

CONTRACT JW CYD 009/23

SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF AUTOSAMPLERS, TURBIDITY PROBES, PH PROBES, DISSOLVED OXYGEN PROBES, MIXED LIQUOR SUSPENDED SOLID PROBES AND NITRATE PROBES AT VARIOUS WASTEWATER TREATMENT WORKS ON A ONCE OFF BASIS.

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| <u>CONTRACT NUMBER:</u> | JW CYD 009/23 |
| <u>CONTRACT TITLE:</u> | SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF AUTOSAMPLERS, TURBIDITY PROBES, PH PROBES, DISSOLVED OXYGEN PROBES, MIXED LIQUOR SUSPENDED SOLID PROBES AND NITRATE PROBES AT VARIOUS WASTEWATER TREATMENT WORKS ON A ONCE OFF BASIS. |
| <u>DEPARTMENT:</u> | SUPPLY CHAIN MANAGEMENT |
| <u>DATE OF MEETING:</u> | 12 August 2024 |
| <u>TIME OF MEETING:</u> | 13H00 |
| <u>VENUE FOR MEETING:</u> | AUDITORIUM, GROUND FLOOR, TURBINE HALL NEWTOWN |

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

| TECHNICAL ENQUIRIES | GENERAL ENQUIRIES |
|--|--|
| Amanda Nkomo | Nthabiseng More |
| amanda.nkomo@jwater.co.za | nthabiseng.more@jwater.co.za |
| | |

3. JOHANNESBURG WATER REPRESENTATIVES THAT ATTENDED THE BRIEFING MEETING

| NAME & SURNAME | DEPARTMENT |
|---------------------------|-------------------|
| Ms. Nthabiseng More | Supply Chain |
| Ms Amanda Mnisi | Supply Chain |
| Ms Khonzeka Sepeng | Cydna Lab |
| Ms Grace Moshole | Cydna Lab |

4. SUPPLY CHAIN MANAGEMENT PRESENTATION BY Nthabiseng More

- 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, page 19n must be completed and signed.
- 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.
- offer to be valid for 90 days from the closing date of bid.

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 – Black Youth | 10 |
| Businesses located within the boundaries of the COJ | 10 |
| 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.
- 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.

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. | Signed Pricing 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. |
| 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 | Submit applicable documentation with the tender submission |

EVALUATION

| | | | |
|-----|----------|--|--|
| | | 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 | |
| 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 | Occupational Health and Safety Declaration form. | Occupational Health and Safety Declaration form. |
| 13. | Annexure | Joint Venture, Consortium, or equivalent agreement– if applicable. | Joint Venture, Consortium, or equivalent agreement signed showing percentage ownership of parties – if applicable. |

Tenderers will be notified of any omitted, outstanding, missing and or incomplete administrative documents and will be offered a period of 3 days to complete or submit those pages i.e., Municipal Bidding Documents (MBD), authority to sign and other administrative documents that require completion and signatures. These exclude documentation on functionality, price and preference points for specific goals, and MBD 6.2 Local Production and Content.

Tenders that are received contrary to the above requirements will be disqualified after three (3) days period has lapsed.

CONTRACT JW14409
SUPPLY OF PLOTTER AND MAINTENANCE OF PLOTTER ON AS AND WHEN REQUIRED BASIS
FOR APERIOD OF THIRTY-SIX (36) MONTHS

7. Award and Allocation Strategy:

| | |
|----------------------------|--|
| AWARD STRATEGY | Award to the highest-scoring tenderer per commodity in terms of price and specific goals. No limit on the number of commodities that a tenderer can be awarded. |
| ALLOCATION STRATEGY | Allocate to the highest tenderers per commodity in terms of price and specific goals. No limit on the number of commodities that a tenderer can be allocated. |

PRESENTATION BY Khonzeka

8. The scope of Work for all the commodities was discussed from pages 34 to 36 and the evaluation stages on page 37

9. 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:

| TENDERER'S EXPERIENCE | | | | | |
|--|---|---|--|-----------|-------|
| CRITERIA NO. | CRITERIA | EVIDENCE | SUB-CRITERIA/CLAUSE | MAX SCORE | SCORE |
| 1. | Tenderer's experience with respect to supply and, delivery or provision, and installation and commissioning of online equipment such as but not limited to autosamplers, turbidity, pH, DO, MLSS and Nitrate. The experience of supply and delivery, 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 Autosampler, Turbidity, pH, Do, MLSS and Nitrate. | 100 | |
| | | | No Contactable Reference Letter /Purchase order. | | 0 |
| | | | One Contactable Reference Letter / Purchase order. | | 60 |
| | | | Two or more Contactable Reference Letters / Purchase orders. | | 100 |
| The tenderer is required to obtain a minimum of 60 points in order to be evaluated further | | | | | |

| | |
|--------------------------|-----|
| MINIMUM QUALIFYING SCORE | 60 |
| TOTAL | 100 |

10. PRESENTATION ON PRICING SCHEDULE BY Khonzeka

Refer to Pricing on page 48 to 54.

11. Contactable Reference Letter

The contactable reference letter was explained in detail on page 56.

12. Special Conditions and Safety

Special Conditions on page 61 was brought forward and the importance of going through it was highlighted with the safety aspects of the document.

13. 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 **JWCYD009/23** and they must be deposited in the tender box.

14. QUESTIONS AND ANSWERS BY USER DEPARTMENT

QUESTION: The question was on Leadtime: is not enough to provide all the equipment required

ANSWER: Concern noted.

QUESTION: Can a supplier bid for 1 commodity in a tender?

ANSWER: Yes, more than one supplier can be appointed that is why it is important to indicate the commodity you are tendering for on the table provided.

15. CLOSURE

Bidders are reminded to constantly look out for communication from Johannesburg Water Website and there will be an addendum issued out, in terms of correction on page 34 and Page 35.

On page 35, the Lead time of a month to be changed to a **Lead time of 4 – 8 weeks will be applicable**. On pages 34 and 35 Commodities 2, 4, 5 and 6 on the Detection Range, the required features ($\pm 5^{\circ}\text{C}$ allowable limit) are to be changed to (**$\pm 5\%$ allowable limit**).

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

