

CONTRACT NO.: JW14060RR

**NORTHERN WWTW DEWATERING BUILDING BELT PRESS REPLACEMENT AND
ASSOCIATED ANCILLARIES**

MINUTES FOR COMPULSORY BRIEFING MEETING HELD ON 03 DECEMBER 2024 AT 10H00
AM VENUE:

NORTHERN WWTW ADMINISTRATION BUILDING

1.	INTRODUCTIONS AND FORMALITIES
1.1.	The attendance register was circulated during the meeting and signed by all the attendees. It was indicated that this meeting is compulsory , and as such all attendees should sign the attendance register.
1.2.	The meeting was attended by the following members of Johannesburg Water (JW) as the Employer: <ul style="list-style-type: none"> Thapelo Teane (TT) – Project Manager; Gcina Ndela (GN) – Supply Chain Management Representative; Tshilidzi Takalani (TT-SC) - Supply Chain Management Representative; Ntokozo Mdluli (NM) - Works Manager; Thabiso Thabeng (TT-RM) – Regional Maintenance Manager; Nontokozo Masilela (NM-PM) - Project Manager Assistant
1.3.	The following members of Hatch Africa (Pty) Ltd as the Employer's Agents (Project Consultant) attended the meeting: <ul style="list-style-type: none"> Johan Prinsloo (JP) - Employer's Agent Zahraa Hussain (ZH) – Employer's Agent assistant (Mechanical Engineer) Katleho Mahasa (KM) - Employer's Agent assistant (Civil Engineer)
1.4.	The following members of Zitholele Consulting as the Project Consultant attended the meeting: <ul style="list-style-type: none"> Sugen Pillay (SP) – Project Consultant
1.5.	GN welcomed all the attendees and introduced the project team from both the Employer and Consultant. It was emphasised that this meeting is COMPULSORY . Therefore, all tenderers who finally make submissions will be verified with the attendance register. No Tender will be considered if they did not attend this briefing. GN urged all attendees to provide their details clearly in the attendance register. Further communications will be made using the email contact details provided. Updates will also be posted on the JW and e-portal websites.
1.6.	GN emphasised that the tender document can be found on on JW and e-portal websites, no hard copy will be made available.

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1.7.	<p>It was emphasised that all communications related to this contract should ONLY be directed to both TT and GN electronically via the emails provided below and also shown in the tender documents. However, each query shall have in the email subject, the Contract Number (JW14060 RR) and can be separated as follows:</p> <p>Technical queries should be addressed to thapelo.teane@jwater.co.za and copied to the email gcina.ndela@jwater.co.za; OR</p> <p>Supply chain-related queries can be addressed to gcina.ndela@jwater.co.za and copied to the email thapelo.teane@jwater.co.za</p>
2.	SUPPLY CHAIN MANAGEMENT – TENDERING PROCEDURE
2.1.	<p>All submitted tenders need to be submitted as a hard copy, an additional scanned soft copy can be submitted on a USB.</p> <p>Tender document needs to be bound or laced in level arch files as to not lose any pages, JW will not be held responsible for any lost pages</p>
2.2.	<p>All queries will be best answered in a timely manner. Allow 48 hours for JW to respond before following up.</p> <p>Note that no queries will be responded to within 10 days of the Tender Closing Date.</p>
2.3.	<p>In cases where there is a material query as a result of omissions or it requires additions or corrections to the tender documents, an addendum will be issued and/or published. However, such a query will still be responded to via the tender clarification channels.</p> <p>When there are addendums issued, these will be emailed to the contractors on the attendance register and advertised on the JW website and eTender portal.</p>
2.4.	Tenderers are advised to keep monitoring Johannesburg Water's website regularly should there be any further communications.
2.5.	<p>Tender documents are available in the formats listed below.</p> <p>Soft or Electronic Copy: The Tender Document is downloaded for "free" from Johannesburg Water's website, https://johannesburgwater.co.za/, under the Tender number JW14060 RR from the eTender portal. Tenderers are advised to download and maintain the page sequencing of all copies as per the online downloaded document and bind them accordingly to the volumes indicated. Loose pages will not be accepted, and all pages to be complete.</p>
2.6.	<p>The tender document must be completed in full. Tenderers are encouraged to refer to page no. 6 on the Tender document, where there is a checklist to be used to ensure all returnable documents are completed and/or submitted.</p> <p>If there is an item that the tenderer is not offering, please fill out N/A.</p>
2.7.	<p>When completing the tender document, only a non-erasable BLACK INK pen is allowed to be used. No other types of pens will be allowed including the use of correction fluid.</p> <p>The Tender document may be completed electronically, but Tenderers are cautioned not to temper or alter any wording. If found to be the case, the said Tenderer will be disqualified.</p>

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	<p>Their tender document must be the same as the document downloaded from the website.</p> <p>NO-TIPEX OR CORRECTION FLUID should be used on the Tender document. When correcting a mistake, the Tenderer must strikethrough the incorrect part with a single black line and initial next to it, with the correct text or value written/typed in BLACK INK.</p>	
2.8.	This tender will be valid for 90 days after the closing date.	
2.9.	<p>This tender will close on Tuesday, 28 January 2025 at exactly 10:30 am. Please ensure that all tenderers fill out the submission register on the box.</p> <p>Only the time indicated on the clock located at the reception of the Johannesburg Water Head office at Turbine Hall 65 Ntengi Piliso Street Newtown Johannesburg, Gauteng, South Africa will be used on the closing date.</p> <p>There will be a public tender opening on the closing date.</p>	
2.10.	<p>The tender document shall be submitted ON or BEFORE the closing date and time in the tender box provided at the reception/entrance area located at the Johannesburg Water Head office located at Turbine Hall 65 Ntengi Piliso Street Newtown Johannesburg, Gauteng, South Africa. NO late submission will be accepted as the doors will be closed at the said closing time.</p> <p>Couriered Tender submissions will be allowed, the Tenderers must however ensure that their designated couriers deposit the tender document in the designated tender box and fill out the submission register. Tenders must not be left with the JW receptionist or any JW staff. JW will not be held liable for tender documents not deposited in the tender box. It is the responsibility of the bidder to ensure that the courier representative deposits the tender document in the tender box provided.</p>	
2.11.	<p>The returned tender documents shall be sealed in an envelope or box and marked with the following:</p> <p>Tender number: JW14060 RR; Tender name or description; and Tenderer's name and contact details</p>	
2.12.	<p>Tenders may also submit an electronic copy of their tender document (not compulsory) in a NON-LOCKED USB stick enclosed in the envelope of the hard copy tender submission.</p> <p>It was emphasised that the Tender documents are not to be rearranged or dismantled in any form and shall only be returned/submitted as bound hard copies and completed as required. Submissions of only an electronic copy of the tender document will not be considered.</p>	
2.13.	<p>Tender documents are divided into the following Volumes:</p> <p>Volume 1 - Tender Procedure, Returnable, Agreement & Contract Data and Pricing Data documents; Volume 2 - Scope of Works (Project Specification) and Johannesburg Water General Standard Specifications; Volume 3 - Occupational, Health and Safety Specification; and Volume 4; Tender Drawings.</p> <p>Only volumes 1 and 2 are to be returned. Please note that in Volume 1 there are</p>	

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	Acknowledgement Forms, acknowledging that the tenderers have read volumes 3 and 4 and please ensure to sign these acknowledgements and confirmation that you have seen/read them and will be complying with their requirements.
2.14.	An electronic version of the Bills of Quantities (BoQ) and Local Content Declaration (LCD) forms will be published for download on the Johannesburg Water website. Tenderers are encouraged to also complete both the BoQ and LCD electronically and submit, their tender documents in a non- encrypted USB enclosed inside the sealed envelope submitted with the returned tender documents. The submission of an electronically completed BoQ and LCD is however not compulsory.
2.15.	<p>The required CIDB grading for this Contract is 8ME and higher. Lower gradings will only be allowed as per the Joint Venture (JV) partnership guidelines published by CIDB.</p> <p>It shall be noted that a tenderer who has submitted in response to this tender as a JV partner, cannot also submit in response to this tender as a single bidder. This will render both responding tenders disqualified.</p> <p>Owners of more than one company or legal entity may also not submit multiple Tenders using more than one of their companies or legal entities.</p>
2.16.	<p>The CIDB grading for Tenderers and/or JV partners will be verified and shall be as indicated in the returned tender documents. Each Tenderer CIDB grade shall be active on the CIDB register. Tenderers are encouraged to keep tabs on their CIDB registration to ensure their status is active. JV agreements must be signed by both parties and submitted in the returnable documents.</p> <p>If a Tenderer's CIDB grade is reflected as outstanding, inactive, or suspended on the CIDB register. Such a Tenderer will be disqualified.</p>
2.17.	<p>SARS Tax Compliance status will be verified via the CSD platform using the submitted SARS compliance pin. The Tenderer shall ensure they are registered with CSD.</p> <p>Should a Tenderer's compliance status not be valid by the Closing Date of the tender, an allowance of 7 days after the closing date will be given. Only after the 7 days of non-compliance will the Tenderer be disqualified.</p> <p>The SARS compliance will mean a valid full compliance tax status, or an official arrangement confirmation made detailed in the system-generated SARS border letter.</p>
2.18.	<p>Tenderers qualifying under technical evaluation will then proceed to be evaluated on a 90/10 pricing and preferential procurement basis. This means a 90% of the score will be awarded on price and 10% will be based on the preferential procurement (BBBEE) status submitted and verified.</p> <p>The highest scoring Tenderer on the evaluation will be awarded the Contract and not necessarily the lowest price offer based on the 90/10 scoring points indicated above.</p>
2.19.	<p>All forms in the Tender Documents required to be completed are mandatory and will be checked for completeness and must be signed by the authorised persons of the Tenderer.</p> <p>Tenderers are encouraged to complete the authorisation person form and/or submit a</p>

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	<p>resolution from their Company or JV partnership Board of Directors indicating the delegation of the authorising person. NB. JV tenders' submissions shall be accompanied by the JV agreement.</p> <p>Tenderers shall ensure that all forms are authorised by the delegated persons and that the signatures are consistent in all the returned documents.</p> <p>Electronic signatures for electronically completed Tenders printed and bound afterwards will be accepted.</p>
2.20.	<p>A BBBEE Certificate shall be submitted, and the status will be verified. This certificate shall be issued by an accredited SANAS verification agency.</p> <p>Only EME's with an annual turnover equal to or below a million as audited, are allowed to provide a sworn affidavit.</p> <p>When bidding as a JV partnership, a consolidated BBBEE certificate shall be submitted. Individual certificates will not be allowed.</p>
2.21.	<p>All Tender Document forms listed from the checklist in the tender document shall be completed and submitted, in summary, they are:</p> <p>SARS pin</p> <p>Tenderer must submit a valid copy showing proof of municipal rates and taxes of the Tenderer's office address showing the Company Name. The statement shall not have any overdue amounts and must be within 3 months from the closing date of the tender. Should a Tenderer be leasing an office space, a lease agreement with a statement of rates and taxes shall be submitted</p> <p>Annual Financial Statements</p> <p>Signed JV agreement</p> <p>Valid BBBEE certificate or sworn affidavit (where allowed)</p>
2.22.	All Tenderers meeting the Compliance Evaluation will progress to the Technical Evaluation.
3.	OHSE Requirements
3.1.	As the plant is a functional live plant PPE is required to be worn at all times. Minimum PPE requirements are Safety Boots, a Reflective Vest and a Hard Hat.
3.2.	The Contract will require a full-time and registered OSHE official for the Tender. The Officer must be fully registered and must not be in the process of registration. The key experience and qualifications required for the OSHE official are listed in the Tender document.
3.3.	The Contract will require the application for the Construction Work Permit. The details of which will be provided at Contract Award. All documentation required for this permit application will be required after the Contract Award.
3.4.	The Environmental Officer can be the same as the OSHE official providing their

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	qualification is as per the requirements in the Tender document.
3.5	The Tenderers were encouraged to familiarize themselves with the requirements in the OSHE specification.
3.6	The Contractor will be responsible for all legal safety training (i.e. working at heights or confined spaces etc.) and this training will not form part or be paid for under the "Formal Skills Development Training of all Local Labour" Provisional Sum.
3.7	Please note that safety and environmental are audited each month by JW and the minimum a contractor may achieve is 93%, if the Contractor achieved less than 93% for 2 consecutive months, their work will be stopped and for 3 consecutive months they will be asked to leave site.
4.	Technical Evaluation
4.1.	<p>There are 3 Technical Evaluation Criteria that will be applied during Technical Evaluation.</p> <p>The first criteria is Company Experience; companies are required to have completed two mechanical or one mechanical and one electrical Projects both over the value of R50M. these projects must be on wastewater treatment or portable water treatment plants. Please note in the Tender the Project Reference Form refers to Reservoir size and Material Type which is incorrect and will be corrected in an Addendum.</p> <p>The second criteria is experience of the key personnel and the Company. The evaluation criteria is straightforward, and Tenderers are encouraged to follow the requirement as specified concerning qualifications and experience. There are only 3 key personnel required i.e. The Contract Manager, the Site Agent, and the Safety Officer.</p> <p>This requirement will not be relaxed to accommodate certain Tenderers or for any other reasons. Tenderers were discouraged from submitting personnel that are not listed in the evaluation criteria, Therefore, only 3no. of key personnel CVs are required. Please also use a short, simplified CV preferably the template provided in the Tender Document.</p> <p>The third functional evaluation is the tenderer's program and quality plan to be provided to demonstrate the Tenderers understanding of the Project Scope of Work and Quality requirements.</p>
4.2.	There is a single Technical Datasheet in the Tender Document although not compulsory the Tenderers were requested to please complete this to provide JW with an insight of what equipment they are offering with their Tender.
5.	Project Scope of Works (Summary)
5.1.	It was emphasized that the Scope of Works is detailed under Volume 2 of the Tender documents. Therefore, the brief provided is not to relieve the Tenderer from studying the documents.
5.2.	This is a multidisciplinary project including mechanical, electrical, control and instrumentation and civil work, please ensure that you familiarise yourselves with the Scope of Work and all the specifications.
5.3.	There is an order of precedence detailed in the Tender Document with regards to the documentation provided, Tenderers are encouraged to familiarise themselves with the order of precedence as well as the specification requirements which has a higher order of precedence than the Bill of Quantities.

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5.4.	<p>The project will be implemented inside the existing Dewatering Building which currently houses fourteen (14) existing Belt Presses with ten (10) Belt Presses earmarked for replacement under this project. The project will be implemented in two (2) phases, covering Civil/Structural, Mechanical and Electrical/C&I Scope of Works.</p> <p>The first phase covers the installation of the four “Set C” Belt Presses and associated ancillaries (i.e., poly dosing system, MCC, wash water system, and the sludge supply system). After phase one there is a 3 month trial phase, whereby the installed four belt presses will be tested and commissioned before phase 2 can commence.</p> <p>The second phase covers the installation of the six “Set A” Belt Presses and associated ancillaries (i.e., poly dosing system, MCC, wash water system, and the sludge supply system).</p> <p>In summary, the Dewatering Building belt press replacement and associated ancillaries Scope of Work comprises of the following but not limited to:</p> <p>Replacement of ten (10) filter Belt Presses (Set A and C)</p> <p>Upgrade of the Wash Water System;</p> <p>Upgrade of the Poly Dosing System;</p> <p>Replacement of the sludge pumps and amendment of the inline flowmeter for the main sludge line.</p> <p>Upgrade of the lifting equipment within the dewatering building;</p> <p>Installation of new ventilation systems;</p> <p>Poly Silo Refurbishment;</p> <p>Rehabilitation of the dewatering building and security upgrade;</p> <p>Construction of two MCC rooms and one solar battery room;</p> <p>Installation of new MCCs and electrical equipment associated with the identified equipment;</p> <p>Upgrade and replacement of the Control and Instrumentation system;</p> <p>Installation solar systems for the lighting;</p> <p>Installation of fencing and metalwork refurbishment of the dewatering building.</p>
5.5.	The contract period is 24 months including all non-working and special non-working days.
5.6.	Tenderers are encouraged to familiarizes themselves with the JW specification for electrical cables, especially with regards to the difference between control and power cables, please price accordingly and note the lead times for each cable type.
5.7.	The Tenders are advised that they should ensure that they familiarize themselves with Volume 2B, which contains the Johannesburg Water Particular Specifications. Upon acceptance of the Tender / Contract Award, the Contractor will be required to fully comply with the specifications as the minimum requirements including those requirements listed in the Scope of Works.
5.8.	It was emphasized that the Contract will be carried out in 2 phases. Therefore, the Tenderers should take note of the restricted access and or phased access. Furthermore,

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	Tenderers should take note of the requirements required to be achieved for practical completion which include but are not limited to installation completion to the satisfaction of the Employer and Agent, commissioning and testing and trial operation period proving the system performance. This is described in the Contract Data and the Scope of Work.
6.	General Items
6.1.	<p>Tenders were made aware that the Contract will be undertaken on a live plant, and operations are expected to continue during construction. Therefore, Tenders should consider the non-exclusive access in their planning.</p> <p>Furthermore, the Tenders are reminded to take note of the following when preparing their pricing offers:</p> <p>Access to the site when delivery of the belt presses; and</p> <p>Installation restriction or access for manoeuvrings during installation.</p> <p>Access Gates to the site is open between 7am and 5 pm for delivery, Monday to Friday. If delivery or access is required outside of this time the contractor will be required to apply for permission.</p>
6.2.	Contractors were made aware that if required Shutdowns may have to be conducted over weekends when flows to the site are minimal. This will be pointed out to the Contractor by JW Operation Staff when applying for a shutdown.
6.3.	The Tenderers are to take note of the Security requirements of their site camp, equipment and the project. This shall be included for in their pricing offers.
6.4.	<p>Quality control during the project is emphasized, JW and the Employer's agent will conduct Factory Acceptance Testing (FAT) and Site Acceptance Testing (SAT).</p> <p>If the FAT is within Gauteng the employer will carry the cost however if there is travel that is required for the FAT outside of Gauteng, the Contractor will have to allow for that in their pricing.</p>
6.5.	There is water and electricity available on the site, however the contractor will be billed by JW for their usage, hence meters will have to be installed on their site for billing purposes.
6.6.	The Contract has allowed for the appointment of a Community Liaison Officer to be appointed by the Tenderer.
6.7.	<p>As an organ of the state each this JW Project is required to have skilled and unskilled local labour.</p> <p>There is also a requirement for the training of local labour. The allowance for this has been made under the Contract.</p> <p>Please note that JW will pay Gazetted Rates for both skilled and unskilled labour.</p>
6.8.	<p>There is a Contractual requirement that 15% of the Project value is to be assigned to local labour including skilled and unskilled local labour and local sub-contracting (SMME's). If this requirement is not met there will be a penalty applied.</p> <p>SMME's must be paid on time by the Contractor, regardless of if they have been paid by JW.</p>
6.9.	Materials on Site (MOS) payments are 80%, once the materials are on site, or alternatively inspected and stored in a JW approved storage facility of site for safety reasons.

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7.	Question and Answers (during the briefing session)
	<i>NB. Questions during the site walkabout were not captured.</i>
7.1.	Question: Must the maintenance spares for “set B” be priced for or is there a provisional sum?
	Response: The spares must be priced as detailed in the BOQ
7.2.	Question: Are the spares specified?
	Response: Yes, if not there will be a provisional sum.
7.3.	Question: Can project references be from the Consultant?
	Response: No, it needs to be from the Employer.
7.4.	Question: Will there be an extension of time on the Tender?
	Response: Tenderers may submit a request for extension however it is unlikely to be granted as the project is of a critical nature.
7.5.	Question: Are Subcontractors and or SMMEs required to be named at tender stage?
	Response: No, only after award. Subcontractors must however be vetted and approved by the Employers Agent prior to appointment.
7.6.	Question: Has JW specified with part of the scope has to be conducted by SMMEs
	Response: No JW will not interfere in the appointment of the SMMEs or which Scope is assigned to SMME's.
7.7.	Question: What are the requirements on OHS and the safety officer?
	Response: Please refer to the specifications, there needs to be a full-time safety officer on site, that has been approved by JW and has the relevant qualifications and experience.
7.8.	Question: Will insurance be provided by JW?
	Response: No the Contractor is required to have their own insurance, please refer to the Contract Data.
7.9.	Question: for international suppliers, can the FAT be conducted locally or does it have to be in the factory it is manufactured in?
	Response: Can be conducted locally however at Contractors' risk, if the equipment fails the FAT and the equipment must be sent back that cost and time delays will be for the Contractors account.
7.10.	Question: Is the 3-month Trial Operation Period included in the 24-month contract period?
	Response: Yes, however that does not mean the project is at a standstill, preparations, procurement and planning of Phase 2 can continue in that time.
7.11.	Question: will access to the site be allowed after the briefing meeting?
	Response: Two days will be made available one before the closing on the 13th December 2024 and one after reopening on the 6th January 2025. Please contact the Works Manager (ntokozo.mdluli@jwater.co.za) to ensure that you are granted access.

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	Post Meeting Note: Available Days for Site Inspection: 13 December 2024 9am to 2pm 7 January 2025 9am to 2pm
7.12.	Question: Are the parts specified brand specific? Response: No, however the parts (belt presses) have to be able to fit into the existing space available for belt presses.
7.13.	Question: Are alternatives allowed? Response: Yes, but a to specification main offer has to be submitted before alternatives will be considered.
8.	Site Inspection After the tender briefing meeting, all interested attendees were taken on a brief site visit, showing them the primary areas related to the Scope of Works across the Works.

ISSUE DATE: 05 December 2024

Compiled by: Zahraa Hussain

Approved by:

- Johan Prinsloo
- Thapelo Teane
- Gcina Ndela

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