

REQUEST FOR INFORMATION

RFI NUMBER:	RFI JW 05/11/2024 MS	CLOSING DATE:	12 NOVEMBER 2024 @16:00 pm
DESCRIPTION:	PROVISION OF METER READING FOR LARGE WATER USERS, PREPAID METERS, GENERAL METERED POPULATION AND METER AUDITING SERVICES ON AN AS AND WHEN BASIS		
ISSUE DATE	05 NOVEMEBR 2024		
Submit via Email to:	mapule.setaka@jwater.co.za		

ENQUIRIES MAY BE DIRECTED TO:			
Bidding procedure enquiries <u>must</u> be sent to		Technical enquiries must be directed to	
CONTACT PERSON	Mapule Setaka	CONTACT PERSON	Paul Jacobs
TELEPHONE NUMBER	011 688 1574	TELEPHONE NUMBER	011 688 6655
E-MAIL ADDRESS (Submissions must be made to this address)	mapule.setaka@jwater.co.za	E-MAIL ADDRESS	paul.jacobs@jwater.co.za

SUPPLIER INFORMATION			
NAME OF BIDDER			
STREET ADDRESS			
TELEPHONE NUMBER	CODE		NUMBER
CELLPHONE NUMBER			
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
CENTRAL SUPPLIER DATABASE No:	MAAA		
MANUFACUTER OR THIRD PARTY (If Applicable)			

1. PURPOSE OF THE REQUEST FOR INFORMATION

Johannesburg Water invites service providers to submit a request for information proposal for the provision of meter reading for large water users, prepaid meters, and when basis. This RFI is strictly to solicit financial information from potential bidder(s) for provision of meter reading for large water users, prepaid meters, general metered population and meter auditing services on an as and when basis for period of thirty-six (36) months of thirty-six. This RFI does not constitute; an offer; or any impression none so ever to do business with Johannesburg Water. The RFI response proposals is enquired to assist the organization with business decision making purposes.

2. BACKGROUND

Johannesburg Water invites service providers to respond to a Request for Information for the **provision of meter reading for large water users, prepaid meters, general metered population and meter auditing services on an as and when basis**. This RFI is strictly to solicit market related information from potential bidder(s). This RFI does not constitute; an offer; or any impression none so ever to do business with Johannesburg Water.

3. SCOPE OF WORK AND SPECIFICATIONS

The scope of work shall be the following:

- Reading of conventional and prepaid water meters tabulated in an electronic list provided by Johannesburg Water (JW) on an as and when basis for a period of 36 months.
- The total number of meters to be read shall be specified by Johannesburg Water. The number of meter readings required to be read may be increased or reduced without prior notification. All meters shall be read on as and when required basis by the successful contractor, on the day(s) specified in writing by JW. This will be referred to as the Reading Period.
- The nature of the contract is based on the needs of JW; thus, the contractor shall enter an as and when required contract with JW and shall ensure that the relevant resources required to perform meter reading is available. A complete dump of JW areas will be provided to the contractor at the take on of the contract, to allow for planning.
- JW shall provide the Contractor with a list of meter reading codes. The Contractor shall provide JW with the relevant reading code, identifying anomalies that may occur on site at the time of meter read or for the purpose of providing additional information. The list of codes may be amended by JW from time to time in writing.

- Only meters submitted for the purpose of meter reading or audit needs to be returned with a reading or no read reason. All new meters found on the property replacing the original meter sent on the meter reading or audit file, are to be attached on an additional file as per the required format and information reporting standards. For this to be found acceptable, appropriate codes must be used on the original meter.
- Use of an electronic meter reading devices for the purpose of onsite data collection is compulsory.
- The contractor shall ensure date, time stamped photographs and geo locations are recorded onsite upon collection of data. This data is to be submitted to JW in whole on an electronic file via e-mail and/or File Transfer Protocol (FTP) upon submission of the completed meter reading files.
- Contractor may be requested to employ meter readers in specific townships for meter reading.
- The contractor shall be required to provide adequate security to ensure the safety of its staff.
- Every record submitted to JW must be logged against an active user or meter reader for auditing purposes. Contractor(s) will be held accountable for the quality of information submitted to JW.
- The contractor shall ensure that the required personnel to action deliverables are available i.e. Meter Readers, Supervisors, Data Administrators, System Administrators and Contract Managers.
- All data obtained by or provided to the Contractor relating to the performance of services in terms of this contract shall remain the property of JW and shall be regarded as confidential. This data shall not be shared with any person not party to this contract.

Requirements and Specifications

AREA 1

- General Meter Reading of approximately 180 000 meters for Area allocation, read between 3 to 5 days, per region.
- Audit Meter Reading of approximately 10 000 meters read and returned within 2 days of initial allocation. This population is scattered through-out the listed regions, and may require additional resources, like vehicles to complete.

AREA	REGIONS	TOWNSHIPS
1	A1	Fourways/Midrand/Ivory Park/Diepsloot
	B1	Emmerentia/Randburg/Bergbron/Bryanston/Newclare/Langlaagte
	F1	JHB Central/City Deep/ Benrose/ Glenvista/Aspen Hills/Turffontien

AREA 2

- General Meter Reading of approximately 150 000 meters for Area allocation, read between 3 to 5 days, per region.
- Audit Meter Reading of approximately 10 000 meters read and returned within 2 days of initial allocation. This population is scattered through-out the listed regions, and may require additional resources, like vehicles to complete.

AREA	REGIONS	TOWNSHIPS
2	C1	Northwold/Allen's Nek/ Honeydew/ Roodepoort/Fleurhof
	D1	Klipspruit/Protea Glen/Noordgesig/Orlando
	E1	Sandton/Alex/Greenstone/ Illovo
	G1	Naturena/Eldorado Park/Ennerdale/Lenasia

AREA 3

- Large Water Users of approximately 14 000 meters, read between 5 to 7 days per month for the allocated population.
- This population is scattered through-out the City of Johannesburg and may require additional resources, like vehicles to complete.

AREA	REGIONS	TOWNSHIPS
3	A1	Fourways/Midrand/Ivory Park/Diepsloot
	B1	Emmerentia/Randburg/Bergbron/Bryanston/Newclare/ Langlaagte
	C1	Northwold/Allen's Nek/ Honeydew/ Roodepoort/Fleurhof
	D1	Klipspruit/Protea Glen/Noordgesig/Orlando
	E1	Sandton/Alex/Greenstone/ Illovo
	F1	JHB Central/City Deep/ Benrose/ Glenvista/Aspen Hills/Turffontien
	G1	Naturena/Eldorado Park/Ennerdale/Lenasia

PRICING SCHEDULE

Tender prices must include all transport, Labour, and any other costs.

SCHEDULE 1 – METER READING AND METER AUDIT/AREA 1

SCHEDULE 1.1 – YEAR 1

#	Description	Estimated Qty.	Unit Price	Total Amount
AREA 1	Meter Reading	2 160 000		
AREA 1	Meter Audits	120 000		

SCHEDULE 1.2 – YEAR 2

#	Description	Estimated Qty.	Unit Price	Total Amount
AREA 1	Meter Reading	2 160 000		
AREA 1	Meter Audits	120 000		

SCHEDULE 1.1 – YEAR 3

#	Description	Estimated Qty.	Unit Price	Total Amount
AREA 1	Meter Reading	2 160 000		
AREA 1	Meter Audits	120 000		

SCHEDULE 2 – METER READING AND METER AUDIT/AREA 2

SCHEDULE 2.1 – YEAR 1

#	Description	Estimated Qty.	Unit Price	Total Amount
AREA 2	Meter Reading	1 800 000		
AREA 2	Meter Audits	120 000		

SCHEDULE 2.2 – YEAR 2

#	Description	Estimated Qty.	Unit Price	Total Amount
AREA 2	Meter Reading	1 800 000		
AREA 2	Meter Audits	120 000		

SCHEDULE 2.1 – YEAR 3

#	Description	Estimated Qty.	Unit Price	Total Amount
AREA 2	Meter Reading	1 800 000		
AREA 2	Meter Audits	120 000		

SCHEDULE 3 – METER READING AND METER AUDIT/AREA 3

SCHEDULE 3.1 – YEAR 1

#	Description	Estimated Qty.	Unit Price	Total Amount
AREA 1	Large Water Users	168 000		

SCHEDULE 1.2 – YEAR 2

#	Description	Estimated Qty.	Unit Price	Total Amount
AREA 1	Large Water Users	168 000		

SCHEDULE 1.1 – YEAR 3

#	Description	Estimated Qty.	Unit Price	Total Amount
AREA 1	Large Water Users	168 000		

Prices Firm / Non-Firm?

Suppliers to complete the below according to their company details.

INFORMATION FOR SPECIFIC GOALS ANALYSIS	
BUSINESS OWNED BY 51% OR MORE -BLACK PEOPLE	
1. Percentage (%) of Black Ownership)	
2. Is Black Ownership 51% or more? (Yes or No)	
BUSINESS OWNED BY 51% OR MORE – BLACK YOUTH	
1. Percentage (%) of Ownership by Black Youth	
2. Is the percentage of Black Youth Ownership 51 % or more? (Yes or No)	
BUSINESS OWNED BY 51% OR MORE-WOMEN	
1. Percentage (%) of Ownership by People who are Women	
2. Is the percentage of People who are Women 51 % or more? (Yes or No)	
BUSINESSES LOCATED WITHIN THE BOUNDARIES OF A REGION IN COJ, COJ MUNICIPALITY OR IN GAUTENG PROVINCE	
1. Is your business located in the Gauteng Province? (Yes or No)	
2. Is your business located in the COJ Municipality? (Yes or No)	
3. Is your business located within the region of the COJ? (Yes or No)	
BUSINESS OWNED BY 51% OR MORE - BLACK PEOPLE WHO ARE MILITARY VETERANS	
1. Percentage (%) of Ownership by Black People Who Are Military Veterans	
2. Is the percentage of Ownership by Black People Who Are Military Veterans 51% or more? (Yes or No)	
BUSINESS OWNED BY 51% OR MORE-BLACK PEOPLE WITH DISABILITIES	
1. Percentage (%) of Ownership by Black People With Disabilities	
2. Is the percentage of Ownership by Black People with Disabilities 51% or more? (Yes or No)	
SMME (AN EME OR QSE) OWNED BY 51% OR MORE - BLACK PEOPLE	
1. What is the Enterprise Type? EME – turnover is less than R10m QSE – Turnover between R10m and R50m Generic – Turnover is R50M or more	
JOINT VENTURE (JV), CONSORTIUM OR EQUIVALENT	
1. What is the percentage (%) of ownership for each party?	
SUBCONTRACTING WITH COMPANIES AT LEAST 51% OWNED BY HISTORICALLY DISADVANTAGED INDIVIDUAL (HDI) GROUPS MENTIONED ABOVE	
1. What is the percentage (%) that will be sub-contracted to companies that are at least 51% owned by Historically Disadvantaged Individual (HDI) groups mentioned above?	

INFORMATION PRICE BREAKDOWN			
DESCRIPTION	BREAKDOWN IN PERCENTAGE	APPLICABLE INDEX	IMPACTED BY ROE (YES/NO)
Raw materials			
Direct Labour			
Direct Overheads			
Transport			
Indirect Labour			
Indirect Overheads			
Total	100%		

provide the following information (if Applicable)

TYPICAL PRICE ADJUSTMENT FORMULA INCLUDING INTERVALS

SUBMITTED DOCUMENTATION IN SUPPORT OF A REQUEST FOR A PRICE ADJUSTMENT

SOURCE OF RAW MATERIAL	
DESCRIPTION	COUNTRY OF ORIGIN
Raw materials	

ASSOCIATED RISKS	
RISK CATEGORY	RISK MITIGATION
Economic:	
Security of Supply	
Supply and Demand	
Rate of Exchange	
Operational:	
Capacity	
Logistics	