

**APPOINTMENT OF A SERVICE PROVIDER(S) FOR THE SUPPLY AND DELIVERY OF
HDPE PIPES AND FITTINGS ON AN AS AND WHEN REQUIRED BASIS FOR A PERIOD
OF THIRTY-SIX (36) MONTHS**

TENDER BRIEFING – MINUTES

<u>CONTRACT NUMBER:</u>	JW OPS 021/25
<u>CONTRACT TITLE:</u>	APPOINTMENT OF A SERVICE PROVIDER(S) FOR THE SUPPLY AND DELIVERY OF HDPE PIPES AND FITTINGS ON AN AS AND WHEN REQUIRED BASIS FOR A PERIOD OF THIRTY-SIX (36) MONTHS
<u>DEPARTMENT:</u>	OPERATIONS
<u>DATE OF MEETING:</u>	9 JULY 2025
<u>TIME OF MEETING:</u>	13:00
<u>VENUE FOR MEETING:</u>	65 NTEMI PILISO STREET NEWTOWN
<u>CLOSING DATE:</u>	7 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
Jaffrey Mutwa	jaffrey.mutwa@jwater.co.za	Operations
Sthembile Dladla	sthembile.dladla@jwater.co.za	Operations
Nosipho Mokoena	nosipho.mokoena@jwater.co.za	Operations

2. CONTACT PERSONS

Mr Jaffrey Mutwa

Email: jaffrey.mutwa@jwater.co.za

Telephone number: 011 386 1068

Ms. Gcina Ndela

Email: gcina.ndela@jwater.co.za

Telephonenumber: 011 688-1796

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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.
- 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 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 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 complete 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 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 Jaffrey Mutwa (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 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

90/10 POINTS ALLOCATION

- 5 points for Business owned by 51% or more – Black Youth
- 2 points Businesses located in a region within the boundaries of the COJ municipality
- 3 points for SMME (An EME) 51% or more Black owned

80/20 POINTS ALLOCATION

- 10 points for Business owned by 51% or more – Black Youth

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- 4 points Businesses located in a region within the boundaries of the COJ municipality
- 6 points for SMME (An EME) 51% or more Black owned
- 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.
- 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.
- 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.

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- 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 7 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. 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 (Purchases) completed and signed (Acknowledgement that rates will be fixed for duration of contract) 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) Completed and signed MBD 5.
10. A completed and signed Preference Points (Specific Goals) Claim Form MBD 6.1
11. A completed and signed – Local Production and Content MBD 6.2
12. A completed and signed Declaration of Bidder's Past Supply Chain Management Practices MBD 8
13. A completed and signed Certificate of Independent Bid Determination (MBD 9)

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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. Tenderers must take note of the various SANS accreditations applicable for the pipes and fittings to tender for as well as the rest of the important requirements stipulated in the scope of work for the tender.

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.	Mandatory Tender Briefing Meeting	Yes
2.	Signed and completed Area of specialisation, Pricing Schedule as per award and or allocation strategy	Yes
3	<p>Legislative Compliance: Submission of required valid SANS certificate.</p> <p>The tenderer (Company) must submit valid Certificate(s) of approval for items offered as indicated below:</p> <p>For Pipes</p> <ul style="list-style-type: none"> - Valid SANS 4427 Certificate provided by SANAS accredited body (To be submitted by tenderers offering pipes) <p>For Fittings</p> <ul style="list-style-type: none"> - Valid JASWIC listing certificate must be submitted for all fittings <p><i>Tenderers will only be considered for items whereby they have provided the required certificates</i></p> <p><i>Note: If the tenderer is a supplier, valid certificate(s) for pipes offered must be sourced from their manufacturer/principal.</i></p>	Yes

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

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

PART A: TENDERER'S EXPERIENCE					
CRITERIA NO.	CRITERIA	EVIDENCE	SUB-CRITERIA/CLAUSE	MAX SCORE	SCORE
1	TENDERER'S EXPERIENCE The Tenderer (Company) is required to have experience in the supply of pipes and/or fittings relevant to the area of specialization tendered for with work completed successfully.	The Tenderer (Company) must provide (a) official purchase order/s of supplying pipes and/or fittings and (b) relevant reference letter(s) as proof of experience in the supply of pipes and/or fittings completed successfully. 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. <i>Moreover, every reference letter must be supported by official related purchase order/s.</i>	Experience in the supply of pipes and/or fittings	40	
			0-3 Purchase Orders and contactable reference letter		0
			4-6 Purchase Orders and contactable reference letters		24
			7-10 Purchase Orders and contactable reference letters		32
			11 Purchase Orders and contactable reference letters or more		40
2	CAPACITY TO SUPPLY The Tenderer (Company) is required to have capacity in the supply of pipes and/or fittings.	The tenderer must provide purchase order(s) and reference letter(s) which will stipulate the value of projects/ contracts completed for the supply of pipes and /or fittings. NB: The purchase order to be considered for the evaluation of this criterion must be accompanied by a reference letter.	Consolidated Value of the Purchase Orders for supply of pipes and/or fittings.	60	
			Less than R 750 000.00		0
			R750 000 to less than R3 000 000		36
			R3 000 000 to less than R5 000 000		48
			R5 000 000 or more		60
The tenderer is required to obtain a minimum of 60 points in order to be evaluated further					
MINIMUM QUALIFYING SCORE				60	
TOTAL				100	

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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 Tenderers that have scored the minimum qualifying 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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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 area of specialisation requirements for pricing for this tender. Tenderers are required to tick on the table provided for the category they are intending to bid for. The applicable items they are bidding for must be in line with the relevant experience for the evaluation criteria. Tenderer must make sure they follow the requirements of precisely for each category.

Where tenderer(s) are not intending to bid, they must indicate “No Offer or Not Applicable (N/A)” on both the area of specialisation form and pricing schedule.

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.

4. TENDER DATES

Tender Closing: **10:30am on 07 August 2025**. No late submissions will be accepted under any circumstances. Tender documents must be submitted in sealed envelopes, clearly marked with

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the reference number JW OPS 021/25 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>QUESTIONS</u>	<u>RESPONSES</u>
1. Should bidders declare non-operational or de-registered companies?	Yes
2. How many service providers will JW appoint?	Multiple service providers, the tender will be awarded in categories.
3. Are bidders expected to price for all the items on the pricing schedule?	No, bidders are required to price for categories offered. For categories not offered, the bidder must indicate no offer or N/A.
4. What are the specific goals as they are not stipulated on MBD 6.1?	<p>The specific goals are:</p> <ul style="list-style-type: none"> • Business owned by 51% or more – Black Youth • SMME (An EME) 51% or more Black owned • Businesses located in a region within the boundaries of the COJ municipality <p>The specific goals are stipulated on MBD 6.1 form, page 28 of the tender document.</p>
5. Can bidders submit their supporting documents as annexures since tampering with the sequence of the tender document is not allowed?	Yes
6. If the service provider has done work with one institution but were given multiple purchase orders, will those purchase orders be accepted?	Yes, bidders must also note that purchase orders must be submitted together with reference letter as stipulated on the evaluation criteria
7. If the service provider has one purchase orders of a value of R7 million, how will the bidder be evaluated?	They will be evaluated and scored in line with the evaluation criterion on page 54 and 55 of the evaluation criteria.
8. If the service provider has done work for multiple companies, must the service provider submit reference	Yes

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letters from those companies?	
9. Will the tender be awarded to one service provider or to multiple service providers?	Multiple service providers, the tender will be awarded in categories.
10. For capital projects, will supply and installation projects be considered?	The tender is for supply and delivery of pipes and/or fittings, therefore, the tenderer is required to submit documentary evidence as required for supply and delivery which is reference letter(s) and purchase orders(s) for materials supplied.
11. If a bidder is not offering all items, can the bidder only price for the offered category and indicate no offer on the categories not offered?	Yes, bidders can indicate no offer or N/A for categories not offered.
12. For bidders who are suppliers and not manufactures, is an agreement letter between the supplier and the manufacturer required or the submission of the required manufacturer's certificate sufficient?	An agreement is not required. Bidders are required to submit the legislatives documents stipulated under mandatory evaluation.
13. When completing the declaration form, must bidder circle or cross their selections on the form?	Any will be acceptable.

IMPORTANT NOTE:

It was noted during the briefing session that the total score for specific goals was incorrectly reflected as 10 under the 80/20 system and 20 under the 90/10 system. Bidders are advised that this was a clerical error. The individual points allocated per criterion are correct and evaluation will be done on the correct total of 20 points (80/20) and 10 points (90/10), in line with the individual points allocated for each specific goal indicated.

- Under the 80/20 system, the total specific goals score is incorrectly shown as 10, when it should be 20.
- Under the 90/10 system, the total specific goals score is incorrectly shown as 20, when it should be 10.

Preference Criteria

80/20 Points 90/10 Points

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Preference Criteria	80/20 Points	90/10 Points
Business owned by 51% or more – Black Youth	5	10
SMME (An EME) 51% or more Black owned	3	6
Businesses located within the boundaries of the CoJ municipality	2	4
Total (Incorrectly Written)	20	10
Total (Correct)	10	20

The summation in the document was mistakenly reversed. Kindly note that this is a clerical error, and the actual evaluation will still be based on the correct point allocation per specific goals and the applicable preference system.

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.