

EVALUATION

<u>CONTRACT NUMBER:</u>	JW CYD 006/24
<u>CONTRACT TITLE:</u>	CALIBRATION OF LABORATORY EQUIPMENT AT AVRIOUS LABORATORIES OF JOHANNESBURG WATER FOR A PERIOD OF 36 MONTHS
<u>DEPARTMENT:</u>	SUPPLY CHAIN MANAGEMENT
<u>DATE OF MEETING:</u>	9 July 2025
<u>TIME OF MEETING:</u>	11:AM
<u>VENUE FOR MEETING:</u>	65 NTEMI PILISO STREET NEWTOWN
<u>CLOSING DATE:</u>	1 August 2025
<u>CLOSING TIME:</u>	10:30 AM

1. WELCOME

Ms Nthabiseng Matabane welcomed everyone who attended the meeting and introduced JW personnel.

NAME & SURNAME	EMAIL ADDRESS	DEPARTMENT
Nthabiseng Matabane	nthabiseng.matabane@jwater.co.za	Supply Chain
Neville Enslin	thandeka.mamabolo@jwater.co.za	Operations Support

2. CONTACT PERSONS

NAME & SURNAME	EMAIL ADDRESS
Neville Enslin	thandeka.mamabolo@jwater.co.za
Nthabiseng Matabane	nthabiseng.matabane@jwater.co.za

3. SCM – PRESENTATION BY Ms Nthabiseng Matabane

- Ms Nthabiseng Matabane indicated that this is an open tender and the meeting is **NON-COMPULSORY**, therefore bidders who did not attend the meeting will 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.

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- 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.
- 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).

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- 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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)
Business owned by 51% or more – Black Youth	5
Business owned by 51% or more- Women	5
Businesses located within the boundaries of the COJ	10
Total	20

Maximum Points Allocated for this tender as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 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 Declaration of Interest, MBD 4, 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 at the tender office located at Turbine Hall, 65 Ntemi Piliso Street. Tenderers' names and total prices, where practical will be read out, bidders are welcomed to attend the tender opening meeting, by no later than 11h00.
- 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 4 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.

4. ADMINISTRATIVE EVALUATION

	REFERENCE TO TENDER DOCUMENT	DESCRIPTION	REQUIREMENT
1.	Annexure	Certificate of Authority or Board Resolution Letter granting authority to sign	Complete and submit
2.	MBD 1	Invitation to Bid Form	Completed and signed MBD 1 Form.

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3.	CSD	Central Supplier Database Registration	Provide proof of CSD registration. Complete MAAA number on cover page or copy of CSD report.
4	MBD 3.1	Pricing Schedule – Firm Prices (Purchases)	Completed MBD 3.1 Form.
5.	MBD 4	Declaration of Interest	Completed and signed MBD 4 Form.
6.	MBD 6.1	Preference Points Claim in Terms of The Preferential Procurement Regulations 2022	Completed and signed MBD 6.1 Form.
7.	MBD 8	Declaration of Bidder's Past Supply Chain Management Practices	Completed and signed MBD 8 Form.
8.	MBD 9.	Certificate of Independent Bid Determination	Completed and signed MBD 9 Form.
9.	Annexure – Proof of Specific Goals	Refer to documents listed in 4.3 verification documents to be submitted with the tender document	Submit applicable documentation with the tender submission – If not submitted with the tender document points for Specific Goals won't be allocated.
10.	Annexure	Municipal Rates and Taxes for the Tenderer - Current municipal rates for the entity not in arrears by more than 90 days. If leasing/renting, submitted	Submit applicable documentation with the tender submission

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		copy of valid lease agreement where premises are rented OR Confirmation that suitable arrangements are in place for arrear municipal obligations with your local municipality OR Current municipal rates which is not older than 90 days or valid lease agreement with affidavit from owner of property in cases stated in Proof of Good Standing with regards to Municipal Accounts document	
11.	Annexure	Municipal Rates and Taxes - Current municipal rates for the directors of the entity not in arrears by than 90 days. If leasing/renting, submitted copy of valid lease agreement where premises are rented OR Confirmation that suitable arrangements are in place for arrear municipal obligations with your local municipality OR Current municipal rates which is not older than 90 days or valid lease agreement with affidavit from owner of property in cases stated in Proof of Good Standing with regards to Municipal Accounts document.	Submit applicable documentation with the tender submission
12.	Annexure	Joint Venture, Consortium, or equivalent agreement– if applicable.	Joint Venture, Consortium, or equivalent agreement signed showing percentage ownership of parties – if applicable.

5. MANDATORY EVALUATION CRITERIA

EVALUATION CRITERIA: (GATE KEEPERS)			
#	CRITERIA	DOCUMENTARY EVIDENCE	COMPLY (YES/NO)
1	Signed Pricing Schedule and completed rates for items offered.		Yes
2	<ul style="list-style-type: none"> ISO 17025:2017 SANAS Accredited certification. If subcontracting is included, the letter of partnership and subcontracted laboratory SANAS certificate to be submitted.		Yes

6. SCOPE OF WORK

Refer to page 35 - 40 of the tender document as issued

7. Ms Nondalo Shandu – presented on Evaluation criteria.

TENDERER'S EXPERIENCE				
CRITERIA	EVIDENCE	SUB-CRITERIA/CLAUSE	MAX SCORE	SCORE
TENDERER'S EXPERIENCE The tenderer (company) must have experience where calibration of laboratory equipment was carried out.	Supporting documents required include: <ul style="list-style-type: none">Contactable Reference Letters orReferences on client letterhead. NB: Contactable reference letter must be completed by the referee/previous client of the tenderer and included in the tender submission. Alternatively, the Clients letterhead may be provided if it complies with the functional requirements. A separate form must be completed for each reference as a requirement 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 in participating in any future government tenders.	Tenders experience in calibration of Laboratory equipment.	100	
		No Contactable Reference Letter		0
		One (1) Contactable Reference Letter		60
		Two (2) or more Contactable Reference Letters.		100
The tenderer is required to obtain a minimum of 60 points to be evaluated further				
MINIMUM QUALIFYING SCORE				60
TOTAL				100

8. PRICING

Refer to page 58-65 of the tender document

9. QUESTION & ANSWER SESSION

No questions asked during meeting

10. CLOSURE

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

We advise bidders to familiarise themselves with our website, for every communication regarding tender will be posted on the website.

Ms Nthabiseng Matabane thanked all who attended the briefing, and the meeting was adjourned.