

**CONTRACT JW OPS 044/25**  
**HIRE OF MECHANICAL PLANT ON AN “AS AND WHEN” REQUIRED BASIS FOR A PERIOD OF**  
**THIRTY-SIX (36) MONTHS**  
**TENDER BRIEFING - MINUTES**

<b><u>CONTRACT NUMBER:</u></b>	JW OPS 044/25
<b><u>CONTRACT TITLE:</u></b>	HIRE OF MECHANICAL PLANT ON AN “AS AND WHEN” REQUIRED BASIS FOR A PERIOD OF THIRTY-SIX (36) MONTHS
<b><u>DEPARTMENT:</u></b>	OPERATIONS
<b><u>DATE OF MEETING:</u></b>	22 MAY 2025
<b><u>TIME OF MEETING:</u></b>	13:00
<b><u>VENUE FOR MEETING:</u></b>	65 NTEMI PILISO STREET NEWTOWN
<b><u>CLOSING DATE:</u></b>	19 JUNE 2025
<b><u>CLOSING TIME:</u></b>	10:30AM

**1. WELCOME**

Ms Gcina Ndela welcomed everyone who attended the 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
Sthembile Dladla	<a href="mailto:sthemobile.dladla@jwater.co.za">sthemobile.dladla@jwater.co.za</a>	Operations
Nosipho Mokoena	<a href="mailto:nosipho.mokoena@jwater.co.za">nosipho.mokoena@jwater.co.za</a>	Operations
Siphosethu Mazibuko	<a href="mailto:siphosethu.mazibuko@jwater.co.za">siphosethu.mazibuko@jwater.co.za</a>	Operations

**2. CONTACT PERSONS**

Ms Sthembile Dladla

Email: [sthemobile.dladla@jwater.co.za](mailto:sthemobile.dladla@jwater.co.za)

Telephone number: 011 688 1595

Ms. Gcina Ndela

Email: [gcina.ndela@jwater.co.za](mailto: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 **COMPULSORY**, therefore bidders who did not attend the meeting will **NOT** be considered for this tender. Bidders must ensure that they sign the attendance register.

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- Tender documents are available in PDF format at no cost on Johannesburg Water website ([www.johannesburgwater.co.za](http://www.johannesburgwater.co.za)) and on eTenders.gov.za as of 14 May 2025.
- 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 10 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 or 90/10-points scoring system will be applicable to this tender. 80/90 points will be allocated to Price and the remaining 20/10 points will be for specific goals.

**SPECIFIC GOALS POINTS ALLOCATION**

- 2/4 points SMME (An EME or QSE) 51% or more Black owned
- 3/6 points for Business owned by 51% or more – Black Youth
- 3/6 points for Businesses owned by 51% or more Women.

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- 2/4 points for Business located within the boundaries of Gauteng province
- 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.
- 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 19 June 2025 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.

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- 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.
- 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 encouraged to truthfully declare all other company interests they may have. Please read MBD 4 Declaration of Interest form.

**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. 3-year financial statements (audited where applicable)
4. Joint Venture / Consortium Agreement signed by all parties.
5. Valid BBBEE Certificate or copy thereof or a valid sworn affidavit.
6. A completed and signed Invitation to Bid form MBD 1
7. A completed and signed Pricing Schedule – Firm Prices MBD 3.1
8. A completed and signed Declaration of Interest form MBD 4
9. A completed and signed Declaration for procurement above R10 Million (all applicable taxes included) MBD 5

10. A completed and signed Preference Points (Specific Goals) Claim Form MBD 6.1
11. A completed and signed Declaration of Bidder's Past Supply Chain Management Practices MBD 8
12. A completed and signed Certificate of Independent Bid Determination (MBD 9)

#### 4. **TECHNICAL PRESENTATION**

**Ms Sthembile Dladla presented the following:**

##### **SCOPE OF WORK**

It was highlighted that tenderers need to familiarise themselves with the scope of work and make sure that they thoroughly go through all the contents of the specification to understand all the requirements of the tender.

Attention was brought to the service provider(s) to the Description of Plant where the plant required was stipulated as follows.

##### **PLANT REQUIRED:**

*i. Tractor Loader Backhoe (TLB)*

- 7500KG TLB's

4x4 or 4x2 wheel drive machine with side shift, Dig depth +5m and 1m<sup>3</sup> bucket.

Due to the difficulties experienced in some of the areas where JW works, where TLB's of 50KW output or less had breakdowns due to the plant failing to cope with the geological condition of the area, TLB's with Dig depth +5m, 67kW, 1m<sup>3</sup> bucket are required to only be allocated to areas where they can be utilized.

These machines are required mainly for excavating trenches to lay or expose pipelines. They must be capable of dumping the excavated material on either side of the excavations. Machines must have available a range of interchangeable buckets and be capable of 360-degree rotation. The following types of TLB's will be required to favour for all types of geological conditions in various areas within the jurisdiction where they are required to work.

*ii. Excavators*

- These machines are required mainly for excavating trenches where the capability of TLB's has reached its full capacity and more excavations in depth, or any other manner are still required.

Type	Weight	Bucket Size	Minimum Boom Length
Standard Boom			

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Tracked – Standard	20 Ton	0.38m <sup>3</sup> – 1.53m <sup>3</sup>	5m
Tracked – Large	Above 20 Ton	1.53m <sup>3</sup> – 3.82m <sup>3</sup>	6.5m
<i>Long Reach Boom</i>			
Tracked – Standard	20 Ton	0.38m <sup>3</sup> – 1.53m <sup>3</sup>	7m
Tracked – Large	Above 20 Ton	1.53m <sup>3</sup> – 3.82m <sup>3</sup>	10m

iii. *Crane Trucks*

- 10 Ton crane trucks.
- 20 Ton crane trucks

iv. *Mobile Cranes*

- 90-ton capacity. A Daily Rate shall be applicable for the crane and must incorporate the rate of an operator and rigger(s) including other site requirements. The costs include travelling to and from site, site establishment and de-establishment.
- 110-ton capacity. A Daily Rate shall be applicable for the crane and must incorporate the rate of an operator and rigger(s) including other site requirements. The costs include travelling to and from site, site establishment and de-establishment.

v. *Front End Loaders*

- With 1,1m<sup>3</sup> to 1,5m<sup>3</sup> bucket

vi. *Tipper Trucks*

- Payload, 3 to 5 ton (2.7 to 4.5m<sup>3</sup>)
- Payload, 5.1 to 8 ton (4,8 to 7,2m<sup>3</sup>)
- Payload, 8,1 to 10 ton, (7,3 to 9,0m<sup>3</sup>)

It was highlighted to the service providers that estimated quantities stipulated are solely estimated operational hours assumed to be utilised annually for each plant required.

## **EVALUATION**

Attention was brought to the service provider(s) to the evaluation for the tender. They are required to pay particular attention to the following.

*Mandatory Evaluation*

NO.	MANDATORY CRITERIA	YES
1.	Mandatory Tender Briefing Meeting	Yes

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2.	<p>The tenderer must submit proof of the mandatory documents for their offered plant as they have offered in the pricing schedule of the tender document. The documentation must be submitted together with the tender Document.</p> <p>Failure to do so shall render the tender liable for rejection on grounds of being non-complaint to the tendering conditions and will be disqualified.</p> <p>The following documents are required for plant offered:</p> <ul style="list-style-type: none"> <li>a) <u>Tractor Loader Backhoe (TLB)</u> <ul style="list-style-type: none"> <li>• Proof of Certificate of Registration in Respect of Motor Vehicle in accordance with the National Road Traffic Act.</li> <li>• Proof of valid Motor Vehicle Licence and Licence Disc in accordance with the National Road Traffic Act.</li> </ul> </li> <li>b) <u>Excavator</u> <ul style="list-style-type: none"> <li>• Proof of ownership.</li> </ul> </li> <li>c) <u>Crane Trucks</u> <ul style="list-style-type: none"> <li>• Proof of Certificate of Registration in Respect of Motor Vehicle in accordance with the National Road Traffic Act.</li> <li>• Proof of valid Motor Vehicle Licence, Licence Disc and Roadworthy Certificate and Operator Card in accordance with the National Road Traffic Act.</li> </ul> </li> <li>d) <u>Mobile Crane</u> <ul style="list-style-type: none"> <li>• Proof of Certificate of Registration in Respect of Motor Vehicle in accordance with the National Road Traffic Act.</li> <li>• Proof of valid Motor Vehicle Licence and Licence Disc in accordance with the National Road Traffic Act.</li> </ul> </li> <li>e) <u>Front End Loader</u> <ul style="list-style-type: none"> <li>• Proof of Certificate of Registration in Respect of Motor Vehicle in accordance with the National Road Traffic Act.</li> <li>• Proof of valid Motor Vehicle Licence and Licence Disc in accordance with the National Road Traffic Act.</li> </ul> </li> <li>f) <u>Tipper Trucks</u> <ul style="list-style-type: none"> <li>• Proof of Certificate of Registration in Respect of Motor Vehicle in accordance with the National Road Traffic Act.</li> <li>• Proof of valid Motor Vehicle Licence, Licence Disc and Roadworthy Certificate and Operator Card in accordance with the National Road Traffic Act.</li> </ul> </li> </ul> <p><i>Note 1: Only plant with all supporting documents as required will be considered.</i></p> <p><i>Note 2: The proof of valid Certificate of Registration and valid Motor Vehicle Licence and Licence Disc submitted must be in the name of the Tenderer or name of the company that the Tenderer will be leasing the plant from.</i></p>	Yes
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	<p><i>Note 3: In the event that the tenderer's plant offered will be hired/leased from another service provider, the tenderer must provide a letter of intent to hire from the lessor for plant offered, as well as all the required documents as stipulated above for the plant. The letter of intent must commit that the plant will be made available as required.</i></p> <p><i>Note 4: In the event that the plant offered are owned by the Tenderer, the Tender must provide a confirmation letter on their company letterhead committing to supply the plant upon the commencement date of the contract.</i></p> <p><i>Note 5: With Johannesburg Water allowing tenderers to hire the plant from lessors in order to meet Johannesburg Water's capacity requirements, tenderers that are leasing plant are to submit an alternate letter of intent and documentation for the plant that they are offering. If Tenderers that are hiring submit both the letter of intent and the alternate letter of intent, upon evaluation both letters will be considered for determination of the number of plant offered. Tenderers that are hiring plant that do not submit an alternate letter of intent to hire documentation will not be disqualified, however, only the submitted letter of intent will be considered upon evaluation. The letters of intent submitted by the service provider must also commit that the plant will be supplied upon commencement date of the contract. Please refer to the Allocation Strategy to determine how Tenderer's plant will be considered as per Johannesburg Water's requirements.</i></p>	
3	Signed Pricing Schedule and completed rates for items offered.	Yes



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*Technical Evaluation:*

TENDERER'S EXPERIENCE AND EXPERIENCE OF KEY PERSONNEL					
CRITERIA NO.	CRITERIA	EVIDENCE	SUB-CRITERIA/CLAUSE	MAX SCORE	SCORE
1	<b>TENDERER'S EXPERIENCE</b>  The Tenderer (Company) is required to have experience in the supply or hire of mechanical plant where the services was completed successfully	The Tenderer (Company) must provide relevant reference letter(s) with proof that they have executed the required works in rendering services for supply or hire of mechanical plant successfully.  <i>This document 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. A separate form must be completed for each reference as required 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 and restriction from participating in any future government tender.</i>	<b>Experience in the supply or hire of mechanical plant</b>	60	
			Less than 1 year		0
			1 year and more but less than 3 years		36
			3 years and more but less than 5 years		45
			5 years or more		60
2	<b>Experience of site supervisor/Co-Ordinator</b> in managing or monitoring contracts for the supply or hire of any mechanical plant.	The tenderer must submit or complete the Curriculum Vitae for their Site Supervisor or Site Co-Ordinator who will be assigned for the execution of the work.  The assigned personnel must have experience in managing or monitoring contracts for the supply or hire of various mechanical plant.	<b>Experience of site supervisor/ Co-ordinator in managing or monitoring contracts for the supply or hire of any mechanical plant.</b>	40	
			Less than 1 year		0
			1 year and more but less than 3 years		24
			3 years and more but less than 5 years		30
			5 years or more		40
MINIMUM QUALIFYING SCORE				60	
TOTAL				100	

**Note:** It is the Tenderer's responsibility to ensure that the Contactable Reference is contactable. A reference check with the Tenderer's reference will be done for the Tenderer that have scored the highest score. The Contactable Reference will have 5 working days from time of request by Johannesburg Water to confirm, in writing, the information on the Contactable Reference letter. Failure to confirm the reference by the Tenderer's reference contact within the stipulated time will result in the points for contactable reference not being allocated to the Tenderer.

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**PRICING**

Tenderers need to price for their offered items and ensure that on the items not offered they indicate “No Offer or N/A”.

**CONTACTABLE REFERENCES**

Service providers can utilise the templates provided to request from their referees for references. Alternatively, they can request their referees to write them a reference letter in their letterhead, however, must make sure that the reference letter complies with the requirements of the contactable reference letter template provided by JW.

**CURRICULUM VITAE**

Service providers can utilise the CV template provided for their key personnel that they will be assigning as required for the contract. Alternatively, they can provide their own CV templated. They must just make sure that the experience of the personnel aligns with the requirements of the tender.

**SPECIAL CONDITIONS**

Service providers must ensure that they carefully go through the special conditions of the contract to understand all the terms and conditions. They must take note that once the award is done the tender document will become a contract for the period of its existence. Therefore, they need to understand all the clauses of the terms and conditions.

**5. TENDER DATES**

Tender Closing: **10:30am on 19 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 OPS 044/25** and they must be deposited in the tender box. Under no circumstances must the tender document be given to JW employee or security personnel.

6. **QUESTIONS AND ANSWERS**

The following questions were asked.

**Note:** *Some questions were answered on the spot and some questions needed more clarification and tenderers were informed that thorough answers for all questions were to be provided on the minutes. Therefore, all answers are thoroughly addressed as below.*

**Question 1:** Where on the pricing schedule are tenderers to indicate their plant offered since the tender will be evaluated on 80/20 or 90/10?

**Answer 1:** Tenderers do not have to indicate on the pricing schedule the number of plant offered. The number of plant offered will be calculated by JW based on the tenderers submission of plant documentation found compliant

**Question 2:** For people who will be hiring plant, will a letter of intent alone be acceptable for submission?

**Answer 2:** No, the letter of intent must be accompanied by the relevant required documentation for each plant offered.

**Question 3:** Can the tenderer only price for specific plant on the pricing schedule?

**Answer 3:** Yes, the tender is item based. Tenderers can price for the items they are offering only. For the items not offered, they must indicate "No Offer or N/A".

**Question 4:** For tenderers who will be hiring plant from other companies, what will happen if the hiring company refuses to provide them with the required supporting documentation?

**Answer 4:** The submission of supporting documentation for the plant offered is a mandatory requirement, therefore, offered plant without the required documentation will not be considered.

**Question 5:** What happens when a client where work was done refuses to provide a reference letter?

**Answer 5:** The required documentary evidence for evaluation of Tenderer's Experience criteria is a reference letter, therefore, tenderers who do not submit the documentation as required will not be allocated point for that criterion.

**Question 6:** If the tenderer was utilising plant on a construction project, does it mean they do not have the required experience?

**Answer 6:** The scope of work is for hire/supply of the mechanical plant, therefore, tenderers who were utilising their plant in construction can request their client to outline/explain on the reference letter that the scope of work included them supplying/providing the mechanical plant for the execution of the project.

**Question 7:** Since the tender has 80/20 or 90/10, how will it be evaluated?

**Answer 7:** This tender is rate based, therefore, the applicable price and preferential scoring points system to be utilised will be based on the outcome of the evaluation.

**Question 8:** Why is the Site Supervisor / Co-Ordinator required for this contract?

**Answer 8:** The Site Supervisor / Co-Ordinator is required for the day-to-day management and monitoring of the plant dispatched to the relevant sites.

**Question 9:** Why is does the pricing schedule not cater for provision of the Site Supervisor / Co-Ordinator's rate?

**Answer 9:** The plant rates offered must include the cost for fuel / diesel, oil stores, insurance, operational assistant, transport (unless otherwise stated) and all other expenses incidental to the hire and operation of the plant and work to be performed. Therefore, this includes catering for the provision of cost implications for the Site Supervisor / Co-Ordinator.

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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, and the meeting was adjourned.

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