

CONTRACT JW OPS 030/23
TESTING OF LIFTING EQUIPMENT ON AN “AS AND WHEN” REQUIRED BASIS FOR A PERIOD
OF THIRTY-SIX (36) MONTHS

TENDER BRIEFING - MINUTES

<u>CONTRACT NUMBER:</u>	JW OPS 030/23
<u>CONTRACT TITLE:</u>	TESTING OF LIFTING EQUIPMENT ON AN “AS AND WHEN” REQUIRED BASIS FOR A PERIOD OF THIRTY-SIX (36) MONTHS
<u>DEPARTMENT:</u>	OPERATIONS
<u>DATE OF MEETING:</u>	13 AUGUST 2024
<u>TIME OF MEETING:</u>	11:00
<u>VENUE FOR MEETING:</u>	65 NTEMI PILISO STREET NEWTOWN AUDITORIUM
<u>CLOSING DATE:</u>	10 SEPTEMBER 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
Nosipho Mokoena	Nosipho.mokoena@jwater.co.za	Operations

2. CONTACT PERSONS

Mr Thabiso Thabeng

Email: thabisothabeng@jwater.co.za

Telephone number: 011 510 2602

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 Business owned by 51% or more – Black Youth
- 5 points for SMME (An EME or QSE) owned by 51% or more - Black People.
- 5 Businesses located within the boundaries of COJ municipality.
- 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 10 September 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. 3-year financial statements (audited where applicable)
4. Joint Venture / Consortium Agreement signed by all parties.
5. Valid BBBEE Certificate or copy thereof or a valid sworn affidavit.
6. A completed and signed Invitation to Bid form MBD 1
7. A completed and signed Pricing Schedule – Firm Prices MBD 3.1
8. A completed and signed Declaration of Interest form MBD 4
9. A completed and signed Preference Points (Specific Goals) Claim Form MBD 6.1
10. A completed and signed Declaration of Bidder's Past Supply Chain Management Practices MBD 8
11. A completed and signed Certificate of Independent Bid Determination (MBD 9)

Ms Nosipho Mokoena presented the following:

4. SCOPE OF WORK

The contract entails the testing of lifting machines and lifting tackles at various JW sites on an as and when required basis for the duration of the contract. The contract may also include stripping, cleaning, inspection and repair of equipment where required in accordance with the specifications as outlined in this document for a period of thirty-six (36) months.

5. EVALUATION CRITERIA

The tenderers will be evaluated in four stages as follows;

Stage 1: Mandatory Evaluation

The mandatory evaluation consists of three requirement that bidders must meet and failure to meet any of the three requirements will result in disqualification. The mandatory evaluation criteria is as follows;

EVALUATION CRITERIA: (GATE KEEPERS)			
NO.	CRITERIA	DOCUMENTARY EVIDENCE	COMPLY (YES/NO)
1.	The tenderer must submit valid certificate of registration from the Department of Employment and Labour as a Lifting Machinery Entity (LME).		Yes
2.	Tender's inspectors must have valid ECSA (Engineering Council of South Africa) registration. The inspectors must be Registered as Lifting Machinery Inspectors (RLMI). The tenders must submit in the provided space the valid ECSA registration numbers of two or more RLMI's to be assigned to this contract		Yes
3.	Signed Pricing Schedule and completed rates as per award and or allocation strategy.		Yes

Stage 2: Administrative Evaluation

Tenderers will be evaluated on MBD's form and other administrative requirements as stipulated on the tender document.

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Stage 3: Technical Evaluation

TENDERER'S EXPERIENCE AND EXPERIENCE OF KEY PERSONNEL					
CRITERIA NO.	CRITERIA	EVIDENCE	SUB-CRITERIA/CLAUSE	MAX SCORE	SCORE
1	TENDERER'S EXPERIENCE The Tenderer (Company) is required to have experience where testing of lifting equipment was carried out successfully.	The Tenderer (Company) must provide relevant reference letter(s) with proof that they have executed the required works in rendering services where testing of lifting equipment was carried out successfully. <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>	Experience in testing of lifting equipment	40	
			Less than 1 year		0
			1 year or more but less than 2 years		10
			2 years or more but less than 5 years		24
			5 years or more		40
2	EXPERIENCE OF KEY PERSONNEL The Registered Lifting Machinery Inspectors are required to have experience in the testing of lifting equipment.	The tenderer must submit or complete the Curriculum Vitae for their Registered Lifting Machinery Inspectors who will be assigned for the execution of the work. The Registered Lifting Machinery Inspectors are required to have experience in testing of lifting equipment.	Experience of Registered Lifting Machinery Inspectors in testing of lifting equipment	60	
			Either one or both of the two (02) required Registered Lifting Machinery Inspectors have less than 2 years in testing of lifting equipment.		0
			A minimum of two Registered Lifting Machinery Inspectors have 2 years and more but less than 4 years in testing of lifting equipment.		36
			A minimum of two Registered Lifting Machinery Inspectors have 4 years or more years but less than 6 years in testing of lifting equipment.		50
			A minimum of two Registered Lifting Machinery Inspectors have 6 years or more years in testing of lifting equipment.		60
MINIMUM QUALIFYING SCORE				70	
TOTAL				100	

6. PRICING

Pricing is **stage 4** of evaluation, where bidders will be evaluated on price and the specific goals stipulated in the tender document.

The tenderers are required to provide firm prices for year 1, year 2 and year 3, must complete the pricing schedule in full and sign the pricing schedule.

The tenderers must provide the unit rate of each item excluding VAT, the VAT amount and a rate including VAT as required on the pricing schedule.

7. SPECIAL CONDITIONS

The tenderers were requested to go through the special conditions of the tender as those conditions will become the terms and condition of the contract upon award.

8. TENDER DATES

Tender Closing: **10:30 on 10 SEPTEMBER 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 OPS 030/23** and they must be deposited in the tender box. Under no circumstances must the tender document be given to JW employee or security personnel.

9. QUESTIONS AND ANSWERS

- **Question 1:** Will a contract between a tenant and landlord be sufficient for proof of address?

Answer 1: Yes

- **Question 2:** How many reference letters are required for evaluation?

Answer 2: Tenderers will not be evaluated on the number of reference letters submitted. The evaluation will be based on the number of years of experience stipulated in the reference letter(s) submitted.

- **Question 3:** Will bidders be considered if there is no written proof of experience?

- **Answer 3:** No, only bidders who have submitted reference letter(s) as proof of the required experience will be considered.

- **Question 4:** Will POs be accepted as proof of experience?
- **Answer 4:** No, only reference letters will be considered as documentary evidence for experience.
- **Question 5:** Can bidders replace the reference letter template with reference letters from clients with company letterhead?
- **Answer 5:** Yes
- **Question 6:** In terms of serving, there are items which are serviced in 3 months intervals such as slings, however on the pricing schedule, JW has only made provision for 6 months and annual servicing. Must bidder provide a service fee of 3 months intervals?
- **Answer 6:** Bidders must price as outlined on the pricing schedule.
- **Question 7:** Are the equipment requiring serving located in one premises or different locations?
- **Answer 7:** Different locations within the boundaries of CoJ. Except for Driefontein Wastewater Treatment Works which is facility owned by Johannesburg Water (JW) but it is located at Muldersdrift in Mogale City. Driefontein Wastewater Treatment Works is also part of the scope of the contract.
- **Question 8:** How far apart are the premises to be serviced located from each other?
- **Answer 8:** The distance between premises varies, however, all the premises are located within the boundaries of CoJ. Except for Driefontein Wastewater Treatment Works which is facility owned by Johannesburg Water (JW) but it is located at Muldersdrift in Mogale City. Driefontein Wastewater Treatment Works is also part of the scope of the contract.
- **Question 9:** How many cranes must be serviced and what type of weights are used?
- **Answer 9:** The contract is structured as an as-and-when contract, whereby quantities are not guaranteed. Therefore, number of cranes to be serviced cannot be confirmed but as per the conditions of contract a service request will be done through an official Purchase Order at Johannesburg Water's discretion.
- **Question 10:** On the CV templates attached, the templates are already completed with dd/month/year, where the bidder is supposed to stipulate the start and end date of the key personnel's experience, how must bidders complete the template?
- **Answer 10:** Bidders must write above or below or next to the dd/month/year. If the space is not sufficient, bidders must submit CVs for their key staff instead of completing the CV template as stipulated on criterion 2: Experience of key personnel.

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 2 SEPTEMBER 2024 at 16:00.

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