

**SUPPLY AND DELIVERY OF DRINKING MINERAL WATER, FOAM DISPOSABLE CUPS AND, WATER DISPENSERS INCLUDING MAINTENANCE/SERVICING OF WATER DISPENSERS DURING THE CONTRACT PERIOD AT SENTECH SOC LTD HEAD OFFICE FOR A PERIOD OF 3 YEARS**

**SPECIFICATION**

Service providers are requested to supply and deliver drinking mineral water, foam disposable cups, water dispensers and servicing of the water dispensers for a period of three years at SENTECH SOC LTD. Bidders must provide a valid laboratory test report issued by The South African National Accreditation Standards (SANAS ISO 17025:2017) from an accredited chemical and microbiological testing laboratory.

**OBJECTIVE**

It is the intention of SENTECH SOC LTD to procure bottled drinking Mineral water for its staff. As such, SENTECH SOC LTD intends to select a supplier who can provide the highest quality water and an attractive financial bid. SENTECH shall enter into Contract with a supplier of drinking mineral water.

**BACKGROUND**

The supplier shall supply water dispensers which will be stationed at Sentech corridors which they will be responsible for cleaning and maintaining them. The bidders should indicate the price or cost of cleaning and servicing of the dispenser during the contract period (3 years) or if this service is offered at no cost. (Note any cost Implication will be added to the financial quote for the purpose of evaluation). The proposed annual supply of bottled drinking water shall preferably be mineral water and confirmed as being fit for human consumption by the relevant Authority.

**The water to be supplied shall be approved by an accredited chemical and microbiological testing laboratory in line with SANAS ISO 17025:2017 and a valid supporting documentation of approval attached and form part of the tender response documents**

The water shall be delivered in bottles of 21.8 litres bottle as detailed in the pricing data. The water shall be delivered to SENTECH SOC LTD Head Office located at 2 Octave Street Radiokop. The successful bidder shall be expected to commence delivery immediately after contract signing.

SENTECH SOC LTD does not intend to own the water dispensers and bottles and expects the supplier to take them away at the end of the contract period. Delivery will be made once in a week on a day to be mutually agreed between the client and employer.

Insurance and safety: The suppliers should take safety precautions while delivering the water to prevent damaged and accidents. Covid 19 protocols to be adhered to by the service provider and his/her employees until there is a complete or no lockdown. The contract shall be a fixed price contract and must be quoted in South African rand only. No variation will be payable on grounds of exchange rate fluctuations. Bidders to allow for **Escalations for the three years**. The Quantity of the water required is as per the schedule of requirements. Payment will be based on the number of bottles of water consumed per month. The payment will be supported by a signed delivery note.

The number of water bottles to be supplied may be adjusted by giving a short notice as need may arise. The contract for supply of bottled water is for a period of **3 Three years** commencing from the date of contract signing.

## Water quality

The water shall be supplied in bottled drinking water preferably mineral water and confirmed fit for human Consumption .The sample to be provided must be backed /supported by a valid certificate and laboratory test report . The proposal for this project shall have two (2) components namely:

**The Technical Proposal.** This should demonstrate the Suppliers knowledge for the requirements, understanding and full compliance of the requisite task set forth in the scope of work and this term of reference. **The Financial Proposal,** which shall include price per +-20 litre water bottle container.

### SCHEDULE OF REQUIREMENTS, SPECIFICATIONS AND PRICE SCHEDULE OF GOODS

Number description quantity, delivery schedule (Shipment) Weeks /Month From date of contract signing.

Sentech reserve the right to increase or decrease quantities.

#### YEAR 1 - pricing per month

No.	Description of items	Unit	QNT	Rate	Amount Yea1
1	Supply of Dispenser +-20Lt mineral water Re-filled -water bottles per week	Each	50 Per week		
2	Supply of free-standing water dispensers with Cold and Hot filtered water to be stationed in the kitchens and corridors for a period of 3 years (with side cup holders)	Each	38 units		
3	Supply of fomo disposable cups 175ml 1000 cups/box	box	48 Per month		
4	Maintenance and Servicing of water dispensers	Month	38 units		
SUB TOTAL					
15%Vat					
TOTAL					
Total x 12 months = year 1					

**YEAR 2- pricing per month**

No.	Description of items	Unit	QNT	Rate	Amount Yea1
1	Supply of Dispenser +-20Lt mineral water Re-filled -water bottles per week	Each	50 Per week		
2	Supply of free-standing water dispensers with Cold and Hot filtered water to be stationed in the kitchens and corridors for a period of 3 years (with side cup holders)	Each	38 units		
3	Supply of fomo disposable cups 175ml 1000 cups/box	box	48 Per month		
4	Maintenance and Servicing of water dispensers	Month	38 units		
SUB TOTAL					
15%Vat					
TOTAL					
Total x 12 months = year 2					

**YEAR 3- pricing per month**

No.	Description of items	Unit	QNT	Rate	Amount Yea1
1	<b>Supply of Dispenser +-20Lt mineral water Re-filled -water bottles per week</b>	Each	<b>50 Per week</b>		
2	<b>Supply of free-standing water dispensers with Cold and Hot filtered water to be stationed in the kitchens and corridors for a period of 3 years (with side cup holders)</b>	Each	<b>38 units</b>		
3	<b>Supply of fomo disposable cups 175ml 1000 cups/box</b>	box	<b>48 Per month</b>		

<b>4</b>	<b>Maintenance and Servicing of water dispensers</b>	<b>Month</b>	<b>38 units</b>		
<b>SUB TOTAL</b>					
<b>15% Vat</b>					
<b>TOTAL</b>					
Total x 12 months = year 3					

**Distribution of Water Dispensers (Towers)**

- 2 x JHB OC
- 1 x Facility
- 1 x Canteen
- 1 x DTT Lab
- 1 x BBI NOC
- 1 x Stores
- 1 x Engineering building
- 12 x Main building
- 4 KU Band
- 1 x Nasrec
- 1 x Brixton Tower
- 10 x Boardrooms
- 2 x Guard Room