

CONTRACT JW CYD 010/23
SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF PHOSPHATE, AMMONIA AND CHLORINE ANALYSERS AT VARIOUS WASTEWATER TREATMENT WORKS ON A ONCE OFF BASIS
TENDER BRIEFING - MINUTES

<u>CONTRACT NUMBER:</u>	JW CYD 010/23
<u>CONTRACT TITLE:</u>	SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF PHOSPHATE, AMMONIA AND CHLORINE ANALYSERS AT VARIOUS WASTEWATER TREATMENT WORKS ON A ONCE OFF BASIS
<u>DEPARTMENT:</u>	OPERATIONS SUPPORT
<u>DATE OF MEETING:</u>	12 AUGUST 2024
<u>TIME OF MEETING:</u>	11:00
<u>VENUE FOR MEETING:</u>	HEAD OFFICE AUDITORIUM
<u>CLOSING DATE:</u>	22 AUGUST 2024
<u>CLOSING TIME:</u>	10:30AM

1. WELCOME

Ms Nthabiseng More welcomed everyone who attended the meeting and introduced JW personnel.

NAME & SURNAME	EMAIL ADDRESS	DEPARTMENT
Nthabiseng More	Nthabiseng.more@jwater.co.za	Supply Chain
Amanda Mnisi	Amanda.mnisi@jwater.co.za	Supply Chain
Khonzeka Sepeng	Khonzeka.sepeng@jwater.co.za	Operations Support
Grace Moshole	Grace.moshole@jwater.co.za	Operations Support

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2. CONTACT PERSONS

Ms Amanda Nkomo

Email: amanda.nkomo@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 NTHABISENG MORE

- Ms Nthabiseng More indicated that this is an open tender and the meeting is NON-COMPULSORY, therefore bidders who did not attend the meeting will be considered for this tender. Bidders must ensure that they sign the attendance register.
- 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 5 August 2024.
- 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. 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).

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- 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 Business owned by 51% or more – **Black Youth**
- 10 points Businesses located within the boundaries of the COJ.
- 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.

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- No bids will be considered from persons in the service of the state.
- 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 sent to tenderers as there might be a problem with the emails sent 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 3.1
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
10. A completed and signed Certificate of Independent Bid Determination (MBD 9)

Ms Khonzeka Sepeng presented the following:

4. SCOPE OF WORK

The scope of Work for all the commodities was discussed from pages 34 to 35 and the evaluation stages on page 36

5. EVALUATION CRITERIA

Thoroughly explained.

Technical Evaluation Criteria

The total Weighting is 100 and the Minimum Qualifying Score is 60.

The following aspects will be considered during the functional evaluation:

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TENDERER'S EXPERIENCE					
CRITERIA NO.	CRITERIA	EVIDENCE	SUB-CRITERIA/CLAUSE	MAX SCORE	SCORE
1.	Tenderer's experience with respect to supply, delivery, installation and commissioning of online equipment such as but not limited to phosphate, ammonia and chlorine analysers The experience of supply and delivery, and installation and commissioning can be obtained from multiple clients.	The tenderer must provide Contactable Reference Letter(s)/ Purchase orders as proof. NB: The attached reference template must be completed by the referee and included in the tender submission. Alternatively, the client's letterhead or purchase order may be used for this purpose provided it complies with the functional criteria requirements in the Contactable Reference template.	Tenderer's Experience with respect to Supply and Delivery or provision, and Installation and Commissioning of Online Equipment such as but not limited to phosphate, ammonia and chlorine analysers.	100	
			No Contactable Reference Letter /Purchase Order submitted.		0
			One Contactable Reference Letter /Purchase Order submitted.		70
			Two or more Contactable Reference Letters /Purchase Orders Submitted.		100
The tenderer is required to obtain a minimum of 70 points in order to be evaluated further					
MINIMUM QUALIFYING SCORE				70	
TOTAL				100	

6. PRICING

Pricing schedule on pages 48 to 52 was explained in detail.

7. Contactable Reference Letter

The contactable reference letter was explained in detail on page 53.

8. Special Conditions and Safety

Special Conditions on page 58 was brought forward and the importance of going through it was emphasized with the safety aspects of the document.

9. TENDER DATES

Tender Closing: **10:30 on 22 August 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 010/23** and they must be deposited in the tender box. Under no circumstances must the tender document be given to JW employee or security personnel.

10. QUESTIONS AND ANSWERS

QUESTION 1: Will bidders be allowed to do a site visit?

ANSWER 1: Bidders are to email Ms Amanda Nkomo.

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QUESTION 2: Will there be a public opening?

ANSWER 2: Yes.

QUESTION 3: Should bidders submit safety file?

ANSWER 3: Not yet that will be post-award, however bidders can acquaint themselves with the documents that relates to OHS

QUESTION 4: Bidders based their concerns on the 1-month lead time given by JW, can the lead time be extended?

ANSWER 4: Yes, Lead time from 1 month to 4-8 weeks

CLOSURE

Should bidders need any clarity, all queries are to be sent no later than 21 August 2024 at 16:00.

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

PLEASE NOTE THAT THE CLOSING DATE HAS BEEN EXTENDED FROM 22 AUGUST 2024 TO 29 AUGUST 2024 AT 10:30AM.

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