



# **NKANGALA DISTRICT MUNICIPALITY**

**PROJECT NO: 274**

**APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER: WATER  
QUALITY MONITORING ANALYSIS(THREE YEARS CONTRACT) FOR  
NKANGALA DISTRICT MUNICIPALITY**

## **TENDER DOCUMENT**

**ISSUED BY:** NKANGALA DISTRICT MUNICIPALITY  
2A Walter Sisulu Street  
Middelburg  
1050

**NAME OF TENDERER:** .....

**CSD NUMBER:** .....

**TENDER AMOUNT:** .....

## NKANGALA DISTRICT MUNICIPALITY



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### **PROJECT NO: 274**

## **APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER: WATER QUALITY MONITORING ANALYSIS(THREE YEARS CONTRACT) FOR NKANGALA DISTRICT MUNICIPALITY**

### **TENDERING PROCEDURES**

#### **THE TENDER**

##### **Part T1: Tendering Procedures**

- T1.1 Tender notice and invitation to tender
- T1.2 Tender Data

## NKANGALA DISTRICT MUNICIPALITY



### PROJECT NO: 274

## APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER: WATER QUALITY MONITORING ANALYSIS (THREE YEARS CONTRACT) FOR NKANGALA DISTRICT MUNICIPALITY

### **T1.1 TENDER NOTICE AND INVITATION TO TENDER**

Nkangala District Municipality invites tenders for the appointment of South African National Accreditation System (SANAS) accredited professional service providers (Laboratory Services) for the water quality analysis contract for a period of thirty six (36) months.

Bid documents will be obtainable from 25<sup>th</sup> August 2021 from e-tender or NDM website.

No Compulsory Site Inspection meeting or briefing session, all enquiries must be forwarded to project manager

Tenders are to be completed in black ink and completed in accordance with the conditions and rules contained in the tender documents. The tenders and relevant documents must be sealed in a envelope and externally endorsed with **Project No:274: Appointment of a Professional Service Provider: Water Quality Monitoring analysis (Three Years Contract) for Nkangala District Municipality** and be deposited in the Tender Box, Ground Floor, Nkangala District Municipality, 2A Walter Sisulu Street, Middelburg, Mpumalanga not later than **12H00 on 27<sup>th</sup> September 2021**. The tenders will immediately be opened in public. **The Tenders shall remain valid for a period of 90 days from the closing date.** Telegraphic, telephonic, fax, telex e-mail or late tenders will not be accepted.

Tenders will be evaluated in terms of the Supply Chain Management policy of the Nkangala District Municipality. The lowest or any tender will not necessarily be accepted and suitably the Nkangala District Municipality reserves the right not to consider any tender **not suitably endorsed or comprehensively completed**, as well as the right to accept the tender in whole or part.

Enquiries may be directed to VM Mahlangu /SS Links of Nkangala District Municipality at 013 249 2164/2161 for technical enquiries and to Supply Chain for administration queries from the Nkangala District Municipality at 013 249 2105

## TENDER DATA

1.	The Employer is: Nkangala District Municipality P.O Box 437 Middelburg 1050			
2.	Tender Documents			
	<p><b>Tendering Procedures</b> Tender notice and invitation to tender Tender data</p> <p><b>Returnable Documents</b> List of Returnable Documents</p> <p><b>The Contract</b> <b>Agreements and Contract data</b> Forms of Offer and Acceptance Contract Data</p> <p><b>Pricing Data</b> Pricing Instruction Bill of Quantities</p> <p><b>Terms of Reference</b> Terms of Reference</p> <p><b>Additional Relevant Documents</b> Supply Chain Management Policy</p>			
3.	<p><b>Interpretation</b></p> <p>The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these tender conditions.</p>			
4	<p><b>Communication.</b></p> <p>The Employer’s Representative is;</p> <table><tr><td><p><b><u>Accounting Officer;</u></b> Mr MM Skosana P. O. Box 437 Middelburg 1050. Tel : 013 249 2006</p></td><td><p><b><u>Procurement Eng.</u></b> Ms SA Mashaba P.O. Box 437 Middelburg 1050 013 249 2104</p></td><td><p><b><u>Technical Enquiries.</u></b> Mr SS Links P.O. Box 437 Middelburg 1050 Tel : 013 249 2161/64</p></td></tr></table>	<p><b><u>Accounting Officer;</u></b> Mr MM Skosana P. O. Box 437 Middelburg 1050. Tel : 013 249 2006</p>	<p><b><u>Procurement Eng.</u></b> Ms SA Mashaba P.O. Box 437 Middelburg 1050 013 249 2104</p>	<p><b><u>Technical Enquiries.</u></b> Mr SS Links P.O. Box 437 Middelburg 1050 Tel : 013 249 2161/64</p>
<p><b><u>Accounting Officer;</u></b> Mr MM Skosana P. O. Box 437 Middelburg 1050. Tel : 013 249 2006</p>	<p><b><u>Procurement Eng.</u></b> Ms SA Mashaba P.O. Box 437 Middelburg 1050 013 249 2104</p>	<p><b><u>Technical Enquiries.</u></b> Mr SS Links P.O. Box 437 Middelburg 1050 Tel : 013 249 2161/64</p>		
4.1	Attention is drawn to the fact that verbal communication given by the Employer’s representative prior to the close of tenders will not be regarded as binding on the employer. Only information issued formally by the employer in writing to the tenders, under the signature of the Accounting Officer will be regarded as amending the tender documents.			

5	<p><b>Eligibility</b></p> <p>Only those tenderers who satisfy the following criteria are eligible to submit tenders:</p> <ul style="list-style-type: none"> <li>• South African National Accreditation System (SANAS) accredited professional service providers with adequately equipped laboratory facility for the water quality analysis.</li> <li>• Laboratory with adequate water quality analysis track record.</li> <li>• Employing qualified staff with experience in water quality analysis.</li> </ul>
6	<p><b>The Employer's right to accept or reject any tender offer</b></p> <p>The employer has the right not to accept the lowest tender and to accept the whole or part of any tender or not to consider any tender not suitably endorsed is fully reserved by the Nkangala District Municipality.</p>
7	<p><b>Tenderer Obligations</b></p> <p>7.1 The Council retains the right to call for any additional information that it may deem necessary</p> <p>7.2 If tendering as a Joint Venture, Joint venture must be constituted by means of a comprehensive and fair, written agreement between the members, which sets out their obligations, rights, risks and rewards. Joint venture members should share at least the following aspects of the joint venture activities in a meaningful and equitable manner:</p> <ol style="list-style-type: none"> <li>1. Control</li> <li>2. Management</li> <li>3. Operations</li> <li>4. Risk</li> <li>5. Profit and Loss</li> </ol> <p>7.3 If a Tenderer , or any person employed by him is found to have either directly or indirectly, promised or given to any person in the employment of Council, any commission, gratuity, gift or other consideration, The Council shall have the right to summarily and without recourse to law and without prejudice to any other legal remedy which it may have in regard to any loss and/ or additional costs or expenses, to disqualify the Tender or cancel the Contract without paying any compensation to the aforesaid Tender or Contract.</p> <p>7.4 At the request of the Municipal Manager or his authorised representative from furnishing him with additional information, or with a sample or specimen for testing purposes or otherwise, or from giving a demonstration so as to enable the recommendation to the Council's responsible Committee on the award of the contract be formulated,</p>
8	<p><b>Professional indemnity insurance</b></p> <p>The employer shall not award a contract to any tenderer that does not hold a letter of intend on Professional indemnity insurance of at least <b>R1 000 000.00 per claim</b></p>
9	<p><b>Compensation of tendering</b></p> <p>The employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the cost of any testing necessary to demonstrate that aspects of the offer satisfy requirements.</p>

10	<p><b>Check documents</b></p> <p>The Tenderer should check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.</p>
11	<p><b>Confidentiality and Copyright of Documents.</b></p> <p>Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation</p>
12	<p><b>Clarification Meeting</b></p> <p>No compulsory clarification meeting will be held</p>
13	<p><b>Submitting tender offer:</b></p> <p>13.1 No Tender document will be considered unless submitted on Council's Official Tender Document</p> <p>13.2 Return all the returnable documents to the employer after completing them.</p> <p>13.3 Tenders must be deposited in the tender box clearly marked :<b>Project: 274- Appointment of a Professional Service Provider: Water Quality Monitoring - Location of tender Box:</b> Main Entrance Ground floor Nkangala DM Building <b>Physical Address:</b> Nkangala District Municipality, 2A Walter Sisulu Street, Middleburg 1050.</p> <p>Telephonic, telegraphic, telex, facsimile or emailed tenders will not be considered</p> <p>13.4 All tender received by the Nkangala District Municipality will remain in the Municipality's possession until after the stipulated closing date and time..</p> <p>13.5 Accept that a tender submitted to the employer cannot be withdrawn or substituted. No substitute tenders will be considered</p>
14	<p><b>Closing Time:</b></p> <p>14.1 The time and location for opening of the Tender offers are:</p> <p>Closing Time: 12:00  Closing Date: 27<sup>th</sup> September 2021  Location: Nkangala District Municipality  2A Walter Sisulu Street  Middelburg  1050</p> <p>Tenders will be opened in public at the same time.</p>

14.2	After the opening of the tender proposals, no information relating to the clarification, determination of responsiveness, evaluation and comparison of tender proposals and recommendations concerning the award of the tender shall be disclosed to any other tenderer or persons not concerned with such process until the award of the Tender has been announced by the NDM.
15	<b>Pricing the tender</b>  State the rates and prices in Rand
16	<b>Alterations to the Tender Documents.</b>  <b>No</b> alterations may be made to the tender document issued by the employer.  Proposals and any other supporting documents must be attached to the back of this tender document
17	<b>Alternative tender offer.</b>  No alternative tender offers will be considered or accepted
18	<b>Tender Offer Validity</b>  The Tender offer validity period is 90 days from the closing date.
19	<b>Tender clarification after submission</b>  A tender may be regarded as non-responsive if the tenderer fails to provide clarification requested by the employer within the time for submission stated in the employer's written request.
19.1	<b>Declaration Certificate for Local Production and Content for Designated Sectors</b>  Failure to complete and comply with minimum threshold of MBD 6.2, Annexure C, D & E for Local Content is an automatic disqualification. Tenderers must ensure that products/materials supplied are manufactured/produced locally. Tenderers must also ensure that imported products/material are exempted by the Department of Trade and Industry (DTI).
20	<b>Tender evaluation points</b>  The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.  Preference points for this bid shall be awarded for: <ul style="list-style-type: none"> <li>(a) Price;</li> <li>(b) Functionality, and</li> <li>(c) B-BBEE Status Level of Contribution.</li> </ul>  The maximum points for this bid are allocated as follows:



	<table> <tr> <td></td><td><b>POINTS</b></td></tr> <tr> <td><b>PRICE</b></td><td><b>80</b></td></tr> <tr> <td><b>B-BBEE STATUS LEVEL OF CONTRIBUTION</b></td><td><b>20</b></td></tr> <tr> <td><b>Total points for Price and B-BBEE must not exceed</b></td><td><b>100</b></td></tr> </table>		<b>POINTS</b>	<b>PRICE</b>	<b>80</b>	<b>B-BBEE STATUS LEVEL OF CONTRIBUTION</b>	<b>20</b>	<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>
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<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>								
21	<p><b>Evaluation of Tenders</b></p> <p>The Tenderers notice is drawn to the fact that the evaluation, adjudication and awarding of this tender will be in terms of the Supply Chain Management Policy of the NDM.</p> <p>Clause 54.1 of the Supply Management Policy which entails balance between financial offer and functionality.</p>								
21.1	<p><b>The following steps will be followed in evaluation;</b></p> <ol style="list-style-type: none"> <li>1. Determination of whether or not tender offers are complete.</li> <li>2. Determination of whether or not tender offers are responsive.</li> <li>3. Determination of the reasonableness of tender offers.</li> <li>4. Confirmation of the eligibility of preferential points claimed by tenderers.</li> <li>5. Determination of functionality, expertise and experience of tenderers.</li> <li>6. Determination of tenderer's SANAS accreditation status</li> <li>7. Awarding of points for financial offer.</li> <li>8. Ranking of tenderers according to the total points</li> <li>9. Performance of risk analysis by checking the credit record of the tenderers</li> </ol>								
21.2	<p><b>Evaluation Criteria</b></p> <p>Tenders are adjudicated in terms of NDM Supply Chain Management Policy, and the following framework is provided as a guideline in this regard.</p> <p><b>1.1. Tender Responsiveness</b></p> <p>Tender responsiveness shall mean tender compliance with all the prescribed key requirements for submission with this tender which are regarded as eliminating factors. Elimination factors include non-compliance with key requirements specified for the following:</p> <p>The Team Leader and Registered Professionals combined are regarded as Personnel and carry combined total of 50 points while Physical and Other Resources carry a total of 20 points. The firms experience 20.</p> <p>The Consulting Firm's tender responsiveness in relation to points is therefore summarized as follows:</p> <table> <tr> <td>Personnel Qualifications &amp; Registrations</td><td>50</td></tr> <tr> <td>Physical and Other Resources</td><td>20</td></tr> <tr> <td>Firm Experience, SANAS Accreditation &amp; Registrations</td><td>20</td></tr> <tr> <td><b>Sub-Total</b></td><td><b><u>90</u></b></td></tr> </table>	Personnel Qualifications & Registrations	50	Physical and Other Resources	20	Firm Experience, SANAS Accreditation & Registrations	20	<b>Sub-Total</b>	<b><u>90</u></b>
Personnel Qualifications & Registrations	50								
Physical and Other Resources	20								
Firm Experience, SANAS Accreditation & Registrations	20								
<b>Sub-Total</b>	<b><u>90</u></b>								

**A firm must obtain a minimum of 60 points out of the 90 points and above to be considered for price and BBB-EE evaluation.**

**Project Director / Team Leader : (Maximum Points obtainable 25)**

**Name of Project Director/Leader:.....**

<b>Evaluation Criteria</b>	<b>Minimum Required</b>	<b>Elimination Factor</b>	<b>Points obtainable</b>	<b>Points Claimed</b>
Academic Qualifications (Note 1)	Degree in the field of Analytic Chemistry	No	8	
	Diploma in the field of Analytic Chemistry	No	6	
Professional Registration (Note 2)	Professional body Water Institute of Southern Africa	Yes	2	
<b>Sub-total</b>			<b>10</b>	
		<b>Elimination Factor</b>		
Years of experience after qualification (Note 3)	<1-2	Yes	2	
	<2-3	No	3	
	<3-4	No	4	
	<5 upwards	No	5	
<b>Sub-Total</b>			<b>5</b>	
Involvement in comparable projects (Note 4)	<1-2	Yes	2	
	<3-4	No	4	
	<5 upwards	No	5	
<b>Sub-total</b>			<b>5</b>	
		<b>Elimination Factor</b>		
Current Employment (Note 5)	Full time employed by the Laboratory	No	5	
<b>Sub-total</b>			<b>5</b>	
<b>Total</b>			<b>25</b>	

**Senior/Laboratory Technician (Maximum points obtained 25)**

**Registered Micro Lab Professionals.....**

Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable	Points Claimed
Academic Qualifications (Note 1)	Diploma in Analytic Chemistry	No	8	
Professional Registration (Note 2)	Professional body Water Institute of Southern Africa	No	2	
<b>Sub-total</b>			<b>10</b>	
		<b>Elimination Factor</b>		
Years of experience after qualification (Note 3)	<1-2	<b>No</b>	2	
	<3-4	No	4	
	<5 upwards	No	5	
<b>Sub-Total</b>			<b>5</b>	
Involvement in comparable projects (Water Quality Analysis, lab technician)	<1-3	Yes	2	
	<3-4	No	4	
	<5 upwards	No	5	
<b>Sub-Total</b>			<b>5</b>	
Current Employment (Note 5)	Full time employed by the laboratory.		<b>5</b>	
<b>Sub-total</b>			<b>5</b>	
<b>Total</b>			<b>15</b>	

#### Note 1: Academic Qualifications

Proof of academic qualifications in the form of copies **not older than three (3) months** must be attached to the Team Leader/Project Director's CV. Foreign qualifications must be accompanied by a certificate from Qualifications Certification Body. The proposed Project Director/Team Leader shall be in possession of at least Degree or Diploma.

#### Note 2: Professional Registration

Proof of registration or membership of the laboratory or Project Leader/ Director with the The Water Institute of Southern Africa or Institute of Water Pollution Control.

### Note 3: Experience after qualification

A minimum of 1 year post qualification experience is required for the team leader. More than 3 years post qualification experience is **not** an eliminating factor but carries more points.

### Note 4: Employment History (Involvement in comparable projects)

Proof of employment history must be contained in the Curriculum Vitae (CV) and must include references and contact details. The CV must contain only necessary and relevant information for the purpose of this project. Failure to provide this shall warrant an automatic elimination of tender from any further evaluation.

### Note 5: Current Employment

Confirmation of current employment in the form of letter from Supervisor must be attached. In the event a Project Director/Leader is his/her own Supervisor, a letter confirming same must still be attached. The proposed Project Director/Leader shall be a Senior Employee, an Associate, the Director, or a Shareholder and in the direct employ of the Laboratory. A proof or separate written confirmation must be attached to the CV. Where a proposed Team Leader is seconded from a rival Lab, an agreement between the two entities as well as a written undertaking confirming the person's full time availability for the duration of a project must be attached to the CV.

### Note 8:

#### Physical and Other Resources

It must be noted that a total of **20 points** must be obtained by the Consulting Firm in relation to the infrastructure and facilities requirements as mentioned on the table below.

Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable	Points Claimed
Firm's Office Building (Note 17)	Laboratory premises leased	No	3	
	Laboratory premises owned	No	10	
<b>Sub-total</b>			<b>10</b>	
Laboratory Instrumentation	Inductive Couple Plasma (ICP) x 1	No	2	
	Flow Injection Analyser (FIA) X 1	No	2	

	Gas Chromatograph Mass Spectra Meters (GCMSM)	No	2	
	Incubators and Sterilisers	No	2	
<b>Sub-total</b>			<b>8</b>	
ICT Resources (Note 19)	Computer, Labtop, internet, telephone	No	1	
<b>Sub-total</b>			<b>1</b>	
Company's vehicles ( <b>Note 20</b> )	Vehicles x 1	No	1	
<b>Sub-total</b>			<b>1</b>	
<b>Total</b>			<b>20</b>	

#### Laboratory experience, registration with SANAS and Professional Bodies

It must be noted that the experience, registration with SANAS and Professional Bodies of the laboratory carries a maximum of **20 points** as indicated in the table below. If proof of testimonials and appointment letters, in reference to form O is not provided, then the bidder shall be automatically disqualified or allocated weights according to the evidence.

<b>Evaluation Criteria</b>	<b>Evaluation Criteria</b>	<b>Elimination Factor</b>	<b>Points obtainable</b>	<b>Points Claimed</b>
Company experience in terms of relevant projects completed in the last 5 years	2-3 Projects	Yes	3	
	4-6 Projects	No	6	
	7-8 Projects	No	8	
	9 and above Projects	No	10	
<b>Sub-Total</b>			<b>10</b>	
Laboratory's proof of registration with (Pr) and SANAS.	Proof of SANAS Registration 60 % and above	Yes	10	
<b>Sub- Total</b>			<b>10</b>	
<b>Total</b>			<b>20</b>	

**Note 17: Firm's Office building**

Company needs to submit proof of Municipal rates not older than 3 months for their offices or lease agreement.

**Note 18: Hardware Resources**

Proof of company's asset register with the required listed resources must be attached

**Note 19: Software Resources**

Proof of company's asset register with the required must be attached.

**Note 20: Company's Vehicles**

Provide proof of ownership, such a certified copy of the company's register of assets and vehicles ownership copies either in the name of the company or director's names must be attached.

**Note 21: Company's previous completed projects**

Provide proof of the company's previous completed projects which in the form of appointment letters must be attached. Verifiable references (appointment letters and completion certificates) with contact details must be provided.

The procedure for the evaluation of responsive Bids will be on the average of the previous three projects where the firm was involved.

21.3.1

**Technical adjudication and General Criteria**

- Tenders will be adjudicated in terms of inter alia:
- Compliance with Tender conditions
- Technical specifications

If the Tenderer does not comply with the Tender Conditions, the Tenderer may be rejected.  
If technical specifications are not met, the Tender may also be rejected.

With regard to the above, certain actions or errors are unacceptable and warrants

**REJECTION OF THE TENDER**, for example

- Copies or scanned copies of Tax Compliance Status.
- Pages to be completed, removed from the Tender document, and have therefore not been submitted.

	<ul style="list-style-type: none"> <li>▪ If tender document is not fully completed as required and as stipulated in the tender data.</li> <li>▪ If any tender document is tempered with or it is unbundled or unbundled.</li> <li>▪ Failure to complete the schedule of quantities as required – only lump sums provided.</li> <li>▪ Scratching out without initialling next to the amended rates or information.</li> <li>▪ Writing over / painting out rates / the use of tippex or any erasable ink, e.g. pencil.</li> <li>▪ Failure to attend compulsory briefing meeting</li> <li>▪ The Tender has not been properly signed by a party having the authority to do so, according to the <b>Form D – “Authority for Signatory”</b></li> <li>▪ A Resolution by a Board of Directors of the Company authorizing the Tenderer to sign the Tender document on behalf of the Company. No authority for signatory submitted.</li> <li>▪ Particulars required in respect of the Tender have not been provided – non-compliance of Tender requirements and/or specifications.</li> <li>▪ The Tenderer’s attempts to influence, or has in fact influenced the evaluation and/or awarding of the contract.</li> <li>▪ The Tender has been submitted after the relevant closing date and time</li> <li>▪ Failure to complete and sign Form C1.1 Form of Offer and Acceptance</li> <li>▪ If any municipal rates and taxes or municipal service charges owed by that Tenderer or any of its directors to the municipality, or to any other municipality or municipal entity, are in arrears for more than three months.</li> <li>▪ If any Tenderer who during the last five years has failed to perform satisfactorily on a previous contract with the municipality or any other organ of state after written notice was given to that Tenderer that performance was unsatisfactory.</li> </ul>
21.3.2	<p><b>Size of enterprise and current workload</b></p> <ul style="list-style-type: none"> <li>▪ Evaluation of the Tenderer’s position in terms of:</li> <li>▪ Current contractual obligations</li> <li>▪ Capacity to execute the contract</li> </ul>
21.3.3	<p><b>Staffing profile</b></p> <p>Evaluation of the Tenderer’s position in terms of:</p> <ul style="list-style-type: none"> <li>▪ Staff available for this contract being Tendered for</li> <li>▪ Qualifications and experience of key staff to be utilised on this contract.</li> </ul>
21.3.4	<p><b>Proposed Key Personnel</b></p> <p>In this part of the tender, the Tenderer shall also supply Curriculum Vitae (CV’s) for the Staff available named and working on full time basis for the Tenderer. The CV should follow the normal Professional Format as used by Professional Service Providers.</p> <p>Each CV should give at least the following:</p> <ul style="list-style-type: none"> <li>○ Position in the firm and within the organisation of this assignment</li> <li>○ PDI status (describing population group, gender and disabilities)</li> <li>○ Educational qualifications</li> <li>○ Professional Registrations</li> <li>○ Relevant experience (actual duties performed, involvement and responsibility), including locations, dates and durations of assignments, starting with the latest.</li> </ul>

	<ul style="list-style-type: none"> <li>○ Language proficiency and</li> <li>○ References (company name, individual name, position held, contact details)</li> </ul> <p>Much importance will be placed on the experience of the staff proposed. The Tender must ensure that, if selected, the nominated staff will be assigned as proposed. Failure to do so may result in the annulment of any acceptance of the Tenders' proposal and/ or Agreement entered into by the Client for the execution of the services</p>
21.3.5	<p><b>Previous experience</b></p> <p>The tenderer shall list in the appropriate Forms the appropriate related projects undertaken by the member firms of the tenderer within the last five (5) years.</p> <p>Evaluation of the Tenderer's position in terms of his/her previous experience. Emphasis will be placed on the following:</p> <ul style="list-style-type: none"> <li>▪ Experience of contracts of similar size</li> <li>▪ Service Provider to attach order or appointment letter from previous experience.</li> </ul>
21.3.6	<p>The tenderer shall provide documentation of company experience of each member of the Consortium/Joint Venture related projects.</p>
21.3.7	<p><b>Financial ability to execute the contract:</b></p> <p>Evaluation of the Tenderer's financial ability to execute the contract will not be considered</p> <p>Professional indemnity insurance of R1000 000.00</p>
21.3.8	<p><b>Good standing with SA Revenue Services</b></p> <ul style="list-style-type: none"> <li>▪ Determine whether a tenderer has a valid tax compliance status.</li> </ul>
21.3.9	<p>If the Tender does <b>not</b> meet the requirements contained in the NDM Procurement Policy, and the mentioned framework, it will be rejected by the Council, and may not subsequently be made acceptable by correction or withdrawal of the non-conforming deviation or reservation.</p>
21.3.10	<p><b>Penalties</b></p> <p>The Nkangala District Municipality will if upon investigation it is found that a preference in terms of the Act and these regulations has been obtained on a fraudulent basis, or any specified goals are not attained in the performance of the contract, on discretion of the Municipal Manager, one or more of the following penalties will be imposed:</p> <ul style="list-style-type: none"> <li>▪ Cancel the contract and recover all losses or damages incurred or sustained from the Tenderer.</li> <li>▪ Impose a financial penalty at the discretion of Council</li> <li>▪ Restrict the contractor, its shareholders and directors on obtaining any business from the Nkangala District Municipality for a period of 5 years</li> </ul>
22	<p><b>Proposals</b></p>
22.1	<p>Proposals should be well organized, straight forward, clear and concise. Proposals must respond specifically to the criteria specified in this tender document. Colour: black Font: Aerial:</p>



22.2	<p>Size 12: Spacing one and half : pages not more than 50 on one side. (excluding appendices)</p> <p><b>THE HEADINGS OF THE PROPOSAL SHOULD FOLLOW THE CRITERIA ON CLAUSE 55.6 OF THE SUPPLY CHAIN MANAGEMENT POLICY ATTACHED TO THIS DOCUMENT.</b></p> <p>The Consultant, in his/her proposal, shall state the categories and number of staff and personnel that he considers necessary to perform the services, including the core professional team and support staff. The Consultant shall provide brief descriptions of the responsibilities and duties envisaged for the professional positions of the supervision team. The Consultant shall make a clear distinction between resources required, time allocation and costs for the project.</p> <p>The proposals and all supplementary documents and correspondences shall be drawn up and submitted in English.</p>
23	<p><b>The additional conditions of Tender are:</b></p> <ol style="list-style-type: none"> <li>1 Nkangala District Municipality may also request that the Tenderer provide written evidence that his financial, labour and resources are adequate for carrying out the project.</li> <li>2 The Nkangala District Municipality reserves the right to appoint a firm of chartered accountants and auditors and / or execute any other financial investigations on the financial resources of any Tenderer. The Tenderer shall provide all reasonable assistance in such investigations.</li> </ol>

## **NKANGALA DISTRICT MUNICIPALITY**



### **PROJECT NO: 274**

## **APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER: WATER QUALITY MONITORING (THREE YEARS CONTRACT) FOR NKANGALA DISTRICT MUNICIPALITY**

### **RETURNABLE DOCUMENTS**

#### **Returnable Documents**

List of returnable documents

## NKANGALA DISTRICT MUNICIPALITY



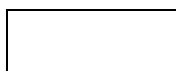
### T2.1 LIST OF RETURNABLE DOCUMENTS

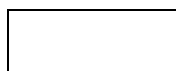
1. Failure to fully complete the **compulsory** returnable documents shall render such a tender offer unresponsive.
2. Tenderers shall note that their signatures appended to each returnable form **represents a declaration that they vouch for the accuracy and correctness of the information provided**, including the information provided by candidates proposed for the specified key positions.
3. Notwithstanding any check or audit conducted by or on behalf of the Employer, the information provided in the returnable documents is accepted in good faith and as justification for entering into a contract with a tenderer. **If subsequently any information is found to be incorrect such discovery shall be taken as wilful misrepresentation by that tenderer to induce the contract.** In such event the Employer has the discretionary right under contract condition 8.4 to terminate the contract.

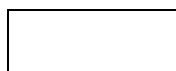
The Tenderer must complete the following returnable Schedules:

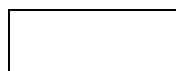
#### Returnable Schedules required for Tender evaluation purposes

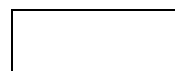
COMPULSORY BID DOCUMENTS	
PART-A	INVITATION TO BID
PART-B	TERMS AND CONDITIONS FOR BIDDING
FORM-A2	COMPULSORY ENTERPRISE QUESTIONNAIRE FOR CONSORTIA OR JOINT VENTURES
FORM B	DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES
FORM C	DECLARATION OF INTEREST
FORM D	AUTHORITY OF SIGNATORY
FORM E	DECLARATION OF GOOD STANDING REGARDING TAX
FORM F	FINANCIAL REFERENCES
FORM G	MUNICIPAL UTILITY ACCOUNT
FORM H	PREFERENCE SCHEDULE
FORM I	DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS
FORM J	CERTIFICATE OF INDEPENDENT BID DETERMINATION
FORM K	DECLARATION TENDERER'S LITIGATION HISTORY
RETURNABLES FOR EVALUATION PURPOSES	
FORM L	TENDERER'S PROJECT STRUCTURE
FORM M	PROPOSED KEY PERSONNEL
FORM N	SCHEDULE OF PREVIOUS EXPERIENCE
FORM O	SCHEDULE OF CURRENT PROJECTS
FORM P	SCHEDULE OF INFRASTRUCTURE AND RESOURCES
FORM Q	SCHEDULE OF PROPOSED SUB CONTRACTORS
FORM R	RECORD OF ADDENDA TO TENDER DOCUMENTS
FORM S	PROOF OF REGISTRATION WITH SANAS AND PROFESSIONAL BODIES
FORM T	PROOF OF PROSESSIONAL INDEMNITY INSURANCE

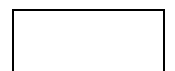
  
Tenderer

  
Witness 1

  
Witness 2

  
Employer

  
Witness 1

  
Witness 2

# COMPULSORY BID DOCUMENTS

*Tenderer*

*Witness 1*

*Witness 2*

*Employer*

*Witness 1*

*Witness 2*

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)</b>					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).</b>					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes  <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT  <input type="checkbox"/> Yes  <input type="checkbox"/> No		
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?  <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3 ]		
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE		R
SIGNATURE OF BIDDER	.....		DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>			<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>		
DEPARTMENT			CONTACT PERSON		
CONTACT PERSON			TELEPHONE NUMBER		
TELEPHONE NUMBER			FACSIMILE NUMBER		
FACSIMILE NUMBER			E-MAIL ADDRESS		
E-MAIL ADDRESS					

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2

## PART B TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>										
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</b></p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p>										
<b>2. TAX COMPLIANCE REQUIREMENTS</b>										
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.</p> <p>2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>										
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>										
<table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?</td> <td style="width: 30%; text-align: right;"> <input type="checkbox"/> YES <input type="checkbox"/> NO         </td> </tr> <tr> <td>3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?</td> <td style="text-align: right;"> <input type="checkbox"/> YES <input type="checkbox"/> NO         </td> </tr> <tr> <td>3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</td> <td style="text-align: right;"> <input type="checkbox"/> YES <input type="checkbox"/> NO         </td> </tr> <tr> <td>3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?</td> <td style="text-align: right;"> <input type="checkbox"/> YES <input type="checkbox"/> NO         </td> </tr> <tr> <td>3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?</td> <td style="text-align: right;"> <input type="checkbox"/> YES <input type="checkbox"/> NO         </td> </tr> </table> <p><b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</b></p>	3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO									
3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO									
3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO									
3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO									
3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO									

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.  
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

DATE: .....

<i>Tenderer</i>	<i>Witness 1</i>	<i>Witness 2</i>	<i>Employer</i>	<i>Witness 1</i>	<i>Witness 2</i>

## FORM A2: COMPULSORY ENTERPRISE QUESTIONNAIRE FOR CONSORTIA OR JOINT VENTURES

In the case of a Joint Venture – Form “A2” needs to be completed

### SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES

**RESOLUTION** of a meeting of the duly authorised representatives of the following legal entities who have entered into a consortium/joint venture to jointly bid for the project mentioned below: *(legally correct full names and registration numbers, if applicable, of the Enterprises forming a Consortium/Joint Venture)*

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_
6. \_\_\_\_\_  
\_\_\_\_\_
7. \_\_\_\_\_  
\_\_\_\_\_
8. \_\_\_\_\_  
\_\_\_\_\_

Held at \_\_\_\_\_ *(place)*

On \_\_\_\_\_ *(date)*

\_\_\_\_\_  
*Tenderer*

\_\_\_\_\_  
*Witness 1*

\_\_\_\_\_  
*Witness 2*

\_\_\_\_\_  
*Employer*

\_\_\_\_\_  
*Witness 1*

\_\_\_\_\_  
*Witness 2*

**RESOLVED that:**

The above-mentioned Enterprises submit a Bid in Consortium/Joint Venture to the NKANGALA DISTRICT MUNICIPALITY in respect of the following project:

Bid / Project Number: \_\_\_\_\_ {insert number}

A. Mr/Mrs/Ms: \_\_\_\_\_

in \*his/her Capacity as: \_\_\_\_\_ (Position in the Enterprise)

and who will sign as follows: \_\_\_\_\_

be, and is hereby, authorised to sign the Bid, and any and all other documents and/or correspondence in connection with and relating to the Bid, as well as to sign any Contract, and any and all documentation, resulting from the award of the Bid to the Enterprises in Consortium/Joint Venture mentioned above.

- B. The Enterprises constituting the Consortium/Joint Venture, notwithstanding its composition, shall conduct all business under the name and style of: \_\_\_\_\_
- C. The Enterprises to the Consortium/Joint Venture accept joint and several liability for the due fulfilment of the obligations of the Consortium/Joint Venture deriving from, and in any way connected with, the Contract entered into with the municipality in respect of the project described under item A above.
- D. Any of the Enterprises to the Consortium/Joint Venture intending to terminate the consortium/joint venture agreement, for whatever reason, shall give the Department 30 days written notice of such intention. Notwithstanding such decision to terminate, the Enterprises shall remain jointly and severally liable to the municipality for the due fulfilment of the obligations of the Consortium/Joint Venture as mentioned under item C above.
- E. No Enterprise to the Consortium/Joint Venture shall, without the prior written consent of the other Enterprises to the Consortium/Joint Venture and of the municipality, cede any of its rights or assign any of its obligations under the consortium/joint venture agreement in relation to the Contract with the municipality referred to herein.
- F. The Enterprises choose as the *domicilium citandi et executandi* of the Consortium/Joint Venture for all purposes arising from the consortium/joint venture agreement and the Contract with the municipality in respect of the project under item A above:

Physical address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (code)

Postal Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (code)

Telephone number: \_\_\_\_\_ (code)

Fax number: \_\_\_\_\_ (code)

\_\_\_\_\_  
Tenderer

\_\_\_\_\_  
Witness 1

\_\_\_\_\_  
Witness 2

\_\_\_\_\_  
Employer

\_\_\_\_\_  
Witness 1

\_\_\_\_\_  
Witness 2



NO	NAME OF ENTITY	NAME OF REPRESENTATIVE	CAPACITY	SIGNATURE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

*Note:*

1. \* Delete which is not applicable
2. **NB.** This resolution must be signed by all the Duly Authorised Representatives of the Legal Entities to the Consortium/Joint Venture submitting this Bid
3. Should the number of Duly Authorised Representatives of the Legal Entities joining forces in this Bid exceed the space available above, additional names and signatures must be supplied on a separate page
4. Resolutions, duly completed and signed, from the separate Enterprises who participate in this Consortium/Joint Venture must be attached to the Special Resolution.

*Tenderer*

*Witness 1*

*Witness 2*

*Employer*

*Witness 1*

*Witness 2*

## **ATTACH THE FOLLOWING DOCUMENTS HERETO**

**1. For Closed Corporations**

- CK1 or CK2 as applicable (Founding Statement)
- Copies of the ID's of the Directors

**2. For Companies**

- A copy of the Certificate of Incorporation
- Copies of the ID's of the Directors, and
- the shareholders register

**3. For Joint Venture Agreements**

- Copy of the Joint Venture Agreement between all the parties,
- as well as the documents in (1) or (2) of each Joint Venture member.

**4. For Partnership**

- Copies of the ID's of the partners

**5. One person Business / Sole trader**

- Copy of ID

**6. Details of Tax Compliance Status from South African Revenue Service and SARS Pin Document**

**7. Duly Signed and dated original or copy of Authority of Signatory on company Letterhead**

**8. B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE(original or a copy issued by an approved body / accredited verification agency as prescribed by the National Treasury and the Department of Trade and Industry )**

**9. Central Supplier Database [CSD] Summary**

*Tenderer*

*Witness 1*

*Witness 2*

*Employer*

*Witness 1*

*Witness 2*

## FORM B: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES (MBD8)

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
  - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
  - b. been convicted for fraud or corruption during the past five years;
  - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
  - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?  (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).  The Database of Restricted Suppliers now resides on the National Treasury's website( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) and can be accessed by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?  The Register for Tender Defaulters can be accessed on the National Treasury's website ( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2

4.3.1	If so, furnish particulars:		
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

### CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2

**FORM C: DECLARATION OF INTEREST (MBD4)**

**1. No bid will be accepted from persons in the service of the state<sup>1</sup>.**

2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of bidder or his or her representative: .....

3.2 Identity Number: .....

3.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): .....

3.4 Company Registration Number: .....

3.5 Tax Reference Number: .....

3.6 VAT Registration Number: .....

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars: .....

.....

<sup>1</sup>MSCM Regulations: "in the service of the state" means to be –

a) a member of –

- (i) any municipal council;
- (ii) any provincial legislature; or
- (iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity;

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

(e) a member of the accounting authority of any national or provincial public entity; or

(f) an employee of Parliament or a provincial legislature.

<sup>2</sup> Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

--

Tenderer

--

Witness 1

--

Witness 2

--

Employer

--

Witness 1

--

Witness 2

3.9 Have you been in the service of the state for the past twelve months? **YES / NO**

3.9.1 If yes, furnish particulars: .....

.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.10.1 If yes, furnish particulars: .....

.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.11.1 If yes, furnish particulars: .....

.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.12.1 If yes, furnish particulars: .....

.....

3.13 Are any spouse, child or parent of the company's director's trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.13.1 If yes, furnish particulars: .....

.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. **YES / NO**

3.14.1 If yes, furnish particulars: .....

.....

4. Full details of directors / trustees / members / shareholders.

*Tenderer*

*Witness 1*

*Witness 2*

*Employer*

*Witness 1*

*Witness 2*

FULL NAME	IDENTITY NUMBER	STATE EMPLOYEE NUMBER

### DECLARATION

I, the undersigned (name): ..... certify that the information furnished is correct. I accept that the state may act against me in terms of paragraph 23 of the General Conditions of Contract should this declaration prove to be false.

.....  
Signature

.....  
Date

.....  
Capacity

.....  
Name of Bidder

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2

## FORM D: AUTHORITY OF SIGNATORY

Details of person responsible for tender process:

Name : \_\_\_\_\_

Contact number : \_\_\_\_\_

Office address : \_\_\_\_\_

Signatories for close corporations and companies shall confirm their authority by attaching to this form a **duly signed and dated copy on the Company Letterhead** of the relevant resolution of their members or their board of directors, as the case may be.

### PRO-FORMA FOR COMPANIES AND CLOSE CORPORATIONS:

"By resolution of the board of directors passed on (date) .....

Mr .....

has been duly authorized to sign all documents in connection with the Tender for Contract Number

.....and any Contract which may arise there from on

behalf of .....

(BLOCK CAPITALS)

SIGNED ON BEHALF OF THE COMPANY .....

IN HIS CAPACITY AS .....

DATE .....

FULL NAMES OF SIGNATORY .....

AS WITNESSES: 1. ....

2. ....

### PRO-FORMA FOR JOINT VENTURES:

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Tenderer

--

Witness 1

--

Witness 2

--

Employer

--

Witness 1

--

Witness 2



### Certificate of Authority for Joint Ventures

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Ms ....., authorised signatory of the company ....., acting in the capacity of lead partner, to sign all documents in connection with the tender offer an any contract resulting from it on our behalf.

NAME OF FIRM	ADDRESS	DULY AUTHORISED SIGNATORY
		Signature: ..... Name: ..... Designation: .....
		Signature: ..... Name: ..... Designation: .....
		Signature: ..... Name: ..... Designation: .....
		Signature: ..... Name: ..... Designation: .....



Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2

**ATTACH HERETO THE DULY SIGNED AND DATED A COPY OF AN  
AUTHORITY OF SIGNATORY ON COMPANY LETTERHEAD**

*Tenderer*

*Witness 1*

*Witness 2*

*Employer*

*Witness 1*

*Witness 2*

**FORM E: DECLARATION OF GOOD STANDING REGARDING TAX (MBD 2)**

**DETAILS OF TAX COMPLIANCE STATUS:**

TAXPAYER NAME	
TRADING NAME	
TAX REFERENCE NUMBER (S)	
VAT	
PIN	
EXPIRY DATE	

**TAX CLEARANCE CERTIFICATE REQUIREMENTS**

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

1. In order to meet this requirement bidder are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
2. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
3. The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
4. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
5. Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za).
6. Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website [www.sars.gov.za](http://www.sars.gov.za).

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2

## FORM F: FINANCIAL REFERENCES

### DETAILS OF TENDERERS BANKING INFORMATION

**Notes to tenderer:**

1. The tenderer shall attach to this form letter from the bank not older than three (3) months confirming the bank account and details. Failure to provide the required letter with the tender submission shall render the tenderer's offer unresponsive.
2. The tenderer's banking details as they appear below shall be completed.
3. In the event that the tenderer is a joint venture enterprise, details of all the members of the joint venture shall be similarly provided and attached to this form.

<b>BANK NAME:</b>									
<b>ACCOUNT NAME:</b> (e.g. ABC Civil Construction cc)									
<b>ACCOUNT TYPE:</b> (e.g. Savings, Cheque etc)									
<b>ACCOUNT NO:</b>									
<b>ADDRESS OF BANK:</b>									
<b>CONTACT PERSON:</b>									
<b>TEL. NO. OF BANK / CONTACT:</b>									
How long has this account been in existence:	<table border="1"> <tr> <td>0-6 months</td> <td></td> </tr> <tr> <td>7-12 months</td> <td></td> </tr> <tr> <td>13-24 months</td> <td></td> </tr> <tr> <td>More than 24 months</td> <td></td> </tr> </table> (Tick which is appropriate)	0-6 months		7-12 months		13-24 months		More than 24 months	
0-6 months									
7-12 months									
13-24 months									
More than 24 months									

Name of Tenderer: .....

Date: .....

Signature: .....

Full name of signatory: .....

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2

**ATTACH HERETO A STAMPED COPY OF A LETTER FROM THE BANK TO THIS PAGE NOT OLDER THAN THREE (3) MONTHS**

*Tenderer*

*Witness 1*

*Witness 2*

*Employer*

*Witness 1*

*Witness 2*

## FORM G: MUNICIPAL UTILITY ACCOUNT

### DECLARATION BY THE TENDERER

I the undersigned \_\_\_\_\_, has been duly

authorized to sign all documents with the Tender for Contract Number \_\_\_\_\_ on behalf of

\_\_\_\_\_ hereby make a declaration as follows:

(referred to herein as "the Bidder")

1. I declare that the bidder and /or any of its director(s) / member(s) does not owe the municipality, or any other municipality and/or municipal entity any amount which is in arrears in respect of any municipal rates and taxes or municipal service charges.
2. I understand and accept that in the event that this declaration is proved to be false, the bid shall be rejected forthwith. All other rights of the municipality (including but not limited to the right to claim damages where applicable) shall remain reserved in full.

SIGNED ON BEHALF OF THE COMPANY

\_\_\_\_\_

IN HIS CAPACITY AS

\_\_\_\_\_

DATE

\_\_\_\_\_

FULL NAMES OF SIGNATORY

\_\_\_\_\_

UTILITY ACCOUNT NUMBER	NAME OF MUNICIPALITY	NAME OF OWNER

\_\_\_\_\_

*Tenderer*

\_\_\_\_\_

*Witness 1*

\_\_\_\_\_

*Witness 2*

\_\_\_\_\_

*Employer*

\_\_\_\_\_

*Witness 1*

\_\_\_\_\_

*Witness 2*

**ATTACH AN ORIGINAL OR A COPY OF A MUNICIPAL UTILITY ACCOUNT (NOT OLDER THAN THREE (3) MONTHS)**

**Important: Note the following**

- List and attach account(s) registered all in the name(s) of the Director(s) or the Company on the declaration form attached hereto; or
- Attach a copy lease agreement along with the utility account of the Landlord, whereby the company is leasing the property its operating from.
- Attach a letter in instances whereby the company or its directors resides in a rural area not yet established for water and lights billing available from the traditional authority.

*Tenderer*

*Witness 1*

*Witness 2*

*Employer*

*Witness 1*

*Witness 2*

**FORM H: PREFERENCE SCHEDULE** (MBD 6.1)

**MBD 6.1**

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

1.2

- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
- b) Either the 80/20 preference point system will be applicable to this tender.

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

**2. DEFINITIONS**

- (a) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **"B-BBEE status level of contributor"** means the B-BBEE status of an entity 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;
- (c) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;

- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise 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;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise 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;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

### 3. POINTS AWARDED FOR PRICE

#### 3.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

- $P_s$  = Points scored for price of bid under consideration
- $P_t$  = Price of bid under consideration
- $P_{\min}$  = Price of lowest acceptable bid

### 4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor			Number of points (80/20 system)		
1			20		
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
Tenderer	Witness 1	Witness 2	Employer	Witness 1	Witness 2

2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

## 5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

## 6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor. = .....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

## 7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people	<input type="checkbox"/>	<input type="checkbox"/>
Black people who are youth	<input type="checkbox"/>	<input type="checkbox"/>
Black people who are women	<input type="checkbox"/>	<input type="checkbox"/>
Black people with disabilities	<input type="checkbox"/>	<input type="checkbox"/>
Black people living in rural or underdeveloped areas or townships	<input type="checkbox"/>	<input type="checkbox"/>
Cooperative owned by black people	<input type="checkbox"/>	<input type="checkbox"/>
Black people who are military veterans	<input type="checkbox"/>	<input type="checkbox"/>
<b>OR</b>		
Any EME	<input type="checkbox"/>	<input type="checkbox"/>
Any QSE	<input type="checkbox"/>	<input type="checkbox"/>

## 8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tenderer	Witness 1	Witness 2	Employer	Witness 1	Witness 2

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....  
.....  
.....  
.....

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 MUNICIPAL INFORMATION

**Municipality where business is situated:** .....

**Registered Account Number:** .....

**Stand Number:**.....

8.8 Total number of years the company/firm has been in business:.....

8.9 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a

.....  
*Tenderer*

.....  
*Witness 1*

.....  
*Witness 2*

.....  
*Employer*

.....  
*Witness 1*

.....  
*Witness 2*

period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution.

WITNESSES

1. ....
2. ....

.....  
SIGNATURE(S) OF BIDDERS(S)

DATE: .....

ADDRESS .....

.....  
.....

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2

**ATTACH AN ORIGINAL OR A COPY OF B-BBEE STATUS VERIFICATION  
CERTIFICATE**

**NOTE THE FOLLOWING IN RESPECT OF B-BBEE CERTIFICATES:**

1. Certificates attached hereto should be those issued by approved verification agencies as directed by the National Treasury and the DTI (Department of Trade and Industry)
2. Verification agencies should be approved by SANAS and Accounting Officers and Auditors should be approved in terms of the IRBA (Independent Regulatory Body for Auditors), and as prescribed by the Close Corporations Act for designation as an Accounting Officer
3. Certified copies of the B-BBEE certificate or sworn affidavit should be within the financial year of the issued bid or quotation.

Further information in respect of the above is obtainable from the National treasury and DTI websites and the Preferential Procurement Regulations, 2017

*Tenderer*

*Witness 1*

*Witness 2*

*Employer*

*Witness 1*

*Witness 2*

## FORM I: DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

### MBD 6.2: DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Municipal Bidding Document (MBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders 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)].

#### 1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

**The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.**

- 1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation.
- 2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:**

Item	Description of goods	Quantity	Stipulated minimum threshold

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2

3. Does any portion of the goods or services offered have any imported content?  
(Tick applicable box)

YES		NO	
-----	--	----	--

- 3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.  
The relevant rates of exchange information is accessible on [www.reservebank.co.za](http://www.reservebank.co.za)  
Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

4. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

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Tenderer

--

Witness 1

--

Witness 2

--

Employer

--

Witness 1

--

Witness 2

**LOCAL CONTENT DECLARATION**  
**(REFER TO ANNEX B OF SATS 1286:2011)**

**LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)**  
**IN RESPECT OF BID NO. ....**

**ISSUED BY:** (Procurement Authority / Name of Institution):  
.....

NB

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on [http://www.thdti.gov.za/industrial\\_development/ip.jsp](http://www.thdti.gov.za/industrial_development/ip.jsp). Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, ..... (full names),

do hereby declare, in my capacity as .....

of .....(name of bidder entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
  - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

**If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.**

**The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.**

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 1** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 2** \_\_\_\_\_

**DATE:** \_\_\_\_\_

\_\_\_\_\_  
Tenderer

\_\_\_\_\_  
Witness 1

\_\_\_\_\_  
Witness 2

\_\_\_\_\_  
Employer

\_\_\_\_\_  
Witness 1

\_\_\_\_\_  
Witness 2







(C20) Total tender value

(C21) Total Exempt imported content  
(C22) Total Tender value net of exempt imported content

(C23) Total Imported content  
(C24) Total local content  
(C25) Average local content % of tender

Signature of tenderer from Annex B

Date:

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2

SATS 1286.2011

## ANNEXTURE D

## Imported Content Declaration - Supporting Schedule to Annex C

(D1)	Tender No.				Note: VAT to be excluded from all calculations		
(D2)	Tender description:						
(D3)	Designated Products:						
(D4)	Tender Authority:						
(D5)	Tendering Entity name:						
(D6)	Tender Exchange Rate:	Pula		EU	R 9.00	GBP	R 12.00

## A. Exempted imported content

## Calculation of imported content

Tender item no's	Description of imported content	Local supplier	Overseas Supplier	Foreign currency value as per Commercial Invoice	Tender Exchange Rate	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT
(D7)	(D8)	(D9)	(D10)	(D11)	(D12)	(D13)	(D14)	(D15)	(D16)

## Summary

Tender Qty	Exempted imported value
(D17)	(D18)
(D19) Total exempt imported value	

This total must correspond with Annex C - C 21

## B. Imported directly by the Tenderer

## Calculation of imported content

## Summary

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2

Tender item no's	Description of imported content	Unit of measure	Overseas Supplier	Foreign currency value as per Commercial Invoice	Tender Rate of Exchange	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT
(D20)	(D21)	(D22)	(D23)	(D24)	(D25)	(D26)	(D27)	(D28)	(D29)

Tender Qty	Total imported value
(D30)	(D31)
(D32)Total imported value by tenderer	

**C. Imported by a 3rd party and supplied to the Tenderer**

**Calculation of imported content**

Description of imported content	Unit of measure	Local supplier	Overseas Supplier	Foreign currency value as per Commercial Invoice	Tender Rate of Exchange	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT
(D33)	(D34)	(D35)	(D36)	(D37)	(D38)	(D39)	(D40)	(D41)	(D42)

**Summary**

Quantity imported	Total imported value
(D43)	(D44)
(D45) Total imported value by 3rd party	

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2

**D. Other foreign  
currency  
payments****Calculation of foreign  
currency payments****Summary of payments**

Type of payment	Local supplier making the payment	Overseas beneficiary	Foreign currency value paid	Tender Rate of Exchange
(D46)	(D47)	(D48)	(D49)	(D50)

**Local value of  
payments**

(D51)

(D52) Total of foreign currency  
payments declared by tenderer and/or  
3rd party(D53) Total of imported content &  
foreign currency payments - (D32),  
(D45) & (D52) above**This total must correspond with Annex C - C 23**Signature of tenderer from  
Annex B

Date:

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2

**SATS  
1286.2011**

## Annexure E

### Local Content Declaration - Supporting Schedule to Annex C

(E1)	<b>Tender No.</b>	
(E2)	<b>Tender description:</b>	
(E3)	<b>Designated products:</b>	
(E4)	<b>Tender Authority:</b>	
(E5)	<b>Tendering Entity name:</b>	

**Note:** VAT to be excluded from all calculations

Local Products (Goods, Services and Works)		Description of items purchased	Local suppliers	Value
		(E6)	(E7)	(E8)
<b>(E9) Total local products (Goods, Services and Works)</b>				

(E10)	<b>Manpower costs</b>	( Tenderer's manpower cost)	
(E11)	<b>Factory overheads</b>	(Rental, depreciation & amortisation, utility costs, consumables etc.)	
(E12)	<b>Administration overheads and mark-up</b>	(Marketing, insurance, financing, interest etc.)	

**(E13) Total local content**

**This total must correspond with Annex C - C24**

Tenderer	Witness 1	Witness 2	Employer	Witness 1	Witness 2

**Signature of tenderer from**  
**Annex B**

Date: \_\_\_\_\_

*Tenderer*

*Witness 1*

*Witness 2*

*Employer*

*Witness 1*

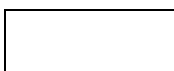
*Witness 2*

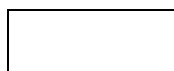
**FORM J: CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD 9)**

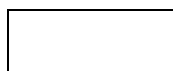
1. This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
  - a. take all reasonable steps to prevent such abuse;
  - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
  - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

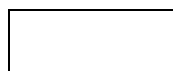
<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

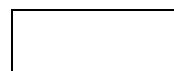
<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

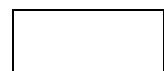
  
Tenderer

  
Witness 1

  
Witness 2

  
Employer

  
Witness 1

  
Witness 2



## CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_  
(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_  
(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;

\_\_\_\_\_  
Tenderer

\_\_\_\_\_  
Witness 1

\_\_\_\_\_  
Witness 2

\_\_\_\_\_  
Employer

\_\_\_\_\_  
Witness 1

\_\_\_\_\_  
Witness 2

- (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
- (f) bidding with the intention not to win the bid.

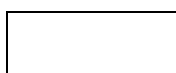
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

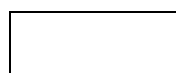
.....  
Signature

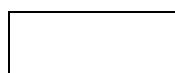
.....  
Date

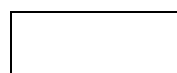
.....  
Position

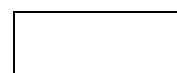
.....  
Name of Bidder

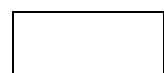
  
Tenderer

  
Witness 1

  
Witness 2

  
Employer

  
Witness 1

  
Witness 2

## FORM K: DECLARATION OF TENDERER'S LITIGATION HISTORY

Does the tenderer have any litigation with which tenderer (including its directors, shareholders or other senior members in previous companies) have been involved with any organ of state or state department within the last ten years?

YES

NO

If yes, furnish your details in table below.

**NB: It is compulsory for all bidders to sign this form**

The tenderer shall list below details of any litigation with which the tenderer (including its directors, shareholders or other senior members in previous companies) has been involved with any organ of state or state department within the last ten years. The details must include the year, the litigating parties, the subject matter of the dispute, the value of any award or estimated award if the litigation is current and in whose favour the award, if any, was made.

CLIENT	OTHER LITIGATING PARTY	DISPUTE	AWARD VALUE	DATE RESOLVED

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

.....  
Tenderer

.....  
Witness 1

.....  
Witness 2

.....  
Employer

.....  
Witness 1

.....  
Witness 2

# RETURNABLES FOR EVALUATION PURPOSES

*Tenderer*

*Witness 1*

*Witness 2*

*Employer*

*Witness 1*

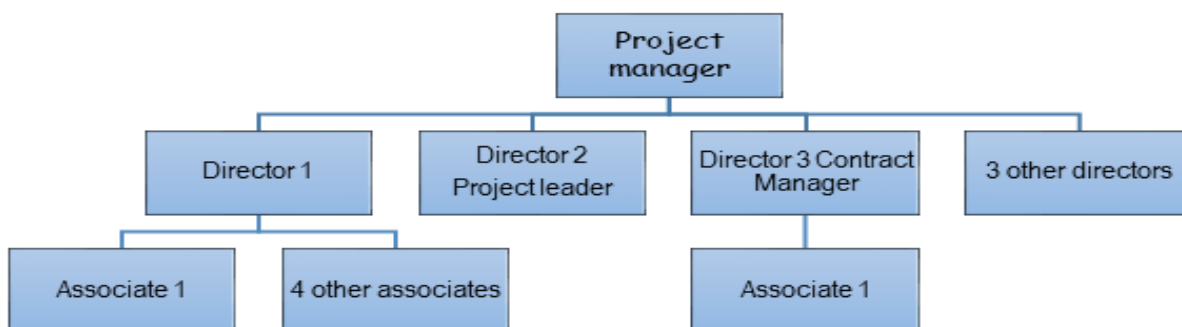
*Witness 2*

## FORM L: TENDERER'S PROJECT STRUCTURE

### Notes to tenderer:

1. The intention of this form is to demonstrate the tenderer's project structure, as well as the lines of responsibility between members of the project team and between the project team and the overall company structure. The tenderer must attach his own organogram to this form.
2. Tenderers which are large companies may simplify the organogram by 'rolling up' portfolios e.g. combining directors/associates into one box of the organogram. However, the individual positions of the key personnel within the structure must still be shown.
3. Joint Venture tenders will require each element of the venture to submit separate organograms that show the individual structure of each member company and the lines of responsibility of the proposed personnel involved in the project. In addition there must also be a combined organogram that indicates how the joint venture itself will function and the proposed share of the work. Joint Venture tenderers shall note that the share of work indicated will be used in the analysis of such a tenderers preference proposed on returnable form D1, and that if awarded the share of work shall become a contractual obligation between the members of the joint venture.
4. State the city or town where the company's head office is located. The locality of regional or satellite office, regardless of degree of autonomy or size is not required. Only submit the number of offices other than the head office. Do not count offices outside RSA
5. Registered professional engineers, technicians or technologists' means those who are involved in the built industry as well as allied fields such as environmental professionals. Registered professionals of other disciplines (e.g. mechanical) are considered as employees only.

Head Office:	
Other Offices:	
Registered Professionals:	
Total Employees :	
%share in JV agreement	



SIGNED ON BEHALF OF THE TENDERER:.....

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2

## FORM M: PROPOSED KEY PERSONNEL

The Tenderer shall list below the key personnel whom he proposes to employ on the project should his Tender be accepted,

No	Name	Qualification	Designation for the project tendered for

Provide two paged CV of Each key Personnel to be used in this project.  
Each CV should give at least the following:

- Position in the firm and within the organisation of this assignment
- PDI Status (describing population group, gender and disabilities)
- Proof of Educational qualifications
- Proof of Professional Registrations
- Relevant experience (actual duties performed, involvement and responsibility), including locations, dates and durations of assignments, starting with the latest.
- Language proficiency and
- References (company name, individual name, position held, contact details)

***(Affix the CV's and Attachments in a form of a booklet to the following Page.)***

*Tenderer*

*Witness 1*

*Witness 2*

*Employer*

*Witness 1*

*Witness 2*

**ATTACH CV'S OF KEY PERSONNEL TO THIS PAGE**

*Tenderer*

*Witness 1*

*Witness 2*

*Employer*

*Witness 1*

*Witness 2*

F.3.11.6	<p><b>Evaluation Criteria</b></p> <p>The Consulting Firm's tender responsiveness in relation to points is therefore summarized as follows:</p> <table> <tr> <td>Personnel Qualifications &amp; Registrations</td><td>50</td></tr> <tr> <td>Physical and Other Resources</td><td>20</td></tr> <tr> <td>Firm Experience, SANAS Accreditation &amp; Registrations</td><td>20</td></tr> <tr> <td><b>Sub-Total</b></td><td><b><u>90</u></b></td></tr> </table>	Personnel Qualifications & Registrations	50	Physical and Other Resources	20	Firm Experience, SANAS Accreditation & Registrations	20	<b>Sub-Total</b>	<b><u>90</u></b>
Personnel Qualifications & Registrations	50								
Physical and Other Resources	20								
Firm Experience, SANAS Accreditation & Registrations	20								
<b>Sub-Total</b>	<b><u>90</u></b>								

**A firm must obtain a minimum of 60 points out of the 90 points and above to be considered for price and BBB-EE evaluation.**

**Project Director / Team Leader : (*Maximum Points obtainable 25*)**

**Name of Project Director/Leader:.....**

Evaluation Criteria	Minimum Required		Elimination Factor	Points obtainable	Points Claimed
Academic Qualifications (Note 1)	Degree in the field of Analytic Chemistry		No	8	
	Diploma in the field of Analytic Chemistry		No	6	
Professional Registration (Note 2)	Professional body Water Institute of Southern Africa		Yes	2	
Sub-total				10	
			Elimination Factor		
Years of experience after qualification (Note 3)	<1-2		Yes	2	
	<2-3		No	3	
	<3-4		No	4	
	<5 upwards		No	5	
Sub-Total				5	
Involvement in comparable projects (Note 4)	<1-2		Yes	2	
	<3-4		No	4	
	<5 upwards		No	5	
Sub-total				5	
			Elimination Factor		

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



Current Employment (Note 5)	Full time employed by the Laboratory	No	5	
<b>Sub-total</b>			<b>5</b>	
<b>Total</b>			<b>25</b>	

**Senior/Laboratory Technician (Maximum points obtained 25)**

**Registered Micro Lab Professionals.....**

Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable	Points Claimed
Academic Qualifications (Note 1)	Diploma in Analytic Chemistry	No	8	
Professional Registration (Note 2)	Professional body Water Institute of Southern Africa	No	2	
<b>Sub-total</b>			<b>10</b>	
		<b>Elimination Factor</b>		
Years of experience after qualification (Note 3)	<1-2	No	2	
	<3-4	No	4	
	<5 upwards	No	5	
<b>Sub-Total</b>			<b>5</b>	
Involvement in comparable projects (Water Quality Analysis, lab technician)	<1-3	Yes	2	
	<3-4	No	4	
	<5 upwards	No	5	
<b>Sub-Total</b>			<b>5</b>	
Current Employment (Note 5)	Full time employed by the laboratory.		<b>5</b>	
<b>Sub-total</b>			<b>5</b>	
<b>Total</b>			<b>15</b>	

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2

**FORM N: SCHEDULE OF PREVIOUS EXPERIENCE**

The procedure for the evaluation of responsive Bids will be on the average of the **previous projects** where the firm was involved. Reference of clients **MUST** be provided.

**Evaluation of the Tenderer's position in terms of his previous experience. Emphasis will be placed on the following:**

- **Experience in the relevant technical field**
- **Experience of contracts of similar size**
- **At least three of the references will be contacted to obtain their input.**

Provide the following information on relevant previous experience (indicate specifically projects of similar or larger size and/or which is similar with regard to type of work. **This information is material to the award of the Contract.**

Description	Value (R) VAT excluded	Period work executed		Reference		
		Appointment Date	Completion Date	Name	Organisation	Tel no

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2

**FORM O: SCHEDULE OF CURRENT PROJECTS**

Provide the following information on current projects

**This information is material to the award of the Contract.**

Description	Value (R) VAT excluded	Appointment Date	Expected Completion Date	Reference		
				Name	Organisation	Tel no

*Tenderer*

*Witness 1*

*Witness 2*

*Employer*

*Witness 1*

*Witness 2*

## FORM P: SCHEDULE OF INFRASTRUCTURE AND RESOURCES

Provide information on the following:

**Infrastructure and resources available for this project:**

**1. Physical facilities and Buildings.**

Description	Address	Owned / leased

**2. Equipment**

Provide information on equipment and resources that you have available for this project.

(Include list of equipment relevant to the project and that will align to the evaluation criteria)

	Description:	Serial number/ telephone number/ website address	Number of units
Inductive Couple Plasma (ICP)			
Flow Injection Analyser			
Gas Chromatograph Mass Spectra Meters (GCMSM)			
Incubators and Sterilisers			
Laptops			
Landline			
Internet			

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2

**3. Vehicles**

Provide information on vehicles that you have available for this project.

Description:	Number of units	Registration Number

**4. Size of enterprise and current workload**

What was your turnover in the previous financial year? -----

What is the estimated turnover for your current financial year? -----

---

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2

**FORM Q: SCHEDULE OF PROPOSED SUB-CONTRACTORS**

Are / Do you have sub-contractors?

YES

NO

If yes, complete the below

NAME OF SUB-CONTRACTOR	FULL DESCRIPTION OF WORK TO BE PERFORMED BY SUB-CONTRACTOR

*Tenderer*

*Witness 1*

*Witness 2*

*Employer*

*Witness 1*

*Witness 2*

**FORM R: RECORD OF ADDENDA TO TENDER DOCUMENTS**

Was there an addendum issued?

If yes, fill or attached the communication that you received.

YES

NO

We confirm that the following communication received from the Employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:

	Date	Title of Details

*\*An addendum is any communication issued by Nkangala District Municipality after the briefing session\**

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2

**FORM S: PROOF OF REGISTRATION WITH SANAS (South African National Accreditation System) AND PROFESSIONAL BODIES ON WATER QUALITY ANALYSIS**

**AFFIX THE FOLLOWING DOCUMENTS:**

**SANAS Accredited Professional Certificate on Water Quality Analysis**

**Proof of membership or registration with Professional Bodies (Water Institute of South Africa or Institute of water pollution control)**

---

*Tenderer*

*Witness 1*

*Witness 2*

*Employer*

*Witness 1*

*Witness 2*



**FORM T: PROOF OF PROFESSIONAL INDEMNITY INSURANCE**

**ATTACH PROOF PROFESSIONAL INDEMNITY INSURANCE**

---

*Tenderer*

*Witness 1*

*Witness 2*

*Employer*

*Witness 1*

*Witness 2*

## NKANGALA DISTRICT MUNICIPALITY



### PROJECT NO: 274

## APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER: WATER QUALITY MONITORING (THREE YEARS CONTRACT) FOR NKANGALA DISTRICT MUNICIPALITY

### THE CONTRACT

#### THE CONTRACT

##### **Part C1: Agreements and Contract Data**

- C1.1 Form of Offer and Acceptance
- C1.2 Contract Data

##### **Part C2: Pricing Data**

- C2.1 Pricing Instructions
- C2.2 Bill of quantities

##### **Part C3: Scope of Work**

- C3 Scope of Work

##### **Part C : Additional Relevant Documents**

- C4.1 Supply Chain Management Policy

## **NKANGALA DISTRICT MUNICIPALITY**



### **PROJECT NO:**

### **APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER: WATER QUALITY MONITORING (THREE YEARS CONTRACT) FOR NKANGALA DISTRICT MUNICIPALITY**

### **AGREEMENTS AND CONTRACT DATA**

#### **Part C1: Agreements and Contract Data**

- C1.1 Form of Offer and Acceptance
- C1.2 Contract Data

**FORM C.1.1****FORM OF OFFER AND ACCEPTANCE****OFFER**

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following works:

**PROJECT NO: 274****APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER: WATER QUALITY MONITORING (THREE YEARS CONTRACT) FOR NKANGALA DISTRICT MUNICIPALITY**

The Tenderer, identified in the Offer signature block below, has examined the documents listed in the Tender Data and addenda thereto as listed in the Tender Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the Tenderer, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance, the Tenderer offers to perform all of the obligations and liabilities of the Contractor under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the Contract Data.

**THE SUB-TOTAL OF THE PRICES EXCLUSIVE OF VALUE ADDED TAX IS**

.....

..... Rand (in words); R ..... (In figures).

**THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS**

.....

..... Rand (in words); R ..... (In figures).

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the Tender Data, whereupon the Tenderer becomes the party named as the Contractor in the Conditions of Contract identified in the Contract Data.

Signature(s) \_\_\_\_\_

Name(s) \_\_\_\_\_

Capacity \_\_\_\_\_

For the tenderer \_\_\_\_\_  
(Name and address of organisation)

Name & Signature  
Of Witness

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

## ACCEPTANCE

By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the Tenderer's Offer. In consideration thereof, the Employer shall pay the Contractor the amount due in accordance with the Conditions of Contract identified in the Contract Data. Acceptance of the Tenderer's Offer shall form an agreement between the Employer and the Tenderer upon the terms and conditions contained in this Agreement and in the Contract that is the subject of this Agreement.

The terms of the contract are contained in:

Part 1 Agreements and Contract Data (which includes this Agreement)

Part 2 Pricing Data

Part 3 Scope of Work

Part 4 Additional Documentation

and drawings and documents or parts thereof, which may be incorporated by reference into Parts 1 to 4 above.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Tender Schedules as well as any changes to the terms of the Offer agreed by the Tenderer and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Agreement. No amendments to or deviations from said documents are valid unless contained in this Schedule, which must be duly signed by the authorised representative(s) of both parties.

The Tenderer shall within two weeks after receiving a completed copy of this Agreement, including the Schedule of Deviations (if any), contact the Employer's agent (whose details are given in the Contract Data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the Conditions of Contract identified in the Contract Data at or just after the date this Agreement comes into effect. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this Agreement.

Notwithstanding anything contained herein, this Agreement comes into effect on the date when the Tenderer receives one fully completed original copy of this document, including the Schedule of Deviations (if any). Unless the Tenderer (now Contractor) within five days of the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this Agreement, this Agreement shall constitute a binding contract between the parties.

Signature(s) \_\_\_\_\_

Name(s) \_\_\_\_\_

Capacity \_\_\_\_\_

For the tenderer \_\_\_\_\_

(Name and address of organisation)

Name & Signature

Of Witness \_\_\_\_\_

Name

Date

## SCHEDULE OF DEVIATIONS

### Notes:

1. The extent of deviations from the tender documents issued by the Employer prior to the tender closing date is limited to those permitted in terms of the Conditions of Tender.
2. A Tenderer's covering letter shall not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid become the subject of agreements reached during the process of Offer and Acceptance, the outcome of such agreement shall be recorded here.
3. Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or change to the tender documents and which it is agreed by the Parties becomes an obligation of the contract, shall also be recorded here.
4. Any change or addition to the tender documents arising from the above agreements and recorded here, shall also be incorporated into the final draft of the Contract.

### 1 Subject

---

Details

---

### 2 Subject

---

Details

---

### 3 Subject

---

Details

---

### 4 Subject

---

Details

---

### 5 Subject

---

Details

---

### 6 Subject

---

Details

---

By the duly authorised representatives signing this Schedule of Deviations, the Employer and the Tenderer agree to and accept the foregoing Schedule of Deviations as the only deviations from and amendments to the

documents listed in the Tender Data and addenda thereto as listed in the Tender Schedules, as well as any confirmation, clarification or change to the terms of the Offer agreed by the Tenderer and the Employer during this process of Offer and Acceptance. It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the Tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this Agreement.

**FOR THE TENDERER:**

Signatures (s) \_\_\_\_\_

Name(s) \_\_\_\_\_

Capacity \_\_\_\_\_

\_\_\_\_\_  
(Name and address of Organisation)

Name & Signature  
Of Witness \_\_\_\_\_ Date \_\_\_\_\_

**FOR THE EMPLOYER**

Signatures (s) \_\_\_\_\_

Name(s) \_\_\_\_\_

Capacity \_\_\_\_\_

\_\_\_\_\_  
(Name and address of Organisation)

Name & Signature  
Of Witness \_\_\_\_\_ Date \_\_\_\_\_



## CONTRACT DATA

### DATA PROVIDED BY THE EMPLOYER

	Data
1	<p>The Name of the Employer is <b>Nkangala District Municipality</b></p> <p>The address of the Employer is: 2A Walter Sisulu Street MIDDELBURG 1050</p> <p>P O Box 437 Middelburg 1050</p> <p>Telephone: 013 249 2000 Facsimile: 013 249 2145</p>
2	The selected service provider shall enter into a <b>36 Months (3 years) performance based agreement</b> with the Employer with an option at the discretion of the NDM to renew the agreement after 36 months or whichever comes first between the amount or the tender period.
3	The Period of Performance is as per letter of appointment
4	The Service Provider may not release public or media statements or publish material related to the Services or Project without the written approval of the Employer.
5	The Service provision shall be completed as per letter of appointment
6	The programme shall be submitted within three (3) days of the acceptance of appointment.
7	The Service Provider shall provide the Professional Indemnity Insurance cover for an amount of <b>R1 000 000.00</b>
8	The client shall not be responsible for any overtime worked or overtime payments made to the personnel of the Service Provider.
9	Copyright of document prepared for the project shall be vested with the Nkangala District Municipality
10	Settlement of dispute is to be in terms of in terms of the Supply Chain Management Policy of the Nkangala District Municipality, not excluding the provisions provided for in terms of rules / laws governing dispute resolution and employing services of the courts to remedy any dispute that may arise.
11	Service Providers will be paid in accordance with the Nkangala District Supply Chain Management Policy.
12	A Service Provider may not subcontract any work not approved by the employer the Nkangala District Municipality

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Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2





**PART 1: DATA PROVIDED BY THE SERVICE PROVIDER**

1.	The Service Provider is ..... Address: ..... Telephone: ..... Facsimile: .....																		
2	The authorised and designated representative of the Service Provider is: Name: ..... The address for receipt of communications is: Telephone: ..... Facsimile: ..... Address: .....																		
3	The Key Persons and their jobs / functions in relation to the services are: <table border="1"><thead><tr><th>No</th><th>Name</th><th>Specific Duties</th></tr></thead><tbody><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></tbody></table>	No	Name	Specific Duties															
No	Name	Specific Duties																	

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Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2

## **C.2.1 PRICING INSTRUCTIONS**

1. All activities must be invoiced on a monthly basis, based on the completion of the activity but not exceeding the allocated budget that has been priced for that activity.
2. Payment will be based on the completion of activities provided that reasonable progress towards the completion of the activity within the estimated budget is demonstrated.
3. The total price for the activities shall not be exceeded without the prior written approval and agreement of the Client.
4. The Schedule of Activities and the Bills of Quantities comprises items covering the service provider's profit and costs of general liabilities and includes costs of all services.
5. **All rates and amounts must be completed by hand in black Ink.**
6. The schedule items covering the service provider's profit or general liabilities and the construction of temporary and permanent risk.
7. Although the tenderer is at liberty to insert a rate at his own choice for each item in the schedule, his attention is drawn to the fact that the employer has the right, under various circumstances, to payment for additional work carried out and that the engineer is obliged to base his assessment and the payment to be paid for such additional work on the rates inserted in the schedule by the tenderer.
8. The prices and rates to be inserted in the schedule of quantities are to be the full inclusive prices to be the employer for the work described under several items. The prices shall be exclusive of Value Added Tax (VAT). Such prices shall cover all costs and expenses that may be required in and for the work described, and shall cover the cost of all general risks, liabilities and obligations set forth or implied in the document on which the tender is based.
9. In the event of the tenderer failing to price any item it will be construed that the tenderer has made adequate allowance under other items for all labour, material and costs required, for the exclusion, not only for the quantum of work covered by the unpriced item, but also for any increase in the said quantum which may have to be undertaken during the course of the contract.
10. For the purposes of this Schedule of Activities and Bills of Quantities, the following words shall have the meanings hereby assigned to them:
  - Unit: The unit of measurement for each item of Service provided as defined in the Standardized, Project or Particular Specifications.
  - Quantity (Qty): The number of units of work/service provision for each item.
  - Rate: The payment per unit of work/provision of services at which the Tenderer Tenders to do the work.
  - Amount: The quantity of an item multiplied by the Tendered rate of the (same) item.
  - Sum: An amount Tendered for an item, the extent of which is described in the schedule of activities, the scope of works or elsewhere, but of which the quantity of work is not measured in units.

## C 2.2. BILL OF QUANTITIES

### APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER: WATER QUALITY MONITORING (THREE YEARS CONTRACT) FOR NKANGALA DISTRICT MUNICIPALITY

#### a) Chemical Analysis-Routine Samples for tap water, water works &Reservoirs

- Please indicate with a yes (Y) the elements that are accredited and with a no (N) the elements that **are not** accredited. (Accreditation of elements to be verified with the SANS Certificates)
- A minimum of 60% accreditation with SANAS in all the parameters will be acceptable  $x 100 = \%$
- Compulsory Accredited Elements (C)

Element	Compulsory Accredited Elements (C)	SANAS Accredited	Not SANAS Accredited	Amount 2021/22	Amount 2022/2023	Amount 2023/2024	Total
Total Dissolved Solids							
Suspended Solids,							
Nitrate & Nitrite as N	C						
Chloride as Cl	C						
Total Alkalinity as $\text{CaCO}_3$	C						
Fluoride as F	C						
Sulphate as $\text{SO}_4$	C						
Total Hardness as $\text{CaCO}_3$							
Calcium Hardness as $\text{CaCO}_3$							
Magnesium Hardness as $\text{CaCO}_3$							
Calcium as Ca	C						
Magnesium as Mg							

Tenderer

Witness 1

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Employer

Witness 1

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Sodium as Na	C						
Potassium as K	C						
Iron as Fe	C						
Manganese as Mn							
Conductivity in mS/m	C						
pH value at 25°C	C						
pHs value by 21°C	C						
Langelier Saturation Index							
Turbidity as N.T.U							
Colour							
Free Residual Chlorine							
Aluminium as Al							
<b>SubTotal Cost</b>				R			
<b>Accreditation %</b>							

**b) Bacteriological Analysis: Routine Samples for tap water, water works &Reservoirs**

Element	Compulsory SANAS Accreditation(C)	SANAS Accredited	Not SANAS Accredited	Amount 2021/22	Amount 2022/2023	Amount 2023/2024	Total
Heterotrophic Plate count per 1.0 ml	C						
Total Coliform Bacteria per 100 ml	C						
Typical Faecal Coliform Bacteria per 100 ml	C						
Escherichia Coli per 100 ml	C						

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2

<b>SUB TOTAL</b>							
	<b>Compulsory SANAS Accreditation(C)</b>	<b>SANAS Accredited</b>	<b>Not SANAS Accredited</b>	<b>Amount 2021/22</b>	<b>Amount 2022/2023</b>	<b>Amount 2023/2024</b>	<b>Total</b>
Vibrio cholera (as and when)							
S. typhi (as and when)							
Giardia lamblia (as and when)							
Cryptosporidium (as and when)							
<b>Sub Total Cost</b>				<b>R</b>			
<b>Accreditation %</b>							

**c) Chemical Analysis-Full SANS 241**

<b>Element</b>	<b>Compulsory SANAS Accreditation(C)</b>	<b>SANAS Accredited</b>	<b>Not SANAS Accredited</b>	<b>Amount 2021/22</b>	<b>Amount 2022/2023</b>	<b>Amount 2023/2024</b>	<b>Total</b>
<b>Physical requirements</b>	<b>C</b>						
Colour as Pt							
Conductivity at 25°C	<b>C</b>						
Dissolved Salts							
Odour							
pH value at 25°C	<b>C</b>						
Taste							
Turbidity- NTU							

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2

	<b>Macro Determinants</b>						
Ammonia as N							
Calcium as Ca	<b>C</b>						
Chloride as Cl	<b>C</b>						
Fluoride as F	<b>C</b>						
Magnesium as Mg							
Nitrate & Nitrite as N	<b>C</b>						
Potassium as K	<b>C</b>						
Sodium as Na	<b>C</b>						
Sulphate as SO <sub>4</sub>							
Zinc as Zn							
	<b>Micro Determinants</b>						
Aluminium as Al							
Antimony as Sb							
Arsenic as As							
Cadmium as Cd							
Chromium as Cr							
Cobalt as Co							
Copper as Cu							
Cyanide as CN							
Iron as Fe							
Lead as Pb							
Manganese as Mn							
Mercury as Hg							
Nickel as Ni							
Selenium as Se							
Vanadium as V							
Aluminium as Al							
Antimony as Sb							

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2

<b>SubTotal Cost</b>				R				
<b>Accreditation %</b>								
<b>Organic Determinants</b>								
<b>Element</b>	<b>Compulsory SANAS Accreditation(C)</b>	<b>SANAS Accredited</b>	<b>Not SANAS Accredited</b>	<b>Amount 2021/22</b>	<b>Amount 2022/2023</b>	<b>Amount 2023/2024</b>	<b>Total</b>	
Total Organic Carbon (TOC)								
Total Trihalomethanes (THM)								
Phenolic Compounds								
<b>SubTotal Cost</b>				R				
<b>Accreditation %</b>								
<b>Bacteriological Analysis Full SANS</b>								
<b>Element</b>	<b>Compulsory SANAS Accreditation(C)</b>	<b>SANAS Accredited</b>	<b>Not SANAS Accredited</b>	<b>Amount 2021/22</b>	<b>Amount 2022/2023</b>	<b>Amount 2023/2024</b>	<b>Total</b>	
Heterotrophic Plate count per 1 ml	C							
Total Coliform bacteria per 100 ml	C							
Faecal Coliform per 100 ml	C							
Escherichia Coli per 100 ml	C							
Vibrio cholerae								
S. typhi								
<b>SubTotal Cost</b>				R				
<b>Accreditation %</b>								

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2

**d) SEWAGE ANALYSIS**

Raw Sewage-Chemical							
Element	Compulsory SANAS Accreditation(C)	SANAS Accredited	Not SANAS Accredited	Amount 2021/22	Amount 2022/2023	Amount 2023/2024	Total
Total Dissolved Solids							
Suspended Solids							
Settleable Solids							
Conductivity in mS/m							
4-Hours Oxygen Absorbed							
Chemical Oxygen Demand							
Free & Saline Ammonia as N							
Nitrate NO <sub>3</sub> as N	<b>C</b>						
Nitrite NO <sub>2</sub> as N	<b>C</b>						
Ortho Phosphate PO <sub>4</sub> as P	<b>C</b>						
Total Alkalinity as CaCO <sub>3</sub>							
pH Value	<b>C</b>						
Sodium as Na	<b>C</b>						
Potassium as K	<b>C</b>						
Sulphate as SO <sub>4</sub>							
Kjeldahl Nitrogen as N							
<b>SubTotal Cost</b>				<b>R</b>			
<b>Accreditation %</b>							

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



Sewage Process Water (Ariation Basin, Biol-Filters, Bio-Disc) : Chemical							
Element	Compulsory SANAS Accreditation(C)	SANAS Accredited	Not SANAS Accredited	Amount 2021/22	Amount 2022/2023	Amount 2023/2024	Total
Mixed Liquor Suspended Solids							
Settleable Solids							
SVI							
Free & Saline Ammonia as N							
Nitrate NO <sub>3</sub> as N	C						
Nitrite NO <sub>2</sub> as N	C						
Total Alkalinity	C						
pH – Value	C						
<b>SubTotal Cost</b>			R				
<b>Accreditation %</b>							

Sewage Final Effluent-Chemical							
Element	Compulsory SANAS Accreditation(C)	SANAS Accredited	Not SANAS Accredited	Amount 2021/22	Amount 2022/2023	Amount 2023/2024	Total
Total Dissolved Solids							
Suspended Solids							
Settleable Solids							

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2

Conductivity in mS/m							
4-Hours Oxygen Absorbed							
Chemical Oxygen Demand							
Free & Saline Ammonia as N							
Nitrate NO <sub>3</sub> as N	C						
Nitrite NO <sub>2</sub> as N	C						
Ortho Phosphate PO <sub>4</sub> as P	C						
Total Alkalinity as CaCO <sub>3</sub>							
pH Value	C						
Sodium as Na	C						
Potassium as K	C						
Chloride as Cl	C						
Sulphate as SO <sub>4</sub>	C						
Residual Chlorine as Cl <sub>2</sub>	C						
<b>SubTotal Cost</b>			R				
<b>Accreditation %</b>							

<b>Sewage Final Effluent-Bacteriological Analysis</b>							
<b>Element</b>	<b>Compulsory SANAS Accreditation(C)</b>	<b>SANAS Accredited</b>	<b>Not SANAS Accredited</b>	<b>Amount 2021/22</b>	<b>Amount 2022/2023</b>	<b>Amount 2023/2024</b>	<b>Total</b>

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2

Faecal Coliform per 100 ml	C						
Heterotrophic Plate count per 1 ml	C						
Total Coliform bacteria per 100 ml	C						
	SubTotal Cost		R				
	Accreditation %						
	TOTAL ACCREDITATION		%				
				Amount 2021/22	Amount 2022/2023	Amount 2023/2024	Total
	GRAND TOTAL (ADD ALL SUBTOTAL COSTS OF SAMPLES PRICES EXCLUDING VAT)		R				
	VAT INCL		R				
	GRAND TOTAL PER ANNUM (INCLUDING VAT)		R				

***TOTAL AMOUNT (INCLUDING VAT) TO BE FORWARDED TO FORM C 1.1 (FORM OF OFFER)***

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*Tenderer*

*Witness 1*

*Witness 2*

*Employer*

*Witness 1*

*Witness 2*

## NKANGALA DISTRICT MUNICIPALITY



### PROJECT NO: 274

#### APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER: WATER QUALITY MONITORING ANALYSIS (THREE YEARS CONTRACT) FOR NKANGALA DISTRICT MUNICIPALITY

#### SCOPE OF WORK

##### Part C3: Scope of Work

C3      Scope of Work

## NKANGALA DISTRICT MUNICIPALITY



### PROJECT NO: 274

## APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER: WATER QUALITY MONITORING (THREE YEARS CONTRACT) FOR NKANGALA DISTRICT MUNICIPALITY

C3	SCOPE OF WORK
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The scope of works entails the following:

### APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER: WATER QUALITY MONITORING (THREE YEARS CONTRACT) FOR NKANGALA DISTRICT MUNICIPALITY

#### 1. Background

The Nkangala District Municipality seeks to request tenders from South African National Accreditation Systems (SANAS) accredited laboratories for the analysis of water samples.

The National Health Act 61, 2003, tasks the District Municipalities with the rendering of Municipal Health Services (MHS) and defines "Municipal Health Services, amongst others to includes: water quality monitoring and, food control.

Section 32(1) of the abovementioned Act further determines that every metropolitan and district municipality must render appropriate and effective Municipal Health Services in its respective area of jurisdiction. However, Municipal Health Services is rendered in all the six local municipalities within the district.

To that end the NDM has approved the MHS Section 78 Investigation and Implementation Plan and are in the process of entering into a Service Level Agreement in terms of section 32 (3) of the National Health Act with the MHS Providers. Amongst other things covered in the in the Service Level Agreement is the following: "The NDM shall purposefully take responsibility for the funding of water quality monitoring improvement".

#### 2. Scope of Works

The scope of works entails laboratory analysis of water samples for a list of identified indicators, the provision of sampling containers, sampling submission forms and analysis reports for all the six (6) local municipalities within Nkangala District Municipality to ascertain safe and or acceptable microbiological and chemical status of water sources.

Description of Water Sampling in this regard includes chemical, bacteriological from the tap, reservoir, and final point of the water treatment plant, including raw water from a point of a river or dam.

#### 3. PROJECT SPECIFICATION

##### 1) Receiving Samples

- Samples will be supplied from within the Nkangala District to the laboratory of a successful tenderer.
- Upon receipt of the samples it would be expected of the service provider to check on the physical state of all the samples and to take temperature measurements of the samples received.
- All indiscretions should be noted and the service provider should sign an acknowledgement of receipt of the samples.
- The service provider should ensure that the samples are kept within the appropriate temperature ranges once he/she has accepted such samples.

2) Sample submission forms

- Samples submission forms need to be provided by the service provider and costs for these should be included in the sample analysis costs
- These forms should be enclosed in a book form and be printed on NCR paper in order to assure triplicate forms, with each of these three folio's on different colour;
- The top two (2) pages of these books need to be perforated on the left hand side so that this part of the form can be torn out and submitted with a sample.
- The book with the duplicates should stay with the Environmental health Practitioner (EHP) for record purposes.
- An adequate number of these books should be available at all times so that each EHP must have his or her own book at all times
- These books should be kept in stock by the service provider and should be available to the EHP's on request.
- All books should contain at least 50 duplicate pages or more.
- Each should have a unique number on the upper right hand corner of the page and this number must reflect on all three copies.
- The form should represent the format and reflect the information reflected as required by law.

3) Accreditation

- It will be expected of the service provider to analyse all samples the SANAS accredited laboratory as per the specifications.

4) Analysis of samples

- Samples should be analysed in line with the stipulations, procedures and methods described in the SANS 241 and Foodstuffs, Cosmetics and Disinfectants Act 54 of 1972.
- Where possible actual sampling results must be indicated, if this is not achieved the maximum results that can be provided must be indicated.

5) Sample results

- Sample results must be provided within 7 -10 days of submission for analysis in the **prescribed format** for samples analysed in terms of SANS 241 and Foodstuffs, Cosmetics and Disinfectants Act 54 of 1972.
- Sample's not analyzed in terms of the Foodstuffs, Cosmetics and Disinfectants Act 54 of 1972 must be provided in the **prescribed format**.
- Results should be e-mailed to the EHP who supplied the sample and hard copy should also be posted to the address provided on the sample submission form.
- Laboratory reports of samples, should indicate legal references as contained in South African National Accreditation Systems (SANAS) and Foodstuffs, Cosmetics and Disinfectants Act 54 of 1972 and its Regulations.

6) Containers and sampling material

- It will be expected of the service provider to provide an adequate number of sterilized sampling containers (500ml). One (1) litre sample bottle for chemical analysis for domestic and sewage. These need to be available at all times to the specified EHP's within the NDM.
- Sample containers for the monitoring of chlorinated water e.g drinking water and the chlorine treated waste water must contain Sodium Thiosulphate Crystals in order to neutralize all traces of chlorine in water.

7) Labels

- Labels must be provided for each sample container.
- The label must have enough space for the EHP to write the sample identification number, name of the EHP and sample type.
- These labels must be provided with an adhesive at the back and must be able to stick to the sample container.

8) Seals

- Seals need to be provided for each container that could be used by a EHP to secure the content of sample as contemplated in regulation 2(2)(c) (iii) of Regulations relating to the powers and duties of inspectors and analysts conducting inspections and analysis on foodstuffs and at food premises R328 of 20 April 2007 promulgated in terms of section 15(1) of the Foodstuffs, Cosmetics and Disinfectants Act 54 of 1972.
- These seals should ensure the integrity of the sample and should prevent anyone from tampering with the sample.
- Each seal should bear a unique sample number.

9) Court Appearances

- If the NDM or any current MHS Authority within the NDM were to institute a legal action against any individual based on the results of a sample analyses, it could be expected of the analyst to provide evidence in court relating to the sample.

10) Duties of Analysts

- It would be expected of the successful tenderer to comply with the duties of an analyst as stipulated in regulation 7 (1),(2) & (3) of the Regulations relating to powers and duties of inspectors and analysts conducting inspections and analysis on foodstuffs and the food premises R 328 of 20 April 2007 promulgated in terms of section 15(1) of the Foodstuffs, Cosmetics and Disinfectants Act 54 of 1972.
- An analyst referred to in section 12(2) of the Act shall complete a certificate in the format provided in Annexure H of the regulations.

11) Estimated Sample Quantities Per Annum (subject to the signing of the SLA with the MHS Providers)

Local Municipality	Estimated Number of Water Samples Planned per Local Municipality (per annum)
Emakhazeni	600
Emalahleni	680
Steve Tshwete	600
Victor Khanye	400
Dr. JS Moroka	650
Thembisile Hani	650
<b>TOTAL</b>	<b>3580</b>

The estimated number of 3580 samples per annum or less including chemical, bacteriological samples from the tap, reservoir, and final point of the water treatment plant, including raw water from a point of a river or dam from all over the Nkangala District Municipality. The client will only be bound by the ACTUAL number of samples taken and submitted per month.

12) Bill of Quantities

a) **Chemical Analysis-Routine Samples for tap water, water works &Reservoirs**

- Please indicate with a yes (Y) the elements that are accredited and with a no (N) the elements that **are not** accredited. (Accreditation of elements to be verified with the SANS Certificates)
- A minimum of 60% accreditation of all the parameters with SANAS will be acceptable  $\times 100 = \%$
- Compulsory Accredited Elements (C)

Element	Compulsory Accredited Elements (C)	SANAS Accredited	Not SANAS Accredited
Total Dissolved Solids			
Suspended Solids,			
Nitrate & Nitrite as N	C		
Chloride as Cl	C		
Total Alkalinity as CaCO <sub>3</sub>	C		
Fluoride as F	C		

Sulphate as SO <sub>4</sub>	<b>C</b>		
Total Hardness as CaCO <sub>3</sub>			
Calcium Hardness as CaCO <sub>3</sub>			
Magnesium Hardness as CaCO <sub>3</sub>			
Calcium as Ca	<b>C</b>		
Magnesium as Mg			
Sodium as Na	<b>C</b>		
Potassium as K	<b>C</b>		
Iron as Fe	<b>C</b>		
Manganese as Mn			
Conductivity in mS/m	<b>C</b>		
pH value at 25°C	<b>C</b>		
pHs value by 21°C			
Langelier Saturation Index			
Turbidity as N.T.U			
Colour			
Free Residual Chlorine			
Aluminium as Al			
<b>Accreditation %</b>			

**b) Bacteriological Analysis: Routine Samples for tap water, water works &Reservoirs**

<b>Element</b>	<b>Compulsory SANAS Accreditation(C)</b>	<b>SANAS Accredited</b>	<b>Not SANAS Accredited</b>
Heterotrophic Plate count per 1.0 ml	<b>C</b>		
Total Coliform Bacteria per 100 ml	<b>C</b>		
Typical Faecal Coliform Bacteria per 100 ml	<b>C</b>		
Escherichia Coli per 100 ml	<b>C</b>		
Accreditation %			
	<b>Compulsory SANAS Accreditation(C)</b>	<b>SANAS Accredited</b>	<b>Not SANAS Accredited</b>
Vibrio cholera (as and when)			
S. typhi (as and when)			
Giardia lamblia (as and when)			
Cryptosporidium (as and when)			
Accreditation %			

**c) Chemical Analysis-Full SANS 241(Blue Drop)**

<b>Element</b>	<b>Compulsory SANAS Accreditation(C)</b>	<b>SANAS Accredited</b>	<b>Not SANAS Accredited</b>
<b>Physical requirements</b>	<b>C</b>		
Colour as Pt			
Conductivity at 25°C	<b>C</b>		
Dissolved Salts			
Odour			



pH value at 25°C	C		
Taste			
Turbidity- NTU			
<b>Macro Determinants</b>			
Ammonia as N			
Calcium as Ca	C		
Chloride as Cl	C		
Fluoride as F	C		
Magnesium as Mg			
Nitrate & Nitrite as N	C		
Potassium as K	C		
Sodium as Na	C		
Sulphate as SO <sub>4</sub>			
Zinc as Zn			
<b>Micro Determinants</b>			
Aluminium as Al			
Antimony as Sb			
Arsenic as As			
Cadmium as Cd			
Chromium as Cr			
Cobalt as Co			
Copper as Cu			
Cyanide as CN			
Iron as Fe			
Lead as Pb			
Manganese as Mn			
Mercury as Hg			
Nickel as Ni			
Selenium as Se			
Vanadium as V			
Aluminium as Al			
Antimony as Sb			
<b>Accreditation %</b>			
<b>Organic Determinants</b>			
<b>Element</b>	<b>Compulsory SANAS Accreditation(C)</b>	<b>SANAS Accredited</b>	<b>Not SANAS Accredited</b>
Total Organic Carbon (TOC)			
Total Trihalomethanes (THM)			
Phenolic Compounds			
<b>Accreditation %</b>			

d) **SEWAGE ANALYSIS**

<b>Raw Sewage-Chemical</b>			
<b>Element</b>	<b>Compulsory SANAS Accreditation(C)</b>	<b>SANAS Accredited</b>	<b>Not SANAS Accredited</b>
Total Dissolved Solids			
Suspended Solids			
Settleable Solids			
Conductivity in mS/m			
4-Hours Oxygen Absorbed			
Chemical Oxygen Demand			

Free & Saline Ammonia as N			
Nitrate NO <sub>3</sub> as N	<b>C</b>		
Nitrite NO <sub>2</sub> as N	<b>C</b>		
Ortho Phosphate PO <sub>4</sub> as P	<b>C</b>		
Total Alkalinity as CaCO <sub>3</sub>			
pH Value	<b>C</b>		
Sodium as Na	<b>C</b>		
Potassium as K	<b>C</b>		
Sulphate as SO <sub>4</sub>	<b>C</b>		
Kjeldahl Nitrogen as N			
<b>Accreditation %</b>			

<b>Sewage Process Water (Ariation Basin,Biol-Filters,Bio-Disc): Chemical</b>			
<b>Element</b>	<b>Compulsory SANAS Accreditation(C)</b>	<b>SANAS Accredited</b>	<b>Not SANAS Accredited</b>
Mixed Liquor Suspended Solids			
Settleable Solids			
SVI			
Free & Saline Ammonia as N			
Nitrate NO <sub>3</sub> as N	<b>C</b>		
Nitrite NO <sub>2</sub> as N	<b>C</b>		
Total Alkalinity	<b>C</b>		
pH – Value	<b>C</b>		
<b>Accreditation %</b>			

<b>Sewage Final Effluent-Chemical</b>			
<b>Element</b>	<b>Compulsory SANAS Accreditation(C)</b>	<b>SANAS Accredited</b>	<b>Not SANAS Accredited</b>
Total Dissolved Solids			
Suspended Solids			
Settleable Solids			
Conductivity in mS/m			
4-Hours Oxygen Absorbed			
Chemical Oxygen Demand			
Free & Saline Ammonia as N			
Nitrate NO <sub>3</sub> as N	<b>C</b>		
Nitrite NO <sub>2</sub> as N	<b>C</b>		
Ortho Phosphate PO <sub>4</sub> as P	<b>C</b>		
Total Alkalinity as CaCO <sub>3</sub>			
pH Value	<b>C</b>		
Sodium as Na	<b>C</b>		
Potassium as K	<b>C</b>		
Chloride as Cl	<b>C</b>		
Sulphate as SO <sub>4</sub>	<b>C</b>		
Residual Chlorine as Cl <sub>2</sub>	<b>C</b>		

<b>Accreditation %</b>	
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Sewage Final Effluent-Bacteriological Analysis			
Element	Compulsory SANAS Accreditation(C)	SANAS Accredited	Not SANAS Accredited
Faecal Coliform per 100 ml	C		
Heterotrophic Plate count per 1 ml	C		
Total Coliform bacteria per 100 ml	C		
	Cost per sample		R
	Accreditation %		

### 13) REQUIRED EXPERTISE

- The skills required are SANAS accredited laboratories to perform chemical and biological analysis on water samples in accordance with SABS Standards.
- Proof of SANAS accreditation to specify the accredited elements.
- Personnel with appropriate Analytic Chemistry tertiary qualification.

### 14) DURATION OF CONTRACT

The duration of the contract will be thirty six (36) months from the day of acceptance of the offer.

### 15) PROJECT MANAGEMENT

Manager: Social Services is responsible for operational day to day activities of the contract and the General Manager: Social Services of the Nkangala District Municipality is overall responsible for contract.