

SUPPLY AND DELIVERY OF OFFICE A4 PAPERS ON AN AS AND WHEN REQUIRED BASIS FOR A PERIOD OF 36 MONTHS

TENDER BRIEFING – MINUTES

<u>CONTRACT NUMBER:</u>	JW SCM 004/2025 R
<u>CONTRACT TITLE:</u>	SUPPLY AND DELIVERY OF OFFICE A4 PAPERS ON AN AS AND WHEN REQUIRED BASIS FOR A PERIOD OF 36 MONTHS
<u>DEPARTMENT:</u>	SUPPLY CHAIN MANAGEMENT
<u>DATE OF MEETING:</u>	27 NOVEMBER 2025
<u>TIME OF MEETING:</u>	13:00
<u>VENUE FOR MEETING:</u>	65 NTEMI PILISO STREET NEWTOWN
<u>CLOSING DATE:</u>	28 JANUARY 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
Tshepo Nkopane	Tshepo.nkopane@jwater.co.za	Supply Chain
Gudani Mugabi	Gudani.mugabi@jwater.co.za	Supply Chain

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2. **CONTACT PERSONS**

Mr Tshepo Nkopane

Email: tshepo.nkopane@jwater.co.za

Telephone number: 011 688 1767

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 **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 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.
- 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).

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- 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
80/20 POINTS

- 5 points for Businesses owned by 51% or more – Black Youth
- 5 points for Businesses owned by 51% or more – Black people with disabilities
- 10 points for Business classified as SMME (An EME or QSE)

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- 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.
- 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.
- 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

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(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.

- 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 note the closing date and time of the tender; late tenders will not be accepted. The closing date for this tender is 28 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.
- 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.

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- 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.

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
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)

Mr Tshepo Nkopane presented the following:

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4. SCOPE OF WORK

The scope of work entails supply and delivery of A4 printing paper:

- White printing paper

The specifications for the boxes of A4 printing paper:

Each box to contain 5 reams and 500 pages per ream:

- Width - 210mm
- Length - 297mm
- 80GM White, 2500 papers per box
- Acceptable brand names are Typek and Rotatrim or equivalent.

EVALUATION

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 authorised 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	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	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

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	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.	provided.	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 allocated Specific Goal points claimed for preferencing.
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**APPOINTMENT OF A SERVICE PROVIDER(S) FOR THE SUPPLY AND DELIVERY OF PVC
PRESSURE PIPES, HEAVY DUTY SEWER PIPES AND FITTINGS ON AN AS AND WHEN
REQUIRED BASIS FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

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5. QUESTIONS AND ANSWERS

<u>QUESTION</u>	<u>ANSWER</u>
Is delivery strictly at Head Office only or will suppliers be required to deliver to the JW depots as well?	Delivery is Head Office Only
When is the envisioned start day of the tender?	As soon as the tender process is complete.
Will JW conduct site visits?	No
Should the reference letter be specifically for paper or can it be for any supply and delivery of stationery?	Reference letter for stationery is acceptable.
Can bidders use PO's as a reference?	No
Does the tender have special points for women owned businesses?	Preferential points will be awarded to: Business owned by 51% or more – Black Youth Business owned by 51% or more- black people with disabilities Business classified as SMME (An EME or QSE)
How many sheets of paper per box?	500

CLOSURE

Should bidders need any clarity, all queries are to be submitted 10 days before the closing date. No queries will be attended to 10 days before the closing date.

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