

**CONTRACT JW CHR 003/23 RR**

**DESCRIPTION: JW CHR003/23RR PROVISION OF CORPORATE GYM MANAGEMENT SERVICES FOR A PERIOD OF THIRTY (36) MONTHS**

<b><u>CONTRACT NUMBER:</u></b>	JW CHR 003/23 RR
<b><u>CONTRACT TITLE:</u></b>	JWCHR003/23 RR PROVISION OF CORPORATE GYM MANAGEMENT SERVICES FOR A PERIOD OF THIRTY (36) MONTHS
<b><u>DEPARTMENT:</u></b>	SUPPLY CHAIN MANAGEMENT
<b><u>DATE OF MEETING:</u></b>	3 April 2025
<b><u>TIME OF MEETING:</u></b>	11H00
<b><u>VENUE FOR MEETING:</u></b>	BOARD ROOM 3, GROUND FLOOR TURBINE HALL

**1. WELCOME AND INTRODUCTION BY Nthabiseng Matabane**

Ms. **Nthabiseng Matabane** welcomed everyone who attended the meeting and introduced JW Personnel. Ms. **Nthabiseng Matabane** indicated that this is an open tender, and the meeting is **COMPULSORY**.

**2. CONTACT PERSONS**

TECHNICAL ENQUIRIES	GENERAL ENQUIRIES
Minah Malatji	Nthabiseng Matabane
<a href="mailto:minah.malatji@jwater.co.za">minah.malatji@jwater.co.za</a>	<a href="mailto:nthabiseng.matabane@jwater.co.za">nthabiseng.matabane@jwater.co.za</a>

**3. JOHANNESBURG WATER REPRESENTATIVES THAT ATTENDED THE BRIEFING MEETING**

NAME & SURNAME	DEPARTMENT
Ms. Nthabiseng Matabane	Supply Chain
Ms. Minah Malatji	Human Resource
Mr. Kenneth Lekalakala	Human Resource

#### 4. SUPPLY CHAIN MANAGEMENT PRESENTATION BY Nthabiseng Matabane

- Y Bid documents are available in PDF format, at no cost to the bidder, on the Johannesburg Water website ([www.johannesburgwater.co.za](http://www.johannesburgwater.co.za)) and on e-Tender Portal.
- Y Bid documents received from non-attended bidders of a compulsory briefing session will be disqualified. Attendees were requested to ensure that their company names (company that will be tendering) and contact details of the company and individual are registered on the attendance register as proof of attending the tender briefing meeting and for Johannesburg Water to be able to communicate tender specific information to the attendees of the briefing meeting. Each bid must be submitted in a separate, sealed envelope on which the NAME AND ADDRESS OF THE BIDDER, THE BID NUMBER, DESCRIPTION OF BID AND THE CLOSING DATE must be clearly written.
- Y It is the responsibility of the bidder to ensure that their bid document is submitted in a sealed envelope and placed in the Bid Box in good time so as not to miss the official deadline of 10:30am on the closing date.
- Y The sealed bid envelope or package must be addressed to Supply Chain Management Unit, Johannesburg Water (SOC) Ltd and deposited in the BID BOX situated at the entrance: Turbine Hall, 65 Ntengi Piliso Street, Newtown, Johannesburg.
- Y Bid documents submitted via courier services will be accepted provided that the bidder instructs such courier company or its representative to deposit the documents in the bid box as only bid documents in the Bid Box at the time of tender closing will be taken into account.
- Y Documents should under no circumstances be handed to an employee of Johannesburg Water, including the receptionist or security, as Johannesburg Water will not be held accountable in the event of any loss thereafter. Bid documents may not be submitted via the South African Post Office as only bid documents in the Bid Box at the time of closing will be taken into account.
- Y Bidders are to allow for sufficient time to access Johannesburg Water offices in Turbine Hall and deposit their bid document in the Johannesburg Water tender box situated at reception before tender closing time. Bidders are to note that the Johannesburg Water offices are open during 06:00am and 18:00pm seven (7) days a week.

- Y Bid documents must be completed using non-erasable black ink or may be completed electronically without altering or tampering with any of the scope of work, terms & conditions, specifications, evaluation criteria, special conditions, award and allocations strategies, pricing schedule etc. in the tender documents. Tender documents received contrary to this requirement will be disqualified.
  - Y Bids received after the closing time and date will not be accepted and will be returned to the bidder unopened.
  - Y It is a requirement that the bidders tax matters are in order. To this effect, the bidder must furnish their Tax Compliance Status Pin or CSD MAAA number for bids as requested elsewhere in the bid document.
  - Y Pricing schedule, MBD 3.1, page 20 must be completed and signed.
  - Y 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.
  - Y Any mistakes must be struck- off and corrected with black ink and signed by tenderer to authenticate each mistake. The use of correction fluid (i.e., Tippex) to correct mistakes is not allowed.
- offer to be valid for 90 days from the closing date of bid.

- The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

**Note to tenders:** The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Business owned by 51% or more - Black People	8	
Business owned by 51% or more- Women	6	
Business owned by 51% or more – Black Youth	6	
<b>TOTAL</b>	<b>20</b>	

- Y Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- Y Tender will be valid for 90 days after closing date and may be extended upon agreement between Johannesburg Water and the bidder.
- Y Bidders who wish to tender as a Joint Venture (JV), consortium, partnership or equivalent need to include the JV, consortium, partnership, or equivalent agreement in their tender submissions. Each party must submit a separate TCS certificate/ Pin/ CSD number. The JV agreement is to state the percentage ownership, roles and responsibilities of each party to the agreement.
- Y Tenderers are required to submit one original hard copy and a soft copy in a USB, however, tenderers who did not submit the USB will not be disqualified.
- Y Bidders must submit Municipal Rates for both the Company and the director if renting submits a valid lease agreement.
- Y Bidders are to fill in the tender submission register at security after submitting their bids.
- Y Bidders are advised to be on the lookout on the Johannesburg Water website for any communication regarding this tender, all correspondence will be published on the website.
- Y Bidders are also advised to check their emails for communication from either of the Johannesburg Water representatives as stated on the tender cover page.

Y For further inquiries after the meeting, bidders can email through their queries, but do not send queries 7 days before closing date so that can have ample time to respond to questions, due to nature of work, need time to respond to queries.

**5. Mandatory Evaluation Criteria: NB: Bidders that fail to comply with the above mandatory requirement may not be considered further for evaluation.**

EVALUATION CRITERIA: (GATE KEEPERS)			
#	CRITERIA	DOCUMENTARY EVIDENCE	COMPLY (YES/NO)
No 1	Tender briefing meeting.		YES
No 2	Accreditation	<p><b>3 x Fitness/ Front desk Coordinators</b></p> <p>d. Accredited fitness certificate e. Valid certificate in First Aid f. Valid certificate in Cardiopulmonary Resuscitation (CPR) Registration with a professional fitness entity (i.e. Register for Exercise Professionals South Africa( REPSSA) or any other official body offering liability or indemnity cover)</p> <p><b>2 x Group Aerobics Instructors</b></p> <p>d. Valid certificate in First Aid e. Valid certificate in Cardiopulmonary Resuscitation (CPR) f. Formal training in at least 1 Fitness Class (Spinning certificate, Yoga instructor – qualification in Yoga, Aerobics certificate, pe) /Boot Camp/Spinning/indoor cycling / Katabox or any other.</p> <p>Registration with a professional fitness entity (i.e. REPSSA)</p>	No 2
No 3	Signed and completed Pricing Schedule		YES

**6. ADMINISTRATIVE EVALUATION**

NO.	REFERENCE TO TENDER DOCUMENT	DESCRIPTION	REQUIREMENT
1.	Annexure	Certificate of Authority or Board Resolution Letter granting authority to sign	Complete and submit
2.	MBD 1	Invitation to Bid Form	Completed and signed MBD 1 Form.
3.	CSD	Central Supplier Database Registration	Provide proof of CSD registration. Complete MAAA number on cover page or copy of CSD report.
4	MBD 3.1	Pricing Schedule – Firm Prices (Purchases)	Completed MBD 3.1 Form.
5.	MBD 4	Declaration of Interest	Completed and signed MBD 4 Form.
7.	MBD 6.1	Preference Points Claim in Terms of The Preferential Procurement Regulations 2022	Completed and signed MBD 6.1 Form.
9.	MBD 8	Declaration of Bidder's Past Supply Chain Management Practices	Completed and signed MBD 8 Form.
10.	MBD 9.	Certificate of Independent Bid Determination	Completed and signed MBD 9 Form.
11.	Annexure – Proof of Specific Goals	Refer to documents listed in 4.3 verification documents to be submitted with the tender document	Submit applicable documentation with the tender submission – If not submitted with the tender document points for Specific Goals won't be allocated.
12.	Annexure	Municipal Rates and Taxes for the Tenderer - Current municipal rates for the entity not in arrears by more than 90 days. If leasing/renting, submitted copy of valid lease agreement where premises are rented OR Confirmation that suitable arrangements are in place for arrear municipal obligations with your local municipality OR Current municipal rates which is not older than 90 days or valid lease agreement with affidavit from owner of property in cases stated in Proof of Good Standing with regards to Municipal Accounts document	Submit applicable documentation with the tender submission

### EVALUATION

13.	Annexure	Municipal Rates and Taxes - Current municipal rates for the directors of the entity not in arrears by than 90 days. If leasing/renting, submitted copy of valid lease agreement where premises are rented OR Confirmation that suitable arrangements are in place for arrear municipal obligations with your local municipality OR Current municipal rates which is not older than 90 days or valid lease agreement with affidavit from owner of property in cases stated in Proof of Good Standing with regards to Municipal Accounts document.	Submit applicable documentation with the tender submission
15.	Annexure	Joint Venture, Consortium, or equivalent agreement– if applicable.	Joint Venture, Consortium, or equivalent agreement
			signed showing percentage ownership of parties – if applicable.

Tenderers will be notified of any omitted, outstanding, missing and or incomplete administrative documents and will be offered a period of 3 days to complete or submit those pages i.e., Municipal Bidding Documents (MBD), authority to sign and other administrative documents that require completion and signatures. These exclude documentation on functionality, price and preference points for specific goals, and MBD 6.2 Local Production and Content.

Tenders that are received contrary to the above requirements will be disqualified after three (3) days period has lapsed.

### 7. Award and Allocation Strategy

<b>AWARD STRATEGY</b>	The tender will be awarded to highest ranking tenderer in terms of Pricing and Specific Goals
<b>ALLOCATION STRATEGY</b>	Allocated to the highest-ranking tenderer in terms of Pricing and Specific Goals.



## EVALUATION



### Functionality Evaluation Criteria:

#### 8. PRESENTATION BY Minah Malatji

CRITERIA NO #	CRITERIA	EVIDENCE	SUB-CRITERIA/CLAUSE	WEIGHTING	SCORE
1	Tenderer to have an experience in Gym Management services.	<p>The tenderer must complete the attached JW reference template or submit letter on letterhead detailing years of experience in Gym Management where services were rendered successfully.</p> <p>NB: The attached template must be completed by the referee and included in the tender submission.</p> <p>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.</p>	<b>NUMBER OF YEARS WHERE GYM MANAGEMENT SERVICES WERE SUCCESSFULLY PROVIDED</b>	34	
			No submission / submitted unrelated evidence / experience is less than one (1) year where Gym Management services were successfully provided.		0
			One (1) year experience or more but less than two (2) years' experience where Gym Management services were successfully provided.		8
			Two (2) years' experience or more but less than three (3) years' experience where Gym Management services were successfully provided.		24
			Three (3) years' experience or more experience where Gym Management services were successfully provided.		34
2	Tender to provide proof of capacity in the	The tenderer must complete the attached JW reference template or submit letter on letterhead on client letter head detailing	<b>NUMBER OF CLIENT EMPLOYEES WHERE GYM MANAGEMENT SERVICES WERE PROVIDED.</b>	33	



## EVALUATION

	provision of Gym Management services	<p>experience and the number of employees engaged where services were rendered successfully.</p> <p>NB: The attached template must be completed by the referee and included in the tender submission.</p> <p>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.</p>	<p>Provided Gym Management services to less than 25 members on a project.</p> <p>Provided Gym Management services to 25 or more members but less than 30 members.</p> <p>Provided Gym Management services to 30 or more members but less 45 members.</p> <p>Provided Gym Management services to 45 or more.</p>		<p>0</p> <p>8</p> <p>23</p> <p>33</p>
3	<p>Key personnel - Must have experience in their respective fields.</p> <ul style="list-style-type: none"><li>Fitness coordinator</li><li>Group Aerobics Instructors</li></ul>	<p>The tenderer must submit or complete the CV template attached in the tender documents detailing years' experience in their respective professional fields.</p> <ul style="list-style-type: none"><li>• 2 x CV - Fitness coordinator</li><li>• 2 x Group Aerobics Instructors</li></ul>	<p><b>NUMBER OF YEARS EXPERIENCE OF FITNESS / FRONT DESK COORDINATOR AND GROUP AEROBICS INSTRUCTORS</b></p> <p>No CV's and minimum experience will score 0</p> <p>CVs with minimum 2 years' experience for each of the personnel provided. <i>(Fitness coordinators &amp; group aerobics instructors)</i></p> <p>CV's with more than 2 years' experience will score 33 (maximum). <i>(Fitness coordinators &amp; group aerobics instructors)</i></p>	33	<p></p> <p>0</p> <p>23</p> <p>33</p>
	MINIMUM QUALIFYING SCORE				70
	TOTAL				100%

## **9. PRESENTATION ON PRICING SCHEDULE BY Minah Malatji**

Refer to Pricing on page 55

## **10. TENDER DATES**

Tender Closing: **10:30** on **24 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 : **JWCHR003..23 RR** and they must be deposited in the tender box.

## **11. QUESTIONS AND ANSWERS BY USER**

1. If the spinning instructor not available, are able to bill fee for instructor?

NO

2. Please clarify on the professional indemnity and Liability Insurance

Allowed to have one insurance as an individual or have as a company. Need to find a certified person for compliance of this tender

## **12. CLOSURE**

Bidders are reminded to constantly look out for communication from Johannesburg Water Website, all communication published there, including minutes of meeting and Addendum if it is applicable.

Ms Nthabiseng Matabane thanked all who attended the briefing, and the meeting was adjourned.