

**PROVISION OF BASIC SKILLS PROGRAMME IN PLUMBING FOR UNEMPLOYED YOUTH
ON BEHALF OF JOHANNESBURG WATER FOR A PERIOD OF SIX (6) MONTHS**

TENDER BRIEFING - MINUTES

<u>CONTRACT NUMBER:</u>	JW SCM 003/24
<u>CONTRACT TITLE:</u>	PROVISION OF BASIC SKILLS PROGRAMME IN PLUMBING FOR UNEMPLOYED YOUTH ON BEHALF OF JOHANNESBURG WATER FOR A PERIOD OF SIX (6) MONTHS
<u>DEPARTMENT:</u>	SUPPLY CHAIN MANAGEMENT
<u>DATE OF MEETING:</u>	20 MAY 2025
<u>TIME OF MEETING:</u>	11:00
<u>VENUE FOR MEETING:</u>	65 NTEMI PILISO STREET NEWTOWN
<u>CLOSING DATE:</u>	13 JUNE 2025
<u>CLOSING TIME:</u>	10:30AM

1. WELCOME

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

NAME & SURNAME	EMAIL ADDRESS	DEPARTMENT
Gcina Ndela	gcina.ndela@jwater.co.za	SCM – Tender Administrator
Mamasike Mokhosi	Mamasike.mokhosi@jwater.co.za	SCM – Enterprise Development Officer
Amanda Mnisi	Amanda.mnisi@jwater.co.za	SCM- Supplier Relations Administrator
Ituteng Tabe	Ituteng.tabe@jwater.co.za	SCM – Manager Accreditations and Supplier Development

2. CONTACT PERSONS

Ms Mamasike Mokhosi

Email: mamasike.mokhosi@jwater.co.za

Telephone number: 011 688 1415

Ms. Gcina Ndela

Email: gcina.ndela@jwater.co.za

Telephonenumber: 011 688-1796

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TENDER BRIEFING - MINUTES

3. SCM – ADMIN AND BID DOCUMENTATION 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.
- Tender documents are available in PDF format at no cost on Johannesburg Water website (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 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 as on the Web page and all pages arranged correctly.
- The tender document must be filled in using black ink only, any other colour pen or pencil is prohibited.
- Tender documents may be completed electronically without altering or tampering of any of the text (terms, conditions, specifications etc.) in the tender documents.
- Any mistakes must be struck-off and corrected with a single black ink line and signed (authenticated) by the tenderer. Tenderers were also advised to sign (authenticate) each alteration where there are any to avoid being disqualified.
- The use of correction fluid (Tippex) to correct mistakes is not allowed and if used the tender will be disqualified.
- The tender document must be completed in full, and all the forms must be fully completed and signed accordingly. Tenderers must not leave any blank spaces upon completion of the tender document.
- Tenderers must refer to the checklist on page 5 to 7 of the tender document for guidance.
- Make sure that your pricing schedule is fully completed and signed.

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TENDER BRIEFING - MINUTES

- Each bid must be submitted in a separate, properly sealed envelope/ package on which the Name, email address and telephone number of the tenderer must be indicated. The Tender number and Description must be clearly written on the envelope/ package.
- 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. JW will not be held liable for any documents that are not in the tender box at the time of closing.
- 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 make sure that they read and understand the requirements of the tender. Should tenderers need any clarity, they are encouraged to email the contact Gcina Ndela and Mamasike Mokhosi (contact details are on the cover page of the tender document).
- Tenderers are required to submit a hard copy document 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 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.

SPECIFIC GOALS POINTS ALLOCATION

- 8 points for Business owned by 51% or more – Black Youth
- 6 points for business owned by 51% or more women.
- 6 points for Businesses owned by 51% or more Black People with Disabilities
- Attention must be brought to the documentation the tenderers must submit in order for 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.

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TENDER BRIEFING - MINUTES

- 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.
- 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 truthfully declare all other company interests they may have, with specific reference to Question 3.14, of which if not fully completed, might lead to disqualification. Tenderers are encouraged to utilise the CIPC bizportal (www.bizportal.gov.za) , free registration to check the companies for which a director is a director for. This can be done by inserting an ID number for the director tendering and the portal will show all companies, whether active or not.
- No bids will be considered from persons in the service of the state.
- 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. This communication might include addendums to tender for extension of closing dates, changes in the tender specification, changes in pricing schedules, or any other matter affecting the tender in question, and which might have an impact on how tenderers respond.
- 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 note the closing date and time of the tender; late tenders will not be accepted. The closing date for this tender is 13 June 2025 at 10:30.

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TENDER BRIEFING - MINUTES

- All bids are to be deposited in the tender box allocated on the ground floor at No.65 Ntemi Piliso street Turbine Hall, Newtown.

SUPPORTING DOCUMENTS

1. SARS one-time TAX PIN
2. Where business and/or director premises are owned, a municipal rates and taxes statement of account must be submitted (not older than three (03) months and NOT IN ARREARS for more than 90days). If in arrears an acknowledgement of debt agreement must be entered into with municipality concerned and submitted with the tender.
3. Where business and/or director premises are leased/ hired/ rented, a valid lease agreement should be submitted duly signed and indicating the address at which the business is situated and where the director resides. The lease should be valid and active at time of tender submission and closing.
4. 3-year financial statements (audited where applicable) , especially in instances where the tendered value is estimated to exceed R10million including VAT.
5. Joint Venture / Consortium Agreement signed by all parties.
6. Valid BBBEE Certificate issued by a SANAS accredited verification agency or copy thereof or a valid (EME/QSE) sworn affidavit/ or CIPC EME affidavit
7. A completed and signed Invitation to Bid form MBD 1
8. A completed and signed Declaration of Interest form MBD 4
9. A completed and signed Preference Points (Specific Goals) Claim Form MBD 6.1
10. A completed and signed Declaration of Bidder's Past Supply Chain Management Practices MBD 8
11. A completed and signed Certificate of Independent Bid Determination (MBD 9)

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TENDER BRIEFING - MINUTES

Ms Mamasike Mokhosi – Enterprise Development Officer – presented on Tender Specification, including scope of work and technical evaluation criteria.

4. SCOPE OF WORK

Refer to page 32-35 of the tender document as issued

5. EVALUATION CRITERIA

CRITERIA NO #	CRITERIA	EVIDENCE	SUB-CRITERIA/CLAUSE	MAX SCORE	SCORE
1.	Experience of facilitators in the provision of basic skills programme in plumbing. Two facilitators	The bidder must provide (two) CVs of duly qualified, CETA accredited facilitators detailing relevant qualifications (Trade certificate in plumbing/facilitation certificate/and at least one (1) year experience in provision of basic skills programme in plumbing– at least 1 facilitator per group of 20 to 40 learners (total learners 80).	Facilitator experience	25	
			CV not detailing experience in provision of basic skills programme in plumbing and qualifications of duly accredited CETA facilitator.		0
			CV detailing at least 1 year experience in provision of basic skills programme in plumbing and qualifications of duly accredited CETA facilitator.		15
			CV detailing more than 1 year experience in provision of basic skills programme in plumbing and qualifications of duly accredited CETA facilitator.		25

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TENDER BRIEFING - MINUTES

CRITERIA NO #	CRITERIA	EVIDENCE	SUB-CRITERIA/CLAUSE	MAX SCORE	SCORE
2.	Comprehensive programme indicating sequence of activities for the basic entry level skills programme, including core and electives unit standards aligned to QCTO for the relevant certificate (i.e., Further Education and Training Certificate Plumbing)	- Detailed project plan, with timelines from induction to practical completion - Listing of unit standards (i.e., core and electives) aligned to QCTO	Detailed programme and unit standards aligned to QCTO	25	
			No detailed project plan, with timelines from induction to practical completion and unit standards (i.e., core and electives) aligned to QCTO		0
			Detailed project plan, with timelines from induction to practical completion and unit standards (i.e., core and electives) aligned to QCTO.		25
3.	Experience in the provision of basic skills programme in plumbing	The service provider must provide proof that they have experience in the provision of basic skills programme in plumbing. 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.	Number of years' experience in projects successfully completed in the provision of basic skills plumbing programme.	50	
			Less than one (1) year		0
			One (1) year to three (3) years		30
			More than three (3) years		50

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TENDER BRIEFING - MINUTES

CRITERIA NO #	CRITERIA	EVIDENCE	SUB-CRITERIA/CLAUSE	MAX SCORE	SCORE
MINIMUM QUALIFYING SCORE				70	
TOTAL				100	

**PROVISION OF BASIC SKILLS PROGRAMME IN PLUMBING FOR UNEMPLOYED YOUTH
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TENDER BRIEFING - MINUTES

6. PRICING

Refer to page 49 of the tender document

QUESTION & ANSWER SESSION

<u>QUESTIONS</u>	<u>RESPONSES</u>
In JV, should all parties submit their municipal statement of account or just the lead partner?	All parties are to submit their municipal statements.
Will a letter from the ward counsellor suffice as proof of residence?	Yes
Will the tools of trade be provided by JW or the service provider?	JW will provide the funds for the tools.
In a JV, if one partner submits false information, will it affect the entire submission?	Yes, JV submissions are considered as one.
Should the training location be close to COJ or can training be held where the supplier is currently based?	Bidders should Identify potential suitable venues, preferably within the CBD(Johannesburg), as it serves as a central location for all targeted areas. It is essential that the chosen venues are easily accessible by public transport to ensure convenience for all attendees
Are suppliers not meant to submit their financial statements to prove their financial capability throughout the project?	No
Accreditation bodies accredit applicants based on the venues that they use for business; does it mean that as bidders we should get new accreditation since the preferred venues are supposed to be centrally located in Johannesburg?	Bidders can use the current papers to which were vetted from their original place of business. No need for new accreditation for the new venues

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Additional questions/ communication post briefing session include the following:

Johannesburg water is aware of the omitted MBD 4 form (Declaration of interest) in the tender document, therefore the MBD 4 was circulated to attendees of the briefing session on 30 May 2025. Bidders who did not receive the MBD 4 are encouraged to download the form on the JW website ([All Advertised Tenders | Johannesburg Water](#))

<u>QUESTIONS</u>	<u>RESPONSES</u>
If as a bidder I will be submitting accreditation certificates under the training company which will do the training on my behalf Kindly advise if there is any declarations we need to sign or special docs we need to submit	Outsourcing is not permitted as this is a training project and needs accountability. The SETA accreditation should be in the name of the bidder

CLOSURE

Should bidders need any clarity, all queries are to be submitted 7 days before the closing date.

Ms Ithuteng Tabe thanked all who attended the briefing, and the meeting was adjourned.