

**TESTING OF LIFTING EQUIPMENT ON AN “AS AND WHEN” REQUIRED BASIS FOR A PERIOD OF THIRTY-SIX (36) MONTHS  
TENDER BRIEFING - MINUTES**

<b><u>CONTRACT NUMBER:</u></b>	JW OPS 030/25
<b><u>CONTRACT TITLE:</u></b>	TESTING OF LIFTING EQUIPMENT ON AN “AS AND WHEN” REQUIRED BASIS FOR A PERIOD OF THIRTY-SIX (36) MONTHS
<b><u>DEPARTMENT:</u></b>	OPERATIONS
<b><u>DATE OF MEETING:</u></b>	2 APRIL 2026
<b><u>TIME OF MEETING:</u></b>	12:00
<b><u>VENUE FOR MEETING:</u></b>	65 NTEMI PILISO STREET, TURBINE HALL, AUDITORIUM
<b><u>CLOSING DATE:</u></b>	30 APRIL 2026
<b><u>MARCH CLOSING TIME:</u></b>	10:30AM

**1. WELCOME**

Ms Gcina Ndela welcomed everyone who attended the meeting and introduced JW personnel.

<b>NAME &amp; SURNAME</b>	<b>EMAIL ADDRESS</b>	<b>DEPARTMENT</b>
Gcina Ndela	<a href="mailto:gcina.ndela@jwater.co.za">gcina.ndela@jwater.co.za</a>	Supply Chain
Thabiso Thabeng	<a href="mailto:thabiso.thabeng@jwater.co.za">thabiso.thabeng@jwater.co.za</a>	Operations
Sindisiwe Mathe	<a href="mailto:Sindisiwe.mathe@jwater.co.za">Sindisiwe.mathe@jwater.co.za</a>	OHS
Lenah Motaung	<a href="mailto:Lenah.motaung@jwater.co.za">Lenah.motaung@jwater.co.za</a>	Opeartions

**2. CONTACT PERSONS**

Mr Thabiso Thabeng

Email: [thabiso.thabeng@jwater.co.za](mailto:thabiso.thabeng@jwater.co.za)

Telephone number:011 688 2602

Ms. Gcina Ndela

Email:[gcina.ndela@jwater.co.za](mailto:gcina.ndela@jwater.co.za)

Telephonenumber:011 688-1796

**3. 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.

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- Tender documents are available in PDF format at no cost on Johannesburg water website and eTenders.gov.za as of 20 March 2026.
- 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 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.

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- 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 Thabiso Thabeng** (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 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 COJ municipality.
- 10 points for Businesses 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.
- 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.

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- 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](http://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 and etender 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 30 April 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.

**SUPPORTING DOCUMENTS**

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

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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 Pricing Schedule – Firm Prices (Purchases) MBD 3.1
9. A completed and signed Declaration of Interest form MBD 4
10. A completed and signed Preference Points (Specific Goals) Claim Form MBD 6.1
11. A completed and signed Declaration of Bidder’s Past Supply Chain Management  
a. Practices MBD 8
12. A completed and signed Certificate of Independent Bid Determination (MBD 9)

**Mr Thabiso Thabeng**

**4. SCOPE OF WORK**

The contract entails the testing of lifting machines and lifting tackles at various JW sites on an as and when required basis for the duration of the contract. The contract may also include stripping, cleaning, inspection, and repair of equipment where required in accordance with the specifications as outlined in this document for a period of thirty-six (36) months.

Bidders are encouraged to carefully read through the entire scope of works from page 45-50 of the tender document.

**5. EVALUATION CRITERIA**

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The tender will be evaluated and adjudicated in terms of the Municipal Finance Management Act (MFMA), Preferential Procurement Policy Framework Act, 2000, relevant Supply Chain Management Policy of Johannesburg Water (JW) and applicable Regulations. Summary of Evaluation Stages:

**STAGE 1: MANDATORY 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

**STAGE 2: ADMINISTRATIVE EVALUATION** - 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

**STAGE 3: FUNCTIONAL EVALUATION** - 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

**STAGE 4: PREFERENCE EVALUATION** - The tender will be evaluated on the 80/20 or the 90/10 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 allocated Specific Goal points claimed for preferencing.

Bidders are encouraged to read through the detailed evaluation criteria from page 50-61 of the tender document.

**CLOSURE**

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

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