

CONTRACT JW CYD 012/23
SUPPLY, DELIVERY, INSTALLATION, AND COMMISSIONING OF THE PLATE POURER SYSTEM
ON A ONCE-OFF BASIS

TENDER BRIEFING - MINUTES

<u>CONTRACT NUMBER:</u>	JW CYD 012/23
<u>CONTRACT TITLE:</u>	SUPPLY, DELIVERY, INSTALLATION, AND COMMISSIONING OF THE PLATE POURER SYSTEM ON A ONCE-OFF BASIS
<u>DEPARTMENT:</u>	OPERATIONS SUPPORT
<u>DATE OF MEETING:</u>	15 AUGUST 2024
<u>TIME OF MEETING:</u>	13:00
<u>VENUE FOR MEETING:</u>	HEAD OFFICE AUDITORIUM
<u>CLOSING DATE:</u>	23 AUGUST 2024
<u>CLOSING TIME:</u>	10:30AM

1. WELCOME

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

NAME & SURNAME	EMAIL ADDRESS	DEPARTMENT
Gcina Ndela	Gcina.ndela@jwater.co.za	Supply Chain
Sinna Hlongwane	Sinna.hlongwane@jwater.co.za	Supply Chain
Nondalo Shandu	Nondalo.shandu@jwater.co.za	Operations Support

2. CONTACT PERSONS

Ms Nondalo Shandu

Email: nondalo.shandu@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 GCINA NDELA

- Ms Gcina Ndela 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.

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- 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 Business owned by 51% or more – **Black Youth**
- 10 points SMME (An 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 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.
- 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 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 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 Nondalo Shandu presented the following:

4. SCOPE OF WORK

Ms Shandu explained that: The unit is designed to hold 90mm Petri dishes and has dimensions of at least 330 x 655 x 634 mm, making it suitable for free-standing placement. It ensures the controlled pouring of agar or other media into Petri dishes, preventing spills and contamination. The filling chamber is made from a single piece of resistant PE for easy cleaning, and a UV lamp covers the entire rotor length to provide optimal bactericidal efficiency in areas prone to contamination.

The unit can stack between 450 to 550 plates and offers precise control over media dispensing through manual levers, valves, or automated systems. It is compatible with various liquids, including viscous media, and features an adjustable flow rate to manage the speed and volume of liquid dispensed. The tubing system is constructed from materials that can handle typical microbiology media, such as agars and broths, and is designed to withstand sterilization processes to maintain aseptic conditions.

Emphasized that: Suppliers are required to indicate "yes" or "no" in the table to demonstrate compliance with the specifications. Tenderers who do not meet the technical requirements as indicated in the scope of work will be disqualified immediately. A Brochure or Technical specification document will be used to indicate compliance.

5. EVALUATION CRITERIA

The tender has one evaluation criteria, The experience of supply, delivery, installation, and commissioning of laboratory equipment can be obtained from multiple clients.

6. PRICING

The pricing schedule consists of the following: Plate Pourer System; Installation and commissioning; and One-day Training of 8 employees.

It is important to note that, If the tenderer is not charging for installation and commissioning, the tenderer must charge R0.00.

7. TENDER DATES

Tender Closing: **10:30 on 23 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 012/23** and they must be deposited in the tender box. Under no circumstances must the tender document be given to JW employee or security personnel.

8. QUESTIONS AND ANSWERS

No questions were posed during the briefing, however bidders were advised to use the contact details of the JW officials should they need any clarity.

CLOSURE

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

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

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