

**CONTRACT JW 14468
STANDBY ABLUTION FACILITIES AND NEW OFFICES AT MIDRAND DEPOT
TENDER BRIEFING - MINUTES**

<u>CONTRACT NUMBER:</u>	JW 14468
<u>CONTRACT TITLE:</u>	STANDBY ABLUTION FACILITIES AND NEW OFFICES AT MIDRAND DEPOT
<u>DEPARTMENT:</u>	CAPEX PMU
<u>DATE OF MEETING:</u>	21 MAY 2025
<u>TIME OF MEETING:</u>	10:00 AM
<u>VENUE FOR MEETING:</u>	87 ERAND AH, CNR NEW ROAD AND SIXTH STREET, MIDRAND DEPOT
<u>CLOSING DATE:</u>	23 JUNE 2025
<u>CLOSING TIME:</u>	10:30AM

1. WELCOME

Ms. **Gcina Ndela** welcomed everyone who attended the tender briefing meeting and introduced JW personnel.

NAME & SURNAME	EMAIL ADDRESS	DEPARTMENT
Gcina Ndela	Gcina.ndela@jwater.co.za	Supply Chain
Muhammad Malik	Muhammad.malik@jwater.co.za	Capex PMU
Malcolm Low	Malcolm.low@jwater.co.za	Capex PMU
Tonderai Mapfumo	tonderai@technodesigns.co.za	Consultant

2. CONTACT PERSONS

Technical Queries:

Mr Muhammad Malik

Email: muhammad.malik@jwater.co.za

Telephone number: 011 688 6583

Commercial Queries:

Ms. Gcina Ndela

Email: gcina.ndela@jwater.co.za

Telephone number: 011 688 1796

3. SUPPLY CHAIN MANAGEMENT PRESENTATION

- Mr. **Gcina Ndela** indicated that this is an open tender briefing meeting, and attendance is **COMPULSORY**. Bidders who did not attend the briefing meeting will **NOT** be considered for this tender. Therefore, bidders must make sure that they sign the attendance register provided during briefing meeting session.

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- Tender documents are available in PDF format at no cost on the Johannesburg Water website (www.johannesburgwater.co.za) and on <https://www.etenders.gov.za>.
- 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. The order of the documents must be as set out on the Web page and all pages arranged correctly.
- The tender document must be completed in full, and all the forms must be fully completed and signed accordingly.
- 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.
- Tender documents may be completed electronically without altering or tampering of any of the text (terms, conditions, specifications etc.) in the tender documents.
- The use of correction fluid (Tippex) to correct mistakes is not allowed and if used the tender will be disqualified.
- Tenderers are required to hand submit one original hard copy and a soft 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.
- The required CIDB grading for the tender is 8GB or higher. Tenderers must ensure that their CIDB status is Active at time of evaluation at the required class and grade to avoid elimination.
- Tenderers must be registered on the 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 90/10 points scoring system will be applicable to this tender. 90 points will be allocated to price and the remaining 10 points will be for specific goals.

4. SPECIFIC GOAL POINTS ALLOCATION

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The Specific Goal Allocation will be scored as follows:

- 5 points for businesses owned by 51 % or more women.
- 5 points for businesses located within the boundaries of Gauteng Province.
- Tenderers tendering as JV must submit a JV BBBEE certificate.
- Make sure that your pricing schedule is fully complete and signed. Tenders must not leave blank spaces on the pricing schedule. The Form of offer must be completed and signed.
- 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 the tender.
- The tenders will be valid for 150 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 June 2025 at 10:30.** All bids are to be deposited in the tender box allocated on the ground floor at **65 Ntemi Piliso Street Turbine Hall, Newtown, Johannesburg.**
- 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.

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- 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 continuously revisit the JW web 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 but not later than 11:00 at the tender office located at Turbine Hall, 65 Ntemi Piliso Street, Newtown, Johannesburg 2001, ground floor. Tenderers names and total prices, where practical will be read out and recorded.

5. SUPPORTING DOCUMENTS

- SARS TAX PIN No.
- Municipal statement of account for both Director and Company (not older than three (03) months or a valid lease agreement).
- 3 year (3-sets) financial statements (audited where applicable).
- Joint Venture / Consortium Agreement signed by all parties.
- Valid BBBEE Certificate or copy thereof or a valid sworn affidavit.
- A completed and signed Invitation to Bid form MBD 1
- A completed and signed Declaration of Interest form MBD 4 (Tenderers are encouraged to truthfully declare all other company interests they may have. Please read MBD 4 Declaration of Interest form carefully).
- Complete and sign MBD 5 (Declaration for Procurement above R10m)
- A completed and signed Preference Points Claim Form MBD 6.1
- A completed and signed Declaration of Bidder's Past Supply Chain Management Practices MBD 8
- A completed and signed Certificate of Independent Bid Determination (MBD 9)

6. SCOPE OF WORKS

The scope of works under Tender No. JW14468 includes the construction of new facilities at Johannesburg Water's Midrand Depot, located at 87 Erand AH, Corner New Road and Sixth Street. The works include the following:

A. Standby Ablution Facilities

- Kitchen
- Dining/eating area
- Lounge
- One (1) bedroom on the ground floor
- Five (5) bedrooms on the first floor
- Ablution facilities (toilets, showers, basins)

B. New Office Building

- Thirteen (13) individual offices
- One (1) boardroom
- IT/server room
- Centralised HVAC system

C. General and Supporting Works

- Full electrical, plumbing, HVAC, fire protection, and IT systems
- Structural, civil, and architectural works
- Refurbishment of existing parking areas
- Supply and installation of new office furniture
- Compliance with the Occupational Health and Safety Act (Act No. 85 of 1993), Construction Regulations (2014), and relevant SANS and Johannesburg Water standards

D. Site Conditions

- The Midrand Depot is a live operational facility
- The contractor must ensure that all work is executed in a manner that does not interfere with existing operations
- Site access is controlled via the depot gatehouse

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7. **EVALUATION CRITERIA**

The evaluation of this tender will be conducted in **four stages**, as outlined in the tender document:

Stage 1: Mandatory Requirements

- CIDB Grading: Minimum **8GB or higher**, active at time of evaluation
- Attendance at the **compulsory site briefing**
- Central Supplier Database (CSD) registration
- SARS tax compliance status

Stage 2: Administrative Compliance

Bidders must submit the following documentation, fully completed and signed:

- MBD 1, 4, 5, 6.1, 8, and 9
- Valid SARS tax PIN
- Municipal accounts (not older than 3 months) or valid lease agreements
- Valid BBBEE certificate (SANAS-accredited) or valid sworn affidavit (if eligible)
- Three (3) years of financial statements
- Joint Venture agreement (if applicable)

Stage 3: Functionality Evaluation

Bidders will be evaluated against the following criteria:

- Relevant experience in similar commercial-scale building projects
- Qualifications and experience of key personnel
- Proposed methodology and construction plan

A **minimum score of 70 out of 100** is required to proceed to Stage 4.

Stage 4: Price and Specific Goals (90/10)

- **Price:** 90 points
- **Specific Goals:** 10 points

8. **TENDER DATES**

Tender Closing: **10:30 on 23 June 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 14468** and they must be deposited in the tender box. Under no circumstances must the tender document be given to JW employee or security personnel.

9. **QUESTIONS AND ANSWERS**

QUESTION: Will the BOQ spreadsheet be made available?

ANSWER: The BOQ spreadsheet will be emailed to the briefing attendees

QUESTION: Could you submit the bid electronically on a USB only?

ANSWER: No, the submission must be a hard copy with the option to submit an accompanying USB copy.

QUESTION: Will a BBBEE Affidavit be accepted?

ANSWER: Based on the CIDB grading criteria revenue threshold, the eligibility of a company will require a SANAS certificate.

QUESTION: What needs to be submitted if the company is operating in a property owned by the director?

ANSWER: The lease agreement should be submitted

QUESTION: Whose municipal account should be submitted if the submission is as a JV?

ANSWER: All directors' municipal accounts should be included in the submission.

CLOSURE

- Should bidders need any clarity, all queries are to be submitted 7 days before the closing date.
- Ms Gcina Ndela thanked all who attended the briefing session, and the meeting was adjourned.
- A short site visit was taken to the Head of Works area only.