

**CONTRACT JW14409**

**SUPPLY OF PLOTTER AND MAINTENANCE OF PLOTTER ON AS AND WHEN REQUIRED BASIS FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

<b><u>CONTRACT NUMBER:</u></b>	<b>JW14409</b>
<b><u>CONTRACT TITLE:</u></b>	<b>SUPPLY OF PLOTTER AND MAINTENANCE OF PLOTTER ON AS AND WHEN REQUIRED BASIS FOR A PERIOD OF THIRTY-SIX (36) MONTHS</b>
<b><u>DEPARTMENT:</u></b>	<b>SUPPLY CHAIN MANAGEMENT</b>
<b><u>DATE OF MEETING:</u></b>	<b>8 May 2024</b>
<b><u>TIME OF MEETING:</u></b>	<b>11H00</b>
<b><u>VENUE FOR MEETING:</u></b>	<b>AUDITORIUM, GROUND FLOOR, TURBINE HALL NEWTOWN</b>

**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 **NON – COMPULSORY**.

**2. CONTACT PERSONS**

<b>TECHNICAL ENQUIRIES</b>	<b>GENERAL ENQUIRIES</b>
Nhlanhla Nkosi	Nthabiseng More
Nhlanhla.nkosi@jwater.co.za	<a href="mailto:nthabiseng.more@jwater.co.za">nthabiseng.more@jwater.co.za</a>

**3. JOHANNESBURG WATER REPRESENTATIVES THAT ATTENDED THE BRIEFING MEETING**

<b>NAME &amp; SURNAME</b>	<b>DEPARTMENT</b>
Ms. Nthabiseng More	Supply Chain
Ms Gcina Ndela	Supply Chain
Mr. Nhlanhla Nkosi	Capex

#### 4. SUPPLY CHAIN MANAGEMENT PRESENTATION BY Nthabiseng More

- Y Bid documents are available in PDF format, at no cost to the bidder, on the Johannesburg Water website ([www.johannesburgwater.co.za](http://www.johannesburgwater.co.za)) and on e-TenderPortal.
- Y 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.
- Y 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.
- Y 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.
- Y 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.
- Y 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.
- Y 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.

- Y 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.
- Y Bids received after the closing time and date will not be accepted and will be returned to the bidder unopened.
- Y 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.
- Y 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.
- Y 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.
- Y 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 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.**

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)
Business owned by 51% or more - <b>Black People who are Youth</b>	10
Business owned by 51% or more- <b>Women</b>	10
<b>TOTAL</b>	<b>20</b>

- Y 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.
- Y Tender will be valid for 90 days after closing date and may be extended upon agreement between Johannesburg Water and the bidder.
- Y 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.
- Y 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.
- Y Bidders must submit Municipal Rates for both the Company and the director if renting submit a valid lease agreement.
- Y Bidders are to fill in the tender submission register at security after submitting their bids.
- Y 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.
- Y Bidders are also advised to check their emails for communication from either of the Johannesburg Water representatives as stated on the tender cover page.
- Y 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.

**5. Mandatory Evaluation Criteria: NB: Bidders that fail to comply with the above mandatory requirement may not be considered further for evaluation.**

NO.	MANDATORY CRITERIA	YES
1.	<p>Tenderers who qualify as Authorized Dealers/ Channel Partners please provide a letter from the Original Equipment Manufacturer (OEM) on their letter head confirming the Service Provider to be an authorized dealer/ channel partner.</p> <p>If Original Equipment Manufacturer (OEM), provide letter on your letter head indicating you are the OEM.</p> <p><b>Tenderers who do not provide the above information will be disqualified immediately.</b></p>	Yes
2.	<p>Please provide brochures outlining specifications of the plotter to be provided. Specifications of the plotter to be provided are to meet technical requirements as indicated in the scope of work as a minimum.</p> <p><b>Tenderers who provide brochures with technical specifications which do not meet the technical requirements as indicated in the scope of work will be disqualified immediately.</b></p>	Yes
3.	Completed and Signed Price Schedule as per award and or allocation strategy.	Yes

**6. ADMINISTRATIVE EVALUATION**

NO.	REFERENCE TO TENDER DOCUMENT	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 6.1	Preference Points Claim in Terms of The Preferential Procurement Regulations 2022	Completed and signed MBD 6.1 Form.
7.	MBD 8	Declaration of Bidder's Past Supply Chain Management Practices	Completed and signed MBD 8 Form.
8.	MBD 9.	Certificate of Independent Bid Determination	Completed and signed MBD 9 Form.

## EVALUATION

9.	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.
10.	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 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
11.	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
12.	Annexure	Joint Venture, Consortium, or equivalent agreement– if applicable.	Joint Venture, Consortium, or equivalent agreement signed showing percentage ownership of parties – if applicable.

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.

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7. Award and Allocation Strategy:

<b>AWARD STRATEGY</b>	A tenderer who scores the highest score in terms of pricing and Specific Goals will be recommended for award.
<b>ALLOCATION STRATEGY</b>	The tender will be allocated to the highest scoring tenderer in terms of price and specific goals.

## 8. PRESENTATION BY Nhlanhla Nkosi

The following aspects will be considered during the functional evaluation:

CRITERIA NO #	CRITERIA	EVIDENCE	SUB-CRITERIA/CLAUSE	MAX SCORE	SCORE
1.	Experience with respect to servicing or maintaining of plotters within the past five (5) years counting back from date of tender closure.	Supporting Documents Required include Contactable Reference Letters or on Client Letter Head with required Information, as per contactable reference.  <i>This contactable reference 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.</i>	<b>Sub-Criteria for number of projects completed within the past five (5) in the servicing or maintaining plotters</b>	100	
			No projects completed.		0
			One (1) project		30
			Two (2) projects		70
			Three (3) or more projects		100
MINIMUM QUALIFYING SCORE					70
TOTAL					100



## 9. PRESENTATION ON PRICING SCHEDULE BY Nhlanhla Nkosi

Refer to Pricing on page 48 to 49.

The Service Provider shall only claim rates / fees payable in terms of the pricing schedule below:

## 10. TENDER DATES

Tender Closing: **10:30 on 29 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 **JW14409** and they must be deposited in the tender box.

## 11. QUESTIONS AND ANSWERS BY USER DEPARTMENT

Nhlanhla mentioned that an addendum would be issued to rectify some errors which had been identified in the tender document, especially the technical specifications.

Nhlanhla mentioned that there was an also error in the scope of work. The number of services required was stated as "Three times a year" in the scope of work. The correct pricing was the one in the pricing schedule which stated that maintenance should be done "every 4 months (Three times a year)" for three years. This amendment would also be included in the addendum to be issued.

QUESTION: Is the certificate for individual appropriate for tendering?

ANSWER: No, we expect the certificate from the company not individual, company must be authorized not individual.

## 12. CLOSURE

Bidders are reminded to constantly look out for communication from Johannesburg Water Website and there will be an addendum issued out.

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