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City of Johannesburg

Johannesburg Water SOC Ltd

17 Harrison Street
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Marshalltown
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www.johannesburgwater.co.za

MINUTES OF MEETING: TENDER BRIEFING SESSION

CONTRACT NUMBER:	JW14220
CONTRACT TITLE:	PANEL OF CONTRACTORS: UPGRADE AND RENEWAL OF WATER PIPELINES (SET ASIDE FOR 4CE AND HIGHER) ON AN AS AND WHEN REQUIRED BASIS FOR A PERIOD OF 36 MONTHS
CONSULTANT:	JOHANNESBURG WATER: ENGINEERING SERVICES UNIT
DATE OF MEETING:	16 FEBRUARY 2022
TIME OF MEETING:	13:00 – 14:11
VENUE FOR MEETING:	MS Teams

1. ATTENDANCE AND INTRODUCTION

1.1. Attendance

Name	Abbrv.	Email Address	Contact Details
Tshepo Matlapeng	TM	Tshepo.Matlapeng@jwater.co.za	011 688 1543
Gcina Ndela	GN	Gcina.ndela@jwater.co.za	011 688 1400
Ipeleng Chiloane	IC	Ipeleng.chiloane@jwater.co.za	011 688 1400
Maria Chirindze	MC	Maria.chirindze@jwater.co.za	011 688 6610
Mapule Setake	MS	Mapule.setaka@jwater.co.za	011 688 1576
Nthabiseng More	NM	Nthabiseng.more@jwater.co.za	011 688 1512
Nsuku Shibambu	NS	Nsuku.shibambu@jwater.co.za	011 688 6674
Tawandira Mpandaguta	TWM	Tawanda.mpandaguta@jwater.co.za	011 688 6686
Ephonia Manthata	EM	Ephonia.manthata@jwater.co.za	011 688 6512
Percy Ratombo	PR	Percy.ratombo@jwater.co.za	011 688 1789
Potential Bidders (+130)	Various	Various	Various

1.2. Apologies

None noted

2. INTRODUCTION

TM welcomed everyone and thanked all for attending the non-compulsory meeting for JW14220; Panel Of Contractors: Upgrade And Renewal Of Water Pipelines (Set Aside For 4CE and Higher) on an as and When Required Basis for a Period of 36 Months.

TM introduced himself as the Manager of Supply Chain Management at Johannesburg Water and asked the technical team to introduce themselves.

NS introduced herself as the Project Manager from the Project Management Unit at Johannesburg Water.

TWM introduced himself as a representative from the Engineering Services Unit at Johannesburg Water.

TM requested all participants switch off their cameras and mute their mics unless requested.

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3. CONTACT PERSONS AND CORRESPONDENCE

TM noted that all general queries must be directed to TM on email: tshupo.matlapeng@jwater.co.za and all technical enquiries to Nsuku Shibambu on email nsuku.shibambu@jwater.co.za as noted on the tender document.

TM urged those experiencing difficulties downloading the tender documents to contact him on the email mentioned above.

4. PROCUREMENT PROCEDURES

TM indicated that the procurement process will be operated using the MFMA and PPPFA acts and regulations in finalizing the procurement process.

TM mentioned that the closing date is 22 March 2022, 10:00. No late submissions will be accepted.

TM mentioned that all received bids will be published on the JW Website. The awarded tenderers will also be published on the JW website once awarded.

5. TARGETED CONTRACTORS

NS mentioned that this tender targets contractors that are EMEs with a CIDB grading of 4CE or higher who satisfy criteria stated in the Tender Data may submit tender offers.

NS defined an EME as a Tenderer who have made an annual turnover of not more than R10 million (VAT inclusive). Only bids from tenderers designated as Exempted Micro Enterprises (EME) as defined in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act will be regarded as acceptable for this tender.

6. EVALUATION CRITERIA

NS described the evaluation criteria as shown below.

Part A

Pre-qualification

	Description	Has the Criteria Been Met (Yes or No)
1.	<p>The Tenderer is an EME Tenderers who qualify as EMEs please provide:</p> <p><i>(i) B-BBEE exempted affidavit for exempted micro enterprises; issued in terms of the amended construction sector code (Gazette Vol. 630 No. 41287) Issued in terms of paragraph 3.6.2.4.1 (B)</i></p> <p style="text-align: center;">OR</p>	

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	<p>(ii) B-BBEE certificate issued by a SANAS accredited Verification agency. Tenderers failing to comply with the above will be disqualified immediately</p> <p>NOTE: According to the construction sector scorecard, an EME must have a turnover up to R10m (VAT inclusive). An affidavit is accepted for turnover up to R3m (VAT inclusive) , if turnover is above R3m (VAT inclusive), then a B-BBEE certificate must be submitted.</p> <p>Tenderers who have made an annual turnover above 10 million (VAT inclusive) will not be considered for this tender. Only bids from tenderers designated as Exempted Micro Enterprises (EME) as defined in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act will be regarded as acceptable for this tender.</p>	
2.	<p>Has the Tenderer met the local content threshold as stipulated in MBD 6.2 Note: Bidders who fails to meet the local content threshold as stipulated in MBD 6.2 will be disqualified immediately. Bidders who meet the local content threshold as stipulated in MBD 6.2 will be evaluated further.</p>	
3.	<p>Has the Tenderer completed and signed the Special Condition Schedule JW6.1? Note: Tenderers who FAIL to complete and sign schedule JW6.1 will not be evaluated further</p>	

Part B

Gate-keeper

The tenderer must meet the criteria specified below.

Part B1 (Qualifications and Registration Status of Key Personnel)

	Quality criteria	Description	Means of Verification (Documentary Evidence)	Minimum Requirements	Has the Criteria Been Met (Yes or No)
4.	Qualifications and Registration of the key staff (assigned personnel) in relation to the scope of work.	Contracts Manager	Certified Copies of Qualifications and Registration Documents	<ul style="list-style-type: none"> BTech/Bsc/BEng: Engineering (Civil) or Project Management or Quantity Survey or Construction Management Pr Tech Eng or Pr Eng or Pr CPM or Pr PM or Pr QS 	
5.	Qualifications of the key staff (assigned)	Site Agent	Certified Copies of Qualifications	<ul style="list-style-type: none"> National Diploma (Civil) Engineering 	

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	personnel) in relation to the scope of work.			<ul style="list-style-type: none"> No Registration Required 	
6.	Qualifications of the key staff (assigned personnel) in relation to the scope of work.	Safety Officer	Certified Copies of Qualifications	<ul style="list-style-type: none"> National Diploma (Environmental Health / Environmental Science / Environmental Management) OR SAMTRAC / SHEOMTRAC / SHEMTRAC / MESHTRAC / NEBOSH / Safety Officers Course OR National Diploma (Safety Management) 	

Note: Tenderers who FAIL to fulfil all the requirements outlined in **B1** will not be evaluated further.

Part B2 (Experience of Key Personnel)

	Quality criteria	Description	Means of Verification (Documentary Evidence)	Minimum Requirements	Has the Criteria Been Met (Yes or No)
7.	Experience of the key staff in relation to the scope of work.	Contracts Manager	CVs to be submitted as per format given on section T2.1.9 outlining experience	3 Years (Civil Engineering Projects as Contracts Manager)	
8.	Experience of the key staff in relation to the scope of work.	Site Agent	CVs to be submitted as per format given on section T2.1.9 outlining experience	Completed 3 water pipe laying projects of minimum diameter 100mm per project as a Site Agent/ Construction Manager	

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9.	Experience of the key staff in relation to the scope of work.	Safety Officer	CVs to be submitted as per format given on section T2.1.9 outlining experience	2 Years (All Projects) post minimum qualification	
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Note: Tenderers who FAIL to fulfil all the requirements outlined in **B2** will not be evaluated further.

Part B3 (Experience of Tenderer)

	Quality criteria	Description	Means of Verification (Documentary Evidence)	Minimum Requirements	Has the Criteria Been Met (Yes or No)
10.	Experience with respect to specific aspects of the project / comparable projects	Proof of completed projects	<ol style="list-style-type: none"> Reference Letters in format given on T2.1.7 (Note references of Client Letterheads that contain all information outlined on the template will be accepted) Corresponding Completion / Final Approval Certificates 	<p>Three (3) water pipe laying projects. Each with the following:</p> <ul style="list-style-type: none"> Minimum pipe diameter of 100mm <p>as per format given in T2.1.7 with corresponding Completion / Final Approval Certificate.</p>	

Note: Tenderers who FAIL to fulfil all the requirements outlined in **B3** will not be evaluated further.

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7. WORK ALLOCATION STRATEGY

NS described the work allocation strategy as shown below.

All tenderers who fulfil the requirements outlined for compliance and technical capacity will be appointed to the panel, all the panellists will be evaluated for price and preference for each allocation as-and-when required as follows:

1. Those bidders who are successful on administrative compliance and gate-keeper steps will be appointed into the panel.
2. When a work package is identified, the panellists' approved tender rates will be applied for that specific work package. The panellists will be required to submit proof of legislative compliance with respect to CSD, TAX, CIDB and Good Standing with relevant municipality in order to be considered for specific work package
3. The price and preference point system would then be applied whereby the panellist's price together with their preference points would be evaluated by a BEC, which would then make recommendations to the BAC.
4. Scores for preference will be determined from the BBBEE score card and allocated in line with schedule JW 10 (MBD 6.1). The preferential points will be scored as follows:
 - Out of 20 for work packages equal or less than R50,000,000.00 in value.
5. Work Package will be recommended to the highest scoring panellist within the respective category of work.
6. A Capacity Assessment will be done where more than one project may be allocated. Contractors will be assessed in terms of resource capacity and financial capacity.
7. In the event that a Work Package is terminated, the Service Provider will not be further allocated any project.
8. In the event that a Service Provider declines any Work Package, they shall not be allocated any subsequent work.

NS mentioned that Johannesburg Water does not guarantee that every panellist will be allocated a work package.

8. SUB-CONTRACTING

8.1. Special Condition

NS mentioned that subcontracting is a special condition for this tender and is set as a pre-qualification for evaluation. Tenderers must be complete and sign the JW 6.1 Special conditions form.

NS mentioned that the successful Tenderers must subcontract a minimum of 30% of the Contract value, the following items (value of work subject to subcontracting will be determined for each work package) for each work allocation:

- Site clearance

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- Pipe trenching and bedding preparations
- Laying of pipes
- Erf connections
- Backfilling
- Security
- Casting of concrete slabs
- Brickwork
- Hand excavation and
- Reinstatement of surfaces to original condition

The subcontractor/s chosen for this purpose must be registered on National Treasury's Central Supplier Database (CSD) and must be from one of the designated groups listed in the form JW 6.1 in the returnable section.

8.2. Subcontracting Plan

NS mentioned that a subcontracting plan will be required from the contractors allocated work, before the commencement of works as stipulated in the Contracts Data.

8.3. Subcontracting Contract

NS mentioned that the Contractor shall be expected to enter into a contract with subcontractor(s) in accordance with the requirements of Clause 4.4 the General Conditions of Contract for Construction Works 2015 3rd Edition. The Employer must be supplied with a copy of the contract/agreement for records.

8.4. Penalties

NS mentioned that if the Contractor fails to achieve the monetary value of the target set by the Employer for contract participation by local SMME Contractors in terms of Procurement and Particular Specifications in Scope of Works clause PS3.2.3 and JW6.1 in the Returnable Section, the Contractor shall be liable to a penalty by the Employer for a sum calculated in accordance with the below statement and the aforementioned Scope of Works as a penalty for such underachievement. The penalty for failing to achieve the monetary value of the target set by the Employer for contract participation by Targeted Enterprises and local SMME Contractors in terms of Small Contractor Development of Particular Specifications in PS3: Scope of Works and JW6.1 in the Returnables, is 50% of the monetary value by which the achieved monetary value falls short of the target monetary value.

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NS mentioned that JW shall deduct any due payments owed to Local SMMEs from the next payment certificate of the Contractor, should the Contractor fail to provide payment to any local SMME as required in the specification highlighted in the Scope of Work and specified in the appointment agreements with the Contractor and local SMMEs.

The deducted amount will be paid directly to the affected local SMMEs by the Employer.

8.5. Allocation of Subcontracting Work

NS mentioned that a provisional sum for subcontracting has been allocated for in the Bill of Quantities. The Tenderer will have to fill in the management percentage fee in the Bill of Quantities.

9. LOCAL CONTENT

NS mentioned that each Tenderer must meet the local content threshold as stipulated in MBD 6.2.

NS mentioned that the Tenderer must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)] before completing the MBD 6.2 form.

NS mentioned that the items designated for local production and content are tabled under item 2 of the MBD 6.2 form.

NS urged Tenderers to study the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates before completing them.

TWM urged Tenderers not to amend Annexure C (Item numbers, description and quantity) of the local content, but to enter their rates, as it makes it difficult to evaluate.

10. APPOINTMENT OF LOCAL LABOURERS

NS mentioned that after work allocation, before the commencement of works, the contractor will be expected to employ local labourers for the execution of works. Tenderers were referred to PS 4.4 for details.

NS highlighted that the Contractor allocated work will have to comply with the latest Government Gazette: Labour Relations Act, 1995 as set out by the Bargaining Council for Civil Engineering Industry.

NS mentioned that the Contractor will have to produce labour returns monthly. No payment certificate will be processed if correct labour returns are not submitted

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NS mentioned that JW shall deduct any due payments owed to Local labourers from the next payment certificate of the Contractor, should the Contractor fail to provide payment to any local labourer as required in the specification highlighted in the Scope of Work and specified in the appointment agreements with the Contractor and the local labourer. The deducted amount will be paid directly to the affected local labourers by the Employer.

11. DESCRIPTION OF WORKS

11.1. Site Location and Conditions

TWM mentioned that the sites are situated within the Johannesburg City area; there is no specific area yet since it is a tender for a panel.

11.2. Materials, Specifications and Scope of Works

TWM mentioned that the tender is for water pipelines with diameters ranging from 110mm - 355mm high impact uPVC pipes. The joining method of pipes by Victaulic couplings. There are items under mPVC with spigot sockets and HDPE within the same diameter ranges

TWM mentioned that scope includes the installation of valves, from RSV to Wedge type gate valves, fire hydrants as indicated in the tender document and tie-ins into the existing water networks.

TM explained that the erf connections are part of the scope, ranging from 25-63mm diameter HDPE pipes. The supply and installation of bulk and domestic metres, ranging from 15-100mm.

12. OCCUPATIONAL HEALTH & SAFETY

PR mentioned that the Occupational Health and Safety returnable documents as Volume 2 – Health and Safety Specification. Volume 2 should be returned in full and not be dismantled. Volume 2 consists of the following annexures:

- Annexure 1: COVID-19 Guidelines
- Annexure 2: Baseline Risk Assessment and COVID-19 Risk Assessment – For Information
- Annexure 3: Medical Screening Policy – For information
- Annexure 4: Contractor Competency Evaluation – Tenderer must complete and sign.
- Annexure 5: Sign off form
- Annexure 6: Environmental Management Plan
- Annexure 7: Environmental Specification

Tenderers should ensure that they are in good standing with the Compensation Commissioner.

PR reiterated the qualifications and experience of the Safety Officer.

13. ENVIRONMENTAL MANAGEMENT

EM mentioned that the following requirements are based on Revision 03 of the Environmental Management Plan.

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13.1. Authorized projects

- Projects that trigger the NEMA listed activities.
- Where the project is authorised, the Contractor must comply with the approved Environmental Management Plan, environmental authorisation and specialist studies.
- A Contractor's Environmental Liaison/Environmental Officer and a Consultant Environmental Control Officer must be appointed. The competencies are shown below.

13.2. Unauthorized projects

- Projects that do not require authorisation from an environmental perspective.
- Where the project is unauthorised, the Contractor must comply with the Environmental Management Plan and applicable legislation (including municipal bi-laws).
- A full-time SHE Officer must be appointed. The competencies are shown below.

13.3. Environmental Appointment Index

Appointment	Project Type	Legislative Ref	Competency requirements (Min)
Contractor SHE Officer	Unauthorised Project	JW EMP/ JW Waste Management Procedure	N.Dip Safety & Basic ISO14001:2015/ Basic Environmental Awareness (Introduction or Awareness to ISO14001:2015) + 2yrs exp/ OR N.Dip in Environmental Management + 2yrs exp; OR NEBOSH / SAMTRAC & Basic ISO14001:2015/ Basic Environmental Awareness (Introduction or Awareness to ISO14001:2015) + 4yrs exp Register with SACPCMP
Contractor Environmental Liaison Officer/Environmental Officer	Authorised project	JW EMP and Project Specific approved EMP /Directives/Environmental Authorisation/GA/WUL	N.Dip in Environmental Management/ + 3 years exp; BA/BSc Environmental Management + 3 years exp;
Consultant Environmental Control Officer	Authorised project (as and when required)	JW EMP and Project Specific approved EMP /Directives/Environmental Authorisation/GA/WUL	Reputable Environmental Consulting Company N.Dip or BA/BSc Environmental science or management + 3 years ' experience as an independent ECO

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14. QUESTIONS AND ANSWERS

TM opened the floor to questions.

Question No.	Question/Query	Answer
1.	There are no DN355 high impact pipes. Will there be an addendum or the document will be left as it is?	TWM - The document will be left as is. The items in the Bill of Quantities are correct.
2.	The drawings are not on the JW website. When will they be uploaded?	NS - The tender document uploaded on the JW Website include the drawings.
3.	Will the hard copy of the tender document be sold?	TM - Yes, hard copies are sold at the JW offices. Contact TM for more details on the sale of the tender document
4.	Will we get the excel spreadsheet of the Bill of Quantities?	NS - The Excel Spreadsheet is available. It shall be uploaded on the Website, until then, please request it by mail.
5.	Are we required to submit a safety file as part of the tender?	PR - No, the full safety file will be required after work allocation
6.	Are the valves supplied by the City or we will have to procure them?	NS - The valves are supplied by the contractor.
7.	When will the subcontracting agreement be signed?	NS – The agreement between the Contractor and the subcontractor will be signed after award, work allocation and engaged the City on the sourcing of SMMEs. For now, you will have to complete and sign the JW 6.1 which stipulates subcontracting as a special condition of the tender and knowing the process of subcontracting to inform pricing and risk.
8.	Are the tenderers required to name the subcontractor on the JW 6.1 form?	NS – No, at the time of tender (before sourcing subcontractors through the City), the tenderers will not know the subcontractors they will be working with. The requirements mentioned on item 3 of the JW 6.1 are periodic requirements that the contractor will have to comply with during the execution of the projects.
9.	Will the recording of the briefing session be shared with all participants?	TM – To engage JW's IT department regarding sharing to parties outside JW.
10.	Are we allowed to submit the type Bill of Quantities and the local content annexures?	TWM - Yes, typed Bill of Quantities and the local content annexures are accepted. However, don't renumber or change the description or the quantity.

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		NS – The Annexure C, D and E Excel spreadsheets will be uploaded on the JW Website.
11.	The JW uploaded Bill of Quantities are PDF, not Excel Spreadsheet	NS – The Excel Bill of Quantities will be uploaded on the JW Website, until then, please request it by mail.
12.	Can Volume 2 of the tender be returned separately from Volume 1?	TWM – It depends on how you bind your document. Sometimes there are challenges of documents coming apart when the document is too large. You can bid as two separate documents. NS - Tenderers can also complete the acknowledgement of Volume 2 under Volume 1 to acknowledge Volume 2 of the tender. This will be useful where Volume 2 is not returned. Tenderers can also complete the acknowledgement of Drawings under Volume 1 to acknowledge Drawings of the tender.
	Would I have to handwrite the Bill of Quantities if I choose to type the Bill of Quantities?	TWM – You do not have to handwrite the Bill of Quantities if you type the Bill of Quantities.
15. GENERAL		
<p>TWM wished all the best to everyone.</p> <p>TM urged all participants to send their queries where they experience difficulties.</p> <p>TM mentioned that hard copies will be ready for collection on the 17th of February in the morning.</p> <p>GN mentioned that the hard copy will be sold on a first come first serve basis. For those purchasing the hard copy, please pay on the JW bank account and bring proof of payment upon collection. No speed point will be available.</p>		
16. CLOSURE		
<p>TM thanked everyone for attending and the meeting was adjourned at 14:11.</p>		

Directors:

Ms Rachel Kalidass (Chairperson), Mr Ntshavheni Mukwevho (Managing Director and Executive Director), Mr Johan Koekemoer (Financial Director and Executive Director), Professor Clinton Aigbavboa, Mr Siphamandla Mnyani, Mr Petrus Matji, Mr Lebogang Ledwaba, Mr Thabo Sakasa, Mr Mavhungu Ramurunzi, Ms Lungile Zulu, Mr Philemon Mashoko

Ms Kethabile Mabe (Company Secretary),

Johannesburg Water SOC Ltd

Registration Number: 2000/029271/30