


Turbine Hall 55 Niemi Pillso Newtown P.O. Box 61542 Marshalltown, 2107 Tel: (011) 688-1400 Fax: (011) 688-1556				PAGE NO.			
				CLOSING DATE AND TIME			
				18-Mar-25 16:00:00 PM			
INITIATING DEPARTMENT		INITIATOR		Date of Issue 11 March 2025			
Meter Reading		Paul Jacobs		VALIDITY			
QUOTATION REFERENCE		COLLECTIVE NO.		60 DAYS		7 DAYS	
RFQ/W0067SM2025 - Provision of Meter Reading Services							
QUOTATION REQUESTED FROM							
QUOTATIONS WILL BE EVALUATED ON THE 80/20 POINT SCORING SYSTEM. 80 POINTS WILL BE ALLOCATED TO PRICE AND THE REMAINING 20 POINTS WILL BE ALLOCATED FOR SPECIFIC GOALS AS PER PPPFA 2022							
ALL SUPPLIERS RESPONDING TO QUOTATIONS SHOULD BE REGISTERED ON CENTRAL SUPPLIER DATABASE (CSD)							
JW Contact Person : Simphiwe Mdlalose - Email Address : simphiwe.mdlalose@jwater.co.za							
Telephone Number : 011 688 1825							
ITEM NO.	DESCRIPTION	DESCRIPTION OF ITEM OFFERED	UOM	QTY REQUIRED	PRICE QUOTED EXCL. OF V.A.T	DISCOUNT	PRICE QUOTED INCL. OF V.A.T.
	Provision of Meter Reading Services			30 000			
	SPECIFICATION						
1	1. Reading of conventional water meters tabulated in an electronic list provided by Johannesburg Water (JW). 2. The service provider shall provide JW with the relevant reading code as specified by on annexure A, identifying anomalies that may occur on site at the time of meter read or for the purpose of providing additional information. (JW will only pay for meters, where actual meter data has been provided per annexure A)(Payment will be make on verified codes only) 3. Where the meter number differs on site to the meter provide by JW, this data is to be submitted on a separate spread sheet. 4. An electronic meter reading devices is required for the purpose of onsite data collection. 5. The service provider shall ensure date and time stamped photographs and GPS co-ordinates are recorded onsite upon collection of data. 6. All data is to be submitted to JW on an electronic file via e-mail and/or File Transfer Protocol (FTP) upon submission of the completed meter reading files 7. Meter Reading activities is to be completed and data submitted to JW within 4 days working of receipt of electronic list from JW. Note: The required reading data, relates to scattered properties in the City of Johannesburg.						
	Tenderers must meet the conditions below and provide supporting documents						
	Tenderer to provide reference letter/s from their client/s indicating meter reading experience, with a combined minimum total population of 25 000 meters per month and a combined minimum of 2 years' experience. Reference letter must be completed by an authorised person where the tender was awarded, confirming successful completion of work executed on the reference letter template. Alternatively, the company letterhead may be provided if it complies with the requirements on reference letter template provided.						
	Contact Person: Paul Jacobs						
	Contact Number : (011) 688 6597 / 072 645 2577						
	QUOTATION TO BE VALID FOR 60 DAYS AND REFLECTING ON THE QOUTE						
	SPECIFIC GOALS	POINTS					
	Businesses owned by Women - 51% or more.	20					
	QUOTATION REF AS ABOVE: RFQJW& COMPANY NAME						
	NB: All suppliers responding to RFQs should use their own company letter head not JW RFQ Template AND MAKE SURE THEIR EMAIL ADDRESS IS VISIBLE ON THEIR QUOTATION.						
	NB: A copy of valid lease agreement or municipal account(not older than 3 months)should be submitted with a quote						
	NB: MBD forms attached should be completed and submitted with the quote						
	NB: All Quotes should be on PDF (MS WORD, MS EXCEL, PICTURES ARE NOT ALLOWED)						
	NB: Copy of valid BBBEE CERTIFICATE or SWORN AFFIDAVIT to be submitted with the quote						
	Quotation should be valid for 60 days						
	Send All quotations to: jw.directquotations@jwater.co.za						
	SUBMISSIONS MUST BE MADE ON THE E-TENDER PORTAL(https://www.etenders.gov.za/) NO EMAIL SUBMISSIONS						
	SEE PAGE TWO ON HOW TO SUBMIT YOUR RESPONSE ON E-TENDER						
OFFICIAL STAMP		AUTHORISED BY:	1. QUOTATIONS RECEIVED AFTER CLOSE OF BUSINESS ON THE CLOSING DATE WILL NOT BE ACCEPTED.				
		SIGNATURE:	2. QUOTATIONS WITHOUT BRAND NAMES WHERE REQUIRED WILL NOT BE ACCEPTED				
		DATE:	3. PRICES QUOTED MUST BE AS PER THE UNIT INDICATED AND BE EXCLUDED OF VAT				
			4. QUOTATIONS WITHOUT THE SUPPLIER'S AUTHORISED SIGNATURE WILL NOT BE ACCEPTED. (ONLY IF QUOTED ON THE JW RFQ TEMPLATE)				
			5. ACCEPTANCE OF A QUOTATION WILL BE SUBJECT TO JOHANNESBURG WATER'S SUPPLY CHAIN POLICY				
			6. TOTAL QUOTATION VALUE TO INCLUDE V.A.T WHERE APPLICABLE				

ANNEXURE A: Meter Reading Codes

Code	Description	Code	Description
A02	Meter Number Duplicate	T01	Cover Seal Broken/Missing
A03	Transposed Meters	T02	Glass Cover Broken
A04	Number of Dials Differ	T03	Dial Faded/Frosted
A05	Reading Supplied by Customer	T04	Meter suspected stopped
A06	Meter Supply Disconnected	T06	Meter damaged
A07	Borehole	T07	Meter leaking on JW's side
A08	Meter Removed / RTS	T08	Meter Leaking on Consumer's side
A11	Meter not in use	T09	Meter flooded
A12	New Meter Installed	T10	Meter noisy
A15	Fire hydrant	T11	Meter Box Lid Jammed
C04	Vacant Land	T12	Meter box lid/cover broken/missing
C08	No Consumption - Confirm Cutoff (level 1)	T13	Meter to be raised
C10	Building Vacant	T14	Meter to be moved to pavement
C13	Prepaid Meter Found	T15	Meter bypassed
N01	Property locked	T16	Tampering - Suspected/Actual Evidence/Seal Broken
N02	Entry Refused	T17	No meter - straight through
N04	Meter Obstructed by Vehicle	T18	Meter installed face down/twisted
N05	Dog Prevented Meter Reader Access	T19	Meter installed backwards (reversing)
N06	Meter Obstructed by Street Vendor	T26	Bees in Meter Box
N07	Unable to Locate Meter		
N08	Meter Obstructed		
N09	Meter Cabinet Door Locked/Jammed (Consumer)		
N10	No Access		
N11	Chamber Flooded		
N12	Unable to locate property address		
N15	Meter not read		

To Johannesburg Water (SOC) Ltd

I, the undersigned being duly authorized to do so, hereby furnish a reference to Johannesburg Water relative to the **APPOINTMENT OF SERVICE PROVIDER ABLE TO PERFORM METER READING**.

Name of Tenderer:

Description of Services provided in terms of scope.

Conduct meter reading	YES	NO	Number completed per month	#

Duration: Year-Month-Day when the Services were provided

Start date (Year- Month -Day) when the above was provided:/...../.....

End date (Year- Month -Day) when the above was provided:/...../.....

Contract/Project Value:

Name of authorised person from Tenderer:

Signature: Date

Telephone/Mobile:

Email:

Completed on behalf (Name of Client)

NB: This document must be completed by the referee / client 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 as stated on this template. A separate form must be completed for each reference as required in the evaluation criteria. 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.