



# STEVE TSHWETE LOCAL MUNICIPALITY

QUOTATION NO. Q08.04.21

CALLING FOR QUOTATIONS FOR GOODS  
( R 30 000 TO R 200 000.00 )

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

<b>CLOSING DATE:</b>	<b>2021/04/26</b>	<b>TIME</b>	<b>12H00</b>
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<b>NAME OF COMPANY</b>	
<b>TOTAL AMOUNT (MBD 3.1)</b>	
<b>CENTRAL SUPPLIER DATABASE NUMBER</b>	MAAA
<b>TAX COMPLIANCE STATUS PIN</b>	
<b>CONTACT PERSON</b>	
<b>TELEPHONE NUMBER</b>	
<b>FAX NUMBER</b>	

<b>ENQUIRIES REGARDING QUOTATION PROCEDURES</b>		<b>TECHNICAL ENQUIRIES</b>	
DIRECTORATE FINANCIAL SERVICES SUPPLY CHAIN MANAGEMENT UNIT		DIRECTORATE: CIVIL ENGINEERING SERVICES	
KENNETH MAHLANGU		DUDU CHOLO	
CHIEF DEMAND AND ACQUISITIONING		ENGINEERING TECHNICIAN	
TEL. NUMBER	013 249 7702	TEL. NUMBER	013 249 7832
<b>QUOTATION ISSUED BY</b>			
KATLEGO HLONGWA		DIRECTORATE FINANCIAL SERVICES SUPPLY CHAIN MANAGEMENT UNIT	
BUYER		TEL. NUMBER	012 249 7703
STEVE TSHWETE LOCAL MUNICIPALITY		P.O. BOX 14, MIDDELBURG, 1050	

**QUOTATION DETAILS**

QUOTATION NUMBER	<b>Q08.04.21</b>					
TENDER TITLE	<b>RE-ADVERT PROVISION OF WATER AND WASTEWATER QUALITY ANALYSIS AND ASSOCIATED SERVICES BY A SANAS ACCREDITED LABORATORY OR LABORATORY PARTICIPATING IN PROFICIENCY TESTING SCHEME</b>					
CLOSING DATE				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	N/A		
QUOTATION DOCUMENT FEE	FREE OF CHARGE		PREFERENCE POINT SYSTEM	80/20		
QUOTATION BOX SITUATED AT	<b>Demand and Aquisition Management, SCM Offices, Coner Of Walter Sisulu and Protea str MIDDELBURG</b>					
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	<b>90 DAYS FROM THE CLOSING DATE OF QUOTATION.</b>			LOCAL CONTENT	NO	

**PLEASE NOTE:**

1. Prospective suppliers must be registered on CSD prior to submitting quotation .
2. **Quotations that are deposited in the incorrect box will not be considered.**
3. This quotation 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.
4. Mailed, telegraphic, telex, or faxed quotations will not be accepted.
5. No late quotations after closing date and time will be accepted.
6. Quotations not clearly marked and unamend will not be accepted.
7. Quotations may only be submitted on the quotation documentation provided by the municipality. **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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## PART B TERMS AND CONDITIONS FOR BIDDING

### 1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE
- 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.

### 2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 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.
- 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.
- 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
- 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

### 3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  YES  NO
- 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?  YES  NO
- 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  YES  NO
- 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?  YES  NO
- 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?  YES  NO

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.

**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: .....

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BIDDER	WITNESS	EMPLOYER	WITNESS		

# QUOTATION NOTICE & INVITATION



## STEVE TSHWETE LOCAL MUNICIPALITY

QUOTATION NO.: Q08.04.21

**CLOSING DATE: 26/04/2021 AT 12H00**

### RE-ADVERT PROVISION OF WATER AND WASTEWATER QUALITY ANALYSIS AND ASSOCIATED 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 RE-ADVERT PROVISION OF WATER AND WASTEWATER QUALITY ANALYSIS AND ASSOCIATED 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](http://www.stlm.gov.za))

The closing time for receipt of quotations is **12:00hrs** on 26/04/2021. 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 Dudu Cholo, Engineering Technician on 013 249 7832.

Fully completed quotation documents, clearly marked "Quote No. **Q08.04.21 : RE-ADVERT PROVISION OF WATER AND WASTEWATER QUALITY ANALYSIS AND ASSOCIATED 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 **Demand and Aquisition Management, SCM Offices, Coner Of Walter Sisulu and Protea str MIDDELBURG** by no later than 12h00 on **26/04/2021**. 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 BBBEE.

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.

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	BIDDER	WITNESS	EMPLOYER	WITNESS	

The following documents have to be attached (Bidders that fail to submit documents indicated as compulsory will be disqualified)

- Original certified copy of valid BBBEE Certificate (non-compulsory, failure to submit no points will be awarded)
- Copy of company registration certificate(CK) - Compulsory
- Copy/ printed Tax compliance status Pin to enable the municipality to verify the bidder's tax compliance status - Non-Compulsory
- Copy of current municipal account (not older than 3 months) – copy of Lease Agreement (and landlord's municipal rates account) – Compulsory
- CSD summary report – Non-Compulsory
- All forms must be filled in full - Compulsory
- Proof of SANAS Accreditation and/or Participation in the Proficiency Testing Scheme (PTS) with z-score certificate - Compulsory
- Schedule of SANAS Accredited Parameters/Analytes and/or Parameters/Analystes considered for PTS - Compulsory

B.KHENISA  
MUNICIPAL MANAGER  
STEVE TSHWETE LOCAL MUNICIPALITY  
Municipal Civic Building  
Wanderers Avenue  
MIDDELBURG, 1050

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	BIDDER	WITNESS	EMPLOYER	WITNESS	

## 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

- 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 invalidate your offer. Alterations must be acknowledged as per clause 2.11 of '1.3 STANDARD CONDITIONS OF TENDER'.
- 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.
- 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.

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## MBD 3.1 BID PRICE

Bid Number: **Q08.04.21**  
**(Note : Contract amount to be carried over to Form of Offer C1.1.1)**

### 3.1.1 DRINKING WATER & WASTE WATER MICROBIOLOGICAL DETERMINANDS

DETERMINANT	UNITS	RATES ( R )
Total Coliforms	Counts / 100 ml or MPN/ 100 ml	
<i>E.Coli</i>	Counts/ 100 ml or MPN/ 100 ml	
Heterotrophic plate	Counts per 1.0ml or MPN/1.0 ml	
<b>SUB-TOTAL</b>		<b>R</b>

### 3.1.2 DRINKING WATER PHYSICAL DETERMINANDS

DETERMINANT	UNIT	RATES (R)
<b>Physical Determinands</b>		
pH	pH Units	
Electrical Conductivity (EC)	mS/m at 25° C	
Total Dissolve Solids (TDS)	mg/l	
Turbidity	NTU	
Colour	mg/l Pt	
Temperature	°C	
<b>SUB-TOTAL CARRIED</b>		<b>R</b>

### 3.1.3 DRINKING WATER CHEMICAL DETERMINANDS

DETERMINANT	UNIT	RATES (R)
<b>Macro Determinands Analysis</b>		
Langelier Index	Index	
Total Alkalinity as CaCO <sub>3</sub>	mg/l	
Total Hardness as CaCO <sub>3</sub>	mg/l	
Calcium Hardness as CaCO <sub>3</sub>		
Calcium as Ca <sup>2+</sup>	mg/l	
Chloride as Cl <sup>-</sup>	mg/l	
Fluoride as F <sup>-</sup>	mg/l	
Magnesium as Mg <sup>2+</sup>	mg/l	
Nitrate as NO <sub>3</sub> <sup>-</sup>	mg/l	
Nitrite as NO <sub>2</sub> <sup>-</sup>	mg/l	
Potassium as K <sup>+</sup>	mg/l	
Sodium as Na <sup>+</sup>	mg/l	
Sulphate as SO <sub>4</sub> <sup>2-</sup>	mg/l	
Free Chlorine as Cl <sub>2</sub>	mg/l	
<b>Trace Metals Analysis</b>		
Aluminium as Al <sup>3+</sup>	µg/l	
Iron as Fe <sup>2+</sup>	µg/l	
Manganese <sup>2+</sup>	µg/l	
<b>SUB-TOTAL CARRIED</b>		<b>R</b>

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**3.1.4 WASTEWATER CHEMICAL ANALYSIS**

<b>DETERMINANT</b>	<b>UNIT</b>	<b>RATES ( R )</b>
pH	pH Units	
Total Dissolved Solids	mg/l	
Settleable Solids	ml/l	
Conductivity	mS/m@ 25°C	
Total Alkalinity as CaCO <sub>3</sub>	mg/l	
Ammonia as NH <sub>3</sub>	mg/l	
Total Kjeldahl Nitrogen as N	mg/l	
COD (Chemical Oxygen Demand)	mg/l	
Filtered COD (Chemical Oxygen Demand)	mg/l	
Total Suspended Solids as TSS	mg/l	
Volatile Suspended Solids as VSS	mg/l	
Nitrate as NO <sub>3</sub> <sup>-</sup>	mg/l	
Orthophosphate as PO <sub>4</sub> <sup>3-</sup>	mg/l	
Soap ,Oil and Grease (IR)	mg/l	
Free Chlorine as Cl <sub>2</sub> <sup>-</sup>	mg/l	
Faecal Coliform/100ml	Count/100ml	
<b>SUB-TOTAL CARRIED TO TABLE C2.2.7</b>		<b>R</b>

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**3. 2 SUMMARY OF COSTS**

	Rate per sample	<u>Anticipated</u> Number of samples/ Quantity	Total Amount (R)
Drinking Water & Wastewater: Microbiological Analysis (From Table C.2.2.1)	R	125	R
Drinking Water: Physical Analysis (From Table C.2.2.2)	R	80	R
Drinking Water: Chemical Analysis (From Table C.2.2.3)	R	80	R
Wastewater Samples: Chemical Analysis (From Table C.2.2.4)	R	12	R
<b>SUB-TOTAL</b>			R
<b>VAT @15%</b>			R
<b>GRAND TOTAL (Tender Amount)</b>			R

**Note 1: THE ANTICIPATED NUMBER OF SAMPLES/QUANTITIES USED 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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## 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.

<b>Signature Block: Employer</b>			
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			

**DECLARATION OF INTEREST**

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.

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 <sup>2</sup> )		
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?	Yes	No
	If yes, please furnish particulars :		
3.7.1	Name of director		
3.7.2	Service of state organization		

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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		



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.	
<b>NAME OF REPRESENTATIVE</b>	<b>AUTHORIZED SIGNATURE (UNDERSIGNED)</b>
<b>DATE</b>	<b>CAPACITY</b>

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**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 **not exceed** R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable; or
- b) The 80/20 preference point system will be applicable to this tender Points for this bid shall be awarded for:
  - (a) Price; and
  - (b) B-BBEE Status Level of Contributor.

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

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

1.4 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.

1.5 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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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 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 OR 90/10 PREFERENCE POINT SYSTEMS**

A maximum of 80 or 90 points is allocated for price on the following basis:

**80/20** or **90/10**

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P<sub>s</sub> = Points scored for price of bid under consideration

P<sub>t</sub> = Price of bid under consideration

P<sub>min</sub> = 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:

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**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-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 .....

.....

.....

Q08.04.21					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

## RESOLUTION OF BOARD OF DIRECTORS

**Resolution** of a meeting of the Board of \*Directors / Members / Partners of:

		(Enterprise Name)
Held at		
	(place)	
on		
	(date)	

**RESOLVED that:**

1.	The enterprise submits a bid / tender to the Steve Tshwete Local Municipality in respect of the following project:	
	<b>TENDER Q08.04.21: RE-ADVERT PROVISION OF WATER AND WASTEWATER QUALITY ANALYSIS AND ASSOCIATED SERVICES BY A SANAS ACCREDITED LABORATORY OR LABORATORY PARTICIPATING IN PROFICIENCY TESTING SCHEME</b>	
2.	Mr / Mrs / Ms	
	in his/her capacity a:	(Position in the Enterprise)
	and who will sign as follows:	(Authorized Signature)
be, and is hereby, authorized to sign the bid / tender, and any and all other documents and/or correspondence in connection with and relating to the bid /tender, as well as to sign any contract, and any and all documentation, resulting from the award of the bid / tender to the enterprise mentioned above.		

**Directors / Members / Partners of:**

	NAME	CAPACITY	SIGNATURE
1			
2			
3			

**Note:**

1. *\*Delete which is not applicable*
2. **NB.** *This resolution must be signed by all the directors / members / partners of the bidding enterprise*
2. *Should the number of directors / members / partners exceed the space available above, additional names and signatures must be supplied on a separate page*

**ENTERPRISE STAMP**

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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	<p>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?</p> <p>(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).</p> <p><b>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</b></p>	Yes	No
4.1.1	If so, furnish particulars:		
4.2	<p>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)?</p> <p><b>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.</b></p>	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 court of law outside the Republic of South Africa) for fraud or corruption during	Yes	No

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	BIDDER	WITNESS	EMPLOYER	WITNESS	

Item	Question	Yes	No
	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:		

**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.

<b>NAME OF REPRESENTATIVE</b>	<b>AUTHORIZED SIGNATURE (UNDERSIGNED)</b>
<b>DATE</b>	<b>CAPACITY</b>

Q08.04.21					
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**MBD 9**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 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:
  - 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:

<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.

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	BIDDER	WITNESS	EMPLOYER	WITNESS	

**MBD 9**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

**TENDER: Q08.04.21 : RE-ADVERT PROVISION OF WATER AND WASTEWATER QUALITY ANALYSIS AND ASSOCIATED SERVICES BY A SANAS ACCREDITED LABORATORY OR LABORATORY PARTICIPATING IN PROFICIENCY TESTING SCHEME** in response to the invitation for the bid made by:

<b>NAME OF MUNICIPALITY / MUNICIPAL ENTITY</b>

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

I certify, on behalf of:

<b>NAME OF REPRESENTATIVE</b>

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
  - c. Provides the same goods and services as the bidder and/or is in the same line of business

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	BIDDER	WITNESS	EMPLOYER	WITNESS	

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:
  - 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.

**<sup>3</sup> 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.

<b>NAME OF REPRESENTATIVE</b>	<b>AUTHORIZED SIGNATURE (UNDERSIGNED)</b>
<b>DATE</b>	<b>CAPACITY</b>

## CLARIFICATION MEETING ATTENDANCE CERTIFICATE

<b>This is to certify that, I</b>	
<b>representing</b>	
<b>in the company of</b>	
<b>attended the clarification meeting on</b>	N/A
<p>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.</p>	

<b>NAME OF REPRESENTATIVE</b>	<b>SIGNATURE</b>	<b>DATE</b>

<b>NAME OF MUNICIPAL REPRESENTATIVE</b>	<b>SIGNATURE</b>	<b>DATE</b>

## 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.	Do you own a property?		
2.	Do you receive a municipal rates account?		
3.	Is your municipal rates and taxes account up to date / current (not in arrears for more than three months)?		
4.	If yes, provide the following details:		
4.1	▪ Municipality name		
4.2	▪ Municipal account number		
5.	<b>If yes, please attach proof in the form of the original or certified copy of the bidder's municipal rates and taxes account not older than 3 months</b>		
6.	Does the bidder lease / rent the property where the business is situated?		
7.	If yes, provide the following details:		
7.1	▪ Landlord name		
7.2	▪ Address property is situated		
7.3	▪ Contact number of landlord		
8.	<b>Please attach the copy of the lease agreement signed by the landlord / lessor and the tenant / lessee as proof</b>		
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			

**\* IMPORTANT: IF YOU FAIL TO COMPLETE THIS FORM, PLEASE REGARD YOUR QUOTE AS NON RESPONSIVE**

Q08.04.21			
BIDDER	WITNESS	EMPLOYER	WITNESS

**MBD 7.1**

**CONTRACT FORM – PURCHASE OF GOODS / WORKS**

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

**PART 1 (TO BE FILLED IN BY THE BIDDER)**

4 I hereby undertake to supply all or any of the goods and/or works 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 **Q08.04.21** 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);
  - Technical specification(s)
  - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2017;
  - Declaration of interest;
  - Declaration of Bidder’s past SCM practices;
  - Certificate of Independent Bid Determination;
  - Special Conditions of Contract;

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.

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

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	BIDDER	WITNESS	EMPLOYER	WITNESS	



## 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: Dudu Cholo, Engineering Technician

The address for receipt of communications is:  
Steve Tshwete Local Municipality  
Civic Centre  
P.O. Box 14  
Middelburg  
1050

Telephone: 013 249 7832

Facsimile: N/A

Email: [duduma@stlm.gov.za](mailto:duduma@stlm.gov.za)

The project is: **RE-ADVERT PROVISION OF WATER AND WASTEWATER QUALITY ANALYSIS AND ASSOCIATED SERVICES BY A SANAS ACCREDITED LABORATORY OR LABORATORY PARTICIPATING IN PROFICIENCY TESTING SCHEME**

#### NOTE:

The location for the performance of the Project is **the municipal area of Steve Tshwete**.  
The service provider is required to provide the Service with all reasonable care, diligence and skill in accordance with generally accepted professional techniques and standards.

The service provider is required to obtain the employer's prior approval in writing before taking any of the following actions:

Appointing subcontractors for the performance of any part of the services,  
Appointing key persons or personnel not listed by name in the contract data.



**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

# SCOPE OF WORK

## 1. BACKGROUND

As a Water Services Authority (WSA), the Municipality is obliged to meet the requirement of Section 9 of the Water Services Act (Act No. 108 of 1997). It is required that the WSA practice effective Drinking Water Quality Management and this is done through development and implementation of a water quality monitoring programme for both water and wastewater system in line with the requirement of the Blue and Green Drop Certification Programme.

It is in this view that the Municipality seek to procure services of a SANAS accredited laboratory or reputable laboratory that participate in the recognized proficiency testing scheme for the analysis of water and wastewater samples over a period of thirty six (36) months.

## 2. LOCATION

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

## 3. LOCATION OF THE LABORATORY

In order to meet the maximum 18 hours period within which preserved microbial samples should be analysed. The laboratory is required to be within 50 km radius of the Middelburg CBD. In a case where the laboratory whose information is submitted with this bid is outside the required radius, the Bidder is required to submit a letter of intention to;

- i. Establish a laboratory within 50km radius within 3 months after appointment;
- ii. Ensure that the newly established laboratory is accredited or has the required PTS certificate within the 3 months period.

## 4. 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.

## 5. SCOPE OF WORK

### 1.1. Water And Wastewater Quality Analysis

An accredited or reputable Laboratory will enter into a Service Level Agreement (SLA) with the Municipality with the aims:

- a. To collect water samples from designated sampling points as and when requested;
- b. To analyze potable water and wastewater samples on monthly basis or when requested to do so when the need arises;
- c. Provide written analytical analysis monthly reports with technical comments with regards to compliance in relation to South African National Standards 241 (SANS 241), General and Special Effluent Standards and/or license conditions of different Works;

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## 1.2. Laboratory Associated Services

- a. To provide report in a format compatible with the Integrated Regulatory Information System (IRIS);
- b. Upload water quality data on the IRIS as and when requested;
- c. Update and upload reports and/or information on the IRIS as and when required by the Municipality;
- d. Optimise the treatment works by performing jar tests and and when required;
- e. Operate the treatment works (provide registered process controllers) during emergencies, as and when required by the Municipality.

## 6. PROJECT SPECIFICATION REQUIREMENTS

- 6.1. The bidder is required to demonstrate that the persons assigned for collection of water samples have an acceptable level of training and experience, minimum education is N3 in Water/Chemical Plant Operation and 2 years relevant work experience. The information of the water sampler, such as educational qualifications should be made available to the Municipality for inclusion as supporting documents for Blue/Green Drop Assessment.
- 6.2. The bidder is required to demonstrate that the persons assigned as Process Controllers are registered with the Department of Water and Sanitation (DWS) in terms of Regulation 813. The minimum level of Process Controllers acceptable is Class III. The information of the water sampler, such as educational qualifications should be made available to the Municipality for inclusion as supporting documents for Blue/Green Drop Assessment. The services of the Process Controllers shall be required by the Municipality during instances where, for whatever reason, there Municipality staff is unable to operate the Works.
- 6.3. The bidder must demonstrate capacity to administrate the DWS Integrated Regulatory Information System.
- 6.4. The bidder must demonstrate that there are measures in place to ensure credibility of the microbiological water samples analysis during power outages. As such, it is required that the Laboratory should have a standby generator to ensure that microbiological analysis in progress are not compromised during power outages. In a case where a standby generator is not available, the bidder should indicate his mitigation measures.

## 7. PROJECT DELIVERABLES

- a. A contract will be awarded for a period of thirty six (36) months with effect from the date of appointment.
- b. Tenderer must ensure that all methods to be used during analysis are registered and approved analytical method and quality control procedures in place.
- c. 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, particularly the Technical Signatories must be submitted with the tender.
- d. Tenderer must attach proof to indicate that the laboratory participate in a recognized external Inter-Laboratory Performance Studies or Proficiency Testing Program.
- e. Tenderers must have reporting format and turnaround time as described on items below.
- f. 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.
- g. 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.
- h. Narrative interpretation reports and written client advice shall accompany each set of results.
- i. Meetings with Client's Project Manager or Senior Management shall occur on a quarterly basis or at client's

request.

- j. The Tenderer must be prepared to analyse emergency samples at any time on request;
- k. Special reports for ad-hoc events shall be delivered within a week of analysing the results.
- l. 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 and request re-analysis where necessary.
- m. 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.

## 8. KEY PERFORMANCE INDICATORS

- 8.1. The key performance indicators for this contract shall be strictly the turn-around times for receipt of laboratory water analysis reports.
- 8.2. A maximum duration of analysis is provided per type of water sample.
- 8.3. The key performance indicator shall be measured against the ability of the Service Provider to submit a laboratory analysis report within the maximum duration of analysis.
- 8.4. The performance indicators shall be as follow:

Type of Sample	Maximum Duration of Analysis
Microbiological Sample	3 calendar days
Chemical and physical Sample	14 calendar days
Microbiological Sample (Re-sampling or confirmation of a water quality failure)	2 calendar days
Chemical and physical Sample(Re-sampling or confirmation of a water quality failure- acute health failure)	7 calendar days

- 8.5. The duration of analysis shall be counted in calendar days from the day of receipt of the sample by the laboratory. The duration of analysis include time allowed for the laboratory to prepare a water sample, analyze the sample, and generate a laboratory analysis report.
- 8.6. The calendar days shall be counted from the same day if the laboratory receives the sample before 10h00 in the morning.
- 8.7. The calendar days shall be counted from the next day if the laboratory receives the sample after 10h00 in the morning.
- 8.8. A penalty shall be applied for each calendar day counted after the lapse of the 'maximum duration of analysis' period.
- 8.9. The penalties are detailed under the Service Level Agreement.

## 9. ANTICIPATED NUMBER OF SAMPLES

Type of samples	Anticipated number of samples (over contract period)
Drinking Water & Wastewater: Microbiological Analysis	4 608
Drinking Water: Physical Analysis	2 880
Drinking Water: Chemical Analysis	2 880
Wastewater Samples: Microbiological Analysis	144
Wastewater Samples: Chemical Analysis	288
Full SANS 241 Analysis	90

## 10. REMUNERATION

Remuneration shall be based on the rates quoted for each item.

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11. **PAYMENTS**

Payment will be made within 30 days after receipt of a tax invoice and a valid tax clearance certificate.

12. **ANNUAL PRICE ADJUSTMENT**

The annual price adjustment shall be applicable after completion of each year cycle from the date of appointment. The rates shall be adjusted in accordance with the Consumer Price Index (CPI) as announced by Statistic South Africa.

13. **ELIGIBILITY CRITERIA**

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

- 13.1. Tenderer has the capacity regarding the nature of the tender.
- 13.2. The tenderer has in his or her possession an original valid tax clearance certificate issued by the South African Revenue Services.
- 13.3. The tenderer has in his or her possession an original valid BBBEE certificate.
- 13.4. The tenderer is not in arrears for more than 3 months with municipal rates and taxes and municipal service charges;
- 13.5. 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
- 13.6. The Tenderer has a valid SANAS laboratory accreditation certificate;
- 13.7. 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. **LEVEL OF SERVICE**

The successful bidder may enter into a Service Level Agreement with the Municipality.

15. **ACCEPTANCE OF OFFER**

The Municipality reserves the right not to award the tender or any part thereof or award the tender partially.

16. **EVALUATION**

Tenders will be evaluated on price using the 80/20 preferential point system. **Bidders are therefore requested to attach valid BBBEE certificates.**

17. **VALIDITY PERIOD**

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

**GENERAL CONDITIONS OF CONTRACT**

The General Conditions of Contract are not included in this document and may be downloaded from the following website – <http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/>

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	BIDDER	WITNESS	EMPLOYER	WITNESS	