

CONTRACT JWOPS040/23
PROVISION OF CLEANERS, PROVISION OF DEEP CLEANING SERVICES, PROVISION OF HYGIENE SERVICE AND SUPPLY OF CONSUMABLE ON AS AND WHEN REQUIRED BASIS FOR A PERIOD OF THIRTY-SIX (36) MONTHS

<u>CONTRACT NUMBER:</u>	JWOPS040/23
<u>CONTRACT TITLE:</u>	PROVISION OF CLEANERS, PROVISION OF DEEP CLEANING SERVICES, PROVISION OF HYGIENE SERVICES AND SUPPLY OF CONSUMABLES ON AN "AS AND WHEN" REQUIRED BASIS FOR A PERIOD OF THIRTY-SIX (36) MONTHS.
<u>DEPARTMENT:</u>	SUPPLY CHAIN MANAGEMENT
<u>DATE OF MEETING:</u>	8 April 2024
<u>TIME OF MEETING:</u>	13H00
<u>VENUE FOR MEETING:</u>	TURBINE HALL, 65 NTEMI PILISO STREET, NEWTOWN, JOHANNESBURG, 2001

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
Nosipho Gulwa	Nthabiseng More
Nosipho.gulwa@jwater.co.za	nthabiseng.more@jwater.co.za

3. JOHANNESBURG WATER REPRESENTATIVES THAT ATTENDED THE BRIEFING MEETING

NAME & SURNAME	DEPARTMENT
Ms. Nthabiseng More	Supply Chain
Ms. Nosipho Gulwa	Operation
Ms. Gcina Ndela	Supply Chain
Ms. Sinna Hlongwane	Supply Chain

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 following preference point systems are applicable to invitations to tender:
 - the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
 - Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest acceptable tender will be used to determine the accurate system once tenders are received.
 - Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
 - a) Price; and
 - b) Specific Goals.

The maximum points for this tender are allocated as follows:

	POINTS	POINTS
PRICE	80	90
SPECIFIC GOALS	20	10
Total points for Price and SPECIFIC GOALS	100	100

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system)	Number of points allocated (80/20 system)
Business owned by 51% or more – Black Youth	4	8
Business owned by 51% or more – Black people living in rural or underdeveloped areas or townships	3	6
Businesses located within the boundaries of the COJ municipality	3	6
Total	10	20

EVALUATION

- ☐ 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.

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	Mandatory Tender Briefing Meeting		YES
No 2	Completed and Signed Pricing Schedule as per award and or allocation strategy.		YES

EVALUATION

1. 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.

NO.		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	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

EVALUATION

		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.

CONTRACT JW OPS040/23

PROVISION OF CLEANERS, PROVISION OF DEEP CLEANING SERVICE. PROVISION OF HYGIEBE SERVICES AND SUPPLY OF CONSUMABLE ON AN AS AND WHEN REQUIRED BASIS FOR A PERIOD OF THIRTY-SIX (36) MONTHS

AWARD STRATEGY	OBJECTIVE CRITERIA: Risk Management and Cost Effectives. Award to highest scoring tenderer per category in terms of specific goals, price and that satisfies the objective criteria per category. Johannesburg Water reserves the right to: a) negotiate a market-related rate for individual items per category that are not market related with the Tenderer scoring the highest points per category to arrive at a cost-effective price or readvertise the category due to price not being cost effective or more than estimated available funding, or b) if the Tenderer does not agree to a market-related rate per individual item per category for items that are not market-related, negotiate market-related rates with per item with the tenderer scoring the second highest points to arrive at a cost-effective price or, not award that category and readvertise it, or c) If the Tenderer scoring the second highest points does not agree market-related rates per individual items so as to arrive at a cost-effective price for that category, negotiate market-related rates to arrive at a cost-effective rate for items that are not market related price with the tenderer scoring the third highest points or cancel the tender. d) If market-related rates and therefore price is not agreed as envisaged, Johannesburg Water reserves the right to not award that category and may re-advertise it as the objective criteria will not have been met. Price is made up of rates of individual items' rates per category * estimated quantities for those items. Market related rates for items per category will be determined using Johannesburg Water process to arrive at benchmark rates.
	Allocate as per award strategy and objective criteria as envisaged in the award strategy

2. PRESENTATION BY Nosipho Gulwa

CATEGORY 1 EVALUATION CRITERIA: PROVISION OF CLEANERS AND CLEANING SERVICES					
CRITERIA NO #	CRITERIA	EVIDENCE	SUB-CRITERIA/CLAUSE	WEIGHTING	SCORE
1.	TENDERER'S EXPERIENCE The tenderer (company) is required to have experience where the provision of cleaners /cleaning services was carried out successfully	The Tenderer (Company) must provide relevant reference letter(s) with proof that they have experience where the provision of cleaners was carried out successfully. <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>	Experience in the provision of cleaners / cleaning services	100	
			No or less than one (1) years' experience.		0
			Has one (1) year but less than two (2) years' experience.		60
			Has two (2) years or more but less than three (3) years' experience.		80
			Has three (3) years or more experience.		100
The tenderer must achieve the minimum score of 60 on tenderer's experience in order to be considered for further evaluation.					
MINIMUM QUALIFYING SCORE				60	
Total				100	

The following aspects will be considered during the functional evaluation:

CATEGORY 2 EVALUATION CRITERIA: PROVISION OF DEEP CLEANING SERVICES

CRITERIA NO #	CRITERIA	EVIDENCE	SUB-CRITERIA/CLAUSE	WEIGHTING	SCORE
1.	TENDERER'S EXPERIENCE The tenderer (company) is required to have experience where the provision of deep cleaning services was carried out successfully	The Tenderer (Company) must provide relevant reference letter(s) with proof that they have experience where the provision of deep cleaning services was carried out successfully. <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>	Experience in the provision of deep cleaning. No or less than one (1) years' experience. Has one (1) year but less than two (2) years' experience. Has two (2) years or more but less than three (3) years' experience. Has three (3) years or more experience.	100	0 60 80 100
The tenderer must achieve the minimum score of 60 on tenderer's experience in order to be considered for further evaluation.					
MINIMUM QUALIFYING SCORE				60	

CATEGORY 3 EVALUATION CRITERIA: PROVISION OF HYGIENE SERVICES

SCORING SYSTEM FOR EVALUATION OF TENDERER'S EXPERIENCE IN THE PROVISION OF HYGIENE SERVICES					
CRITERIA NO #	CRITERIA	EVIDENCE	SUB-CRITERIA/CLAUSE	WEIGHTING	SCORE
1.	TENDERER'S EXPERIENCE The tenderer (company) is required to have experience where the provision of hygiene services was carried out successfully.	The Tenderer (Company) must provide relevant reference letter(s) with proof that they have experience where the provision of hygiene services was carried out successfully. <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>	Experience in the provision of hygiene services	100	
			No or less than one (1) years 'experience.		0
			Has one (1) year but less two (2) years' experience.		60
			Has two (2) years or more but less than three (3) years' experience.		80
			Has three (3) years or more experience.		100
The tenderer must achieve the minimum score of 60 on tenderer's experience in order to be considered for further evaluation.					
MINIMUM QUALIFYING SCORE				60	
Total				100	

CATEGORY 4 EVALUATION CRITERIA: SUPPLY OF CONSUMABLES

CATEGORY 4 EVALUATION CRITERIA: SUPPLY OF CONSUMABLES					
CRITERIA NO.	CRITERIA	EVIDENCE	SUB-CRITERIA/CLAUSE	MAX SCORE	SCORE
1	TENDERER'S EXPERIENCE The Tenderer (company) is required to have experience where supply of goods was carried out successfully	The Tenderer (Company) must provide relevant reference letter(s) with proof that they have experience where supply of consumables was carried out successfully. <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>	Experience in supply of goods was carried out successfully	100	
			Has less than two (2) orders or contracts and a combined Rand value of less than R1 000 000.00 and above.		0
			OR Has less than five (5) orders or contracts and a combined Rand value of less than R500 000.00 and above.		60
			Has two (2) or more orders or contracts and a combined Rand value of R1 000 000.00 or more. OR Has five (5) or more orders or contracts and a combined Rand value of R500 000.00 or more		100
			Has four (4) or more orders or contracts and a combined Rand value of R1 200 000.00 or more. OR Has six (6) or more orders or contracts and a combined Rand value of R1 000 000.00 or more.		
The tenderer must achieve the minimum score of 60 on tenderer's experience in order to be considered for further evaluation.					
MINIMUM QUALIFYING SCORE				60	
TOTAL				100	

3. PRESENTATION ON PRICING SCHEDULE BY Nosipho Gulwa

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.

4. 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 **JWOPS03** and they must be deposited in the tender box.

5. QUESTIONS AND ANSWERS BY USER DEPARTMENT

QUESTION 1: Why the Preferential Point System is based on 80/20 or 90/10 because the tender is rates based tender, if the tender is rates automatically 90/10 is out?

ANSWER 1: Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest acceptable tender will be used to determine the accurate system once tenders are received.

The bid evaluation committee will multiply each rate by the quantities to determine the total which will be used to determine the preference points system that will be applicable for that category. If the lowest calculated total for that category is R50 000 000.00 or below, the 80/20 preference points system will be used else the 90/10 preference points system will be used to determine the ranking.

For the purposes of tendering, the Tenderer must at least complete the points claimed for the 80/20 preference system. For completeness, the best however is to complete the points claimed for both the 80/20 and 90/10 preference system. The points claimed for MBD 6.1 will be used in determining the specific goals points for all the categories the Tenderer has tendered for.

QUESTION 2: who must complete the Reference Letter?

ANSWER 2: This reference letter must be completed by the referee / client 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 as stated on this template. 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.

In some cases, Tenderers have reference letters for work previously done. The Tenderer is to ensure that the information JW has requested on the Contactable Reference letter template provided in the tender document, is on their client reference letters. If that information is not on their client reference

letters, the Tenderer is to request that their client completes the Contactable Reference Letter and the Tenderer submits it with their tender documents in order to be awarded the points under functionality.

QUESTION 3: Bidder raise a question if consumables need SABS Certified

ANSWER 3: Bidders were referred to read the terms and conditions. (PAGE 97)

NO: is required for All electrically operated equipment shall comply with the relevant South African Bureau of Standards (SABS). page 38 of tender document.

QUESTION 4: Service Provider provide the Uniform and Cleaning Chemicals for the cleaners and cleaning services category?

ANSWER 4: Yes, the Service Provider must bring own uniform (preferably PPE) for their cleaners, Johannesburg Water will provide cleaning materials as stated in the scope of work.

QUESTION 5: Why JW is requesting the financial statements?

ANSWERS 5: Declaration of Procurement Above R10m (All Applicable Taxes Included). If the estimated calculations reveal that the category inclusive of all taxes will be R10m, MBD 5 will be applicable. If Tenderer hasn't completed MBD5, communication with a due date for submission of the administrative form will sent, failure to submit the completed form, will result in disqualification.

If by law the Tenderer is required to prepare audited financial statement, the Tenderer must submit with their tender document, audited annual financial statement for the past three years or since the date of establishment if established during the past three years. If the Tender is not required by law to prepare annual financial statement for auditing, they shall be required to furnish their Annual Financial Statement for the past three (3) years or since their establishment if established during the past three (3) years. If the Tenderer has not provided annual financial states as envisaged in MBD5, the bid evaluation may request that Tenderer to submit the annual financial statements.

Note:

- Bidders are notified that there is a typing error on tender page numbers there is omission of page 76 of 107 on tender document but there is no information missing on tender document bidder must submit tender document at the format was issued.
- Category 1: Cleaners and Cleaning Services, the measure will be on cleaning services or provision of cleaners.
- Category 4: Supply of Consumables, the zero (0) score, the "and above" is to be deleted.

6. CLOSURE

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.

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