

SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING ON A ONCE-OFF BASIS, ANNUAL MAINTENANCE AND REPAIRS OF AIR CONDITIONERS AS AND WHEN FOR 36 MONTHS AT CYDNA, NORTHERN WORKS AND GOUDKOPPIES
TENDER BRIEFING - MINUTES

<u>CONTRACT NUMBER:</u>	JW CYD 015/24
<u>CONTRACT TITLE:</u>	SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING ON A ONCE-OFF BASIS, ANNUAL MAINTENANCE AND REPAIRS OF AIR CONDITIONERS AS AND WHEN FOR 36 MONTHS AT CYDNA, NORTHERN WORKS AND GOUDKOPPIES
<u>DEPARTMENT:</u>	OPERATIONS SUPPORT
<u>DATE OF MEETING:</u>	9 DECEMBER 2025
<u>TIME OF MEETING:</u>	11:00
<u>VENUE FOR MEETING:</u>	75 4TH STREET, HOUGHTON EXTEND, JOHANNESBURG
<u>CLOSING DATE:</u>	6 FEBRUARY 2026
<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
Khonzeka Sepeng	khonzeka.sepeng@jwater.co.za	Operations Support
Kippie Ncube	Kippie.ncube@jwater.co.za	Operations Support

SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING ON A ONCE-OFF BASIS, ANNUAL MAINTENANCE AND REPAIRS OF AIR CONDITIONERS AS AND WHEN FOR 36 MONTHS AT CYDNA, NORTHERN WORKS AND GOUDKOPPIES
TENDER BRIEFING - MINUTES

2. CONTACT PERSONS

Ms Khonzeka Sepeng

Email: khonzeka.sepeng@jwater.co.za

Telephone number: 011 483 9500

Ms. Gcina Ndela

Email: gcina.ndela@jwater.co.za

Telephonenumber: 011 688-1796

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 be **Not** considered for this tender.
- 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 18 November 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 on the Web page and all pages arranged correctly.
- The tender document must be filled in using black ink. Any mistakes must be struck-off and corrected with a single black ink line and signed (authenticated) by the tenderer.

**SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING ON A ONCE-OFF BASIS, ANNUAL MAINTENANCE AND REPAIRS OF AIR
CONDITIONERS AS AND WHEN FOR 36 MONTHS AT CYDNA, NORTHERN WORKS AND GOUDKOPPIES
TENDER BRIEFING - MINUTES**

- The use of correction fluid (Tippex) to correct mistakes is not allowed and if used the tender will be disqualified (especially on the pricing schedule).
- Tender documents may be completed electronically without altering or tampering of any of the text (terms, conditions, specifications etc.) in the tender documents.
- The tender document must be completed in full, and all the forms must be fully completed and signed accordingly. Tenderers must refer to the checklist on page 5 to 7 of the tender document for guidance.
- Tenderers are required to submit one original hard copy 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

- 10 points for businesses located within the boundaries of the COJ.
- 10 points for Business owned by 51% or more – Black Youth

**SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING ON A ONCE-OFF BASIS, ANNUAL MAINTENANCE AND REPAIRS OF AIR
CONDITIONERS AS AND WHEN FOR 36 MONTHS AT CYDNA, NORTHERN WORKS AND GOUDKOPPIES
TENDER BRIEFING - MINUTES**

- 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.
- Make sure that your pricing schedule is fully complete and signed. Tenders must not leave blank spaces on the pricing schedule.
- Make sure that all requested information is submitted. It is the tenderers responsibility to make sure that all the requested documents are submitted and are bound together (i.e.no loose papers are allowed).
- Tenderers must make sure that they read and understand the requirements of the tender, contract data, special conditions and general conditions of tender, they are encouraged to email the contact **Gcina Ndela and Khonzeka Sepeng** (contact details are on the cover page of the tender document).
- Tenderers were also advised to sign (authenticate) each alteration where there are any to avoid being disqualified.
- 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.

**SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING ON A ONCE-OFF BASIS, ANNUAL MAINTENANCE AND REPAIRS OF AIR
CONDITIONERS AS AND WHEN FOR 36 MONTHS AT CYDNA, NORTHERN WORKS AND GOUDKOPPIES
TENDER BRIEFING - MINUTES**

- 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.
- 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 23 January 2026 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.
- No bids will be considered from persons in the service of the state.
- Each bid must be submitted in a separate, properly sealed envelope on which the Name and Address of the bidder, The Tender number and Description must be clearly written on the envelope.
- 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.
- 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.

**SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING ON A ONCE-OFF BASIS, ANNUAL MAINTENANCE AND REPAIRS OF AIR
CONDITIONERS AS AND WHEN FOR 36 MONTHS AT CYDNA, NORTHERN WORKS AND GOUDKOPPIES
TENDER BRIEFING - MINUTES**

- 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.
- Tenderers are to sign the tender submission register when submitting their bids.

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. Joint Venture / Consortium Agreement signed by all parties.
 4. Valid BBBEE Certificate or copy thereof or a valid sworn affidavit.
 5. A completed and signed Invitation to Bid form MBD 1
 6. A completed and signed Pricing Schedule – Firm Prices MBD 3.1
 7. A completed and signed Declaration of Interest form MBD 4
 8. A completed and signed Preference Points (Specific Goals) Claim Form MBD 6.1
-

SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING ON A ONCE-OFF BASIS, ANNUAL MAINTENANCE AND REPAIRS OF AIR CONDITIONERS AS AND WHEN FOR 36 MONTHS AT CYDNA, NORTHERN WORKS AND GOUDKOPPIES
TENDER BRIEFING - MINUTES

9. A completed and signed Declaration of Bidder's Past Supply Chain Management Practices MBD 8
10. A completed and signed Certificate of Independent Bid Determination (MBD 9)

Ms Khonzeka Sepeng presented the following:

SCOPE OF WORK

SCOPE OF WORK FOR CATEGORY 1: – SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF AIR CONDITIONERS CYDNA			
Location	Description	New	Replacement
Ground Floor - Workshop Area	Minimum of 12000 BTU as determined by site visit and system design		X
Solar Room X2	Minimum of 12000 BTU as determined by site visit and system design		X
2nd Floor - Room 210A – Analyst Office	Minimum of 12000 BTU as determined by site visit and system design		X
2nd Floor - Room 213	Minimum of 12000 BTU as determined by site visit and system design		X
Ground Floor - Store Room	Minimum of 12000 BTU as determined by site visit and system design		X

SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING ON A ONCE-OFF BASIS, ANNUAL MAINTENANCE AND REPAIRS OF AIR CONDITIONERS AS AND WHEN FOR 36 MONTHS AT CYDNA, NORTHERN WORKS AND GOUDKOPPIES
TENDER BRIEFING - MINUTES

2nd floor - Room 202A - Analyst Office	Minimum of 18000 BTU as determined by site visit and system design	X
2nd Floor - Room 208 - ICP-MS Lab	Minimum of 18000 BTU as determined by site visit and system design	X
2nd Floor - Room 209 - ICP Lab	Minimum of 18000 BTU as determined by site visit and system design	X
2nd Floor - Room 201 - COD Lab	Minimum of 80000 BTU as determined by site visit and system design	X

NORTHERN WORKS				
Location	Description		New	Replacement
Laboratory Manager (G-02)	Minimum of 18000 BTU or as determined by site visit and system design		X	
Analyst Office (G -03)	Minimum of 18000 BTU or as determined by site visit and system design		X	
Online Tower building – SMO	Minimum of 18000 BTU or as		X	

**SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING ON A ONCE-OFF BASIS, ANNUAL MAINTENANCE AND REPAIRS OF AIR
CONDITIONERS AS AND WHEN FOR 36 MONTHS AT CYDNA, NORTHERN WORKS AND GOUDKOPPIES
TENDER BRIEFING - MINUTES**

office	determined by site visit and system design	
Ground Floor, General Laboratory (G-10)	Minimum of 24000 BTU or as determined by site visit and system design	X
Ground Floor, General Laboratory (G-10)	Minimum of 24000 BTU or as determined by site visit and system design	X
Ground Floor, Research Laboratory (G-05)	Minimum of 24000 BTU or as determined by site visit and system design	X
Instrument Room (G-04)	Minimum of 24000 BTU or as determined by site visit and system design	X
Computer Office (G-07)	Minimum of 24000 BTU or as determined by site visit and system design	X
Online Tower building –	Minimum of 24000 BTU or as	X

SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING ON A ONCE-OFF BASIS, ANNUAL MAINTENANCE AND REPAIRS OF AIR CONDITIONERS AS AND WHEN FOR 36 MONTHS AT CYDNA, NORTHERN WORKS AND GOUDKOPPIES
TENDER BRIEFING - MINUTES

Boardroom office	determined by site visit and system design	
Online Tower building – MO office	Minimum of 24000 BTU or as determined by site visit and system design	X
GOUDKOPPIES WORKS		
Location	Description	New
Analyst Office	Minimum of 12000 BTU or as determined by site visit and system design	X
Quality Office	Minimum of 12000 BTU or as determined by site visit and system design	X
Online Office	Minimum of 18000 BTU or as determined by site visit and system design	X
Lab Manager Office	Minimum of 18000 BTU or as determined by site visit and system design	X
Staff Office	Minimum of 18000 BTU or as determined by site visit and system design	X
Balance Room	Minimum of 24000 BTU or as determined by site visit and system design	X

**SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING ON A ONCE-OFF BASIS, ANNUAL MAINTENANCE AND REPAIRS OF AIR
CONDITIONERS AS AND WHEN FOR 36 MONTHS AT CYDNA, NORTHERN WORKS AND GOUDKOPPIES
TENDER BRIEFING - MINUTES**

pH Room	Minimum of 24000 BTU or as determined by site visit and system design	X
FIA Room	Minimum of 24000 BTU or as determined by site visit and system design	X
Main Laboratory	Minimum of 80000 BTU or as determined by site visit and system design	X
Task	Description	
Site Assessment	Conduct a comprehensive assessment of the commercial building to determine Heating, Ventilation, Air Conditioners (HVAC) system requirements.	
System Design	Design HVAC systems based on building size, occupancy, usage, and environmental factors.	
Equipment Procurement	Source and procure HVAC equipment, air conditioners (heating and cooling), ventilation units, and controls.	
Installation	Install HVAC equipment, ductwork, piping, controls, and associated components according to design specifications.	

SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING ON A ONCE-OFF BASIS, ANNUAL MAINTENANCE AND REPAIRS OF AIR CONDITIONERS AS AND WHEN FOR 36 MONTHS AT CYDNA, NORTHERN WORKS AND GOUDKOPPIES
TENDER BRIEFING - MINUTES

Commissioning	Test and commission HVAC systems to ensure proper functionality, efficiency, and compliance with standards
---------------	--

Pricing should encompass all aspects, including asset removal and relocation to JW sites within the building, plumbing, electrical work and ducting for air conditioners. JW will not be liable for anything not addressed during the installation

Specification for Category 2a: Annual Maintenance of Air Conditioners Task	Description
Annual maintenance	- Strip and clean / replacement of filters - Cleaning of drainpipe - Check electrical connections - Operation of the aircon - Clean the air conditioners - Re-gas - Check refrigerant levels - Clean the outside unit condenser - Lubricate moving parts

LOCATION AND DELIVERY

Cydna Laboratories

Situated at No. 75 4th Street, Houghton Extend, Johannesburg, 2198

Goudkoppies Works

Situated on the farm Goudkoppies 317 IQ The entrance is off East St. Devland

**SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING ON A ONCE-OFF BASIS, ANNUAL MAINTENANCE AND REPAIRS OF AIR
CONDITIONERS AS AND WHEN FOR 36 MONTHS AT CYDNA, NORTHERN WORKS AND GOUDKOPPIES
TENDER BRIEFING - MINUTES**

Northern Works

Situated on the farm Diepsloot 388Jr, approximately 8km north of the Fourways intersection

Summary of Evaluation Stages: STAGE 1: MANDATORY EVALUATION	STAGE 2: ADMINISTRATIVE EVALUATION	STAGE 3: FUNCTIONAL EVALUATION	STAGE 4: PREFERENCE EVALUATION
Tenderer to submit all mandatory requirements under this Stage. These are criterion scored as 'pass/fail' or 'yes/no' during the evaluation process. A "fail" or "no" will lead to the tenderer being disqualified and may not be considered for further evaluation or award.	These are the applicable Municipal Bidding Documents (MBD) that the tenderer's duly authorized representative must fully complete and sign and provide administrative documents such as director's and company's municipal statement or valid lease agreements which must be valid and submitted before tender award. Should the MBD authority to sign and other administrative documents not be submitted or be incomplete, the tenderer will be given three (3) days to submit or complete them after receiving a request in writing from JW, should the tenderer not comply with requirement, the tenderer may be disqualified, and may will be considered for award.	Tenderers are required to achieve a minimum qualifying score as stated in the tender document to proceed to next stage. Tenderers are required to submit the required documentary evidence which will clearly enable the bid evaluation committee to evaluate as per criteria requirements. Tenderers are encouraged to complete the provided forms in full and not to write "See attached or Refer to another part of the tender submission" where information is provided.	The tender will be evaluated on the 80/20 preference points system according to the award strategy. The Specific Goals for the tender will be stated in MBD 6.1. In MBD 6.1, the tenderer must indicate how many points they are claiming for each Specific Goal and must submit all the required supporting documentation for the points to be verified and awarded by JW. The BEC will evaluate the submitted supporting documentation and confirm Specific Goal points claimed by the tenderer. Specific goals to be allocated by the BEC will depend on verification documentation submitted. Only tenderers that have completed and signed MBD6.1 and submitted applicable verification documents will be

**SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING ON A ONCE-OFF BASIS, ANNUAL MAINTENANCE AND REPAIRS OF AIR
CONDITIONERS AS AND WHEN FOR 36 MONTHS AT CYDNA, NORTHERN WORKS AND GOUDKOPPIES
TENDER BRIEFING - MINUTES**

			allocated Specific Goal points claimed for preferencing.
--	--	--	---

4. TENDER DATES

Tender Closing: **10:30 on 6 February 2026**. No late submissions will be accepted under any circumstances. Tender documents must be submitted in sealed envelopes, clearly marked with the reference number **JW CYD 015/24** and they must be deposited in the tender box. Under no circumstances must the tender document be given to JW employee or security personnel.

CLOSURE

Should bidders need any clarity, all queries are to be submitted 10 days before the closing date.

Mr Gcina Ndela thanked all who attended the briefing, and the meeting was adjourned.