

**LEASE FOR NORTHERN FARM FOR A PERIOD OF THIRTY-SIX (36) MONTHS
TENDER BRIEFING - MINUTES**

<u>CONTRACT NUMBER:</u>	JW CYD 002/23
<u>CONTRACT TITLE:</u>	SUPPLY AND DELIVERY OF LABORATORY SPECIALTY GASSES FOR A PERIOD OF 36 MONTHS
<u>DEPARTMENT:</u>	OPERATIONS SUPPORT
<u>DATE OF MEETING:</u>	09 APRIL 2024
<u>TIME OF MEETING:</u>	11:00
<u>VENUE FOR MEETING:</u>	65 NTEMI PILISO
<u>CLOSING DATE:</u>	29 APRIL 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
Nthabiseng More	nthabiseng.more@jwater.co.za	Supply Chain
Maanda Tshivhase	maanda.tshivhase@jwater.co.za	Operations Support
Sinna Hlongwane	Sinna.hlongwane@jwater.co.za	Supply Chain
Mmane Tsheko	Mmane.tsheko@jwater.co.za	Operations Support

2. CONTACT PERSONS

Mr Maanda Tshivhase

Email: maanda.tshivhase@jwater.co.za

Telephone number: 011 483 9500

Ms. Gcina Ndela

Email: gcina.ndela@jwater.co.za

Telephonenumber: 011 688-1796

3. SUPPLY CHAIN MANAGEMENT PRESENTATION BY Ms GCINA NDELA

- 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 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.
 - 10 points for SMME (An EME or QSE) owned by 51% or more - Black People.
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- 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.
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- 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.
- No bids will be considered from persons in the service of the state.

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- 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. 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 3.2
7. A completed and signed Declaration of Interest form MBD 4
8. A completed and signed Preference Points (Specific Goals) Claim Form MBD 6.1
9. A completed and signed Declaration of Bidder's Past Supply Chain Management Practices MBD 8

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10. A completed and signed Certificate of Independent Bid Determination (MBD 9)

Mr Maanda Tshivhase presented the following:

4. **SCOPE OF WORK**

- Bidders were advised on the technical specification table 13 with emphasis on the gas purity capacity.
- Bidders were advised on the possibility of their equipment not being compatible with existing Johannesburg Water equipment and hence a non-compulsory site visit will be scheduled for bidder's technician to verify.
- Gas to be supplied to Cydna Laboratories at 75 4th street, Houghton.
- The contract is for a period of thirty-six months on an as and when required basis.
- Certificates of analysis and MSDS documents will be supplied upon gas delivery.

5. **EVALUATION CRITERIA**

- Tenderers will be evaluated for experience in supplying Industrial gasses.
- The tenderer is required to submit reference letters where the supplying of industrial gas was carried out successfully. Contactable reference details on tender's client letterhead or complete the attached contactable reference template which must be signed by the tender's client. The attached template must be completed by the referee (client of tenderer) 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

6. **PRICING**

- Tenderers are advised to make notice of the measurement units on the pricing schedule and not to convert units when pricing. This is to make sure that the evaluating team can make a fair price comparison.

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7. TENDER DATES

Tender Closing: **10:30 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 CYD 002/23** and they must be deposited in the tender box. Under no circumstances must the tender document be given to JW employee or security personnel.

8. QUESTIONS AND ANSWERS

- **Question 1:** If the CSD Tax status indicates not-compliant, however the Tax status is in order, will that be sufficient to submit?

Answer 1: Yes, you can submit but if you are recommended bidder and the tax status shows not compliant on CSD, BEC will notified you of non-compliant status on CSD, and give you 7 days to sort out non-compliant within 7 working days, written proof from SARS of their tax compliance status or proof from SARS that they have made an arrangement to meet their outstanding tax obligations. The proof of tax compliance status submitted by the bidder to JW, will be verified via the CSD or e-Filing.

- **Question 2:** If the bidders CIPS address is not in COJ boundaries, however they are leasing premises within the COJ boundaries. Will the lease agreement be sufficient to submit as proof of address?

- **Answer 2:** Yes, the lease agreement be sufficient to submit as proof of address?

- **Question 3:** Should bidders price according to full quantities, or should they take rates into consideration?

- **Answer 3:** Bidders should only take rates into comparison. Quantities are for bidders to be able to ensure if they will be able to deliver on the contract for the specified duration.

- **Question 4:** Will this tender be awarded to one supplier or more?

- **Answer 4:** The tender has been split into Two commodities. The tender will be awarded per commodity meaning that only a maximum of two bidders and a minimum of one bidder may be awarded the tender.

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- **Question 5:** How will the site visit be communicated?
- **Answer 5:** All attendees will be contacted for a non-compulsory site viewing.

- **Question 6:** Please clarify on quantities, How many quantities should bidders price for?
- **Answer 6:** Quantities are for bidders to be able to ensure if they will be able to deliver on the contract for the specified duration. Bidders should price on rates.

- **Question 7:** Please confirm quantities for all gasses?
- **Answer 7: Quantities are as follows.**
 - Rental of 224KG Argon Cryogenic cylinders has a quantity of 730 and the UOM is daily, that is because there are 2 cylinders.
 - Onsite refill of the 224KG Argon Cryogenic cylinders with Argon gas will be refilled 14 times a year.
 - Delivery of Argon gas has a quantity of 14 which is 14 deliveries.
 - Delivery and exchange of 19Kg Liquid Petroleum Gas (LPG) cylinders with filled cylinders has a quantity of 152 kilograms, which is 8 cylinders.
 - Rental of four (4) *10Kg Zero Air gas cylinders has a quantity of 1460 and OUM is per day.
 - Supply and deliver on rental basis of cylinder filled with 10Kg Zero Air gas has a quantity of 100, which is per annum.
 - Rental of 1.5kg Helium gas cylinders for the duration of the first year has a quantity of 1460 and the UOM is daily because there's only 4 cylinders.
 - Supply and deliver on rental basis of cylinder filled with 1.5Kg Helium 5.0 gas has a quantity of 22.5 kilogram which is 15 cylinders.
 - Delivery of Helium gas has a quantity of 15 which is 15 deliveries.

- **Question 8:** How many deliveries will JW require per year?
- **Answer 8:** Delivers will be on an as and when needed basis and we have estimated yearly quantities as specified on the answer to question 7.

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- **Question 9:** Is Joint venture allowed for this tender?
- **Answer 9:** Yes

- **Question 10:** Will JW consider a company that has never delivered gas before?
- **Answer 10:** No only companies with Experience in supply of industrial gasses.

- **Question 11:** Will installation and commissioning be needed?
- **Answer 11:** Installation and commissioning will be based upon the bidders site assessment and if their equipment is compatible with Johannesburg Water equipment.

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.

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