

**HIRE AND SERVICING OF PORTABLE TOILETS FOR DISABLED PERSONNEL IN
INFORMAL SETTLEMENTS WITHIN THE COJ BOUNDARIES TILL 27 JUNE 2027
TENDER BRIEFING - MINUTES**

<u>CONTRACT NUMBER:</u>	JW OPS 076/25
<u>CONTRACT TITLE:</u>	HIRE AND SERVICING OF PORTABLE TOILETS FOR DISABLED PERSONNEL IN INFORMAL SETTLEMENTS WITHIN THE COJ BOUNDARIES TILL 27 JUNE 2027
<u>DEPARTMENT:</u>	OPERATIONS
<u>DATE OF MEETING:</u>	6 MAY 2026
<u>TIME OF MEETING:</u>	1:00
<u>VENUE FOR MEETING:</u>	65 NTEMI PILISO STREET, TURBINE HALL, AUDITORIUM
<u>CLOSING DATE:</u>	1 JUNE 2026
<u>MARCH 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
Nosipho Mokoena	Nosipho.mokoena@jwater.co.za	Operations
Mabongi Kunene	Mabongi.kunene@jwater.co.za	OHS
Jabu Kubeka	Jabu.kubeka@jwater.co.za	Operations
Siphosethu Mazibuko	Siphosethu.mazibuko@jwater.co.za	Operations

2. **CONTACT PERSONS**

Ms Lenah Motaung

Email: lenah.motaung@jwater.co.za

Telephone number: 011 688 1945

Ms. Gcina Ndela

Email: gcina.ndela@jwater.co.za

Telephone number: 011 688 1796

**HIRE AND SERVICING OF PORTABLE TOILETS FOR DISABLED PERSONNEL IN
INFORMAL SETTLEMENTS WITHIN THE COJ BOUNDARIES TILL 27 JUNE 2027
TENDER BRIEFING - MINUTES**

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. Bidders are encouraged to leave their details on the chat box.
- Tender documents are available in PDF format at no cost on Johannesburg water website and eTenders.gov.za as of 22 April 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.

**HIRE AND SERVICING OF PORTABLE TOILETS FOR DISABLED PERSONNEL IN
INFORMAL SETTLEMENTS WITHIN THE COJ BOUNDARIES TILL 27 JUNE 2027
TENDER BRIEFING - MINUTES**

- 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 Lenah Motaung** (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

- 20 points for Businesses located within the boundaries of Gauteng Province
- 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.

**HIRE AND SERVICING OF PORTABLE TOILETS FOR DISABLED PERSONNEL IN
INFORMAL SETTLEMENTS WITHIN THE COJ BOUNDARIES TILL 27 JUNE 2027
TENDER BRIEFING - MINUTES**

- 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 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 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 28 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.

**HIRE AND SERVICING OF PORTABLE TOILETS FOR DISABLED PERSONNEL IN
INFORMAL SETTLEMENTS WITHIN THE COJ BOUNDARIES TILL 27 JUNE 2027
TENDER BRIEFING - MINUTES**

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 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)

**HIRE AND SERVICING OF PORTABLE TOILETS FOR DISABLED PERSONNEL IN
INFORMAL SETTLEMENTS WITHIN THE COJ BOUNDARIES TILL 27 JUNE 2027
TENDER BRIEFING - MINUTES**

Ms Nosipho Mokoena presented the following:

4. SCOPE OF WORK

The contract entails hiring and servicing of portable disabled-accessible chemical toilets on an “as and when” required basis at various settlements within the City of Johannesburg during the full period of the contract as outlined on the tender document.

The contract duration will be from date of appointment until 27 June 2027.

5. EVALUATION CRITERIA

The tender will be evaluated in four (04) stages;

Stage 1: Mandatory Evaluation Criteria

Tenderers will be evaluated on the below mandatory evaluation criteria;

NO.	MANDATORY CRITERIA	YES
1	Mandatory Tender Briefing Meeting	Yes
2	Signed and completed Pricing Schedule as per award and allocation strategy	Yes
3	For the disabled-accessible portable chemical toilets Product brochure or product catalogue of offered portable disabled chemical toilets units included in submission. The specifications provided in the brochure or catalogue must align with the requirements outlined in the provided checklist to ensure that all required details are clearly presented. For Vacuum Tankers: Documentation for the vacuum tanker that will be servicing the chemical toilets: • Proof of Certificate of Registration (RC1) in Respect of Motor Vehicle (National Road Traffic Act) and • Proof of Valid Licence Disc (LCO) OR Roadworthy Certificate (National Road Traffic Act) OR Operator Card. NOTE 1: The proof of certificate of registration in respect of motor vehicle and license disc or roadworthy certificates or operator card must be in the name of the tenderer or name of the company that the tenderer will be leasing the vacuum tankers from NOTE 2: In the event that the tenderer's vacuum tanker offered will be hired, the tenderer must provide proof of a letter of intent to hire the tankers offered which are not owned by the tenderer, as well as the required documents as stipulated above. The letter of intent must commit that the equipment will be made available within 21 days of date of appointment. NOTE 3: Given that the hiring of vacuum tankers is permitted to meet capacity requirements, there is a risk that multiple tenderers may rely on the same equipment and supporting documentation, resulting in overlapping capacity	Yes

**HIRE AND SERVICING OF PORTABLE TOILETS FOR DISABLED PERSONNEL IN
INFORMAL SETTLEMENTS WITHIN THE COJ BOUNDARIES TILL 27 JUNE 2027
TENDER BRIEFING - MINUTES**

	commitments. To mitigate this, Johannesburg Water will verify the exclusivity and availability of all proposed resources during evaluation. Where duplication is identified, tenderers may be required to demonstrate secured access to alternative resources, failing which such capacity may not be considered for evaluation purposes. Tenderers that are leasing vacuum tankers are advised to submit alternate Letter of Intent and necessary documentation for the vacuum tankers that they are offering. However, tenderers that are hiring vacuum tankers and do not submit an alternate Letter of Intent to hire with the necessary documentation will not be disqualified. Please refer to the Allocation Strategy to determine which tenderer's vacuum tankers will be allocated. NOTE 4: Any brochure or catalogue submitted must directly reflect the items and specifications listed in the checklist.	
3	The tenderer must submit a letter on their letter head confirming that they will be able to supply the required minimum number of chemical toilets.	Yes

Tenderers who fail to meet the above requirements will be disqualified.

Stage 2: Administrative Evaluation Criteria

The bidder is required to submit completed and signed administrative forms as stipulated on the tender document.

HIRE AND SERVICING OF PORTABLE TOILETS FOR DISABLED PERSONNEL IN INFORMAL SETTLEMENTS WITHIN THE COJ BOUNDARIES TILL 27 JUNE 2027

TENDER BRIEFING - MINUTES

Stage 3: Functionality Evaluation Criteria

The following functionality evaluation criteria will be used to evaluate the tenderers experience.

CRITERIA NO #	CRITERIA	EVIDENCE	SUB-CRITERIA/CLAUSE	WEIGH TING	SCORE
1.	Tenderer's experience with respect to supply/hire and servicing of chemical toilets carried out successfully.	The tenderer must provide reference letter(s) as proof that the supply/hire and servicing of chemical toilets was carried out successfully. NB: The attached reference template must be completed by the referee and included in the tender submission. Alternatively, the client's letterhead may be used for this purpose provided it complies with the functional criteria requirements. Information provided will be verified and if found to be false or misrepresented, punitive measures will be instituted against the respective party including blacklisting and restriction from participating in any future government tender.	Total Years of Experience with respect to supply /hire and servicing of chemical toilets	60	
			Less than 1 year		0
			1 year and more but less than 2 years		60
			2 years and more, but less than 5 years		80
			5 years or more		100
MINIMUM QUALIFYING SCORE				60	
TOTAL				100	

Note: It is the Tenderer's responsibility to ensure that the Contactable Reference is contactable. A reference check with the Tenderer's reference will be done for the Recommended Tenderers. The Contactable Reference will have 5 working days from time of request by Johannesburg Water to confirm, in writing, the information on the Contactable Reference letter. Failure to confirm the reference by the Tenderer's reference contact within the stipulated time will result in the points for contactable reference not being allocated to the Tenderer.

**HIRE AND SERVICING OF PORTABLE TOILETS FOR DISABLED PERSONNEL IN
INFORMAL SETTLEMENTS WITHIN THE COJ BOUNDARIES TILL 27 JUNE 2027
TENDER BRIEFING - MINUTES**

Stage 4: Price and Preference Points Evaluation

The tenderer will be evaluated on 80/20 preference system.

6. Pricing schedule

Tenderers are required to provide unit rate (excl. VAT), total (excl. VAT), VAT amount, total (Incl. VAT) for all items required on the pricing schedule.

The pricing schedule must be fully completed and signed.

The tender is to complete the availability of resources table and tenderers are requested to note that quantities provided are estimated quantities. The actual required quantities may vary from the estimated quantities as stipulated on the tender document.

7. Award and allocation strategy

Award Strategy

The intention is to award to the highest scoring tenderer in terms of price and specific goals to one or more tenderers based on JW's capacity requirements of the number of portable disabled chemical toilets.

Allocation Strategy

The intention is allocating the units offered by the tenderer to the highest scoring tenderer in terms of price and specific goals. If the number of units are not sufficient to meet JW's requirements, then the following will happen:

- The next highest ranking tender's plant offered that meet the technical requirements will be awarded the difference.
- If JW's capacity requirements are still not met, the next highest ranking tender's plant offered that meet the technical requirements will be awarded the difference. The cycle will continue until all capacity requirements are met.
- To ensure value for money / cost effectiveness, Johannesburg Water reserves the right to negotiate the prices offered with service providers who are recommended for approval for that line item for market related price and reserve the right to standardize the rates of the bidders that are awarded for the same capacity using JW Benchmarked rates as a guide to determine cost effectiveness. The contracted rates may not be higher than the rates tendered by the tenderer.

8. Special conditions

It was emphasised that the tenderers are to ensure that they thoroughly go through the special conditions of the tender, as they would be the terms and conditions of the contract upon award.

OHS Requirements

Successful tenderers will be required to compile and submit a Health and Safety File for approval by the JW OHS Department prior to commencement of the contract. Where applicable, the following may be required: Valid medical certificates and participation in health screening processes.

**HIRE AND SERVICING OF PORTABLE TOILETS FOR DISABLED PERSONNEL IN
INFORMAL SETTLEMENTS WITHIN THE COJ BOUNDARIES TILL 27 JUNE 2027
TENDER BRIEFING - MINUTES**

QUESTION & ANSWER SESSION

<u>#</u>	<u>QUESTIONS</u>	<u>RESPONSES</u>
1.	If a bidder has multiple companies, can the MBD4 form be altered/modified to include all companies?	No. MBD4 forms may not be altered in any way. Bidders may submit separate MBD4 forms for each company.
2.	How will documentation be verified if a business operates from the same residential address?	Bidders must provide proof of address, such as a lease agreement or a municipal statement. If the address is shared, an affidavit must be submitted confirming the shared address.
3.	The tender cover page states that the closing date is 01 June 2026 at 10:30am. However, the MBD1 form reflects the closing date as 12 May 2026. Could you please confirm which closing date is correct?	Please note that the correct closing date is 01 June 2026 at 10:30am, as reflected on the tender cover page. The date on the MBD1 form was captured in error.
4.	The tender does not specify the number of trucks required. How many should be offered?	There is no fixed number of trucks specified. Bidders must offer a number of trucks that aligns with the number of toilets required to be serviced and ensure an appropriate toilet-to-truck servicing ratio. During evaluation, the adequacy and justification of the proposed fleet will be assessed.
5.	What are the requirements regarding the letter of intent and capacity where bidders are sourcing from the same supplier?	The supplier leasing out trucks must demonstrate that they are adequately equipped, the same trucks may not be counted multiple times across different regions or bidders.
6.	How many trucks are required per region out of the total of 495 units?	The trucks are not fixed per region. The total of 495 is based on the overall demand, the service needs per region will be determined over the duration of the contract. Quantities are estimates and may change over the contract period.
7.	Are there currently any disabled toilets in the region?	No, there are currently no such units deployed by JW in the region.
8.	The specifications state that the toilets must be made of non-metallic material. Is this correct?	Yes. The material must align with the existing toilets currently in use on site.

**HIRE AND SERVICING OF PORTABLE TOILETS FOR DISABLED PERSONNEL IN
INFORMAL SETTLEMENTS WITHIN THE COJ BOUNDARIES TILL 27 JUNE 2027
TENDER BRIEFING - MINUTES**

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.