

**CONTRACT JW FIN04/25**

**DESCRIPTION: JW FIN04/25 TECHNICAL ACCOUNTING SUPPORT AND INDEPENDENT FINANCIAL STATEMENT REVIEWS FOR A PERIOD OF THIRTY SIX (36) MONTHS ON AS AND WHEN REQUIRED BASIS**

<b><u>CONTRACT NUMBER:</u></b>	<b>JW FIN 04/25</b>
<b><u>CONTRACT TITLE:</u></b>	<b>JW FIN04/25 TECHNICAL ACCOUNTING SUPPORT AND INDEPENDENT FINANCIAL STATEMENT REVIEWS FOR A PERIOD OF THIRTY SIX (36) MONTHS ON AS AND WHEN REQUIRED BASIS</b>
<b><u>DEPARTMENT:</u></b>	<b>SUPPLY CHAIN MANAGEMENT</b>
<b><u>DATE OF MEETING:</u></b>	<b>15 April 2025</b>
<b><u>TIME OF MEETING:</u></b>	<b>12H00</b>
<b><u>VENUE FOR MEETING:</u></b>	<b>AUDITORIUM, GROUND FLOOR , TURBINE HALL</b>

**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 **NON COMPULSORY**.

**2. CONTACT PERSONS**

<b>TECHNICAL ENQUIRIES</b>	<b>GENERAL ENQUIRIES</b>
Elthecia Basson	Nthabiseng Matabane
elthecia.basson@jwater.co.za	<a href="mailto:nthabiseng.matabane@jwater.co.za">nthabiseng.matabane@jwater.co.za</a>

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

<b>NAME &amp; SURNAME</b>	<b>DEPARTMENT</b>
Ms. Nthabiseng Matabane	Supply Chain
Ms Elthecia Basson	Finance Department
Mr. Sibusiso	Finance Department

#### 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.

- 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:

	<b>POINTS</b>
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
<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 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 (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Business owned by 51% or more - Black People	10	
Business owned by 51% or more- Women	10	
<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.**

<b>EVALUATION CRITERIA: (GATE KEEPERS)</b>			
<b>#</b>	<b>CRITERIA</b>	<b>DOCUMENTARY EVIDENCE</b>	<b>COMPLY (YES/NO)</b>
1	Signed and completed Pricing Schedule		Yes

**6. ADMINISTRATIVE EVALUATION**

<b>NO.</b>	<b>REFERENCE TO TENDER DOCUMENT</b>	<b>DESCRIPTION</b>	<b>REQUIREMENT</b>
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 6.1	Preference Points Claim in Terms of The Preferential Procurement Regulations 2022	Completed and signed MBD 6.1 Form.
7.	MBD 8	Declaration of Bidder's Past Supply Chain Management Practices	Completed and signed MBD 8 Form.
8.	MBD 9.	Certificate of Independent Bid Determination	Completed and signed MBD 9 Form.
9.	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.
10.	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	Submit applicable documentation with the tender submission

## EVALUATION

		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	
11.	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
12.	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>	A tenderer who scores the highest score in terms of pricing and Specific Goals.
<b>ALLOCATION STRATEGY</b>	A tenderer who scores the highest score in terms of pricing and Specific Goals.

## EVALUATION

### Functionality Evaluation Criteria:

#### 8. PRESENTATION BY Elthicia Basson

CRITERIA NO #	CRITERIA	EVIDENCE	SUB-CRITERIA/CLAUSE	MAX SCORE	SCORE
1.	Company's experience in technical accounting support should include relevant work on at least 4 projects within the water industry or public entities in the past 5 years.	<p>Supporting documents required include:</p> <ul style="list-style-type: none"> <li>Contactable Reference Letters or</li> <li>References on client letterhead</li> </ul> <p><b>NB:</b> Contactable reference letter must be completed by the referee/previous client of the tenderer and included in the tender submission. Alternatively, the Clients letterhead may be provided if it complies with the functional requirements. A separate form must be completed for each reference as a requirement 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 in participating in any future government tenders.</p>	<p>Technical experience on a min of 4 projects within the water industry or public entities in the past 5 years.</p>	50	
			Less than 4 completed projects		0
			4 completed projects		37.5



## EVALUATION

Contactable reference evaluation.

5 or more completed projects

50

CRIT ERIA NO #	CRITERIA	EVIDENCE	SUB-CRITERIA/CLAUSE	MAX SCORE	SCORE
2.	<b>Professional Accountant must be registered with SAICA as a CA</b>	<p>Tenderer to provide CV of Professional Accountant.</p> <p>The CV must reflect a min of 7 years' experience with in-depth knowledge and practical experience with the Municipal Finance Management Act (MFMA), Generally Recognized Accounting Practice (GRAP) standards, auditing and extensive expertise in reviewing financial statements.</p> <p>Note: Certified Copies of qualifications and valid registrations with SAICA are to accompany the CVs.</p>	<p><b>Professional Accountant (must be registered with SAICA as a CA) with 7 years' experience</b></p> <p><b>Less than 7 years' experience</b></p> <p><b>7 years or less than 8 years' experience</b></p> <p><b>8 and more years' experience</b></p>	50	<p></p> <p>25</p> <p>37.5</p> <p>50</p>
<b>Minimum qualifying score</b>				75	
<b>Total Maximum score</b>				100	



## 9. PRESENTATION ON PRICING SCHEDULE BY Elthicia Basson

Refer to Pricing on page 50

## 10. TENDER DATES

Tender Closing: **10:30** on **12 May 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 FIN 04/25** and they must be deposited in the tender box.

## 11. QUESTIONS AND ANSWERS BY USER

### DEPARTMENT QUESTIONS AND ANSWERS

1. How the hours will be estimated

It will be one hour like 350 x rate per hour

2. Please clarify the reference letter

*The reference letter must address the scope of tender. The reference letter must be completed in full 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 above requirements. A separate form must be completed for each reference as required in the evaluation criteria. Failure to adhere to this requirement will result in such tender being prejudiced. 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.*

3. Question on experience required?

Each person must have 7 years experience.

## 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.