

**CONTRACT JW 14471  
RENOVATIONS AT NORTHERN WORKS AND FLOW LABORATORY  
TENDER BRIEFING - MINUTES**

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| <b><u>CONTRACT NUMBER:</u></b>   | JW 14471                                                       |
| <b><u>CONTRACT TITLE:</u></b>    | RENOVATIONS AT NORTHERN WORKS AND FLOW LABORATORY              |
| <b><u>DEPARTMENT:</u></b>        | CAPEX PMU                                                      |
| <b><u>DATE OF MEETING:</u></b>   | 21 MAY 2025                                                    |
| <b><u>TIME OF MEETING:</u></b>   | 13:00                                                          |
| <b><u>VENUE FOR MEETING:</u></b> | NORTHERN WASTEWATER TREATMENT WORKS 1<br>SCHOOL ROAD DIEPSLOOT |
| <b><u>CLOSING DATE:</u></b>      | 20 JUNE 2025                                                   |
| <b><u>CLOSING TIME:</u></b>      | 10:30AM                                                        |

**1. WELCOME**

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

| <b>NAME &amp; SURNAME</b> | <b>EMAIL ADDRESS</b>                                                           | <b>DEPARTMENT</b> |
|---------------------------|--------------------------------------------------------------------------------|-------------------|
| Gcina Ndela               | <a href="mailto:Gcina.ndela@jwater.co.za">Gcina.ndela@jwater.co.za</a>         | Supply Chain      |
| Muhammad Malik            | <a href="mailto:Muhammad.malik@jwater.co.za">Muhammad.malik@jwater.co.za</a>   | Capex PMU         |
| Malcolm Low               | <a href="mailto:Malcolm.low@jwater.co.za">Malcolm.low@jwater.co.za</a>         | Capex PMU         |
| Tonderai Mapfumo          | <a href="mailto:tonderai@technodesigns.co.za">tonderai@technodesigns.co.za</a> | Consultant        |

**2. CONTACT PERSONS**

Technical Queries:

Mr Muhammad Malik

Email: [muhammad.malik@jwater.co.za](mailto:muhammad.malik@jwater.co.za)

Telephone number: 011 688 6583

Commercial Queries:

Ms. Gcina Ndela

Email: [gcina.ndela@jwater.co.za](mailto: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](http://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 6GB 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 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.

4. **SPECIFIC GOAL POINTS ALLOCATION**

The Specific Goal Allocation will be scored as follows:

- 10 points for businesses owned by 51 % or more black youth.
- 10 points for businesses located within the boundaries of COJ municipality.
- 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 **20 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

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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 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 works involve renovations at two separate Johannesburg Water sites:

- **Northern Works Laboratory**, located at 1 School Road, Diepsloot
- **Flow Laboratory**, located at the Ffennell Depot

The Flow Lab scope consists of **sealing a leaking concrete water sump**, while the Northern Works Laboratory entails a more extensive renovation, including:

- Building and structural work
- HVAC and plumbing installation
- Electrical and fire protection upgrades
- Installation of new furniture, access control systems, burglar bars, and waterproofing solutions
- IT and security system integration

Contractors must be experienced in managing multidisciplinary projects and ensure compliance with SHEQ and OHS requirements throughout the contract duration.

## 7. **EVALUATION CRITERIA**

The evaluation of this tender will be conducted in four stages:

### 1. Mandatory Requirements

Bidders must meet all mandatory eligibility requirements, including:

- CIDB registration at 6GB or higher
- Active registration on the Central Supplier Database (CSD) at the time of evaluation
- Attendance at the compulsory briefing session

### 2. Administrative Compliance

Submissions will be assessed to ensure that all required documents are correctly completed, signed, and submitted. These include but are not limited to:

- All MBD forms (MBD 1, 4, 5, 6.1, 8, 9)
- Completed and signed Form of Offer
- Valid SARS Tax Compliance PIN
- Municipal account (for both company and directors) or a valid lease agreement with owner affidavit
- Valid B-BBEE certificate or sworn affidavit
- CSD registration number
- Financial statements (3 years)
- Signed JV agreement (if applicable)

### 3. Functionality

Bidders will be evaluated on functionality and must score a minimum of 70 out of 100 points to proceed to price and preference evaluation. Functionality scoring is based on:

- Company experience with similar building renovation works
- Qualifications and experience of key personnel

### 4. Price and Specific Goals

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Bidders who pass the functionality threshold will be evaluated on an 80/20 preference point system, where:

- 80 points are allocated to price
- 20 points are allocated to specific goals

**8. TENDER DATES**

Tender Closing: **10:30 on 20 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 14471** 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:** In the MDB 4 declaration, should the companies listed be the company name or registration number?

**ANSWER:** The company name should be listed in the declaration

**QUESTION:** Are the safety files to be shared across both sites?

**ANSWER:** There is to be one file submitted to JW OHS for approval, however, there needs to be a hard copy of the file present at both sites.

**QUESTION:** Do both sites require a safety officer?

**ANSWER:** Yes, if the contractor plans to work at both sites at the same time.

**QUESTION:** Will the site be a live/active site?

**ANSWER:** The labs will be vacated, but the second floor will be active. Additionally, the lab has separate access.

**QUESTION:** Will the site require security on-site?

**ANSWER:** Yes, there is a provision in the BOQ for security.

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**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 Lab area only.