

CONTRACT SRD/01/24
PROJECT MANAGEMENT AND PUBLIC AWARENESS SUPPORT SERVICES ACROSS THE CITY OF
JOHANNESBURG ON AN AS AND WHEN BASIS FOR THE PERIOD OF 36 MONTHS
TENDER BRIEFING - MINUTES

<u>CONTRACT NUMBER:</u>	SRD/01/24
<u>CONTRACT TITLE:</u>	PROJECT MANAGEMENT AND PUBLIC AWARENESS SUPPORT SERVICES ACROSS THE CITY OF JOHANNESBURG ON AN AS AND WHEN BASIS FOR THE PERIOD OF 36 MONTHS
<u>DEPARTMENT:</u>	STAKEHOLDER RELATIONS
<u>DATE OF MEETING:</u>	11 MARCH 2025
<u>TIME OF MEETING:</u>	11:00
<u>VENUE FOR MEETING:</u>	HEAD OFFICE
<u>CLOSING DATE:</u>	1 APRIL 2025
<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
Avuyile Mcimbi	avuyile.mcimbi@jwater.co.za	Stakeholder Relations
Tshepo Makhetha	Tshepo.makhetha@jwater.co.za	Stakeholder Relations

2. CONTACT PERSONS

Mr Avuyile Mcimbi

Email: avuyile.mcimbi@jwater.co.za

Telephone number: 011 688 1580

Ms. Gcina Ndela

Email: 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 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) and on eTenders.gov.za.

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- 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. 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:

- 6 points for businesses owned by 51 % or more black youth.
- 6 points for businesses owned by 51 % or more women.
- 8 SMME (An EME or QSE) owned by 51% or more - Black People
- Tenderers tendering as JV must submit a JV BBBEE certificate.

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- 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. 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 **1 April 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

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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 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 Declaration for procurement above R10 Million (all applicable taxes included) Completed and signed MBD 5.
- 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

5.1 Stakeholder Management

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This exercise includes engaging segmented stakeholders for project introduction and give regular updates on the progress of the project. The engagement entails:

- One on one meetings with the Councillors.
- Develop Stakeholder Engagement Plan to indicate how Stakeholder engagement will be conducted.
- Lobby and advocacy to solicit buy-in from influential groups for the smooth running of the projects.
- Stakeholder meetings to appraise affected Stakeholders on the progress and to resolve issues raised.
- Public meetings to introduce and provide updates on the developments of the projects.
- Acquire both social and political buy-in to ensure successful implementation of CAPEX projects.
- Develop messages tailored for each stakeholder group interests.
- Identify interests of each stakeholder group.
- Deliver messages using multiple public participation platforms (e.g., meetings, bulk SMS, WhatsApp).
- Design participation programmes for effective participation.
- Attend all assigned public meetings (Registers and minutes should be provided).

5.2 Administrative Support

- Manage all documents related to the projects.
- File and submit hard and soft copies.
- Record all public engagements (weekly, monthly, quarterly, annual reports and comprehensive close-out reports.
- Provide attendance registers and minutes for all Stakeholder meetings and
- Print and ensure that consent forms and related forms are signed correctly.

5.2 Human Resources

The Service Provider will be responsible for recruitment, induction, management, conflict resolution, signing of contracts and employment exit of Community-based Workers. Community-based workers will be employed from the communities where the projects are implemented. This will assist in instilling a sense of ownership of the project by the community. Various responsibilities will be allocated as per the Service Provider's plan and programme approved by Johannesburg Water. Manage recruitment and appointment of CLOs as per CoJ CLO Policy and Guidelines. Recruit and manage performance and payment of community-based workers.

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5.3 Project Support

- Conflict resolution (resolve project and community issues).
- Signing of project related forms.
- Distribution of relevant notices (tailor made messages for different projects).
- Attend public meetings to introduce and provide updates on the developments of the project and
- Attend technical/site progress meetings to report on social issues and to get updates on the project progress and issues raised.

5.4 Monitoring and Evaluation

This refers to ongoing (daily) oversight of the project to help identify gaps and try to address them as the project progresses. This also includes being on the ground and checking whether Community-Based Workers are doing their duties as per the contract.

- Development of a monitoring tool approved by JW.
- Administration of the tool.
- Reporting of findings and recommendations.
- Evaluation report and
- Collate data, analyse, and prepare a report.

5.5 Reporting

- Must submit an operational plan weekly stating the type of work and area of engagement.
- Must submit EPWP report each month.
- Must submit monthly, quarterly, annual or any report requested by JW.
- Must address challenges arising on site, report on them in the monthly reports while giving recommendations.
- Must be available to attend monthly progress meetings and provide written monthly reports by the 3rd of every month and provide copies of the report to the Project Steering Committee (PSC) members.
- Must prepare and present the closeout final report, lessons learnt and recommendations at the end of the project with photographs as evidence of work and
- Present the final report on a power-point format to the project team.

ESTIMATED QUANTITIES or VOLUMES

DESCRIPTION	QUANTITIES YR 1 AND YR 2	QUANTITIES YR 3
Councillor Meetings	24	24

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Stakeholder Meetings	24	24
Public Meetings	24	24
Field workers	75	90
Team Leader	8	8

Note: the nature of this Contract is on an as-and-when basis

6. EVALUATION CRITERIA

The following Technical or Functional criteria will be applicable

CRITERIA NO #	CRITERIA	EVIDENCE	SUB-CRITERIA/CLAUSE	WEIGHTING	SCORE
1.	TENDERER'S EXPERIENCE The tenderer (company) must have experience where the project management and public awareness support services were carried out	Supporting documents required include: <ul style="list-style-type: none"> Contactable Reference Letters or References on client letterhead <i>This document 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. The Information provided will be verified and if found to be false or misrepresented, punitive measures will be instituted against the respective party including blacklisting and restriction from participating in any future government tender.</i>	Number of years in implementation of project management and public awareness services No experience or less than two years' experience. Two years of experience, but less than three Three years of experience or more	50	 0 35 50
2	Experience of Key personnel Project Manager who has experience in public awareness	The Tenderer is required to submit a CV for their project manager showing experience. Note: Tenderer must provide cv template or their own CVs, but information provided should	Project management experience. No experience or less than two years' experience. Two years of experience but less three years' experience. Three years' experience or	25	 0 17.5 25

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	Note: Experience in public awareness/social facilitation and or public participation	contain all information as per the template.	more		
3.	Experience of Key personnel Personnel with experience in human resources management	The Tenderer is required to submit a CV for their Human Resources personnel showing experience. Note: Tenderer must provide cv template or their own CVs, but information provided should contain all information as per the template. CVs should be accompanied by Certified copy of relevant qualifications (human Resources). Minimum National Diploma	Human Resources experience. No experience or less than two years' experience. Two years' experience but less than three Three years' experience or more	25	0 17.5 25
MINIMUM QUALIFYING SCORE				70	
TOTAL				100	

TENDER DATES

Tender Closing: **10:30 on 1 April 2025**. No late submissions will be accepted under any circumstances. Tender documents must be submitted in sealed envelopes, clearly marked with the reference number **SRD/01/24** and they must be deposited in the tender box. Under no circumstances must the tender document be given to JW employee or security personnel.

CLARIFICATIONS

How will bidders be comparatively evaluated on competitiveness factoring in the fact that the complete scope is not clearly defined at this tender stage, inclusive of project locations? Currently, the tender provides indicative quantities for meetings and field teams, however, the extent of the works cannot be ascertained at this stage, which also cannot account for project disbursements. At this stage, an accurate project costing will be challenging for bidders to

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develop, which further impacts competitiveness for comparative evaluation. Is it possible to provide a structure that accommodates rates for both project resources and disbursement? That way evaluation can be comparative.

Response

The tender is rate-based and the scope is not defined at this stage as the exact requirements are not yet known. The estimated quantities stipulated in the tender document serve as a basis for comparing bidders during evaluation and assessing cost-effectiveness.

As indicated, the estimated quantities provided do not represent a commitment by Johannesburg Water (JW). These quantities may increase, decrease or remain the same depending on the actual needs during project implementation.

Furthermore, costs related to printing, PPE, name tags, other project materials etc., will be covered by JW and are not part of the bidders' pricing considerations.

The required works will be conducted within the boundaries of the City of Johannesburg (COJ). Therefore, tenderers must ensure that all travel costs are accounted for in their pricing.

Given the rate-based nature of the tender, bidders will be comparatively evaluated based on their submitted rates, ensuring fair competition while allowing for flexibility in project execution.

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.