

## CCTV INSPECTION OF SEWER INFRASTRUCTURE – PANEL OF SERVICE PROVIDERS FOR A PERIOD OF 36 MONTHS

## TENDER BRIEFING - MINUTES

<b><u>CONTRACT NUMBER:</u></b>	JW 14345
<b><u>CONTRACT TITLE:</u></b>	CCTV INSPECTION OF SEWER INFRASTRUCTURE – PANEL OF SERVICE PROVIDERS FOR A PERIOD OF 36 MONTHS
<b><u>DEPARTMENT:</u></b>	CAPEX
<b><u>DATE OF MEETING:</u></b>	06 MAY 2024
<b><u>TIME OF MEETING:</u></b>	13:00
<b><u>VENUE FOR MEETING:</u></b>	HEAD OFFICE AUDITORIUM
<b><u>CLOSING DATE:</u></b>	28 MAY 2024
<b><u>CLOSING TIME:</u></b>	10:30AM

1. **WELCOME**

Ms Gcina Ndela welcomed everyone who attended the meeting and introduced JW personnel.

NAME & SURNAME	EMAIL ADDRESS	DEPARTMENT
Gcina Ndela	<a href="mailto:Gcina.ndela@jwater.co.za">Gcina.ndela@jwater.co.za</a>	Supply Chain
Nthabiseng More	<a href="mailto:nthabiseng.more@jwater.co.za">nthabiseng.more@jwater.co.za</a>	Supply Chain
Tshepo Ramatlo	<a href="mailto:Tshepo.ramatlo@jwater.co.za">Tshepo.ramatlo@jwater.co.za</a>	Capex

2. **CONTACT PERSONS**

Mr Tshepo Ramatlo

Email: [tshepo.ramatlo@jwater.co.za](mailto:tshepo.ramatlo@jwater.co.za)

Telephone number: 011 688 1719

Ms. Gcina Ndela

Email: [gcina.ndela@jwater.co.za](mailto: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.

**CCTV INSPECTION OF SEWER INFRASTRUCTURE – PANEL OF SERVICE PROVIDERS FOR A PERIOD OF 36 MONTHS**

**TENDER BRIEFING - MINUTES**

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- Tender documents are available in PDF format at no cost on Johannesburg Water website ([www.johannesburgwater.co.za](http://www.johannesburgwater.co.za)) and on eTenders.gov.za as of 25 April 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 Business owned by 51% or more –Black Youth.
  - 5 points for Business owned by 51% or more black people with disabilities.
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**CCTV INSPECTION OF SEWER INFRASTRUCTURE – PANEL OF SERVICE PROVIDERS FOR A PERIOD OF 36 MONTHS**

**TENDER BRIEFING - MINUTES**

---

- 5 points for SMME (EME or QSE) owned by 51% or more - Black People
- 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 28 May 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.

**CCTV INSPECTION OF SEWER INFRASTRUCTURE – PANEL OF SERVICE PROVIDERS FOR A PERIOD OF 36 MONTHS**

**TENDER BRIEFING - MINUTES**

---

- 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 Declaration of Interest form MBD 4
  7. A completed and signed Preference Points (Specific Goals) Claim Form MBD 6.1
  8. A completed and signed Declaration of Bidder's Past Supply Chain Management Practices MBD 8
  9. A completed and signed Certificate of Independent Bid Determination (MBD 9)
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**CCTV INSPECTION OF SEWER INFRASTRUCTURE – PANEL OF SERVICE PROVIDERS FOR A PERIOD OF 36 MONTHS**

**TENDER BRIEFING - MINUTES**

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**TECHNICAL PRESENTATION BY Mr TSHEPO RAMATLO**

4. **SCOPE OF WORK**

Employer's Objectives:

The employer's objective is to investigate and report on the status of sewers within the Johannesburg CBD and the surrounding areas, in order to address any inadequate services or possible problematic areas.

Overview of the Works:

The work to be carried out under this contract includes the CCTV surveys and possible cleaning of the specified sewer lines within the Johannesburg CBD and the surrounding areas. This project entails CCTV inspecting of approximately 110 km of sewer pipes of various diameters ranging from 100mm to 2000mm.

The scope of 110km indicates the extent of the sewer network in the City of Johannesburg not necessary the scope to be carried out.

Extent of the Works

The primary activities of the project entail the following:

Sewer line cleaning and investigating and recording structural condition of existing sewers by means of CCTV technologies;

- Traffic control and temporary signage during inspection;
- Location, exposing and protection of existing sewer/stormwater manholes;
- Sewer over pumping;
- Blockage clearing; and
- Sewer manhole plugging

**CCTV INSPECTION OF SEWER INFRASTRUCTURE – PANEL OF SERVICE PROVIDERS FOR A PERIOD OF 36 MONTHS****TENDER BRIEFING - MINUTES**

---

**5. EVALUATION CRITERIA**

**All bidders that have been appointed to the panel will be subjected to the following works allocation strategy for each work package allocation.**

Bid Evaluation Committee (BEC), will evaluate the Bid in stages following the strategy outlined below:

- i. All panelists under panel will be eligible for work packages.
  - ii. Bills of Quantities will be sent out to all panelists with the following documentation/Conditions:
    - Mandatory Briefing Session.
    - Bill of Quantities of the specific work package
    - Project Specifications
    - Project Drawings if applicable
    - Occupational Health and Safety and Environmental Specifications
    - Pricing Instructions as tendered.
    - Bill of Quantities Validity of 120 calendar days from the closing date of submission of Bill of Quantities.
  - iii. Panelists will be given fourteen (14) calendar days after the Briefing Session to submit Bills of Quantities.
  - iv. Panelists will be required to submit with their Bills of Quantities the following documentation:
    - Central Supplier Database (CSD) Report,
    - MBD1, MBD4, MBD6.1, MBD8 and MBD 9
    - Documentation required to confirm points claimed for Specific Goals specified in MBD6.1 (to verify Specific Goals point allocation).
    - Municipal Rates and Taxes not owing more than 90 Days for Directors and Entity; also required for Specific Goals.
  - v. Bids will be ranked from highest to lowest based on price and specific goals, the highest ranked panelist will have the highest points and be ranked 1.
  - vi. Work package less than R50,000,000,00 in value, point scoring system of 80/20 will be used whereby scores for price will be calculated out of 80 and score for Specific Goals will be calculated out of 20.
  - vii. The points for price and points for specific goals will be added together and ranked from highest to lowest, the highest ranked panelist will have the highest points and be ranked 1
  - viii. The highest scoring panelist (in terms of price and points for specific goals) will be recommended for a work package allocation.
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**CCTV INSPECTION OF SEWER INFRASTRUCTURE – PANEL OF SERVICE PROVIDERS FOR A PERIOD OF 36 MONTHS****TENDER BRIEFING - MINUTES**

ix. Objective criteria: Capacity.

The Work Package will be recommended to the subsequent highest Scoring Panelist if the Highest Scoring Panelist does not have adequate capacity to be recommended for the work package based on the results of the Resource Availability Assessment.

The following information will be requested from Panelist to evaluate bidders' capacity:

- List of active commitments with JW. A project can be removed from the list of JW active projects upon the service provider providing completion letter or certificate issued by the client.
- Number of CCTV teams the company has. A CCTV team is referring to a camera and its operator.
- A service Provider will only be appointed if the number of CCTV teams exceeds the list of active commitments with JW, below table is for clarity:

<b>A</b>	<b>B</b>	<b>(A-B) =C</b>
<b>Number of CCTV teams with camera's equipment</b>	<b>Number of active commitments with JW</b>	<b>Projects eligible for allocation</b>
		If A-B is equal or less than zero then the panelist is not eligible for allocation.
		If A-B is equal or greater than one then the panelist is eligible for allocation up to a value of C

x. Upon completion of the evaluation process, BEC compiles this report with a recommendation to the BAC for consideration.

xi. If a Panelist declines or cannot be awarded for any reason a Work Package the subsequent highest scoring panelist can be awarded.

xii. If the Panelist is terminated due to poor performance, they will not be allocated any subsequent work.

xiii. Allocation will be concluded by the BAC for work packages equal or below R5 Million and by the Accounting Officer for Work Packages above R5 Million.

**CCTV INSPECTION OF SEWER INFRASTRUCTURE – PANEL OF SERVICE PROVIDERS FOR A PERIOD OF 36 MONTHS****TENDER BRIEFING - MINUTES**

---

**6. PRICING**

The Service Provider shall be provided with Bill of Quantities at work allocation stage then also required to submit quotations for specific work packages on an as and when basis.

**7. TENDER DATES**

Tender Closing: **10:30 on 28 May 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 14345** 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 bidders are tendering as JV, should they submit their separate BBBEE certificates or a joint one?**
- **ANSWER 1 : A consolidated BBBEE or a joint venture agreement signed by all parties is sufficient.**
  
- **QUESTION 2 : Does the evaluation capacity have to be specifically for JW or it can be any?**
- **ANSWER 2 : The evaluation of the bidder's capacity at work allocation stage will only be for active commitments with Johannesburg Water.**
  
- **QUESTION 3 : Does the reference letter specifically have to be from JW or any other entity?**
- **ANSWER 3 : The reference letter can be from any entity/client if it is on the client's letterhead or the template provided in the tender document.**
  
- **QUESTION 4 : Please clarify pricing data on page 86.**
- **ANSWER 4 : Price will not be evaluated at this stage, BOQ will be issued to selected panellists.**

**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 20 May 2024 at 16:00.

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



**CCTV INSPECTION OF SEWER INFRASTRUCTURE – PANEL OF SERVICE PROVIDERS FOR A  
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**TENDER BRIEFING - MINUTES**

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