

CONTRACT JW CYD 055/24
MAINTENANCE OF ONLINE EQUIPMENT AT VARIOUS WASTEWATER TREATMENT
WORKS FOR A PERIOD OF 36 MONTH
TENDER BRIEFING - MINUTES

<u>CONTRACT NUMBER:</u>	JW CYD 055/24
<u>CONTRACT TITLE:</u>	MAINTENANCE OF ONLINE EQUIPMENT AT VARIOUS WASTEWATER TREATMENT WORKS FOR A PERIOD OF 36 MONTH
<u>DEPARTMENT:</u>	OPERATIONS SUPPORT
<u>DATE OF MEETING:</u>	1 APRIL 2025
<u>TIME OF MEETING:</u>	12:00
<u>VENUE FOR MEETING:</u>	65 NTEMI PILISO STREET, NEWTOWN, AUDITORIUM
<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
Hope Makola	Hope.makola@jwater.co.za	Operations Support

2. CONTACT PERSONS

Ms Hope Makola

Email: hope.makola@jwater.co.za

Telephone number: 011 483 9500

Ms. Gcina Ndela

Email: gcina.ndela@jwater.co.za

Telephonenumber: 011 688-1796

3. SUPPLY CHAIN MANAGEMENT PRESENTATION BY Ms GCINA NDELA

- Ms Gcina Ndela indicated that this is an open tender and the meeting is **NOT COMPULSORY**, therefore bidders who did not attend the 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 as of 20 March 2025.

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- 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 SMME (An EME or QSE) owned by 51% or more - Black People
- 10 points for Business owned by 51% or more – Black Youth
- 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.

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- 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 2024 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 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. Joint Venture / Consortium Agreement signed by all parties.
4. Valid BBBEE Certificate or copy thereof or a valid sworn affidavit.
5. A completed and signed Invitation to Bid form MBD 1
6. A completed and signed Pricing Schedule – Firm Prices MBD 3.1
7. A completed and signed Declaration of Interest form MBD 4
8. A completed and signed Preference Points (Specific Goals) Claim Form MBD 6.1
9. A completed and signed Declaration of Bidder's Past Supply Chain Management Practices MBD 8
10. A completed and signed Certificate of Independent Bid Determination (MBD 9)

Ms Hope Makola presented the following:

4. SCOPE OF WORK

- It was indicated that the scope of work will be spread across six Wastewater Treatment Works and that the functions will include the following.
 1. Monthly preventative Maintenance
 2. Repairs and additional maintenance as and when required
 3. Annual calibration of Dissolved Oxygen probes (DO), Mixed Liquor Suspended Solids probes (MLSS), Turbidity probes, pH probes, Dissolved Oxygen portable meters, Portable Colorimeters, pH portable meters and supply of calibration certificates for each instrument.
 4. Monthly verification of Dissolved Oxygen and Mixed Liquor Suspended Solids probes
 5. Monthly reporting on all equipment maintained.
- Tenderers were encouraged to note the frequencies of maintenance and calibrations, and were also informed that the estimated number of equipment may vary from month to month

5. EVALUATION CRITERIA

- It was reiterated that the focus will be on the Tenderers experience in relation to Maintenance of Online equipment.
- The tenderers were informed of the importance of only submitting reference letters that are relevant and are completed and signed by the referees
- It was indicated that non submission of relevant reference letters or reference letters with less than 2 years of minimum experience would be disqualified.
- Tenderers were informed that the minimum number of years required is two years, as the requirement to undertake maintenance of equipment is monthly and therefore the risk of having less or no experience would be major.
- Tenderers were informed of the minimum qualifying score as well as the maximum score.

6. PRICING

- Tenderers were encouraged to complete all the tables in full, as leaving blank spaces would result in disqualification.
- It was emphasised that the pricing schedules should not be altered to include additional line items that do not form part of the tender documents.

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7. **TENDER DATES**

Tender Closing: **10:30 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 CYD 055/23 R** 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. **QUESTIONS AND ANSWERS**

- **Question 1:** Between JW and the supplier, who is responsible for repairing the equipment?

Answer 1: The Supplier will be responsible to repair the equipment through call-out rates.

CLOSURE

Should bidders need any clarity, all queries are to be submitted 10 days before the closing date.

Mr Gcina Ndela thanked all who attended the briefing, and the meeting was adjourned.