

**SUPPLY, DELIVERY, INSTALLATION AND REPLACEMENT OF CUSTOMER METER (T-CODE MAINTENANCE) FOR A PERIOD OF 36 MONTHS ON "AS AND WHEN" REQUIRED BASIS
TENDER BRIEFING - MINUTES**

<u>CONTRACT NUMBER:</u>	JW OPS 049/25
<u>CONTRACT TITLE:</u>	SUPPLY, DELIVERY, INSTALLATION AND REPLACEMENT OF CUSTOMER METER (T-CODE MAINTENANCE) FOR A PERIOD OF 36 MONTHS ON "AS AND WHEN" REQUIRED BASIS
<u>DEPARTMENT:</u>	OPERATIONS
<u>DATE OF MEETING:</u>	14 AUGUST 2025
<u>TIME OF MEETING:</u>	11:00
<u>VENUE FOR MEETING:</u>	65 NTEMI PILISO STREET NEWTOWN
<u>CLOSING DATE:</u>	10 SEPTEMBER 2025
<u>CLOSING TIME:</u>	10:30AM

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
Sinna Hlongwane	Sinna.hlongwane@jwater.co.za	Supply Chain
Nosipho Gulwa	Nosipho.gulwa@jwater.co.za	Operations

CONTACT PERSONS

Ms Nosipho Gulwa

Email: nosipho.gulwa@jwater.co.za

Telephone number: 011 688 1686

Ms. Gcina Ndela

Email: gcina.ndela@jwater.co.za

Telephonenumber: 011 688-1796

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.

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- 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 4 August 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 6 to 9 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

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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 Nosipho Gulwa (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 points scoring system will be applicable to this tender. 90 points will be allocated to Price and the remaining 10 points will be for specific goals.
- The required CIDB grading of 7CE or higher. Active Status at the required CIDB grading or higher at the time of Evaluation

SPECIFIC GOALS POINTS ALLOCATION

90/10 SCORING

- 2 points for Businesses located within the boundaries of COJ municipality
- 3 points for business owned by 51% or more women.
- 5 points for Business owned by 51% or more- Black youth
- 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.

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- 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 10 SEPTEMBER 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

**SUPPLY, DELIVERY, INSTALLATION AND REPLACEMENT OF CUSTOMER METER (T-CODE MAINTENANCE) FOR A PERIOD OF 36 MONTHS ON “AS AND WHEN” REQUIRED BASIS
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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 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)

TECHNICAL PRESENTATION

Ms Nosipho Gulwa presented the following:

SCOPE OF WORK

The Contractor in each region shall be required to:

- Locate the meters requiring replacement, uncovering, raising or lowering as issued by JW.
 - Remove faulty meters, including the cleaning of surface boxes or chambers.
 - Supply, delivery and install new meters that comply with the JW specifications, complete with box (where required) and fittings.
 - The meters covered under the scope vary in sizes with diameters ranging from 15mm to 150mm.
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- Upload new meter data on the Mobile Meter Reading Device (MMRD) with software capable of supporting multiple operating systems whilst on site.
- Install domestic water meters with flow restriction device in AGB (labour only)
- Conduct minor repairs on meters on the ground (Customer meter technical queries CMTQ) e.g. replace stop cock, replace valve, leaking connections.
- Provide job cards with pictures of before and after replacement and always maintain stipulated minimum meter stock levels of meters.
- The Contractor will be provided with the list of meters to be replaced by JW.

METER SPECIFICATIONS

No.	Meter size	Requirements
1.	15mm,20mm,25 mm (all plastic meters)	<ul style="list-style-type: none"> • Make and model of water meter Class C A meter type approval certificate. Verification certificate on delivery
2.	40mm – 100mm	<ul style="list-style-type: none"> • Make and model of water meter Class C A NRCS letter for sale of unapproved meters. Verification Certificate or Calibration Certificate on delivery
3.	Above 100mm	<ul style="list-style-type: none"> • Make and model of water meter Class C Calibration Certificate on delivery

EVALUATION

1. Mandatory Tender Briefing Meeting
2. Letter of support by OEM

The tenderer (Company) is required to submit a letter from their manufacturer confirming that they will be supporting them with meters for the duration of the contract (36 months).

The letter of support will be considered valid when it is structured as follows:

- Is on the manufacturers/principal letterhead
- Should be signed by the manufacturer/principal
- Should not be older than 1 year from the closing date of this tender

Note 1: in an event whereby the OEM will be tendering, then the OEM must submit a letter confirming that they are the OEM and the letter must meet the requirements listed above.

3 Legal Compliance of meters

The OEM supporting the tenderer's offered items for meters must submit the following certificates;

Domestic Meters

(from 15mm up to and including 25mm nominal bore)

- A valid SANAS accreditation certification for manufactures laboratory and a scope of accreditation with SANS 1529-1
- A valid NRCS certificate of designation for manufactures laboratory

Bulk Meters

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(from 40mm up to and including 100mm nominal bore

- A valid SANAS accreditation certification for manufactures laboratory and a scope of accreditation with SANS 1529-1
- A valid NRCS certificate of designation for manufactures laboratory
- A NRCS letter for sale of unapproved meters.

Note 1: Tenderer must submit legal compliance certificates for both domestic and bulk meters from OEMs.

4 Signed and complete Pricing Schedule.

Bidders are to take note of the evaluation criteria on page TP 16 and use it as guidelines.

The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

ITEM NO.	DESCRIPTION	Local Content Threshold
Domestic Meters		
4.1.1 (a)	15mm diameter	40%
Please add on minutes4.1.1 (b)	25mm diameter	40%

TENDER DATES

Tender Closing: **10:30am on 10 September 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 049/25 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

No questions were asked during the briefing session.

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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