

**STEVE TSHWETE LOCAL MUNICIPALITY**

QUOTATION NO. Q01.12.17

**CALLING FOR QUOTATIONS FOR SERVICES
(R 30 000 TO R 200 000.00)****PROVISION OF WATER AND WASTEWATER QUALITY ANALYSIS SERVICES
BY A SANAS ACCREDITED LABORATORY OR LABORATORY
PARTICIPATING IN PROFICIENCY TESTING SCHEME**

CLOSING DATE:	11/12/2017	TIME	12H00
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NAME OF COMPANY	
TOTAL AMOUNT (MBD 3.1)	
CENTRAL SUPPLIER DATABASE NUMBER	MAAA
CONTACT PERSON	
TELEPHONE NUMBER	
FAX NUMBER	

ENQUIRIES REGARDING QUOTATION PROCEDURES		TECHNICAL ENQUIRIES	
DIRECTORATE FINANCIAL SERVICES SUPPLY CHAIN MANAGEMENT UNIT		DIRECTORATE:Infrastructure Services	
PL van der Merwe		Davidson Machaka	
Asst.Dir. SCM		Engineering Technician	
TEL. NUMBER	013 249 7281	TEL. NUMBER	013 249 7163
QUOTATION ISSUED BY			
MS. Rose Kalies		LEGAL & ADMINISTRATION DEPARTMENT	
Administrative Officer		TEL. NUMBER	013 249 7365
STEVE TSHWETE LOCAL MUNICIPALITY		P.O. BOX 14, MIDDELBURG, 1050	

QUOTATION DETAILS

QUOTATION NUMBER	Q01.12.17 Error! Reference source not found.					
TENDER TITLE	PROVISION OF WATER AND WASTEWATER QUALITY ANALYSIS SERVICES BY A SANAS ACCREDITED LABORATORY OR LABORATORY PARTICIPATING IN PROFICIENCY TESTING SCHEME					
CLOSING DATE	11/12/2017		CLOSING TIME		12H00	
SITE MEETING	DATE	N/A	TIME	N/A	COMPULSORY	N/A
SITE MEETING ADDRESS	N/A					
CIDB GRADING REQUIRED	N/A		LEVEL AND CATEGORY		SANAS Accreditation/PTS Participation	
QUOTATION DOCUMENT FEE	FREE OF CHARGE		PREFERENCE POINT SYSTEM		80/20	
QUOTATION BOX SITUATED AT	Infrastructure Services Office 43 14 SADC Street Middelburg, 1050					
OPERATING HOURS	The bid box is open during office hours, Monday to Thursdays from 8h00 to 16h00 and Fridays from 8h00 to 13h00.					
OFFER TO BE VALID FOR	90	DAYS FROM THE CLOSING DATE OF QUOTATION.				

PLEASE NOTE:

1. Prospective suppliers must be registered on CSD prior to submitting quotation and copy of said document must be attached to quotation.
2. Quotations that are deposited in the incorrect box will not be considered.
3. Mailed, telegraphic, telex, or faxed quotations will not be accepted.
4. No late quotations after closing date and time will be accepted.
5. Quotations not clearly marked and unamend will not be accepted.
6. Quotations may only be submitted on the quotation documentation provided by the municipality.
7. No awards will be made to a person:
 - i. Who is in the service of the state,
 - ii. If that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state
 - iii. Who is an advisor or consultant contracted with the municipality or municipal entity

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BIDDER

WITNESS

EMPLOYER

WITNESS

QUOTATION NOTICE & INVITATION

STEVE TSHWETE LOCAL MUNICIPALITY

QUOTATION NO.: Error! Reference source not found.

CLOSING DATE: 11/12/2017 AT 12H00



PROVISION OF WATER AND WASTEWATER QUALITY ANALYSIS SERVICES BY A SANAS ACCREDITED LABORATORY OR LABORATORY PARTICIPATING IN PROFICIENCY TESTING SCHEME

In terms of Section 110 of the Municipal Finance Management Act, 2003 (No. 56 of 2003), quotations are hereby invited for provision of water and wastewater quality analysis services by a sanas accredited laboratory or laboratory participating in proficiency testing scheme.

Quotation documents and specifications are available on the municipal website(www.stlm.gov.za)

The closing time for receipt of quotations is **12:00hrs** on **11/12/2017**. Telegraphic, telephonic, telex, facsimile, e-mail, unmarked and **late quotations** will under no circumstances be considered and accepted. The quotation box will be emptied just after closing time on the closing date. Hereafter all quotations will be public.

Any technical enquiries relating to the quotation document may be directed to Mpho Magatha Assistant Director Davidson Machaka, Civil Engineering Services, Engineering TEchnician on 013 249 7201

Fully completed quotation documents, clearly marked "**Quote No. Error! Reference source not found.:** provision of water and wastewater quality analysis services by a sanas accredited laboratory or laboratory participating in proficiency testing scheme" with "**NAME of SUPPLIER**" must be placed in a sealed envelope and placed in the **quotation box at Infrastructure Services**

Office 43

14 SADC Street

Middelburg, 1050 by no later than 12h00 on 11/12/2017. The envelope must be endorsed with number, title and closing date as indicated above.

A preferential point system shall apply whereby a contract will be allocated to a tenderer in accordance with the Preferential Procurement Policy Framework Act, Act No. 5 of 2000 and as defined in the Conditions of Tender in the tender document, read in conjunction with the Supply Chain Management Policy of Steve Tshwete Local Municipality where 80 points will be allocated in respective of price and 20 points in repective of BBEE. Bidders will be evaluated on functionality whereby a minimum score of 65 out of a possible 100 has to be obtained before financial proposals and BBEE can be looked at.

No awards will be made to a person:

- Who is not registered on the Central Supplier Database
- Who is in the service of the state;
- If that person is not a natural person , of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; and/or
- Who is an advisor or consultant contracted with the municipality or municipal entity.

The municipality reserves the right to withdraw any invitation to quote and/or to re-advertise or to reject any quote or to accept a part of it. The municipality does not bind itself to accepting the lowest quotation or award a contract to the bidder scoring the highest number of points.

The following documents have to be attached:

- **Original certified copy of valid BBEE certificate(non compulsory, failure to submit no points will be awarded)**
- **Valid Tax Clearance certificate & SARS Pin reference pin issued(Tax status must be tax compliant at closure of bid)**

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- **SANAS Accreditation Certificate and/or Certificate of Participation in the Proficiency Testing Scheme (PTS)**
- **Copy of current municipal account(not older than 3 months)**
- **Copy of company registration certificate (CK)**
- **Copy of CSD document and tax status must be tax compliant for period of validity of quotation**

S.M MNGUNI

ACTING MUNICIPAL MANAGER

STEVE TSHWETE LOCAL MUNICIPALITY

Municipal Civic Building, Wanderers Avenue, MIDDELBURG, 1050

C2 PRICING SCHEDULE

C2.1 PRICING INSTRUCTIONS

- a) These pricing instructions provide the tenderer with guidelines and requirements with regard to the completion of the pricing schedule. These pricing instructions also describe the criteria and assumptions which will be assumed in the contract to have been taken into account by the tenderer when developing his prices.
- b) The pricing schedule shall be read with all the documents which form part of this contract.
- c) The following words have the meaning hereby assigned to them:

Words/Abbreviation	Meaning
Example: M	Meter
mg/L	Milli gram per litre
MPN	Most Probable Number
Pt	Platinum
µg/L	Micro gram per litre
NTU	Nephelometric Turbidity Unit

- d) The rates to be inserted in the pricing schedule are to be full inclusive for the work described under the specification. Such rates shall cover all costs and expenses that may be required in and for the execution of the work described, and shall cover the cost of all general risks, liabilities, and obligations set forth or implied in the documents on which the tender is based, as well as overhead charges and profit.
- e) A rate is to be entered against each item in the Schedule of Fees and Disbursements. An item against which no rate is entered will be accepted as a rate of nil having been entered against such items and covered by the other prices or rates in the schedule.
- f) All rates and sums of money quoted in the pricing schedule shall be in Rands and whole cents. Fractions of a cent shall be discarded.
- g) All travelling costs, accommodation, meals and other incidental costs are to be included in the time based costs.
- h) Provisional amounts shall only be expended on the specific instruction of the Employer.
- i) All prices and rates entered in the pricing schedule must be **exclusive of Value Added Tax (VAT)**.
- j) If registered VAT is should be added at below the schedule. If not VAT registered indicate zero or “-“
- k) Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange variations) will not be considered.

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- l) In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
- m) In cases of contract periods longer than 12 months and price adjustments is applicable, it will be based on CPI. If higher inflation is required indicate CPI + and number %.
- n) If the tender required firm (fixed prices) the amount indicated in Colum D will be the tender amount.
- o) If the tender amount is payable at end of contract on delivery of goods and services, Scratch out total per month with N/A or “-“
- p) If the tender amount is based on rates (Column B), the tender will be awarded to the rate and the total contract amount will only be used for evaluation purposes.

MBD 3.1 BID PRICE

Bid Number: Error! Reference source not found.

(Note : Contract amount to be carried over to Form of Offer C1.1.1)

(Departments should amend pricing schedule according to pricing requirements and specifications)

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

NOTE:

ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of Bidder:.....	Bid Number: Q01.12.17
Closing Time: 12:00	Closing Date:

C2.2.1 DRINKING WATER MICROBIOLOGICAL DETERMINANDS

DETERMINANDS	UNITS	RATES (R)
Total Coliforms	Counts / 100 ml or MPN/ 100 ml	
<i>Ecoli/ Faecal Coliform</i>	Counts/ 100 ml or MPN/ 100 ml	
<i>Heterotrophic plate</i>	Counts per 1.0ml or MPN/1.0 ml	
SUB-TOTAL		R

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C2.2.2 DRINKING WATER PHYSICAL DETERMINANDS

DETERMINANDS	UNIT	RATES (R)
Physical Determinands:		
pH	pH Units	
Electrical Conductivity (EC)	mS/m at 25 C	
Total Dissolve Solids (TDS)	mg/l	
Turbidity	NTU	
Colour	mg/l Pt	
SUB-TOTAL		R

C2.2.3 DRINKING WATER CHEMICAL DETERMINANDS

DETERMINANDS	UNIT	RATES (R)
Macro Determinands:		
Langelier Index	mg/l	
Total Alkalinity as CaCO ₃	mg/l	
Total Hardness as CaCO ₃	mg/l	
Calcium Hardness as CaCO ₃	mg/l	
Magnesium Hardness as CaCO ₃	mg/l	
Calcium as Ca	mg/l	
Chloride as Cl ⁻	mg/l	
Fluoride as F ⁻	mg/l	
Magnesium as Mg	mg/l	
Nitrate as NO ₃ ⁻	mg/l	
Nitrite as NO ₂ ⁻	mg/l	
Potassium as K	mg/l	
Sodium as Na	mg/l	
Sulphate as SO ₄ ²⁻	mg/l	
Free Chlorine as Cl ₂ ⁻	mg/l	
Trace Metals Analysis:		
Aluminium as Al	mg/l	
Iron as Fe	mg/l	

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Manganese as Mn	mg/l	
SUB-TOTAL		R

C2.2.4 WASTEWATER CHEMICAL & MICROBIOLOGICAL ANALYSIS

DETERMINANDS	UNIT	RATES (R)
pH	pH Units	
Conductivity	mS/m@25°C	
Total Dissolved Solids	mg/l	
Settleable Solids ml/l	ml/l	
Total Alkalinity as CaCO3	mg/l	
Free and Saline Ammonia as NH ₃ as N	mg/l	
Filtered Ammonia as NH ₃	mg/l	
COD (Chemical Oxygen Demand)	mg/l	
Filtered COD (Chemical Oxygen Demand)	mg/l	
Suspended Solids as SS	mg/l	
Fluoride	mg/l	
Nitrate /Nitrite as N	mg/l	
Orthophosphate as PO ₄ ³⁻	mg/l	
Soap ,Oil and Grease (IR)	mg/l	
Free Chlorine as Cl ²⁻	mg/l	
Faecal Coliform/100ml	Count/100ml	
SUB-TOTAL		R

C2.4.6 TOTAL COST FOR BOTH WATER & WASTEWATER ANALYSIS

	Rate per sample	<u>Anticipated</u> Number of samples	Total Amount (R)
Drinking Water : Microbiological Analysis (From Table C.2.2.1)	R	384	R
Drinking Water: Physical Analysis (From Table C.2.2.2)	R	240	R

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Drinking Water: Chemical Analysis (From Table C.2.2.3)	R	240	R
Wastewater Samples: Chemical & Micro Analysis (From Table C.2.2.4)	R	12	R
SUB-TOTAL			R
VAT @14%			R
GRAND TOTAL PROJECT COST (Tender Amount)			R

Note 1: THE ANTICIPATED NUMBER OF SAMPLES USE IN THE TABLE ABOVE ARE FOR EVALUATION PURPOSES ONLY.

Note 2: OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID

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BIDDER

WITNESS

EMPLOYER

WITNESS

FORM OF OFFER

The employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the following project:

Bid / Tender Number	Error! Reference source not found. Q01.12.17
Tender Title	PROVISION OF WATER AND WASTEWATER QUALITY ANALYSIS SERVICES BY A SANAS ACCREDITED LABORATORY OR LABORATORY PARTICIPATING IN PROFICIENCY TESTING SCHEME

The tenderer, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the tenderer offers to perform all of the obligations and liabilities of the service provider / consultant 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 OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS THE FOLLOWING:

AMOUNT IN WORDS (INCL. VAT)	AMOUNT IN FIGURES (INCL VAT)
RAND	R

****AMOUNT MUST BE IN WORDS AS WELL AS FIGURES**

This offer may be accepted by the employer by communicating such acceptance in writing to the tenderer or by signing the acceptance part of this Form of Offer and Acceptance and returning one copy thereof to the tenderer, whereupon the tenderer becomes the party named as the provider / consultant in the conditions of contract identified in the contract data.

Signature Block: Tenderer			
Signature		Date	
Name			
Capacity			
Name of organization			
Address of organization			
Signature of witness		Date	
Name of witness			

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FORM OF 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 service provider / consultant the amounts due in accordance with the conditions of contract identified in the contract data. Acceptance of the tenderer's offers 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 C1 Agreements and contract data, (which includes this agreement)
- Part C2 Pricing data
- Part C3 Scope of work.
- Service Level of Agreement attached to this document (if any) as amended (if applicable) and signed by the parties.

and documents or parts thereof, which may be incorporated by reference into Parts C1 to C3 above.

Deviations from and amendments to the Service Level Agreement and documents listed in the tender data and any addenda thereto as listed in the tender schedules, will only be valid if reduced to writing and signed by both parties.

The tenderer shall within two weeks after receiving a completed copy of this agreement, 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. Failure to fulfill any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Unless otherwise specified elsewhere in this bidding document or any subsequent written agreement entered into between the parties, this agreement comes into effect on the date when the Employer communicates the acceptance and/or conditions of acceptance of the tenderer's offer in writing or signs the acceptance part of the Offer and Acceptance, whichever occurs first.

Signature Block: Employer			
Signature		Date	
Name			
Capacity			
Name of organization	Steve Tshwete Local Municipality		
Address of organization	P.O. Box 14, Middelburg, 1050		
Signature of witness		Date	
Name of witness			

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MBD 2

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 bidders are required to complete in full form TCC001 "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. 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.
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's must submit a separate Tax Clearance Certificate.
5. Applications for the tax clearance certificates may also be made via e-Filing. In order to use this provision, taxpayers will need to register with SARS as e-Fileers through the website www.sars.gov.za.
6. Exemption to the provision of a tax clearance certificate will be granted provided that:
 - a) The bidder is registered on the vendor database of the municipality and a valid tax clearance certificate was submitted together with the application for registration
 - b) If the closing date of the price quotation or bid falls within the expiry date of the tax clearance certificate that is in the municipality's possession.

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	BIDDER	WITNESS	EMPLOYER	WITNESS	

MBD 4**DECLARATION OF INTEREST**

1. No bid will be accepted from persons in the service of the state¹.
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.

No.	Information	Please provide detail	
3.1	Full name of bidder or his or her representative		
3.2	Identity number		
3.3	Position occupied in the company (director, trustee, hareholder ²)		
3.4	Company registration number		
3.5	Tax reference number		
3.6	VAT registration number		
Note	<i>(The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.)</i>		
3.7	Are you presently in the service of the state? If yes, please furnish particulars :	Yes	No
3.7.1	Name of director		
3.7.2	Service of state organization		

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BIDDER

WITNESS

EMPLOYER

WITNESS

3.8	Have you been in the service of the state for the past twelve months? If yes, please furnish particulars :	Yes	No
3.8.1	Name of director		
3.8.2	Service of state organization		
3.9	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? If yes, please furnish particulars :	Yes	No
3.9.1	Name of person in the service of state		
3.9.2	Relationship		
3.10	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? If yes, please furnish particulars :	Yes	No
3.10.1	Name of person in the service of state		
3.10.2	Relationship		
3.11	<i>Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?</i> If yes, please furnish particulars :	Yes	No
3.11.1	Name of director		
3.11.2	Service of state organization		
3.12	Is any spouse, child or parent of the company's director trustees, managers, principle shareholders or stakeholders in service of the state? If yes, please furnish particulars:	Yes	No
3.12.1	Name of director		
3.12.2	Name of relative		

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3.12.3	Relationship		
3.13	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? If yes, please furnish particulars:	Yes	No
3.13.1	Name of director		
3.13.2	Related company		
Note:	<p>SCM Regulations:</p> <p>“¹In the service of the state” means to be –</p> <ul style="list-style-type: none"> (a) a member of – <ul style="list-style-type: none"> (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. <p>“² 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.</p>		

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

Full Name	Identity Number	State Employee Number

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BIDDER

WITNESS

EMPLOYER

WITNESS

5. I, the undersigned certify that the information furnished on this declaration form is correct.

I accept that the state may act against me should this declaration prove to be false.	
NAME OF REPRESENTATIVE	AUTHORIZED SIGNATURE (UNDERSIGNED)
DATE	CAPACITY

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	BIDDER	WITNESS	EMPLOYER	WITNESS	

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
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated to **exceed/not exceed** R50 000 000 (all applicable taxes included) and therefore the preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for 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.

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	√	√
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

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

8.2 VAT registration number:.....

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:

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BIDDER

WITNESS

EMPLOYER

WITNESS

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-BBE 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 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
.....
.....

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	BIDDER	WITNESS	EMPLOYER	WITNESS	

MBD 8

DECLARATION OF BIDDERS PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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:
 - 3.1 abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - 3.2 been convicted for fraud or corruption during the past five years;
 - 3.3 willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - 3.4 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 www.treasury.gov.za and can be accessed by clicking on its link at the bottom of the home page	Yes	No
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 www.treasury.gov.za by clicking on its link at the bottom of the home page.	Yes	No
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	Yes	No

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Item	Question	Yes	No
	court of law outside the Republic of South Africa) for fraud or corruption during the past five years?		
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	No
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	No
4.5.1	If so, furnish particulars:		

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BIDDER

WITNESS

EMPLOYER

WITNESS

CERTIFICATION

I, the undersigned certify that the information furnished on this declaration form 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.

NAME OF REPRESENTATIVE	AUTHORIZED SIGNATURE (UNDERSIGNED)
DATE	CAPACITY

Error! Reference source not found.					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This municipal bidding document (MBD) must form part of all bids¹ 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).² 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:
 - 3.1. take all reasonable steps to prevent such abuse;
 - 3.2. 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
 - 3.3. 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:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² 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.

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MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

TENDER: Error! Reference source not found. : **PROVISION OF WATER AND WASTEWATER QUALITY ANALYSIS SERVICES BY A SANAS ACCREDITED LABORATORY OR LABORATORY PARTICIPATING IN PROFICIENCY TESTING SCHEME**

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:

NAME OF REPRESENTATIVE

that:

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

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	BIDDER	WITNESS	EMPLOYER	WITNESS	

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 consortium³ 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:

- 7.1 Prices;
- 7.2 Geographical area where product or service will be rendered (market allocation);
- 7.3 Methods, factors or formulas used to calculate prices;
- 7.4 The intention or decision to submit or not to submit a bid;
- 7.5 The submission of a bid which does not meet the specifications and conditions of the bid;
or
- 7.6 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.

³ Joint venture or consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a 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.

NAME OF REPRESENTATIVE	AUTHORIZED SIGNATURE (UNDERSIGNED)
DATE	CAPACITY

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BIDDER

WITNESS

EMPLOYER

WITNESS

CLARIFICATION MEETING ATTENDANCE CERTIFICATE

This is to certify that, I	
representing	
in the company of	
attended the clarification meeting on	N/A at N/A Address: N/A

I have made myself familiar with all conditions likely to influence the work and the cost thereof. I further certify that I am satisfied with the description of the work and explanations given at the clarification meeting and that I understand perfectly the work to be done, as specified and implied, in the execution of this contract.

NAME OF REPRESENTATIVE	SIGNATURE	DATE

NAME OF MUNICIPAL REPRESENTATIVE	SIGNATURE	DATE

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BIDDER	WITNESS	EMPLOYER	WITNESS		

The following particulars must be furnished. In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted.

Section 1: Name of enterprise

Section 2: VAT registration number, if any

Section 3: Particulars of sole proprietors and partners in partnerships

No	Name*	Identity Number*	Personal Income Tax Number*
3.1			
3.2			
3.3			

* Complete only if sole proprietor or partnership and attach separate page if more than 3 partners

Section 4: Particulars of companies and close corporations

4.1	Company Registration number	
4.2	Close corporation number	
4.3	Tax reference number	

Section 5: Record in the service of the state

Indicate by marking the relevant boxes with a cross, if any sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following:

A member of any municipal council	<input type="checkbox"/>	An employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public finance Management Act, 1999 (Act 1 of 1999)	<input type="checkbox"/>
A member of any provincial legislation	<input type="checkbox"/>	A member of an accounting authority of any national or provincial public entity	<input type="checkbox"/>
A member of the National Assembly or the National Council of Province	<input type="checkbox"/>	An employee of Parliament or a provincial legislature	<input type="checkbox"/>
A member of the board of directors of any municipal entity	<input type="checkbox"/>	An official of any municipality or municipal entity	<input type="checkbox"/>

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Name of sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

Section 6: Records of spouses, children and parents in the service of the state

Indicate by making the relevant boxes with a cross, if any spouses, child or parent of a sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months been in the service of any of the following:

A member of any municipal council	<input type="checkbox"/>	An employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management act, 1999 (act 1 of 1999)	<input type="checkbox"/>
A member of any provincial legislature	<input type="checkbox"/>	A member of an accounting authority of any national or provincial public entity	<input type="checkbox"/>
A member of the National Assembly or the National Council of Province.	<input type="checkbox"/>	An employee of Parliament or a provincial legislature	<input type="checkbox"/>
A member of the board of directors of any municipal entity	<input type="checkbox"/>	An official of any municipality or municipal entity	<input type="checkbox"/>

Name of spouse, child or parent	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

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The undersigned, who warrants that he/she is duly authorized to do so on behalf of the enterprise:

- i) authorizes the Employer to obtain a tax clearance certificate from the South African Revenue Services that my / our tax matters are in order;
- ii) confirms that neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004.
- iii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of frauds or corruption;
- iv) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and
- v) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Note: insert separate page if necessary

NAME OF REPRESENTATIVE	AUTHORIZED SIGNATURE (UNDERSIGNED)
CAPACITY	DATE

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BIDDER

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CLEARANCE CERTIFICATE FOR WATER & LIGHTS

Section 45(1)(d) of Municipal Supply Chain Regulations requires that the municipality must reject a bidder whose municipal rates and taxes are in arrears for more than three months.

The purpose of this schedule is to obtain proof that municipal services, rates and taxes of the service provider are not in arrears for more than three months, with the relevant municipality / landlord in the municipal area where the service provider conduct his / her business.

Each bidder must complete the below checklist. Important: if you fail to complete this form, the bid will be non-responsive. (Please tick with **X** where appropriate):

QUESTIONS		YES	NO
1.	Is your municipal rates and taxes account up to date / current (not in arrears for more than three months)?		
2.	If yes, provide the following details:		
2.1	▪ Municipality name		
2.2	▪ Municipal account number		
3.	If yes, please attached proof in the form of the original or certified copy of the bidder's municipal rates and taxes account not older than 3 months		
4.	Does the bidder lease* / rent the property where the business is situated?		
5.	If yes, provide the following details:		
5.1	▪ Landlord name		
5.2	▪ Address property is situated		
5.3	▪ Contact number of landlord		
6.	Please attach the copy of the lease agreement signed by the landlord / lessor and the tenant / lessee as proof		
I, (Insert full name)			
of (insert physical address)			
being a Director, Principal Shareholder, owner of company (Insert company name)			
Hereby confirms that, the information submitted in this form is accurate, to the best of my knowledge			
SIGNATURE			

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BIDDER

WITNESS

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WITNESS

NOTICE OF SUPPLY CHAIN MANAGEMENT

APPLICATION FOR REGISTRATION ON CENTRAL SUPPLIER DATABASE

Par 14(1)(a) of the municipal supply chain management policy states that the municipality must keep a list of accredited prospective providers of goods and services that must be used for the procurement requirements.

The purpose of this notice is to obtain proof that the service provider is registered on the Central Supplier Database. **Registration is COMPULSORY in order to conduct business with Steve Tshwete Local Municipality.** The database will be used to verify the accreditation of a supplier before an award can be made.

Each bidder must complete the below checklist (please tick with an X where appropriate)

	QUESTIONS	YES	NO		
1.	Is your company registered on the Central Supplier Database?				
2.	If yes, provide the following details:				
2.1	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">▪ CSD registration number</td> <td>MAAA</td> </tr> </table>	▪ CSD registration number	MAAA		
▪ CSD registration number	MAAA				
2.2	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">▪ Unique CSD number</td> <td></td> </tr> </table>	▪ Unique CSD number			
▪ Unique CSD number					
3.	Enquiries related to par. 2.1 and 2.2 can be made to Ms. Martha Makoala and Thembi Jiyane at (013) 2497309 / 2497164				
4.	If no, please register on Central Supplier Database ,website, www.csd.gov.za , before submitting tender document				
I, (insert full name)					
of (insert physical address)					
being a Director, Principal Shareholder, owner of company (insert company name)					
hereby confirms that, the information submitted in this form is accurate, to the best of my knowledge					
SIGNATURE					
5.	VERIFICATION BY STEVE TSHWETE LOCAL MUNICIPALITY OFFICIAL				
I, (insert full name)					
in the capacity as					
hereby confirms that the information submitted by the service provider was verified with the Central Supplier Database and found as correct to be the best of my knowledge					
SIGNATURE					

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SCHEDULE 1

EVALUATION SCHEDULE : SANAS ACCREDITATION OR LABORATORY PARTICIPATING IN PROFICIENCY TESTING SCHEME FOR WATER ANALYSIS

The Tenderer's possession of a **valid SANAS Accreditation certificate or participation in proficiency testing scheme (PTS)** for analysis of water & wastewater samples for microbiological, physical and chemical water quality will be evaluated. Only PTS certificates with acceptable z-score of $\geq -2.00 - \leq 2.00$ will be considered.

In the case of an association / joint venture / consortium, it should, indicate how the duties and responsibilities are to be shared. The SANAS accreditation or proof of participation in proficiency testing of all bidding entities must be attached. The score will be awarded for each of the following:

Points 20	SANAS Accreditation Certificate (Physical/Chemical and Microbiological Parameters) or participation in a recognized proficiency testing scheme for water & wastewater analysis with z-score $\geq -2.00 - \leq 2.00$. The recognized PTS shall be registered by SABS and/or National Laboratory Association South Africa.
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NB: Please attach proof of certified copies of SANAS or participation in PTS with z-scores.

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

SIGNED AT	AUTHORIZED SIGNATURE (UNDERSIGNED)
DATE	NAME AND CAPACITY

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SCHEDULE 2

EVALUATION SCHEDULE SCHEDULE OF SANAS ACCREDITED OR PROFICIENCY TESTED PARAMETERS

The number of parameters for which the Tenderer is accredited to perform will be evaluated under this schedule.

In the case of an association / joint venture / consortium, it should, indicate the parameter accredited by either of the joint venture parties provided that valid SANAS accreditation certificate or proof of participation in proficiency testing is submitted under Schedule 11 above.

The Laboratory is required to provide the Municipality with the schedule of their SANAS accredited analytical methods as per Table below, and also indicate the parameters accredited for or similar information in the case of proficiency testing scheme participation.

Note: Please tick the **YES/NO** in the Box for SANAS ACCREDITATION or laboratory z-score.

PARAMETER/ANALYTE	UNIT	SANAS ACCREDITED OR LABORATORY-Z SCORE (YES/NO)	ANALYTICAL METHOD CODE	POINTS
Total Coliforms	Counts / 100 ml or MPN/ 100 ml			2
<i>E.Coli</i>	Counts/ 100 ml or MPN/ 100 ml			3
Faecal Coliform	Counts/ 100 ml or MPN/ 100 ml			3
pH	pH Units			2
Electrical Conductivity (EC)	mS/m at 25 C			2
Total Dissolved Solids (TDS)	mg/l			1
Turbidity	NTU			2
Colour	mg/l Pt			2
Ammonia as N	mg/l			2
Total Alkalinity as CaCO ₃	mg/l			0.5
Total Hardness as CaCO ₃	mg/l			0.5

PARAMETER/ANALYTE	UNIT	SANAS ACCREDITED	ANALYTICAL METHOD	POINTS
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		OR LABORATORY-Z SCORE (YES/NO)	CODE	
. Calcium as Ca	mg/l			0.5
. Chloride as Cl ⁻	mg/l			2
. Fluoride as F ⁻	mg/l			2
. Magnesium as g	mg/l			2
. Nitrate as NO ₃ ⁻	mg/l			2
. Nitrite as NO ₂ ⁻	mg/l			2
. Potassium as K	mg/l			1
. Sodium as Na	mg/l			2
. Sulphate as SO ₄ ²⁻	mg/l			2
. Aluminium as Al	mg/l			2
. Iron as Fe	mg/l			0.5
. COD (Chemical Oxygen Demand)	mg/l			3
. Suspended Solids as SS	mg/l			3
. Volatile Suspended Solids as VSS	mg/l			1
. Orthophosphate as PO ₄ ³⁻	mg/l			3
. Arsenic as As	µg/l			1
. Cadmium as Cd	µg/l			1
. Nickel as Ni	µg/l			1
. Cobalt as Co	µg/l			1
. Copper as Cu	µg/l			1
. Total Chromium as Cr	µg/l			1
. Vanadium as V	µg/l			0.5

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BIDDER

WITNESS

EMPLOYER

WITNESS

PARAMETER/ANALYTE	UNIT	SANAS ACCREDITED OR LABORATORY-Z SCORE	ANALYTICAL METHOD CODE	POINTS
. Selenium as Se	µg/l			0.5
. Lead as Pb	µg/l			1
. Manganese as Mn	µg/l			1
. Mercury as Hg	µg/l			0.5
. Cyanide as CN	µg/l			0.5
. Uranium as U	µg/l			0.5
. Phenols	µg/l			1
. Dissolved Organic Carbon as C	mg/l			1
. Total Trihalomethanes	mg/l			1
. Cryptosporidium Species	Count/ 10 ml			0.5
. Giardia Species	Count/ 10 ml			0.5
. Somatic Coliphages	Count/ 10 ml			0.5

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BIDDER

WITNESS

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WITNESS

MBD 7.2

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN BY BOTH THE SERVICE PROVIDER (PART 1) AND THE EMPLOYER / MUNICIPALITY (PART 2) AND SIGNED IN THE DUPLICATE.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

- I hereby undertake to render the services as described in the attached bidding documents to Steve Tshwete Local Municipality in accordance with the requirements and task directives / proposals specifications stipulated in bid number **Error! Reference source not found.** at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the Employer / Municipality during the validity period indicated and calculated from the closing date of the bid.
1. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - 2.1 Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of Bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - Service Level Agreement
 - 1.2 General Conditions of Contract;
 - 1.3 Other (specify)
 2. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
 3. I accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
 4. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
 5. I confirm that I am duly authorized to sign this contract.

SIGNED AT	AUTHORIZED SIGNATURE (UNDERSIGNED)
DATE	NAME AND CAPACITY
WITNESSES: (SIGNATURE)	DATE
1.	
2.	

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BIDDER	WITNESS	EMPLOYER	WITNESS		

MBD 7.2

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE EMPLOYER / MUNICIPALITY)

I _____ in my capacity
 as _____ accept your bid under
 reference number _____ dated _____
 for the rendering of services hereunder and/or further specified in the annexures.

1. An official order indicating service delivery instructions is forthcoming.
2. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice, subject to the National Treasury's Central Supplier Database reflecting your tax status as compliant.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION & CONTENT (IF APPLICABLE)

4. I confirm that I am duly authorized to sign this contract.

SIGNED AT	AUTHORIZED SIGNATURE (UNDERSIGNED)
DATE	NAME AND CAPACITY
WITNESSES: (SIGNATURE)	OFFICIAL STAMP
1.	
2.	

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BIDDER

WITNESS

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C1.2 CONTRACT DATA

PART 1 - DATA PROVIDED BY THE EMPLOYER

The employer is the Steve Tshwete Local Municipality .	
The authorized and designated representative of the employer is:	
Name:	Davidson Machaka, Engineering Technician
The address for receipt of communications is:	Steve Tshwete Local Municipality Civic Centre P.O. Box 14 Middelburg 1050
Telephone:	013 249 7163
Facsimile:	013 243 2550
Email:	mphom@stlm.gov.za
The project is:	PROVISION OF WATER AND WASTEWATER QUALITY ANALYSIS SERVICES BY A SANAS ACCREDITED LABORATORY OR LABORATORY PARTICIPATING IN PROFICIENCY TESTING SCHEME

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The service provider is

Name

Address

Telephone:

Facsimile:

The authorized and designated representative of the service provider is

Name

The address for receipt of communications is

Telephone

Facsimile

Email

Address

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BIDDER

WITNESS

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C3 SCOPE OF WORKS / SPECIFICATIONS

1. DESCRIPTION OF THE SERVICES REQUIRED

The Municipality requires services of a reputable laboratory for the analyses of water and wastewater samples by a SANAS accredited laboratory or a laboratory participating in a recognised Proficiency Testing Scheme (PTS). Recognised PTS shall constitute the testing schemes conducted under the National Laboratory Association SA or SA Bureau of Standards.

2. LOCATION

The water sample will be collected from various sampling points in and around Middelburg as per water quality monitoring programme and delivered to the Laboratory within 18 hours. Standard sample preservation techniques will be employed.

3. TRANSPORTATION OF WATER SAMPLES

The Municipality shall be responsible to collect and transport samples under preservation to the laboratory. The Municipality shall bear the cost of transportation of the samples up to a maximum of the 50 km radius. The bidder shall bear cost associated with further transportation of the water samples to the location of the laboratory beyond the 50km radius measured from Middelburg CBD.

4. SCOPE OF WORK

- An accredited Laboratory will enter into a Service Level Agreement (SLA) with the Municipality with the aims:
To analyze potable water and wastewater samples on monthly basis or when requested to do so when the need arises;
- Provide written analytical analysis monthly reports with technical comments with regards to compliance in relation to South African National Standards 241 (SANS 241) and General Effluent Standards/ license conditions;
- To provide report in a format compatible with the Blue Drop System;

5. PROJECT DELIVERABLES

- Tenderer must ensure that all methods to be used during analysis are registered and approved analytical method and quality control procedures in place.
- The analytical work must be done under the supervision of a trained analyst, i.e., one with an applicable University Degree or Technikon Diploma. The Curriculum Vitae (CV) of the laboratory staff, must be submitted with the tender.
- Tenderer must attach proof to indicate that the laboratory participate in a recognized external Inter-Laboratory Performance Studies or Proficiency Testing Program.
- Tenderers must have reporting format and turnaround time as described on item 4.6 below.
- The results of all analytical work done must be available within 2 weeks in case of chemical analysis and 3 days in the case of microbiological samples or earlier in the case of emergencies.
- Each batch of analysis results must be provided together with the control samples results or standards results that will indicate accuracy of the method used.
- Narrative interpretation reports and written client advice shall accompany each set of results.
- The Tenderer must be prepared to analyse emergency samples at any time on request;
- Special reports for ad-hoc events shall be delivered within a week of analysing the results.
- The samples will be stored for a period of 8 weeks after the initial tests were carried out; this will allow Steve Tshwete Municipality a period of time to evaluate the results of these tests

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and request re-analysis where necessary.

- Full records of raw analytical data should be archived for all samples analyzed for at least twelve (12) months from the date of submission of the written analytical report.

6. REMUNERATION

Remuneration shall be based on the number of samples submitted and rates quoted in the pricing schedule.

7. PAYMENTS

Payment will be made within 30 days after receipt of a tax invoice.

8. COMPLIANCE TO BID SPECIFICATION

In a case where the bidder intend to supply an Equivalent of the units described in paragraph 1 above; the bidder is required to supply the equivalent specifications of the units. Failure to do so will result in disqualification due to non-responsiveness to bid specifications.

9. DELIVERY OF GOODS

Delivery of the units is Krugerdam Water Treatment Works. The supplier should ensure that the unit is delivered at the right place and that it is received in good condition.

10. INFORMATION TO BE PROVIDED WITH THE BID

The total costs of the required services. The price of the unit should be firm until completion date.

11. INFORMATION THAT WILL BE PROVIDED BY THE MUNICIPALITY

An official order would be sent to the supplier soon after evaluation of received bids.

12. EVALUATION OF BIDS

The bids will be evaluated in accordance to the Schedules 1 and 2 above. A total of 60 points must be attained before the bid can be considered for price and preference evaluation. Bids that do not meet the minimum 60 points will be disqualified.

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	BIDDER	WITNESS	EMPLOYER	WITNESS	

13. ELIGIBILITY CRITERIA

The Tenderer's possession of a **valid SANAS Accreditation certificate or participation in proficiency testing scheme (PTS)** for analysis of water & wastewater samples for microbiological, physical and chemical water quality will be evaluated. Only PTS certificates with acceptable z-score of $\geq -2.00 - \leq 2.00$ will be considered.

In the case of an association / joint venture / consortium, it should, indicate how the duties and responsibilities are to be shared. The SANAS accreditation or proof of participation in proficiency testing of all bidding entities must be attached. The score will be awarded for each of the following:

Points 20	SANAS Accreditation Certificate (Physical/Chemical and Microbiological Parameters) or participation in a recognized proficiency testing scheme for water & wastewater analysis with z-score $\geq -2.00 - \leq 2.00$. The recognized PTS shall be registered by SABS and/or National Laboratory Association South Africa.
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NB: Please attach proof of certified copies of SANAS or participation in PTS with z-scores.

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

SIGNED AT	AUTHORIZED SIGNATURE (UNDERSIGNED)
DATE	NAME AND CAPACITY

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	BIDDER	WITNESS	EMPLOYER	WITNESS	

Only those tenderers who satisfy the following eligibility criteria are eligible to submit tenders:

- 13.1. Tenderer is SANAS accredited or participate in Laboratory Testing Scheme (PTS).
- 13.2. Tenderer receives the minimum required points for functionality.
- 13.3. Tenderer is registered on the National Treasury CSD.
- 13.4. Tenderer has the managerial capacity, reliability and experience regarding the nature of the tender.
- 13.5. The tenderer has in his or her possession an original valid tax clearance certificate issued by the South African Revenue Services.
- 13.6. The tenderer is not in arrears for more than 3 months with municipal rates and taxes and municipal service charges;
- 13.7. The tenderer or any of its directors is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector; and
- 13.8. The tenderer has not:
 - Abused the Employer's Supply Chain Management System; or
 - Failed to perform on any previous contract and has been given written notice to this effect.
 - It is considered that the performance of the services will not be compromised through any conflict of interest.)

14. MANDATORY INFORMATION TO BE SUBMITTED

The total costs of the required services. The price of the unit should be firm until completion date. Also attach SANAS Accreditation or proof of participation in PTS.

15. JOINT VENTURES AND CONSORTIUMS

In the case of an association / joint venture / consortium, it should, indicate how the duties and responsibilities are to be shared.

16. PERIOD OF TENDER

The period of the tender undefinable, as it is dependent on the rates only, however it is estimated at 2 – 3 months.

17. ACCEPTANCE OF OFFER

The municipality reserves the right not to award the tender or any part of the tender subject to the availability of budgetary funds. The Municipality reserve the right to appoint on rates for the desired number of samples.

18. EVALUATION

The bids will be evaluated in accordance to the Schedules 1 and 2 above.

19. VALIDITY PERIOD

The quotation shall be valid for 90 days from date of opening the quote.

20. ESTIMATE TIMEFRAMES

No.	Activity	Estimate Date
1.	Advertisement and invitation	16/10/2017

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2.	Closing Date for submission of quotations	7 days
3.	Evaluation process.	7 days
4.	Signing of final award	1 day

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C.4. Supporting documents for quotation:

Service providers are requested to file all relevant supporting documents according to this list.

<u>Annexure</u>	<u>Description</u>	<u>Applicable Yes / No</u>
A	Tax Clearance Certificate & SARS reference pin	Yes
B	Original certified copy of BBBEE Certificate	Yes
C	Central Supplier Database report	Yes
D	Copy of Municipal Water & Lights Account or Lease agreement	Yes
E	Original certified copy of CIDB Grading certificate	Yes
F	Accreditation certificate for :	Yes / No
G	Company registration certificate (CK 1)	Yes
H	Functionality report: Tenderer's experience	Yes / No
I	Functionality report: Proposed organization, staffing and key staff experience evaluation	Yes / No
J	Functionality report: Capacity to execute & implement the tender (physical resources) evaluation	Yes / No
K	Functionality report: Tenderer's implementation plan for the project	Yes / No
L	JV Agreement (If applicable)	Yes / No
M	Sub Contractor's information and documents (If applicable)	Yes / No

GENERAL CONDITIONS OF CONTRACT

The General Conditions of Contract are not included in this document and may be downloaded from the following website – www.treasury.gov.za/legislation.

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