

JW CHR 001/23

JW CHR 001/23 APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE FACILITIES MANAGEMENT SERVICES (CLEANING, HYGIENE AND WASTE MANAGEMENT SERVICES) FOR JOHANNESBURG WATER HEAD OFFICE TURBINE HALL FROM DATE OF TENDER AWARD TO 31 MARCH 2025.

<u>CONTRACT NUMBER:</u>	JW CHR 001/23
<u>CONTRACT TITLE:</u>	APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE FACILITIES MANAGEMENT SERVICES (CLEANING, HYGIENE AND WASTE MANAGEMENT SERVICES) FOR JOHANNESBURG WATER HEAD OFFICE TURBINE HALL FROM DATE OF TENDER AWARD TO 31 MARCH 2025.
<u>DEPARTMENT:</u>	HUMAN RESOURCES AND CORPORATE SERVICES
<u>DATE OF MEETING:</u>	26 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 Lazola Lupondwana

Mr. Lazola Lupondwana welcomed everyone who attended the meeting and introduced the Johannesburg Water facilities manager and contracts manager for this contract Ms. Morwesi Tlali.

Mr. Lazola Lupondwana 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
Ms. Morwesi Tlali	Nthabiseng More
Ms. Sajida Mia	nthabiseng.more@jwater.co.za
011 688 1480	011 688 1512
011 688 1518	

3. JOHANNESBURG WATER REPRESENTATIVES THAT ATTENDED THE BRIEFING MEETING

NAME & SURNAME	DEPARTMENT
Ms. Morwesi Tlali	Human Resources and Facilities Management
Mr. Lazola Lupondwana	Supply Chain Management

4. SUPPLY CHAIN MANAGEMENT PRESENTATION BY Lazola Lupondwana

- 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-Tender Portal.
- 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 Ntemi 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);
 - a) Price; and
 - b) Specific Goals.

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	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 (80/20 system)
Business owned by 51% or more – Black Youth	5
Business owned by 51% or more- Black People with Disabilities	5
Business owned by 51% or more - Black People who are Military Veterans	5
SMME (An EME or QSE) owned by 51% or more - Black People	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.

Mandatory Evaluation Criteria: NB: Bidders that fail to comply with the above mandatory requirement may not be considered furtherfor 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 orallocation strategy.		YES

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

		<p>copy of valid lease agreement where premises are rented OR</p> <p>Confirmation that suitable arrangements are in place for arrear municipal obligations with your local municipality OR</p> <p>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</p>	
12.	Annexure	<p>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</p> <p>Confirmation that suitable arrangements are in place for arrear municipal obligations with your local municipality OR</p> <p>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.</p>	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.

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AWARD STRATEGY	The tender will be awarded to the Tenderer scoring the highest points in terms of Price and Specific goals.
ALLOCATION STRATEGY	The tender will be allocated to the Tenderer scoring the highest points in terms of Price and Specific goals.

2. FUNCTIONAL CRITERIA

CATEGORY 1 EVALUATION CRITERIA: PROVISION OF CLEANERS AND CLEANING SERVICES					
CRITERIA NO #	CRITERIA	EVIDENCE	SUB-CRITERIA/CLAUSE	WEIGHTING	SCORE
1.	COMPANY EXPERIENCE IN CLEANING SERVICES, HYGIENE SERVICES INCLUDING WASTE MANAGEMENT.	<p>The Tenderer is to submit Contactable Reference letter/s as proof of successful Cleaning Services, Hygiene Services including Waste Management successfully provided in the past.</p> <p>NB: 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.</p> <p>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. See note 1.</p>	Number of Successfully completed Cleaning Services, Hygiene Services including waste management. Projects	100	
			No submission / submitted unrelated evidence / service rendered to less than one (1) client.		0
			Service successfully rendered to one (1) client but less than two (2) clients.		30
			Service successfully rendered to two (2) but less than three (3) clients.		60
			Service successfully rendered to three (3) or more clients.		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	

Note 1: Please note that the Tenderer does not necessarily have to obtain the experience at the same time from the same clients. Tenderer make request or make copies of Contactable Reference template if more are required.

Note 2: It is the Tenderer's responsibility to ensure that the Contactable Reference is contactable. A reference check with the Tenderer's reference will be done for the Tenderers that have scored the minimum qualifying score. The Contactable Reference will have 5 working days from time of request by Johannesburg Water to confirm, in writing, the information on the Contactable Reference letter. Failure to confirm the reference by the Tenderer's reference contact within the stipulated time will result in the points for contactable reference not being allocated to the Tenderer.

Note 3: Please note that the Tenderer must meet the total minimum qualifying score of 60 points to progress to the next stage.

3. PRESENTATION ON PRICING SCHEDULE BY

The pricing is a fixed cost per month all inclusive.

4. TENDER DATES

Tender Closing: **10:30 on 21 May 2024**. No late submissions will be accepted under any circumstances. Tenderdocuments must be submitted in sealed envelopes, clearly marked with the tender number and must be deposited in the tender box.

5. QUESTIONS AND ANSWERS BY USER DEPARTMENT

QUESTION 1: Will Tenders be allowed to tender for only portion of the scope of work?

ANSWER 1: No, the Tenderer must submit a tender for the entire scope of work. If Tenderer doesn't have the all the skills or the experience, the Tenderer may joint venture or subcontract with a Tenderer that has the skills or the required experience. Should a joint venture be formed, then the specific goals will be for the joint venture. An JV agreement will have to be submitted with the tender document. Please see note in the tender document with regards to administrative requirements.

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: Will the waste bins leased to JW or an outright purchase.

ANSWER 3: The waste bins will be an outright purchase by JW, they will be the property of JW. Tenders are to therefore factor in the selling price and not a lease agreement. The selling price can be divided by the months until 31 March 2025. In order to be able to compare like for like, the Tenderers must assume a period of eight months.

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.

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.

Mr. Lazola Lupondwana thanked all who attended the briefing, and the meeting was adjourned.