

CONTRACT JW OPS 008/24

DESCRIPTION: JW OPS 008/24 SUPPLY, DELIVER AND OFF-LOADING OF PERSONAL PROTECTIVE EQUIPMENT (PPE) ON AN "AS AND WHEN" REQUIRED BASIS FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

<u>CONTRACT NUMBER:</u>	JW OPS 008/24
<u>CONTRACT TITLE:</u>	JW OPS 008/24 SUPPLY, DELIVER AND OFF-LOADING OF PERSONAL PROTECTIVE EQUIPMENT (PPE) ON AN "AS AND WHEN" REQUIRED BASIS FOR A PERIOD OF THIRTY-SIX (36) MONTHS.
<u>DEPARTMENT:</u>	SUPPLY CHAIN MANAGEMENT
<u>DATE OF MEETING:</u>	31 March 2025
<u>TIME OF MEETING:</u>	12H00
<u>VENUE FOR MEETING:</u>	AUDITORIUM, GROUND FLOOR , TURBINE HALL

1. WELCOME AND INTRODUCTION BY Nthabiseng More

Ms. **Nthabiseng More** welcomed everyone who attended the meeting and introduced JW Personnel.

Ms. **Nthabiseng More** indicated that this is an open tender, and the meeting is **COMPULSORY**.

2. CONTACT PERSONS

TECHNICAL ENQUIRIES	GENERAL ENQUIRIES
Sibusiso Mabasa	Nthabiseng More
sibusiso.mabasa@jwater.co.za	nthabiseng.more@jwater.co.za

3. JOHANNESBURG WATER REPRESENTATIVES THAT ATTENDED THE BRIEFING MEETING

NAME & SURNAME	DEPARTMENT
Ms. Nthabiseng More	Supply Chain
Mr. Sibusiso Mabasa	Operations
Mr. Joseph Molema	Operations
Ms. Sinna Hlongwane	Supply Chain

4. SUPPLY CHAIN MANAGEMENT PRESENTATION BY Nthabiseng More

- Y Bid documents are available in PDF format, at no cost to the bidder, on the Johannesburg Water website (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.

- Υ 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.
 - Υ Bids received after the closing time and date will not be accepted and will be returned to the bidder unopened.
 - Υ 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.
 - Υ Pricing schedule, MBD 3.1, page 20 must be completed and signed.
 - Υ 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.
 - Υ 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:

	POINTS	POINTS
PRICE	80	90
SPECIFIC GOALS	20	10
Total points for Price and SPECIFIC GOALS	100	100

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

Note to tenderers: 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 (90/10 system)	Number of points allocated (80/20 system)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Business owned by 51% or more -Black people who are youth	4	8		
Business owned by 51% or more - people who are women	2	4		
Business owned by 51% or more - Black people with disabilities	4	8		
Total	10	20		

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 10 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)
1	Mandatory Tender Briefing Meeting		Yes
2	Signed Pricing Schedule and completed rates for category or categories offered.		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.
6.	MBD 5	Declaration of Procurement Above R10m (All Applicable Taxes Included)	Completed and signed MBD 5 Form.
7.	MBD 6.1	Preference Points Claim in Terms of The Preferential Procurement Regulations 2022	Completed and signed MBD 6.1 Form.
8.	MBD 6.2	Local Production and Content	Completed and signed MBD 6.2 Form – Annexure C
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.

EVALUATION

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
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
14.	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

AWARD STRATEGY	<p>Award to the highest preference ranking tenderer in terms of price and specific goals per category in line with the objective criteria as stipulated.</p> <p>Objective Criteria – Local Production and Content</p> <p>All items to be procured are subject to 100% local content and production. Therefore, the tender will be awarded per category in terms of price and preferencing point scoring system to those tenderers that meet the requirements of the objective criteria. Tenderers will be required to complete MBD 6.2 and all required Annexures for the items that they will be offering per category.</p>
ALLOCATION STRATEGY	<p>Allocate all items offered by the tenderer to the highest preference ranking tenderer per category in terms of price and specific goals to tenderers who meet the requirements of the objective criteria.</p> <p>There is no limit the number of categories a tenderer may be allocated.</p>

EVALUATION

Functionality Evaluation Criteria:

8. PRESENTATION BY Sibusiso Mabasa

PART A: TENDERER'S EXPERIENCE					
CRITERIA NO.	CRITERIA	EVIDENCE	SUB-CRITERIA/CLAUSE	MAX SCORE	SCORE
1	TENDERER'S EXPERIENCE The Tenderer (Company) is required to have experience in the supply of Personal Protective Equipment (PPE).	The Tenderer (Company) must provide relevant reference letter(s) with proof that they have experience in the supply and delivery of Personal Protective Equipment (PPE). 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.	Experience in the supply of Personal Protective Equipment (PPE)	40	
			0 projects /contracts		0
			1 to 2 projects/contracts		24
			3 to 5 projects/contracts		32
			6 projects/contracts or more		40
2	CAPACITY TO SUPPLY The Tenderer (Company) is required to have capacity in the supply of Personal Protective Equipment (PPE).	The tenderer must provide reference letter(s) which will stipulate the value of projects/ contracts completed for the supply and delivery of Personal Protective Equipment (PPE). 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.	Consolidated Value of the Contracts/Projects for supply of Personal Protective Equipment (PPE)	60	
			Less than R150 000		0
			R150 000 to less than R800 000		36
			R800 000 to less than R1 600 000		48
			R1 600 000 or more		60
<i>The tenderer is required to obtain a minimum of 60 points in order to be evaluated further on samples</i>					
MINIMUM QUALIFYING SCORE				60	
TOTAL				100	

EVALUATION

PART B – EVALUATION OF SAMPLES FOR COMPLIANCE AS REQUIRED				
3	COMPLIANCE OF SAMPLES	<p>Shortlisted tenderer (s) will be required to submit one (1) sample of each item offered as stipulated on the technical specification. The samples will be evaluated in compliance to the technical specifications.</p> <p>Samples will be required to be submitted within a period of 5 working days of such request.</p> <p>Each item will be evaluated independently as the tender will be awarded per category.</p>	<p>Sample Compliance</p> <p>The tenderer's sample complies with the technical specifications as stipulated under scope of work and specification.</p>	<p>Sample to be compliant</p> <p>Samples compliance with the specification (Yes/No)</p>
<i>The submitted samples must comply accordingly with the technical specifications in order to be considered for further evaluation.</i>				



9. PRESENTATION ON PRICING SCHEDULE BY Sibusiso Mabasa

Refer to Pricing on page 83 to 148.

10. TENDER DATES

Tender Closing: **10:30** on **25 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 OPS 008/24** and they must be deposited in the tender box.

11. QUESTIONS AND ANSWERS BY USER

DEPARTMENT QUESTIONS AND ANSWERS

1. Question about reference letter required

The reference must be completed by the referee / client 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 as stated on this template. 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

2. Why don't we use email to submit soft copy instead of USB?

Submission is strictly hand delivery; soft copy needs to be submitted with your tender document.

3. Is MBD 6.2 applicable as there is a water mark indicating not applicable?

Page 31 on MBD 6.2, disregard the water mark, MBD6.2 It is applicable.

4. Local content page, the spaces is not enough to complete on the annexure C, is it possible for Johannesburg water to issue an excel of annexure C?

An excel copy will be emailed to all bidders who attended compulsory briefing session, please see note below.

5. Regarding reference letters, do we have to submit separated reference letters catering for criteria 1 which is experience and criteria 2 which is capacity?

No, the reference letter must cover all the criteria 1 and criteria 2.

NOTE

Johannesburg Water has noted that the Local Production and Content Declaration (MBD 6.2) form attached to the tender document contains a watermark indicating "N/A." Please be advised that this form is applicable to this tender. We sincerely apologise for any confusion or inconvenience this may have caused.

For clarity and ease of completion, we have attached a version of the form without the watermark. Bidders may use either the form included in the original tender document or the version that will be circulated with the meeting minutes. Alternatively, the form can also be downloaded from our website.

Furthermore, we have attached soft copies of Annexure C to assist with completion. These may be filled out electronically and submitted as part of your tender response. However, please do not remove the original forms included in the tender document. Completed forms can be submitted as annexures alongside your main submission.



Kindly ensure that the Annexure C (Local Content Declaration - Summary Schedule) form is completed in line with the goods you are tendering for.

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.

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