

MEETING MINUTES: TENDER BRIEFING

<u>CONTRACT NUMBER:</u>	JW-CO1548
<u>CONTRACT TITLE:</u>	PANEL OF PROFESSIONAL SERVICE PROVIDERS FOR CIVIL, STRUCTURES AND ELECTRO-MECHANICAL ON AN AS-AND-WHEN BASIS FOR A PERIOD OF THIRTY-SIX (36) MONTHS
<u>DATE OF MEETING:</u>	13 September 2024
<u>TIME OF MEETING:</u>	11:00 – 13:35
<u>VENUE FOR MEETING:</u>	MS Teams

1. ATTENDANCE AND REGISTER	G. Ndela
Ms. Gcina Ndela introduced herself and the Johannesburg Water team. An attendance register was shared with the meeting participants. The register was continuously posted in both the chat and Q&A boxes.	
2. CONTACT PERSONS AND CORRESPONDENCES	G. Ndela
Technical enquiries to be addressed to Mr. Pfunzo Mudzanani on 011 688 1985 and @ pfunzo.mudzanani@jwater.co.za General enquiries to be addressed to Ms. Gcina Ndela on 011 688 1796 and @ gcina.ndela@jwater.co.za	
3. PROCUREMENT PROCEDURES	G. Ndela
Tender Overview: <ul style="list-style-type: none"> The tender is an open tender with a compulsory briefing. Bidders not attending will be disqualified. Tender Documents: <ul style="list-style-type: none"> Available free of charge in PDF on the Johannesburg Water website and the E-Tender portal. 	

Directors:

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- Documents must be bound (loose pages not allowed) and completed in full. Use a non-erasable black pen or fill electronically without altering content.
- Electronic signatures are allowed, and no use of correctional fluid (Tippex) is permitted. Mistakes should be corrected by striking through and initialling.

Submission Requirements:

- Submit hard copy documents and, optionally, a USB with a duplicate copy.
- Label USBs clearly, enclose them in the same envelope as the hard copy, and ensure proper packaging of documents to avoid damage during submission.
- Courier submissions are allowed, but bidders must ensure documents are deposited in the tender box at 65 Ntengi Piliso Street, Newtown.
- No tender documents should be left with security or reception staff.

Scoring System:

- 80/20-point system applies: 80 points for price, 20 points for specific goals (8 points for Gauteng-based businesses, 6 points for women-owned, and 6 points for black-owned businesses).
- Supporting documentation is required to claim points.

Joint Ventures:

- Joint venture bidders must submit a signed joint venture agreement, CSD registration, and MAAA number for all parties.

Validity & Closing Date:

- The tender is valid for 150 days after the closing date.
- Closing Date: 11 October 2024, 10:30 AM. Late bids will not be accepted.

Additional Information:

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<ul style="list-style-type: none"> Bidders are responsible for ensuring all documents, including supporting documents (SARS pin, municipal account, BEE certificate, MBD forms), are submitted. Regularly check the Johannesburg Water website and E-Tender portal for updates. <p>Tender Opening:</p> <ul style="list-style-type: none"> Tenders will be opened in public shortly after the closing time, and bidders may attend. 	
<p>4. TARGETED PSPs</p>	<p>M Maluleke</p>
<p>Subpanel A - Civil Engineering:</p> <ul style="list-style-type: none"> Focus: Professional service providers (PSP) with experience in water or sewer projects, steel or HDPE pipeline projects, with a minimum diameter of 400mm. <p>Subpanel B - Structural Engineering:</p> <ul style="list-style-type: none"> Focus: Professional service Providers with expertise in reinforced concrete water or wastewater retaining structures. <p>Subpanel C - Electromechanical Engineering:</p> <ul style="list-style-type: none"> Focus: Professional service Providers experienced in water or sewer pump station projects. 	
<p>5. SCOPE OF WORK</p>	<p>M Maluleke</p>
<p>The employer seeks to appoint experienced PSPs for multidisciplinary projects within the civil, structural, and electromechanical subpanels for a 36-month period from the appointment date. The projects will involve both new infrastructure to meet the growing demand in the City of Johannesburg and the rehabilitation of older structures that have reached the end of their design life or require upgrades to meet operational needs.</p> <p>PSP will be responsible for administering projects according to ECSA guidelines, from Stage 1 (Inception) to Stage 6 (Close-out). Johannesburg Water reserves the right to issue work orders for the full scope of services</p>	

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<p>or for selected stages, based on its needs. Appointments may cover only specific stages, such as Stage 1 and 2, or Stage 3 and 4.</p> <p>Additionally, some work packages will be issued to Johannesburg Water's in-house engineers in the Engineering Service Unit (ESU) .</p>	
<p>6. EVALUATION CRITERIA</p>	<p>P Mudzanani</p>
<p>The evaluation of bids will be conducted in two parts:</p> <p>Part One:</p> <ul style="list-style-type: none"> • Stage 1: Mandatory Evaluation – Ensures all required documents and criteria are met. • Stage 2: Administrative Evaluation – Checks administrative compliance. • Stage 3: Technical Evaluation – Assesses the technical capabilities of the bidder. <p>Bidders are expected to select one, two, or all three subpanels (A, B, or C) on the Form of Offer (Page C2) based on their experience and qualifications. Bidders who pass all three stages will be admitted to the relevant subpanel(s) they qualify for.</p> <p>Part Two:</p> <ul style="list-style-type: none"> • Bidders who pass Part One will proceed to: <ul style="list-style-type: none"> ○ Stage 1: Request for Prices ○ Stage 2: Points for Price and Specific Goals ○ Stage 3: Resource and Capacity Assessment 	
<p>7. MANDATORY REQUIREMENTS</p>	<p>M Maluleke</p>
<p>Tender Briefing Attendance:</p> <ul style="list-style-type: none"> • Attendance at the mandatory tender briefing meeting is compulsory. Bidders must complete their information using the attendance register link provided in the chat and Q&A boxes on MS Teams. • Information entered directly into the chat will not be accepted. Upon submission, a confirmation message will appear, indicating 	

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<p>successful registration. If you haven't completed this step, please do so immediately.</p> <p>Form of Offer Completion:</p> <ul style="list-style-type: none"> Bidders must complete and sign the Form of Offer on Page 111 (T2) of the tender document. Ensure to tick the relevant subpanel(s) you are bidding for. Failure to indicate subpanel choices or submit an incomplete form (including missing signatures, names, or witness details) will result in disqualification from further evaluation. 	
<p>8. ADMINISTRATIVE REQUIREMENTS</p>	<p>M Maluleke</p>
<p>Several forms (see page TP.12 to TP 14 of the tender document) must be completed in full and signed, including supporting documents such as the BBBEE certificate. (see page TP.12 to TP 14 of the tender document)</p> <p>For certain forms, such as the MBD forms, bidders will be given three working days to correct any issues. If compliance is still not met after this period, disqualification will follow, as specified in the tender document.</p>	
<p>9. TECHNICAL REQUIREMENTS</p>	<p>P Mudzanani</p>
<p>a) Civil Engineering, Structural Engineering and Electro Mechanical Engineering</p> <p>Technical requirements were discussed as outlined in page TP 16 to TP 42 of the tender document.</p> <p>General Notes:</p> <ul style="list-style-type: none"> Minimum Score: A minimum score of 75 is required to be considered for further evaluation.. Foreign Qualifications: Must be accompanied by SAQA verification. False Information: Will lead to punitive measures, including blacklisting. 	

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<ul style="list-style-type: none"> CVs: Ensure all relevant information, including roles and project details, is included. It is strongly recommended for PSP to use the provided CV templates .should the PSP consider using their own format, the information outlined in the template must be included. <p>Final Submission Details:</p> <ul style="list-style-type: none"> Completed Documents: Submit the completed tender documents, ensuring adherence to all requirements and formats. Compliance: Non-compliance with any of the stated requirements will lead to disqualification. 	
<p>10. WORK ALLOCATION STRATEGY</p>	<p>P Mudzanani / M Maluleke</p>
<p>10.1. Panel Admission and Work Package Allocation</p> <p>10.1.1 Panel Admission:</p> <p>Criteria:</p> <ul style="list-style-type: none"> Satisfy mandatory requirements (Stage 1). Pass administrative requirements (Stage 2). Achieve a minimum technical score of 75 points. <p>10.2 Work Package Allocation:</p> <p>The process of work allocation was discussed as outlined in page TP 43 to TP 45.</p> <p>10.3 Capacity Assessment</p> <p>10.3.1 Capacity Assessment Focus:</p> <ul style="list-style-type: none"> Project Leader and Design Engineer: <ul style="list-style-type: none"> A capacity assessment will be conducted for the project leader and design engineer. The resident engineer will not be evaluated during capacity assessment. <p>10.4 Resident Engineer Requirements:</p> <ul style="list-style-type: none"> Obligation: 	

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<ul style="list-style-type: none"> ○ It is the service provider's responsibility to ensure that the resident engineer meets the requirements stated in Clause 7.1.1 of the contract data and is available for construction monitoring during the contract administration and inspection stages (refer to page C10 of the tender document). <p>10.5. Specific Requirements for Civil Engineering (Sub-Panel A)</p> <p>10.5.1 Resident Engineer Requirements:</p> <ul style="list-style-type: none"> ● Additional Qualifications: <ul style="list-style-type: none"> ○ During the work package allocation stage, the resident engineer will be required to have the following minimum requirements (refer to page C13 of the tender document): ○ National Diploma in Civil Engineering. ○ Registration with ECSA as a Candidate. ○ LIC NQF Level 5 (additional qualification required for work package allocation). <p>10.6. Summary</p> <ul style="list-style-type: none"> ● For Admission to the Panel: Ensure all mandatory, administrative, and technical requirements are met. ● For Work Package Allocation: Respond promptly with accurate BoQs and documentation. Prepare for evaluations based on pricing and specific goals. ● Capacity Assessment: Focus on project leader and design engineer; ensure resident engineer meets contract-specific requirements during construction phases. 	
<p>11. QUESTIONS AND ANSWERS</p>	<p>ALL</p>
<p>Below are questions which were asked during the briefing sessions, most of the questions raised were repeated several times thus JW has consolidated them as outlined below:</p> <p><u>Attendance and Registration</u></p> <p>Question: How do we sign the Register for attending the briefing?</p>	

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Answer: Use the link to the attendance register posted in the chat and in Q&A . Only details entered in the register link will be considered. Register once, and do not use the chat box for attendance.

Joint Ventures

Question: Are joint ventures required to produce a JV BEE certificate?

Answer: Yes, JVs can submit consolidated BBBEE or if Consolidated BBBEE is not submitted Bidders can submit individual BBEEE certificates issued by a SANAS together with JV agreement which indicates percentage of each JV member then JW will determine proportional points for specific goals.

Question: Are all parties involved in the joint venture required to fill in all forms and declarations, or just the leading party?

Answer: No, JV can submit joint venture MBD forms signed by nominated member for authority to sign all JV mbd forms' and declarations.

Submission Requirements

Question: Do I need to submit two submissions for each discipline, or can I submit one submission for two disciplines?

Answer: One submission for multiple disciplines is preferred. PSP must ensure that returnable documents for specific Sub Panel tendering for are included in the document.

Question: In terms of printing, does it have to be black and white or can it be color?

Answer: The document does not have to be color coded (white pages are acceptable. Black and white printing is also acceptable.

Question: I registered successfully on the link provided. Is that sufficient?

Answer: Yes, if you see "Thanks for submitting," your registration is complete.

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Proof of Address

Question: Regarding the proof of address, is a lease agreement and a municipal letter required, or is either one sufficient?

Answer: Either a lease agreement or a municipal letter is sufficient.

Documents and Certifications

Question: Can the project leader and design engineer be one individual?

Answer: PSP must not use the same resources for multiple positions under the same sub-panel (e.g One person must not be assigned as a Project Leader and Designer Engineer for same sub-panel).

However, PSP can repeat resources across the sub-panels (e.g Project Leader for sub Panel A can be the Design Engineer for Sub Panel B).

Question: Can we use reference letters from the past few months, or do they need to be issued after the tender advertisement?

Answer: There is no condition on the age of reference letters , reference letters will be acceptable if they include all required information.

Question: Will a practical completion certificate be acceptable?

Answer: No, only a completion certificate is acceptable.

Pipe Materials and Project Status

Question: Can other pipe materials besides those specified in the tender be considered?

Answer: No, only steel and HDPE are acceptable.

Question: Is a project that ended at the design stage considered complete?

Answer: No, Only projects that have received a Certificate of Completion will be considered.

Specific Goals and Evaluation

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Question: What is required for scoring specific goals if the municipal account cannot be used? (Page 9)

Answer: Municipal account is allowed and it will be considered during the works allocation stage for specific goals and proof of resident

Page 9 of tender document is referring to bidders that will not submit proof of municipal account together with quotation for specific goals on allocation stage. when JW requesting proof of municipal account it won't be used for specific goals but for verify if bidder have outstanding on Municipality rates and taxes .

Question: Should the company need to be compliant with ISO 9001 to be considered?

Answer: No, but you must meet the minimum score of 75 points.

Question: Why is NEC 3 or 4 experience required for the project leader in civil engineering when most water projects use GCC contracts?

Answer: JW will be implementing some project using NEC contract. Therefore it is important to appoint PSP who have experience on this form of contract.

General Queries

Question: Is there any pricing included in the tender documents?

Answer: No, Pricing will be required upon issue of work packages from PSPs who will be appointed in the panel.

Question: Can JW reconsider other pipe materials not specified in the tender?

Answer: No, the requirements for HDPE and steel pipes will not be revised.

Question: Is there a minimum score required for technical evaluation?

Answer: Yes, a minimum score of 75 is required.

Question: Will you accept completion certificates from the contractor or consultant?

Answer: We require the completion certificate issued to the contractor.

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<p>Question: If the contactable reference document is not signed, will the attached reference letter suffice?</p> <p>Answer: No, the reference letter must be signed and include necessary details.</p>	
<p>12. CLOSURE</p>	<p>G. Ndela</p>
<p>Queries Submission: Any technical queries after the meeting should be sent to Pfunzo Mudzanani. Administrative queries must be sent to G Ndela. Queries must be submitted no later than seven days before the tender closing date.</p> <p>Tender Closing Date: The tender closes on the 11th of October 2024 at 10:30am.</p> <p>.</p> <p>Briefing and Attendance Register: The briefing and link for the attendance register closed at 13:35.</p>	

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