

PROVISION OF DESLUDGING/VACUUM SERVICES FOR SANITATION USING VACUUM TANKERS OR HONEY SUCKERS ON AN AS AND WHEN REQUIRED BASIS FOR A PERIOD OF THIRTY-SIX (36) MONTHS

TENDER BRIEFING - MINUTES

<u>CONTRACT NUMBER:</u>	JW OPS 004/25
<u>CONTRACT TITLE:</u>	PROVISION OF DESLUDGING/VACUUM SERVICES FOR SANITATION USING VACUUM TANKERS OR HONEY SUCKERS ON AN AS AND WHEN REQUIRED BASIS FOR A PERIOD OF THIRTY-SIX (36) MONTHS
<u>DEPARTMENT:</u>	OPERATIONS
<u>DATE OF MEETING:</u>	11 JULY 2025
<u>TIME OF MEETING:</u>	11:00
<u>VENUE FOR MEETING:</u>	65 NTEMI PILISO STREET NEWTOWN
<u>CLOSING DATE:</u>	11 AUGUST 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	Supply Chain
Ephraim Mathiba	ephraim.mathiba@jwater.co.za	Supply Chain
Africa Masuku	africa.masuku@jwater.co.za	Operations
Sthembile Dladla	sthembile.dladla@jwater.co.za	Operations
Nosipho Mokoena	nosipho.mokoena@jwater.co.za	Operations
Siphosethu Mazibuko	siphosethu.mazibuko@jwater.co.za	Operations

2. CONTACT PERSONS

Mr Africa Masuku

Email: africa.masuku@jwater.co.za

Telephone number: 011 959 1404

Ms. Gcina Ndela

Email: gcina.ndela@jwater.co.za

Telephonenumber: 011 688-1796

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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 2 July 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 9 of the tender document for guidance.
- Make sure that your pricing schedule is fully completed and signed.

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- 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 Africa Masuku/ Sthembile Dladla (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 90/10 80/20 points scoring system will be applicable to this tender. 90/80 points will be allocated to Price and the remaining 10/20 points will be for specific goals.

SPECIFIC GOALS POINTS ALLOCATION

80/20 SCORING

- 10 points for business owned by 51% or more women.
- 10 points for Business owned by 51% or more- Black Owned

90/10 SCORING

- 5 points for business owned by 51% or more women.
- 5 points for Business owned by 51% or more- Black Owned

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- 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.
- 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

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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 11 AUGUST 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.

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 Pricing Schedule (Firm Prices) MBD 3.1
9. A completed and signed Declaration of Interest form MBD 4
10. A completed and signed Declaration for procurement above R10 Million (all applicable taxes included) Completed and signed MBD 5
11. A completed and signed Preference Points (Specific Goals) Claim Form MBD 6.1
12. A completed and signed Declaration of Bidder's Past Supply Chain Management Practices MBD 8

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13. 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 as it will assist when bidding for tender.

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

PLANT REQUIRED:

Vacuum tankers or honey suckers to be used for desludging/emptying of pits, conservancy tanks, aqua privies and VIPs in various informal settlements

Tenderers must take note of the checklists attached as ANNEXURE A which they are required to use to stipulate the documentation of their plant tendering with and must also attached the copies as specified in the mandatory criteria.

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EVALUATION

Attention was brought to the tenderer(s) to the evaluation for the tender. The evaluation stages of this tender are four (4).

Stage 1: Mandatory Evaluation

Tenderers attention was brought to the table below to take note of the requirements for mandatory evaluation.

NO.	MANDATORY CRITERIA	YES
1.	Compulsory Tender Briefing Session	Yes

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2.	<p>The tenderer must submit proof of the mandatory documents for their offered desludging 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>The following documents are required for desludging plant offered:</p> <ul style="list-style-type: none"> a) Proof of Certificate of Registration (RC1) in Respect of Motor Vehicle (as per National Road Traffic Act) b) Proof of an actual valid license disc and a Roadworthy certificate (LCO) issued within 12 months prior to tender closure (as per National Road Traffic Act) c) Valid Insurance per each desludging plant (vacuum tanker or honey sucker) offered. <p>Note 1: The proof of valid Certificate of Registration, proof of a valid license disc and Roadworthy certificate issued within 12 months of tender closing date must be in the name of the Tenderer or name of the company that the tenderer will be leasing the desludging plant from.</p> <p>Note 2: If desludging plant offered are owned by the Tenderer, the Tender must provide a confirmation letter on their company letterhead committing to supply the desludging plant within 21 days of date of appointment.</p> <p>Note 3: If the tenderer's desludging plant offered will be leased, the Tenderer must provide proof of a letter of intent to lease the desludging plant offered which are not owned by the Tenderer, as well as the required documents as stipulated above. The letter of intent must commit that the desludging plant will be made available within 21 days of date of appointment.</p> <p>Note 4: With Johannesburg Water allowing tenderers to lease desludging plant to meet Johannesburg Water's capacity requirements, Tenderers that are leasing desludging plant are to submit alternate letter of intent and documentation for the desludging plant that they are offering. Tenderers that are hiring desludging plant that do not submit an alternate letter of intent to lease documentation will not be disqualified. Please refer to the Allocation Strategy number 5 to determine which Tenderer's desludging plant will be allocated as per Johannesburg Water's requirements.</p> <p>Note 5: Tenderers may not be awarded points for Specific Goals if the tender documents indicate that the Tenderer intends to lease 26% or more of the desludging plant offered from any other persons (lessor or owner of equipment) not qualifying for at least the specific goal points the Tenderer qualifies for. The Tender may only obtain points for Specific Goals claimed and supported with verification documents if the lessor's Specific Goals documentation is included with the letter of intent. A separate MBD6.1 form will be provided in such a situation for the lessor</p>	Yes
3	Signed Pricing Schedule and completed rates for items offered.	Yes

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NB: Bidders that fail to comply with the above mandatory requirement will not be evaluated further.

Note: Tenderers are requested to fully compete the applicable Annexure for desludging plant being offered and to cross reference the applicable documentation as referenced in Annexure A for the 8KL to 10KL desludging plant, and reference their documentation (certificate of Registration, License Disk, Roadworthy (LCO)) accordingly.

Stage 2: Administrative Evaluation

Tenderers must take note of the presentation that was done by Ms Gcina Ndela for documentation that needs to be completed and signed as well as the additional documents to be submitted as they will be used for this evaluation.

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Stage 3: Functional/Technical Evaluation

TENDERER'S EXPERIENCE AND EXPERIENCE OF KEY PERSONNEL					
CRITERIA NO.	CRITERIA	EVIDENCE	SUB-CRITERIA/CLAUSE	MAX SCORE	SCORE
1	TENDERER'S EXPERIENCE The Tenderer (Company) is required to have experience in the provision of desludging/vacuum services for sanitation using vacuum tankers or honey suckers.	The Tenderer (Company) is required to have experience in the provision of desludging/vacuum services for sanitation using vacuum tankers or honey suckers. <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>	Experience where desludging services of ventilated improved sanitation was carried out successfully Less than 2 years 1 year and more but less than 5 years 5 years or more	100	0 60 100
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 conducted for the recommended/highest scoring bidders who also satisfied the capacity requirements as per the objective criteria". 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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Stage 4: Preference Evaluation

For preference evaluation tenderers are required to pay particular attention to the point scoring system applicable for this tender in terms of price and specific goals.

Tenderers must also pay attention to the award strategy applicable to this tender as stipulated in the tender document.

PRICING

Tenderers need to take note of the ranking system requirements for this tender. Based on their preferred area to work at, they must use the ranking system where number 1 being most preferred and 5 least preferred and price accordingly their offers.

Also, tenderers must stipulate their number of desludging plant offered in the table provided under “Availability of Resources” and must take note of the extra notes provided therein.

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.

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.

OHS DOCUMENT

Tenderers are to take note that the OHS document was mistakenly to included with the tender document when it was uploaded onto the JW website. It will be uploaded accordingly, and tenderers must take note of it when completing their tender.

5. TENDER DATES

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Tender Closing: **10:30am on 11 August 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 004/25 and they must be deposited in the tender box. Under no circumstances must the tender document be given to JW employee or security personnel.

QUESTION & ANSWER SESSION

<u>No</u>	<u>QUESTIONS</u>	<u>RESPONSES</u>
1	Is there any additional document required to confirm attendance?	No. Attendance is confirmed by signing the attendance register provided at the briefing. Please ensure you have signed it.
2	How will the tender be awarded with respect to regions?	This is a multi-award tender. Each tenderer must indicate their preferred region. During the allocation process, if a tenderer qualifies and meets the requirements, they will be appointed in their preferred region first.
3	Will only one company be appointed per region?	No. Based on our allocation strategy; appointments will be made according to the capacity offered by tenderers. If the required capacity in a region is not met by the highest-scoring tenderer, the next highest-scoring tenderer(s) will be appointed until full capacity is met. Only the number of service providers required will be appointed; the rest will be placed on standby.
4	Why is the tanker size limited to between 8kl and 10kl?	Due to site accessibility, particularly in informal settlements, tankers larger than 10kl cannot maneuver efficiently. Therefore, tanker sizes are capped at 8kl–10kl.
5	What does "do not tamper with the pages" mean?	Tenderers must not modify or alter the provided annexures and pricing schedules. However, you may make copies if additional annexures are needed.
6	Can I complete only the section I'm bidding for?	Yes. You may submit only for the region you're bidding for, but ensure you include the preferred region, capacity offered, and pricing schedule for that specific region. Where you are not offering, please ensure that you stipulate "No Offer or Not Applicable"

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7	What is the minimum number of trucks required?	Please refer to the Scope of Work, which includes a table indicating the minimum truck requirements.
8	How long does it take to get a response to inquiries?	You will get responses accordingly as you send the emails. However, please ensure that send your queries 7 days before the tender closing to allow JW officials sufficient time to attend to them.
9	What should I do if the business and director share the same address?	One entity (e.g., director or company) should be listed as renting from the other. A lease agreement or an affidavit must be provided confirming the rental arrangement.
10	On the MBD 4 form where tenderers are required to declare companies owned by the director(s), are bidders allowed to refer JW to the BizPortal instead of listing the companies?	Bidders are required to declare/list all companies owned by their directors as required on the MBD 4 form. In an event whereby the space provided on the MBD 4 form is insufficient, the tenders are to submit their MBD 4 form together with an Annexure listing all companies. Bidders are not allowed to refer JW to the BizPortal.
11	What should I do if I do not have formal proof of address?	You may submit municipal service statement as proof of residence or a letter from the ward councilor confirming your address.
12	Was a market research analysis conducted to ensure feasible pricing?	Yes, a market analysis was conducted. During the awarding process, an internal assessment ensures that appointed service providers are capable of successfully completing the contract.
13	Will there be a site inspection?	No, therefore it becomes crucial for tenderers to submit all the specified required documents and annexures to verify the tankers offered.

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.