amukelani.masia@jwater.co.za

Telephone number: 011 688 1415

Ms. Gcina Ndela

Email: gcina.ndela@jwater.co.za

Telephonenumber: 011 688-1796

3. **SUPPLY CHAIN MANAGEMENT PRESENTATION BY Ms Nthabiseng More**

- 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. 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 as of 25 March 2024.
- 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 7 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 located within the boundaries of the COJ.
- 2 points for SMME (An EME or QSE) owned by 51% or more - Black People.

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- 2 Business owned by 51% or more – Black Youth
- 6 SMME (An EME or QSE)
- 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 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 29 April 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.

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- 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 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. 3-year financial statements (audited where applicable)
4. Joint Venture / Consortium Agreement signed by all parties.
5. Valid BBBEE Certificate or copy thereof or a valid sworn affidavit.
6. A completed and signed Invitation to Bid form MBD 1
7. A completed and signed Pricing Schedule – Firm Prices MBD 3.1
8. A completed and signed Declaration of Interest form MBD 4

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9. A completed and signed Preference Points (Specific Goals) Claim Form MBD 6.1
10. A completed and signed Declaration of Bidder's Past Supply Chain Management Practices MBD 8
11. A completed and signed Certificate of Independent Bid Determination (MBD 9)

Mr Amukelani Masia presented the following:

4. SCOPE OF WORK

Mr Masia briefed the session on the scope of the work and stated the following:

- The scope of work entails offsite storage and retrieval of the following:
 - Paper document including files.
 - GIS Maps.
 - Containers / boxes and leads.
- The specifications for the boxes or containers are as follows:
Storage - Standard Archive Boxes or Containers:
 - Width - 320mm
 - Length - 430mm
 - Height - 250 mm
Storage - Large Archive Boxes or Containers:
 - Width - 445mm
 - Length - 585mm
 - Height - 250 mm
- The scope of work further includes the following:

INITIAL TAKE-ON:

- 6072 standard boxes, 9 large boxes and 1251 storage tubes for GIS Maps are to be collected stored at the current service providers location which is with is in the Selby area. These boxes and storage tubes have already been packaged, the Tenderer however will be expected to reconcile the number of standard boxes, large boxes and storage tubes against the index list that will be provided and actual boxes and storage tubes.
- The Tenderer may label the boxes with their barcodes for tracking and storage purposes.
- 700 standard boxes & lids at Turbine Hall, Johannesburg Water, at 65 Ntemi Piliso Street, Newtown, Johannesburg are to be archived, containers barcoded and labelled.
- Packing files that are not in boxes into boxes. Torn or unusable boxes to be replaced.
- The Tenderer will then label the containers and files in the container with barcodes.
- Compilation of a computer-generated index after completion of packing and uplifting of files.
- On Site Packing and Uplifting of containers / boxes (Packaging of documents from JW into boxes or containers to be taken for offsite storage).
- Safely transport the containers / boxes and lids to the approved storage location.

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- Box or Container registration at storage location onto index which will be supplied to Johannesburg Water.
- Tender will provide any archival or storage stationery required.

Supply of Storage Stationery:

The Tenderer will supply Johannesburg Water with the following storage stationery:

Standard Archive Boxes or Containers including the lids:

- Width - 320mm
- Length - 430mm
- Height - 250 mm
- Changes to the sizes may only be made after contract award if approved by the Johannesburg Water contracts manager. An amendment to contract would have to be made.
- The Tenderer will supply boxes or containers in batches of 50 boxes. This is to manage the delivery costs.
- The barcodes will be provided by the supplier at time of collection for archiving.

DELIVERY/COLLECTION OF BOXES OR CONTAINERS AFTER INITIAL TAKE-ON:

- The Tenderer will be required to collect boxes or containers for storage at Johannesburg Water, in Turbine Hall and transport them to the Tenderer's approved storage location.
 - Minimum collection of boxes or containers will be 13 boxes or containers;
 - Collection must be made within seven (7) days of request from Johannesburg Water.
 - On Site Packing and Uplifting of files
 - Packing files that are not in boxes into boxes. Torn or unusable boxes to be replaced.
 - The Tenderer will then label the containers and files in the container with barcodes.
 - Compilation of a computer-generated index after completion of packing and uplifting of files.
 - On Site Packing and Uplifting of files (Packaging of documents from JW into boxes or containers to be taken for offsite storage).
 - Safely transport the containers to the approved storage location.
 - Registration of boxes at storage location onto index which will be supplied to Johannesburg Water.
 - Tender will provide any archival or storage stationery required.
- The Tenderer will also be required to collect boxes or containers from the Tenderer's approved storage location and deliver them on an as and when required at Johannesburg Water in Turbine Hall
 - Johannesburg Water may request a box/es or container/s or file to be retrieved and delivered at Johannesburg Water
 - Delivery must be made within three (3) days of notice.
 - Express delivery may also be provided for. Express delivery must be within 24 hours of notice.

MONTHLY STORAGE OR ARCHIVING OF CONTAINERS:

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- The Tenderer will be required to provide storage or archive services for:
 - Paper document including files;
 - GIS Maps;
 - Boxes / containers and leads.
- Supplying Johannesburg Water with an electronic index list on a quarterly basis.

Storage should be in line with the specified checklist.

PERMANENT WITHDRAWALS

At the end of the contract, or when notice of permanent withdrawal containers and has been given to the Service Provider, the Service Provider will prepare the documents, boxes, leads, containers, files, GIS Maps and any other belongings of Johannesburg Water for collection by Johannesburg Water.

One months' notice must be provided for notice of permanent withdrawal unless there is one month left on the duration of the contract in which no notice the Tender.

There will be no additional charge paid by Johannesburg Water for the Service Provider preparing for permanent withdrawal, other than the payment contracted.

AS AND WHEN REQUIRED

File folder handling fee/File retrieval rate.

Box and file delivery to JW.

Box collection from JW per minimum of 13 boxes.

Box barcode labels.

File folder barcode labels.

Indexing of box contents.

Supply of standard Boxes and Leads.

Storage of standard boxes.

Generation of electronic index of containers and files in the container for the container and files into the container which will be emailed to Johannesburg water.

On Site Packing and Uplifting of containers / boxes - inclusive of handling onto vehicles. Packaging files that are not in boxes or the boxes need to be replaced. – all-inclusive rate including handling fees.

5. EVALUATION CRITERIA

The tender would be evaluated in three stages, namely:

- Mandatory Evaluation, this is the defiantly non-negotiable criteria that must be complied with or must be part of the bid process submit before tender closing date and time. This include 3 sub-criteria, namely, a) Attendance of Mandatory Tender Briefing Meeting, b) Confirmation letter on the Tenderer's letterhead confirming that the Tenderer has sufficient storage space to meet Johannesburg Water's projected requirements, c) Signed and completed Pricing Schedule as per award and or allocation strategy
- Administrative Evaluation, this involves priced related MBD Forms
- Technical Evaluation, which is divided into Part A and Part B. Criteria number 1 under Part A deals with the proof that Tenderer has Years of Experience in the movement of storage documents whereas the second criteria is about Years of Experience in respect

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to Office Storage and Retrieval of company's documents. Part B is about the site visit for the shortlisted tenders.

- Pricing Evaluation and Preferencing , is divided into Category A and Category B.

6. PRICING

- The Tenderer (Company) must indicate the Category which they will be tendering for.
- Category A only include the initial take-on costs. The tenderer must price for the movement of documents from the current location (Selby area in Johannesburg) to the tenderer's location (once off).
- The rates for Category A are all inclusive of all related costs such as packaging and uplifting of containers, container registration, container handling fees, data capturing per box and file, container barcode, file barcoding, transportation and related insurance, receiving offloading, registration, index supplied to Johannesburg Water, uploading data from the current supplier.
- Category B comprise of two parts, i.e., the initial take-on costs: movement of documents from Johannesburg Water Head Office at 65 Ntemi Piliso to the tenderer's location (once off). The second part of Category B includes storage and related ancillary costs including permanent removal.

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7. **TENDER DATES**

Tender Closing: **10:30am on 29 April 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 001/22 GL RR** and they must be deposited in the tender box. Under no circumstances must the tender document be given to JW employee or security personnel.

8. **QUESTIONS AND ANSWERS**

- **Question 1:** Do bidders have to submit the resolution for certificate of authority?

Answer 1: No, the certificate of authority is part of the tender document. Please refer to page 8- 12 of the tender document.

- **Question 2:** Does the certificate have to be signed by all directors?

Answer 2: Yes

- **Question 3:** Does the reference letter form part of the tender document or must it be attached to the returnable documents?

- **Answer 3:** It must form part of the tender document.

- **Question 4:** Are the boxes that needs to be collected packed and ready for collection?

- **Answer 4:** Yes

- **Question 5:** Can bidders complete the tender document electronically?

- **Answer 5:** Yes, Tender documents may be completed electronically without altering or tampering of any of the text (terms, conditions, specifications etc.) in the tender documents.

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- **Question 6:** What are the sizes of the tubes?
- **Answer 6:** 100 mm diameters -internally
110 mm diameter -externally
1.3 meters long
- **Question 7:** Do bidders have to complete the permanent withdrawal for “as and when”?
- **Answer 7:** Yes
- **Question 8:** Do bidders need to indicate the total price for the entire duration of 36 months?
- **Answer 8:** No
- **Question 9:** Is JW going to create a PO for as and when items?
- **Answer 9:** Yes

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 19 April 2024 at 16:00.

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