

**CONTRACT JW 14410**  
**RENEWAL OF AUTOCAD SOFTWARE LICENSES FOR A PERIOD OF THREE (3) YEARS**  
**TENDER BRIEFING - MINUTES**

<b><u>CONTRACT NUMBER:</u></b>	JW 14410
<b><u>CONTRACT TITLE:</u></b>	RENEWAL OF AUTOCAD SOFTWARE LICENSES FOR A PERIOD OF THREE (3) YEARS
<b><u>DEPARTMENT:</u></b>	CAPEX
<b><u>DATE OF MEETING:</u></b>	7 FEBRUARY 2025
<b><u>TIME OF MEETING:</u></b>	13:00
<b><u>VENUE FOR MEETING:</u></b>	HEAD OFFICE
<b><u>CLOSING DATE:</u></b>	7 MARCH 2025
<b><u>CLOSING TIME:</u></b>	10:30AM

**1. WELCOME**

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

<b>NAME &amp; SURNAME</b>	<b>EMAIL ADDRESS</b>	<b>DEPARTMENT</b>
Gcina Ndela	<a href="mailto:gcina.ndela@jwater.co.za">gcina.ndela@jwater.co.za</a>	Supply Chain
Nhlanhla Nkosi	<a href="mailto:nhlanhla.nkosi@jwater.co.za">nhlanhla.nkosi@jwater.co.za</a>	Capex

**2. CONTACT PERSONS**

Mr Nhlanhla Nkosi

Email: [nhlanhla.nkosi@jwater.co.za](mailto:nhlanhla.nkosi@jwater.co.za)

Telephone number: 011 688 1632

Ms. Gcina Ndela

Email: [gcina.ndela@jwater.co.za](mailto:gcina.ndela@jwater.co.za)

Telephone number: 011 688 1796

**3. SUPPLY CHAIN MANAGEMENT PRESENTATION**

- Ms. Gcina Ndela indicated that this is an open tender briefing meeting, and attendance is **NOT** COMPULSORY. Bidders who did not attend the briefing meeting will be considered for this tender.
- Tender documents are available in PDF format at no cost on Johannesburg Water website ([www.johannesburgwater.co.za](http://www.johannesburgwater.co.za)) and on eTenders.gov.za.
- 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

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---

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 completed in full, and all the forms must be fully completed and signed accordingly. Tenderers must refer to the checklist on **page 5** of the tender document for guidance.
- 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.
- Tender documents may be completed electronically without altering or tampering of any of the text (terms, conditions, specifications etc.) in the tender documents.
- The use of correction fluid (Tippex) to correct mistakes is not allowed and if used the tender will be disqualified.
- Tenderers are required to hand submit one original hard copy and a soft 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 GOAL POINTS ALLOCATION**

The Specific Goal Allocation will be scored as follows:

- 10 points for businesses owned by 51 % or more black youth.
- 10 points for businesses owned by 51 % or more women.
- 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.

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**RENEWAL OF AUTOCAD SOFTWARE LICENSES FOR A PERIOD OF THREE (3) YEARS**  
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---

- Make sure that your pricing schedule is fully complete and signed. Tenders must not leave blank spaces on the pricing schedule. Form of offer must be completed and signed.
- 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 the tender.
- Tenderers were also advised to sign (authenticate) each alteration where there are any to avoid being disqualified.
- The 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 **7 March 2025 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.

**CONTRACT JW 14410**  
**RENEWAL OF AUTOCAD SOFTWARE LICENSES FOR A PERIOD OF THREE (3) YEARS**  
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---

- Tenderers must continuously revisit the JW web 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 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 and recorded.

**4. SUPPORTING DOCUMENTS**

- SARS one-time TAX PIN
- Municipal statement of account for both Director and Company (not older than three (03) months or a valid lease agreement).
- 3 years (3 sets) financial statements.
- Joint Venture / Consortium Agreement signed by all parties.
- Valid BBBEE Certificate or copy thereof or a valid sworn affidavit.
- A completed and signed Invitation to Bid form MBD 1
- A completed and signed Pricing Schedule- Firm Prices (Purchases) completed and signed (Acknowledgement that rates will be fixed for duration of contract). MDB 3.1
- A completed and signed Declaration of Interest form MBD 4
- A completed and signed Preference Points Claim Form MBD 6.1
- A completed and signed Declaration of Bidder's Past Supply Chain Management Practices MBD 8
- A completed and signed Certificate of Independent Bid Determination (MBD 9)

**5. SCOPE OF WORKS**

- Renew twenty (20) AutoCAD software licences on an annual basis.
- Renew six (6) AEC licences on an annual basis.
- Provide all related updates for the duration of the contract
- Provide training for ten (10) people per year for three (3) years
- Provide support for the software for a period of three (3) years
- Licence renewals shall be done on the 22<sup>nd</sup> of June every year for the duration of the contract, starting on 22 June 2025

**CONTRACT JW 14410**  
**RENEWAL OF AUTOCAD SOFTWARE LICENSES FOR A PERIOD OF THREE (3) YEARS**  
**TENDER BRIEFING - MINUTES**

---

- Johannesburg Water SOC (Ltd) reserves the right to award the contract in whole or in part and to more than one service provider

The software shall have the following capabilities:

- CAD software with design automation plus toolsets, web, and mobile apps
- The CAD software should be able to enable architects, engineers, and construction professionals to create precise 2D and 3D drawings.
- Single-user licences or network licences
- Draft, annotate, and design 2D geometry and 3D models with solids, surfaces, and mesh objects.
- Automate tasks such as comparing drawings, counting, adding blocks, creating schedules, and more.
- Customize with add-on apps and APIs.

## **6. EVALUATION CRITERIA**

### **6.1 Mandatory Evaluation Criteria:**

- Tenderers who qualify as Authorized Dealers/ Channel Partners please provide a letter from the Original Equipment Manufacturer (OEM) on their letter head confirming the Service Provider to be an authorized dealer/ channel partner.
- If tenderer is the Original Equipment Manufacturer (OEM), they must provide a letter on their letter head indicating they are the OEM.

A service provider who does not meet the above criteria will be disqualified immediately.

- Signed and completed Pricing Schedule

### **6.2 Functionality Evaluation Criteria:**

- Tenderer to provide contactable references indicating that the tenderer has successfully provided AutoCad Drawing software license renewals to two (2) Clients in the last two (2) years.
- One (1) or no contactable reference = 0 points
- Two (2) contactable references = 70 points
- Three (3) or more contactable references = 100 points
- The minimum qualifying score is 70 points

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**RENEWAL OF AUTOCAD SOFTWARE LICENSES FOR A PERIOD OF THREE (3) YEARS**  
**TENDER BRIEFING - MINUTES**

---

NB: The attached 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.

In the case of a Joint Venture (JV), each member is not required to submit two (2) reference letters individually. Instead, the total number of letters submitted by the JV members will be considered collectively. As long as the JV as a whole meets the requirement of providing at least two (2) contactable reference letters from previous clients, the submission will be compliant.

### **TENDER DATES**

Tender Closing: **10:30 on 7 March 2025**. No late submissions will be accepted under any circumstances. Tender documents must be submitted in sealed envelopes, clearly marked with the reference number **JW 14410** and they must be deposited in the tender box. Under no circumstances must the tender document be given to JW employee or security personnel.

### **QUESTIONS AND ANSWERS**

No questions were posed during the briefing session.

### **CLOSURE**

- Should bidders need any clarity, all queries are to be submitted 10 days before the closing date.
- Ms Gcina Ndela thanked all who attended the briefing session, and the meeting was adjourned.