

CONTRACT JW OPS 009/25

SUPPLY; DELIVERY; AND OFFLOADING OF CONSUMABLES ON AN "AS AND WHEN" REQUIRED BASIS FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

TENDER BRIEFING - MINUTES

<u>CONTRACT NUMBER:</u>	JW OPS 009/25
<u>CONTRACT TITLE:</u>	SUPPLY; DELIVERY; AND OFFLOADING OF CONSUMABLES ON AN "AS AND WHEN" REQUIRED BASIS FOR A PERIOD OF THIRTY-SIX (36) MONTHS.
<u>DEPARTMENT:</u>	OPERATIONS
<u>DATE OF MEETING:</u>	07 JULY 2026
<u>TIME OF MEETING:</u>	13:00
<u>VENUE FOR MEETING:</u>	65 NTEMI PILISO STREET, TURBINE HALL, AUDITORIUM
<u>CLOSING DATE:</u>	24 JULY 2026
<u>CLOSING TIME:</u>	10:30AM

1. WELCOME

Mr Gudani Mugabi welcomed everyone who attended the meeting and introduced JW personnel.

NAME & SURNAME	EMAIL ADDRESS	DEPARTMENT
Gudani Mugabi	gudani.mugabi@jwater.co.za	Supply Chain
Nosipho Mokoena	nosipho.mokoena@jwater.co.za	Operations
Rouzert Loufouakazi	rouzert.loufouakazi@jwater.co.za	Operations
Sophonia Nthebe	sophonia.nthebe@jwater.co.za	Operations
Gcina Ndela	Gcina.ndela@jwater.co.za	Supply Chain

2. CONTACT PERSONS

Mr Rouzert Loufouakazi
Email: rouzert.loufouakazi@jwater.co.za
Telephone number: 011 510 2641

Ms. Nthabiseng Mathabane
Email: nthabiseng.mathabane@jwater.co.za
Telephone number: 011 688 1512

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3. SCM – ADMIN AND BID DOCUMENTATION PRESENTATION BY Mr GUDANI MUGABI

- Mr Gudani Mugabi 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.
- Tender documents are available in PDF format at no cost on Johannesburg water website and eTenders.gov.za as of 19 June 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

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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 **Nthabiseng Mathabane and Rouzert Loufouakazi** (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 or 90/10 points scoring system will be applicable to this tender. 80 or 90 points will be allocated to Price and the remaining 20 or 10 points will be for specific goals.

SPECIFIC GOALS POINTS ALLOCATION

- SMME (An EME or QSE) 51% or more Black owned
- 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) , 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 e-tender 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 24 July 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 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.

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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 Practices MBD 8
12. A completed and signed Certificate of Independent Bid Determination (MBD 9)

Ms Nosipho Mokoena presented the following

4. SCOPE OF WORK

The service provider(s) shall be required to the supply, delivery and offloading of consumables on an “as and when” required basis by JW and in accordance with the specifications as outlined in this document for a period of thirty-six (36) months.

5. EVALUATION CRITERIA

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

Stage 1: Mandatory Evaluation Criteria

NO.	MANDATORY CRITERIA	YES
1.	Completed and Signed Pricing Schedule.	Yes

Stage 2: Administrative Evaluation Criteria

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

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Stage 3: Functionality Evaluation Criteria

CRITERIA NO.	CRITERIA	EVIDENCE	SUB-CRITERIA/CLAUSE	MAX SCORE	SCORE
1	TENDERER'S EXPERIENCE The tenderer (company) is required to have experience where supply and delivery of consumable was carried out successfully.	The Tenderer (Company) must provide relevant reference letter(s) as proof that they have experience where supply and delivery of consumable was carried out successfully. <i>This document 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. A separate form must be completed for each reference as required in the evaluation criteria. The 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.</i>	Experience in supply and delivery of consumable	100	
			No or less than 2 years' experience.		0
			2 years or more but less than 4 years' experience.		60
			4 years or more years experience.		100
The tenderer must achieve the minimum score of 60 on tenderer's experience in order to be considered for further evaluation.					
MINIMUM QUALIFYING SCORE				60	
TOTAL				100	

Note: It is the Tenderer's responsibility to ensure that the contactable references provided are accurate and reachable. The Employer reserves the right, at its discretion, to verify references for tenderers who meet the minimum qualifying score, including conducting checks on selected references where deemed necessary for due diligence purposes.

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Stage 4: Price and Preference Points Evaluation

The tenderer will be evaluated on 80/20 or 90/20 preference system in terms of price and specific goals.

6. PRICING SCHEDULE

The provided quantities are an estimate and the actual required quantities when the contract is in place may vary from the stipulated estimated quantities.

The tenderer must provide unit rates and total prices for each year as required.

The tenderer must provide a total for year 1 to year 3 Excluding VAT, the VAT amount and the total for year 1 to year 3 Including VAT.

The pricing schedule must be fully completed and signed.

7. AWARD AND ALLOCATION STRATEGY

Award Strategy

Award to highest scoring tenderer in terms of price and specific goals.

Johannesburg Water reserves the right to:

- a) Negotiate a market-related rate for individual items that are not market-related with the Tenderer scoring the highest points to arrive at a cost-effective price.
- b) If the Tenderer does not agree to negotiate their offered rates to Johannesburg water's market-related rate per individual item, Johannesburg Water reserves the right to cancel and re-advertise the tender due to price not being cost effective.

Allocation Strategy

Allocate work to the highest scoring tenderer in terms of price and specific goals.

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.

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9. QUESTIONS AND ANSWERS

<u>No.</u>	<u>QUESTIONS</u>	<u>RESPONSES</u>
1)	If tenderer has an on-going three (3) years contract whereby deliveries were made during the contract, can the completed purchase order (POs) be submitted as proof of experience?	Tenderers are required to submit contactable reference letters as proof of experience not POs. The tender may request their client to provide reference for the period executed on the contract and the successfully completed period as referenced will be considered.
2)	Will the required years of experience be based on the first contract a tenderer has on the supply and delivery of consumables, or the experience will be calculated based on the company's business profile?	The experiences of the tenderer will be determined by the provided reference letters. Pos, business profiles and letter of appointment will not be accepted.
3)	If a tenderer is renting their premises, is the tenderer required to submit a municipal statement for the leased premises of a lease agreement will suffice?	Tenderer who are leasing must submit a valid lease agreement.
4)	How many companies is JW going to award in this tender?	One (01) company as outlined on the tender's award strategy.
5)	Will an affidavit be accepted for companies trading from home/director's residential address?	Yes, the affidavit indicating that the tenderer is operating from home must be accompanied by the director's municipal statement not older than 90 days.
6)	Since the contracts requires tenderers to submit firm prices. What will happen in an event whereby prices of the required items fluctuate due inflation and other factors affecting the global market during the contract period. Will awarded rates be revised?	The awarded rates will not be changed since the tender is a firm/ fixed prices tender. Therefore, tenderers are required to factor all contributing factors on their price to enable them to execute the contract requirement if awarded.
7)	How much quantities will be required for each order placed as the number of deliveries has an impact on cost?	The quantities per order and the number of deliveries cannot be confirmed, however annual estimates are provided. Tenders are to factor all logistic related to supplying and

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<u>No.</u>	<u>QUESTIONS</u>	<u>RESPONSES</u>
		delivering the required consumables on their offered rates/prices.
8)	How will payments be dealt with on the contract?	Payments will be made in-line with the general conditions of the contract which states that invoice will be paid within period of 30 days from the date received statement provided the statement submitted is correct.
9)	In terms of tenderer's experience, is the required experience generic in term of supply and delivery of consumables or should it be cleaning consumables?	Any supply and delivery of consumables will be acceptable.

CLOSURE

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

Mr Gudani Mugabi thanked all who attended the briefing, and the meeting was adjourned.