

OFFSITE STORAGE AND RETRIEVAL OF COMPANY'S DOCUMENTS ON AN AS AND WHEN
REQUIRED BASIS FOR THE PERIOD OF THIRTY-SIX (36) MONTHS
TENDER BRIEFING - MINUTES

<u>CONTRACT NUMBER:</u>	JW 001/25 GL RR
<u>CONTRACT TITLE:</u>	OFFSITE STORAGE AND RETRIEVAL OF COMPANY'S DOCUMENTS ON AN AS AND WHEN REQUIRED BASIS FOR THE PERIOD OF THIRTY-SIX (36) MONTHS
<u>DEPARTMENT:</u>	GOVERNANCE AND LEGAL SERVICE
<u>DATE OF MEETING:</u>	31 MARCH 2025
<u>TIME OF MEETING:</u>	10:00
<u>VENUE FOR MEETING:</u>	65 NTEMI PILISO STREET NEWTOWN
<u>CLOSING DATE:</u>	23 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
Sinna Hlongwane	Sinna.hlongwane@jwater.co.za	Supply Chain
Amukelani Masia	Amukelani.masia@jwater.co.za	Governance and Legal

2. **CONTACT PERSONS**

Mr Amukelani Masia

Email: amukelani.masia@jwater.co.za

Telephone number: 011 688 1415

Ms. Gcina Ndela

Email: gcina.ndela@jwater.co.za

Telephonenumber: 011 688-1796

3. **SUPPLY CHAIN MANAGEMENT PRESENTATION BY Ms Gcina Ndela**

- Ms Nthabiseng More indicated that this is an open tender and the meeting is **COMPULSORY**, therefore bidders who did not attend the meeting will **NOT** be considered for this tender. Bidders must ensure that they sign the attendance register.

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- Tender documents are available in PDF format at no cost on Johannesburg Water website (www.johannesburgwater.co.za) and on eTenders.gov.za as of 20 March 2025.
- Tender documents need to be bound and contain all pages. Tenderers therefor 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 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.
- The use of correction fluid (Tippex) to correct mistakes is not allowed and if used the tender will be disqualified (especially on the pricing schedule).
- Tender documents may be completed electronically without altering or tampering of any of the text (terms, conditions, specifications etc.) in the tender documents.
- 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 to 7 of the tender document for guidance.
- Tenderers are required to submit one original hard copy and an electronic 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 GOALS POINTS ALLOCATION

- 10 points for businesses located within the boundaries of the COJ.
- 6 points for SMME (An EME or QSE)

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- 2 points for Business owned by 51% or more – Black Youth
- 2 points for Businesses owned by 51% or more Black People with Disabilities
- Attention must be brought to the documentation the tenderers must submit in order JW to verify points claimed. If the tenderer has claimed more points, then the verification document supports, JW will adjust the points claimed when calculating the preference points in line with verification documents submitted.
- 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.
- Make sure that your pricing schedule is fully complete and signed. Tenders must not leave blank spaces on the pricing schedule.
- 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 tender.
- Tenderers were also advised to sign (authenticate) each alteration where there are any to avoid being disqualified.
- 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 23 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.

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- 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.
- Tenderers must recheck on the JW website 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 and recording of received documents 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.
- Tenderers are to sign the tender submission register when submitting their bids.

SUPPORTING DOCUMENTS

1. SARS one-time TAX PIN
2. Municipal statement of account for both Director and Company (not older than three (03) months or a valid lease agreement).
3. 3-year financial statements (audited where applicable)
4. Joint Venture / Consortium Agreement signed by all parties.
5. Valid BBBEE Certificate or copy thereof or a valid sworn affidavit.
6. A completed and signed Invitation to Bid form MBD 1
7. A completed and signed Pricing Schedule – Firm Prices MBD 3.1
8. A completed and signed Declaration of Interest form MBD 4

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9. A completed and signed Preference Points (Specific Goals) Claim Form MBD 6.1
10. A completed and signed Declaration of Bidder's Past Supply Chain Management Practices MBD 8
11. A completed and signed Certificate of Independent Bid Determination (MBD 9)

Mr Amukelani Masia presented the following:

4. SCOPE OF WORK

- This is a tender for off-site storage and retrieval of documents - which is the storage of Paper documents and GIS Maps.
- The tender also includes the supply of boxes and leads.
- In terms of the quantity, we have 6772 boxes and 1551 storage tubes for GIS Maps that require achieving.
- The tenderer therefore will be required to provide storage and archive services for 6772 boxes and 1551 storage tubes
- On the supply of boxes, the specifications in terms of sizes are as follows:
 - For standard boxes or containers:
 - Width - between 300mm and 350mm
 - Length – between 400mm and 450mm
 - Height – between 230 mm and 270mm
 - For Large boxes
 - Width – between 425mm and 465mm
 - Length – between 575mm and 595mm
 - Height – between 230 mm and 290mm
- In terms of strength, the boxes should be designed for stable stacking up to 5-6 boxes high without crushing
- The boxes should also have a reinforced side cuts for handling.
- We have specified 7 requirements that the facility should meet.
 - ❖ The first one is that the walls, roof and floors of the storage facility should be constructed of non-flammable materials
 - ❖ In terms of the security, we require the storage facility to be secured and have an access-controlled systems or process and is protected with secure fencing and manned 24/7
 - ❖ The storage facility should have an air conditioning system or equivalent temperature control system/facility.
 - ❖ There should be No water pipes in or near the record storage area as these may leak, burst or flood the area.
 - ❖ The facility is required to have Means of preventing or extinguishing fire should be available and in good working condition

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- ❖ Storage facility must have the capacity to store the fixed and estimated quantities as provided in the tender. Document
- ❖ Lastly, The design of the storage facility should be conducive such that should there be excessive rain or burst pipe which may result in flooding, that the documents would be free from water damage.
- With regard to permanent withdrawals.
- At the end of the contract, or when notice of permanent withdrawal has been given to the Service Provider, the Service Provider will prepare the documents, boxes, leads, containers, files, GIS Maps and any other belongings of Johannesburg Water for collection by Johannesburg Water.
- There will be no additional charge paid by Johannesburg Water for the Service Provider preparing for permanent withdrawal, other than the payment contracted.
- The last part of the Scope of work relates to services that will be required on an as and when required basis. This include services such as:
 - ❖ File folder handling /File retrieval rate.
 - ❖ Box and file delivery to JW.
 - ❖ Box collection from JW per minimum of 13 boxes.
 - ❖ Box barcode labels.
 - ❖ File folder barcode labels.
 - ❖ Indexing of box contents.
 - ❖ Supply of standard Boxes and Leads.
 - ❖ Storage of standard boxes.
 - ❖ Generation of electronic index of containers and files in the container for the container and files into the container which will be emailed to Johannesburg water.
 - ❖ On Site Packing and Uplifting of containers / boxes - inclusive of handling onto vehicles. Packaging files that are not in boxes or the boxes need to be replaced. – all-inclusive rate including handling fees.

5. EVALUATION CRITERIA

- The tender will be evaluated and adjudicated in terms of the Municipal Finance Management Act (MFMA), Preferential Procurement Policy Framework Act, 2000, relevant Supply Chain Management Policy of Johannesburg Water (JW) and applicable Regulations.
- The tender will be evaluated in four stages:

Stage 1 – Mandatory Evaluation

In terms of stage 1, Tenderer to submit all mandatory requirements under this Stage. These are criterion scored as 'pass/fail' or 'yes/no' during the evaluation process. A "fail" or "no" will lead to the tenderer being disqualified and may not be considered for further evaluation or award.

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Stage 2 – Administrative Evaluation

These are the applicable Municipal Bidding Documents (MBD) that the tenderer's duly authorized representative must fully complete and sign and provide administrative documents such as director's and company's municipal statement or valid lease agreements which must be valid and submitted before tender award. Should the MBD authority to sign and other administrative documents not be submitted or be incomplete, the tenderer will be given three (3) days to submit or complete them after receiving a request in writing from JW, should the tenderer not comply with requirement, the tenderer may be disqualified, and may will be considered for award.

Stage 3 – Functionality Evaluation

Tenderers are required to achieve a minimum qualifying score as stated in the tender document to proceed to next stage. Tenderers are required to submit the required documentary evidence which will clearly enable the bid evaluation committee to evaluate as per criteria requirements. Tenderers are encouraged to complete the provided forms in full and not to write "See attached or Refer to another part of the tender submission" where information is provided.

- The Functionality criteria is divided into two parts.
- Part A deals with **Experience** in respect to Office Storage and retrieval of company's documents. In this criteria, Tenderer to have the contactable reference template provided in the tender document completed by their client or the same information provided on the client's letterhead.
- It is important to note that 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. 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.
- Points in this criteria will be allocated in line with the years of experience in respect to the office storage and retrieval of documents. As indicated, tenderers with less than 2 years experience will score 0, whereas tenderers with two years experience but less than four years will score 60. The tenderers with four years or more experience will score 100.
- It should be noted that for the functionality criteria, THE TENDERER MUST ACHIEVE THE MINIMUM OF 60 POINTS ON PART A IN ORDER TO BE CONSIDERED FOR FURTHER EVALUATION ON SITE VISIT (PART B)
- Part B focuses on the technical specification of the storage facility.
- Shortlisted tenders that meet the minimum qualifying score will be evaluated on site visit. The site visit will be evaluated, based on the check list for the technical requirement for compulsory site inspection.

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- In terms of points allocation for Part B, Tenderer will need to comply with all requirements of the site visit in order to proceed further in the evaluation.

Stage 4 - Pricing Evaluation and Preferencing

The tender will be evaluated on the 80/20 preference points system according to the award strategy. The Specific Goals for the tender will be stated in MBD 6.1. In MBD 6.1, the tenderer must indicate how many points they are claiming for each Specific Goal and must submit all the required supporting documentation for the points to be verified and awarded by JW. The BEC will evaluate the submitted supporting documentation and confirm Specific Goal points claimed by the tenderer. Specific goals to be allocated by the BEC will depend on verification documentation submitted. Only tenderers that have completed and signed MBD6.1 and submitted applicable verification documents will be allocated Specific Goal points claimed for preferencing

6. PRICING

- Tenderers are required to price for a monthly rate for 6772 Standard Archive Boxes
- On Large boxes, tenderers are required to price for a monthly rate for 9 Boxes.
- In terms of the Storage Tubes, the tenderers should price for the monthly rate for the quantity of 1551 tubes.
- The pricing for a storage rate of Standard Boxes, large boxes and storage tubes should covers year 1, year 2 and year 3 period.
- The pricing data for as and when services are listed from page 54 to page 56.
- In terms of permanent withdrawal, the estimated quantity tat tenders should price is highlighted on page 57.

7. TENDER DATES

Tender Closing: **10:30am on 23 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 **JW 001/25 GL RR** and they must be deposited in the tender box. Under no circumstances must the tender document be given to JW employee or security personnel.

8. CLARIFICATIONS

QUESTION	RESPONSE

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There doesn't seem to be a provision for the take-on cost of boxes from their current location (Number 1).	The tender does not include transportation of documents, is only for storage and retrieval
The box number hasn't been adjusted year on year to account for additional boxes sent for storage, nor for the cost to process them (Number 2).	The number of boxes currently at the offsite storage is 6 072. Our estimation is that the number will be adjusted to 6 772 over the three year period.
If we are successful, will we receive an index report for the ingress of the boxes (Number 3)?	Yes
Will JW require a track and trace for the documents?	No
How should bidders price for transportation of boxes?	Transportation in terms of the initial take-off of 6772 is not part of the tender, the service will be procured through a different process.

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, and the meeting was adjourned

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