



**REQUEST FOR PROPOSAL (RFP): 2024/04**  
**APPOINTMENT OF LABORATORY SERVICES**  
**TO UNDERTAKE THE WATER QUALITY**  
**ANALYSIS FOR THE VARIOUS WATER**  
**QUALITY MONITORING COMPONENTS FOR A**  
**PERIOD OF 36 MONTHS**

**BID Number –**  
**RFP 2024/04**

**DOCUMENT INFORMATION SHEET**

<b>Title of Document</b>	<b>APPOINTMENT OF LABORATORY SERVICES TO UNDERTAKE THE WATER QUALITY ANALYSIS FOR THE VARIOUS WATER QUALITY MONITORING COMPONENTS FOR A PERIOD OF 36 MONTHS</b>
<b>Type of Document</b>	<b>Request for Proposal / Bid</b>
<b>Document Number</b>	<b>RFP 2024/04</b>
<b>Technical Specifications Prepared</b>	<b>Bid Specification committee</b>
<b>Department</b>	<b>Water Resource Management</b>
<b>Prepared for</b>	<b>Breede-Olifants Catchment Management Agency</b>
<b>Date of Issue (Available)</b>	<b>09 May 2024</b>
<b>Closing Date</b>	<b>31 May 2024</b>



## REQUEST FOR PROPOSAL

Laboratory Services to conduct water quality analysis for various components of water quality monitoring programmes for Breede-Olifants Catchment Management Agency within the Western Cape Region for A Period Of 36 Months

### RFP 2024/04

The Breede-Olifants Catchment Management Agency (BOCMA) is established under the Schedule 3A public entity responsible for the Breede-Olifants Water Management Area (WMA). It reports to the Department of Water and Sanitation.

The BOCMA conducts continued and coordinated monitoring of various aspects of water resources within its mandated water management area with the purpose to collect data which can be translated into relevant information.

Further to that as part of the initiatives to deal with increasing water quality challenges, The Department has embarked on a journey to revise, update and consolidate its policies and strategies for managing the quality of the water resources. Amongst the other things this exercise includes the development of an integrated water quality management plan which is a vital tool for the conversion of the policy and strategy into practice. One component of the action plan is the enhancement of the water quality monitoring systems.

### INVITATION AND SCOPE OF SERVICES

The Breede-Olifants Catchment Management Agency is inviting bids for Laboratory Services to conduct water quality analysis for various components of water quality monitoring programmes for Breede-Olifants Catchment Management Agency within the Western Cape Region for a period of 36 months.

### GENERAL CONDITIONS

- (a) Preference will be given to respondents who comply with the Breede-Olifants Catchment Management Agency Supply Chain Management Policy & Procedures.
- (b) Preferential Procurement Policy Framework Act (PPPFA) principles and its Regulations, as updated, shall apply, whereby submissions will be evaluated according to the provisions of that Act, its Regulations and the Public Finance Management Act (PFMA).
- (c) All appendices must be completed in full and duly signed.

Request for Proposal/B (RFP/b) documents can be downloaded on e-Tender Portal and at the Breede-Olifants Catchment Management website ([www.breedeolifantscma.co.za](http://www.breedeolifantscma.co.za)). Documents will be available from **12H00 on the 09 May 2024**

One original completed bid document shall be placed in a sealed envelope clearly marked: **“RFP 2024/04 “LABORATORY SERVICES FOR BREEDE-OLIFANTS CATCHMENT MANAGEMENT AGENCY FOR A PERIOD OF 36 MONTHS”**”. The bidder must submit one original completed bid document and four copies of the original bid document.

The closing date and time for the receipt of completed bids is **31 May 2024 before 12:00 pm**

Failure to provide any mandatory information required in this Bid will result in the submissions being deemed null and void and shall be considered non-responsive. Respondents must include their Tax Compliance Pin Number and/ or CSD Registration printout with their submissions in order to be considered.

Telegraphic, telexed, facsimiled or e-mail submissions will not be accepted. No late submissions will be considered.

**Submission requirements:**

Proposals should be submitted enclosed in a sealed envelope marked **(RFP 2024/04) Proposal for LABORATORY SERVICES FOR BREEDE-OLIFANTS CATCHMENT MANAGEMENT AGENCY FOR A PERIOD OF 36 MONTHS** and deposited into the tender box at the reception of Breede-Olifants Catchment Management Agency offices, Corner of Mountain Mill & East Lake Road

OR

Post it to: Attention: Acting: Chief Executive Officer, **RFP 2024/04 LABORATORY SERVICES FOR BREEDE-OLIFANTS CATCHMENT MANAGEMENT AGENCY FOR A PERIOD OF 36 MONTHS**; Private Bag X3055, Worcester, 6850

**Administrative enquiries:** Ms Noxolo Mafanya and Ms Aureca Jansen

[nmafanya@bocma.co.za](mailto:nmafanya@bocma.co.za) and [ajansen@bocma.co.za](mailto:ajansen@bocma.co.za)

023 346 8000

**Technical Enquiries:** Carlo Abrahams and Ms Elkerine Rossouw

[cabrahams@bocma.co.za](mailto:cabrahams@bocma.co.za) and [erossouw@bocma.co.za](mailto:erossouw@bocma.co.za)

023 346 8000

*The BOCMA reserves the right not to accept the lowest proposal in part or in whole or any proposal.*

## **1. BACKGROUND**

The Breede-Olifants Catchment Management Agency (BOCMA) is a water management institution that was established in terms of section 78 of the National Water Act 36 of 1998 and is operational in the Breede-Olifants Water Management Area (WMA). BOCMA falls under Schedule 3A of the Public Finance Management Act (PFMA). The Breede-Olifants CMA reports to the Department of Water and Sanitation as part of performing its mandate and complying with the PFMA, National Treasury Regulations and the Public Audit Act.

The Breede-Olifants Catchment Management Agency (BOCMA) was established in 2014 (Government Notice 412, 23 May 2014) by extending the boundary and area of operation of the Breede-Overberg Catchment Management Agency in terms of Section 80 of the National Water Act, 1998 (Act No 36 of 1998) (NWA). The BOCMA is a lead agent for water resources management within the Breede-Olifants Water Management Area (BOWMA).

The BOCMA falls within the Western Cape Province. The BOCMA currently has 2 offices and an office will be added in the Berg sub catchment, the main office is based in Worcester and the satellite office is in George area. The BOCMA gives effect to its function to investigate and advise water users on the protection, conservation, management, and control of water resources in a cooperative manner. The BOCMA facilitates cooperative governance of water resources through the linking of National, Provincial and Local Government as well as a host of sector partners and stakeholders.

The BOCMA conducts continued and coordinated monitoring of various aspects of water resources within its mandated water management area with the purpose to collect data which can be translated into relevant information.

Further to that as part of the initiatives to deal with increasing water quality challenges, the Department has embarked on a journey to revise, update and consolidate its policies and strategies for managing the quality of the water resources. Amongst the other things this exercise includes the development of an integrated water quality management plan which is a vital tool for the conversion of the policy and strategy into practice. One component of the action plan is the enhancement of the water quality monitoring systems.

Bids are solicited from qualified service providers (see requirements) to perform analysis of water and sediment samples collected by the BOCMA on a routine, as well as ad hoc basis.

## **2. FUNCTIONS**

The BOCMA has the following inherent functions in terms of section 80 of the National Water Act:

- Investigate and advise interested persons on water resource management.
- Compilation of the CMS
- Co-ordinate related activities of water users and WMIs
- Promote co-ordination of implementation of any applicable development plan.
- Promote community participation in water resource management.

**3. VISION**

- Quality water for all, forever

**4. MISSION**

- To manage our water resources responsibly, through continuous engagement with all stakeholders and to devolve decision making to the lowest level for the benefit of all water users in the Breede-Olifants area, including the environment.

**5. EVALUATION CRITERIA AND METHODOLOGY**

- This Document will be evaluated according to 3 Phases

**PHASE 1: ADMINISTRATIVE MANDATORY REQUIREMENTS**

The information contained in the Table below is mandatory and will be used in assessing the responsiveness of bidders. Failure to submit and complete all mandatory information will result in submissions being deemed null and void and shall be considered “non – responsive” and therefore not considered.

DESCRIPTION	MINIMUM PROOF REQUIRED	TICK SUPPLIED	
		YES	No
Tax Compliance Status	CSD Tax Compliance Proof of CSD registration number		
SBD1	Completed, signed and submitted		
SBD 3.3	Completed, signed and submitted		
SBD 4	Completed, signed and submitted		
SBD 6.1	Completed, signed and submitted		
SBD 8	Completed, signed and submitted		
SBD 9	Completed, signed and submitted		
Company profile	Detailed company profile		
Laboratory within the BOCMA area of operations	Proof of physical address of the laboratory		
Valid SANAS accreditation certificate for the chemistry laboratory (ISO 1705)	SANAS accreditation schedule		
Valid SANAS accreditation certificate for the microbiological laboratory with the Chromogenic Agar method an accredited method on their schedule	SANAS accreditation schedule		

<p>The person managing the project has – as a minimum requirement – at least a National Diploma in the Natural, Environmental or Chemical Sciences, with at least 10 years of laboratory management experience in a SANAS accredited lab -</p>	<p>provided Resumé/CV <u>and</u> copy of qualification.</p>	
<p>The laboratory supervisor for chemical analysis has – as a minimum requirement – at least a National Diploma in chemistry – with at least 5 years of experience chemical analysis.</p>	<p>provide Resumé/CV <u>and</u> copy of qualification.</p>	
<p>The laboratory supervisor for microbiological analysis has – as a minimum requirement – at least a National Diploma in microbiology as a minimum requirement – with at least 5 years experience in microbiological analysis.</p>	<p>provide Resumé/CV <u>and</u> copy of qualification.</p>	

**N.B: Failure of bidders to meet all the above mandatory requirements will result in submissions being deemed null and void and shall be considered “non – responsive” and therefore not considered.**

<b>Name of bidder:</b> _____	<b>Bid number:</b> RFP 2024/04_____
<b>Closing time:</b> _____	<b>Closing date:</b> _____

## Phase 2: Functionality Evaluation

The evaluation of the technical part of the proposal will be on the basis of the candidate's responsiveness to the terms of reference, as well as the application of the evaluation criteria and points system as indicated below. Each responsive proposal will be given a technical score. The proposals will receive further consideration if they score at least 70% minimum points out of the 100% for functionality

### 6. FUNCTIONALITY CRITERIA

As per section 2(1)(f) of the Preferential Procurement Policy Framework Act, 2000, the contract may be awarded to a bidder other than the one scoring the highest number of total points based on functionality criteria in addition to those contemplated in paragraphs (d) and (e) of the Preferential Procurement Policy Framework Act, 2000 that justifies the award to another tenderer. Provided that it has been stipulated upfront in the tendering conditions.

The following functionality criteria apply:

6.1	Provide valid SANAS accreditation certificate for the chemistry laboratory (ISO 17025)		<b>5 points</b>
6.2	Provide list of SANAS accredited parameters and methods		<b>5 points</b>
6.3	Provide valid SANAS accreditation certificate for the microbiological laboratory with the Chromogenic Agar method an accredited method on their schedule.		<b>5 points</b>
6.4	The person managing the project has – as a minimum requirement – at least a National Diploma in the Natural, Environmental or Chemical Sciences, with at least 15 years of laboratory management experience in a SANAS accredited lab - provided Resumé/CV <u>and</u> copy of qualification.		<b>10 points</b>
6.5	The laboratory supervisor for chemical analysis has – as a minimum requirement – at least a National Diploma in chemistry - provide Resumé/CV <u>and</u> copy of qualification. At least 5 years of experience in chemical analysis.		<b>10 points</b>
6.6	The laboratory supervisor for microbiological analysis has – as a minimum requirement – at least a National Diploma in microbiology as a minimum requirement - provide Resumé/CV <u>and</u> copy of qualification. At least 5 years of experience in microbiological analysis		<b>10 points</b>

6.7	The proposal confirmed a one-stop analytical service in the bid	<b>5 points</b>
6.8	The proposal confirmed that all sampling containers will be supplied by the laboratory (e.g. bottles etc)	<b>5 points</b>
6.9	The Service Provider confirmed sufficient capacity in the laboratory to receive and process at least 56 samples per day from BOCMA.	<b>10 points</b>
6.10	Detailed costing for Routine Sampling according to 10.1 (price for <u>individual sample</u> is given, as well as the <u>total</u> for the contract).	<b>5 points</b>
6.11	Costing per parameter for Ad Hoc parameters is provided in the submission – either completed Annexure A or provided own laboratory price list.	<b>5 points</b>
6.12	Costing per parameter for Prosecution samples is provided – either completed Annexure A or provided their own price list/costing	<b>5 points</b>
6.13	Proof of ability to comply with prosecution sampling methodologies	<b>5 points</b>
6.14	The quote is market related (costing is similar to market estimate for contract, available pricing of analyses, comparable to quotes received.)	<b>5 points</b>
6.15	The quote considers the pick up points for samples in 12.6 of the document	<b>10 points</b>

### **Phase 3: Pricing and Specific goals evaluation**

The following 80/20 criteria will be used for the evaluation of the proposals:

In terms of the Preferential Procurement Regulations 2022, a maximum of 20 points may be awarded to a tenderer for the specific goals specified for the tender. Points scored for specific goals will be added to points scored for price and the total will be rounded off to the nearest two decimal places.

The value of this bid is estimated not to exceed R 50 000 000 (all applicable taxes included) and therefore the 80/20-point system shall be applicable.

This RFP, will be evaluated as per the PPR of 2022 on the 80/20 principle

Where 80 points will be for price and the 20 points for specific goals.

The specific goals will be evaluated as per the following:

**Price:** 80 points

**Specific Goals:** 20 points



**Specific goals :**

	<b>80/20 Preference point system</b>
51% or more black owned	10
51% or more black women owned	10
Less than 51% black owned	5
Less than 51% black women owned	5
0% black owned	0
<b>Maximum points</b>	<b>20</b>

**Please provide proof for specific goals.**

**Failure to submit proof for specific goals will not disqualify you but you will not score any points for specific goals**

**OFFER TO BE VALID FOR 30 DAYS FROM THE CLOSING DATE OF BID.**

**The Bidder is required to indicate, adjacent to each paragraph in the column provided for this purpose, whether the bidder is in compliance with the bid specifications and to what extent by writing "Yes", "No", or "Noted". If any comments must be made to the latter, this must be provided on an addendum in which case the bidder must make reference to the relevant specification and attach any documentation, where required.**

**In the event where a written proposal for the service is included in the bid, an electronic version of such proposal must also be submitted with the bid.**

**THE Breede-Olifants Catchment Management Agency RETAINS THE RIGHT NOT TO ACCEPT THE LOWEST, HIGHEST OR ANY BID, OR TO ACCEPT PART OR WHOLE OF ANY BID.**

**TOTAL BID PRICE (in RSA  
Currency including VAT)**

**R \_\_\_\_\_  
SERVICES**

Item No	Quantity	Description	Total bid price
1	SERVICES	Laboratory Services to conduct water quality analysis for various components of water quality monitoring programmes for Breede-Olifants Catchment Management Agency within the Western Cape Region for a period of 36 months	R..... (VAT incl.)

## 7. TECHNICAL SPECIFICATIONS

Paragraph	SPECIFICATION	INDICATION OF COMPLIANCE
		<b>NB</b> By indicating <b>YES</b> within this column, the bidder confirms that it will meet the specified deliverable.
<b>7.1 INTRODUCTION</b>  Laboratory Services to conduct water quality analysis for various components of water quality monitoring programmes for Breede-Olifants Catchment Management Agency within the Western Cape Region for a period of 36 months. Bids are solicited from qualified service providers (see requirements) to perform analysis of water and sediment samples collected by the BOCMA on a routine, as well as ad hoc basis.		
<b>7.2 SCOPE OF WORK</b>  a. The Service Provider shall analyse 200 routine water samples per month and a possible 100 ad hoc samples per year, for a period of 36 months (3 years) for the complete suite of analyses listed in par. 5.1 and highlighted in green in Annexure A. b. The Service Provider shall analyse ad hoc and/or prosecution samples when necessary and within the contract amount. c. The Service Provider shall ensure that all analyses are completed at a South African National Accreditation System (SANAS) accredited laboratory (certification must be provided). d. The successful Service Provider will be appointed for 36 months (3 years).		

Paragraph	SPECIFICATION	INDICATION OF COMPLIANCE	
		NB By indicating YES within this column, the bidder confirms that it will meet the specified deliverable.	
<b>7.3 QUALIFICATION CRITERIA</b>  A Service Provider <b>MUST comply</b> with <b>all 4</b> of the <u>below requirements</u> – if not, the bid will not be further evaluated.		<b>INDICATION OF COMPLIANCE</b>  <b>By indicating YES within this column, the bidder confirms that it will meet the specified deliverable.</b>	
7.3.1.	The main laboratory where samples will be dropped off must be <b>located in the Breede-Olifants catchment management area</b> - if not, the bid is non-compliant and will not be further evaluated.	YES	NO
7.3.2	<b>E. coli analysis</b> will be done <u>according to the Chromogenic Agar method up to total count</u> - the bid submission must confirm this – if not, the bid will be deemed non-compliant and not further evaluated.	YES	NO
7.3.3	<b>Nutrient analysis</b> will <u>comply with the required minimum Detection Limits</u> as indicated in Annexure 1 – if not the bid will be deemed non-compliant and not further evaluated	YES	NO
7.3.4	The service provider (laboratory) must have <b>valid SANAS accreditation for all parameters within the routine sample schedule</b> in terms of <b>ISO 17025</b> (certificate to be provided).	YES	NO
<b>8. QUALITY CONTROL REQUIREMENTS</b>  8.1 The main laboratory must be accredited by the South African National Accreditation System (SANAS) and accreditation status must be maintained for the duration of the contract – newly issued certificates must be submitted promptly to the designated BOCMA official, after the annual audit. The schedule of accreditation should include <u>most of</u> the following parameters: <ul style="list-style-type: none"> <li>- pH</li> <li>- electrical conductivity (EC)</li> <li>- alkalinity</li> <li>- ammonia as N</li> <li>- nitrate and nitrite as N</li> <li>- orthophosphate as P</li> <li>- total nitrogen as N</li> <li>- total phosphate as P</li> <li>- chemical oxygen demand</li> <li>- dissolved organic carbon</li> <li>- oil, soap and grease</li> <li>- Sodium as Na</li> </ul>			

Paragraph	SPECIFICATION	INDICATION OF COMPLIANCE
		NB By indicating <b>YES</b> within this column, the bidder confirms that it will meet the specified deliverable.
	<ul style="list-style-type: none"> <li>- Chloride as cl</li> <li>- streptococci</li> <li>- total organic carbon</li> <li>- <i>E. coli</i>.</li> </ul> <p>8.2 If the laboratory is not accredited the laboratory need to provide evidence of successful Proficiency Testing Scheme (PTS) participation. These laboratories will be considered where locality and sample viability cannot be satisfied by an accredited laboratory.</p> <p>8.3 Accredited or methods used for PTS participation must be fully documented analytical procedures must be used. A fully documented description of each of the analytical methods and quality control procedures used must be submitted with the Service provider bid documentation.</p> <p>8.4 Full records of raw analytical data, including values obtained for calibration standards, check standards and blanks should be kept for all samples analysed for at least three months from the date of submission of the written analytical report. Prosecution sample records may be required to be kept for a longer period of time.</p> <p>8.5 The Service Provider must ensure that instruments are calibrated regularly with freshly prepared standards, as recommended in the documented analytical method used.</p> <p>8.6The laboratory facilities must be available for inspection by the BOCMA when required.</p> <p>8.7. The laboratory must attach a copy of their current certificate for SANAS accreditation and schedule of accreditation to their bid submission.</p> <p>8.9 Detection Limits and/or Methods: Typical achievable detection limits (DL) must be provided – use Annexure 1 to complete the detection limits or supply your own sheet with the relevant information. These must be acceptable to the BOCMA in order to be comparable to the current database.</p>	
<p><b>9. REQUIREMENTS FOR AD HOC AND PROSECUTION ANALYSIS</b></p>	<p>9.1The number of ad hoc samples required and parameters to be analysed will be managed within the contract total.</p> <p>9.2 The constituents required for ad hoc or prosecution analysis could be the same constituents as for the routine samples, or may be a constituent(s) from one or more of the following groups depending on the</p>	

Paragraph	SPECIFICATION	INDICATION OF COMPLIANCE
		NB By indicating <b>YES</b> within this column, the bidder confirms that it will meet the specified deliverable.
	<p>specific investigation or pollution matter:</p> <ul style="list-style-type: none"> <li>• General inorganic constituents and trace-metals (dissolved)</li> <li>• Trace-metals, acid extractable (“total”)</li> <li>• Microbiological constituents</li> <li>• Disinfectants and toxic anions</li> <li>• Organic constituents (e.g., pesticides, herbicides, solvents, and PCBs)</li> <li>• Soil samples and determination of soil properties</li> </ul> <p>9.3 The analysis required for any ad hoc sample may or may not be for all the constituents in a group – the analysis could be for a single parameter, a combination of parameters, or for all the parameters in a group or groups.</p> <p>9.4 All <b>analysis for prosecution</b> purposes <b>must be SANAS accredited tests</b>. The Service Provider must allow for outsourcing of analysis if a certain parameter(s) is not included in the laboratory’s schedule of accreditation. This must be fulfilled within the project budget.</p> <p>9.5 <b>Prosecution samples must be analysed in triplicate</b> by a qualified analyst, who must be prepared to appear in court if necessary. Analysis in triplicate is defined as analysing three separate aliquots of the same sample. The repeatability difference between any two of the three analyses should not be significant at the 95% confidence limit.</p> <p>9.6 The service provider must be prepared to <u>receive and analyse emergency/prosecution samples after office hours</u> and submit results within the shortest possible turnaround times.</p> <p>9.7 The ad hoc sampling program will be managed over the contract period to ensure it remains within the project budget. For prosecution sample results a certificate should be issued in terms of Section 212 of the Criminal Procedure Act, 1977 (51 of 1977).</p> <p>9.8 If the Service provider does not have the right to issue a certificate, then an affidavit setting out the custody of the containers while in their possession must be supplied together with the analytical report. The Service provider must be prepared to follow the instructions of the BOCMA as to the custody of the containers prior to and during the analysis.</p> <p>9.9 The Service provider must attach examples of the affidavit issued for prosecution purposes including the form issued to establish the chain of custody.</p>	

Paragraph	SPECIFICATION	INDICATION OF COMPLIANCE
		NB By indicating <b>YES</b> within this column, the bidder confirms that it will meet the specified deliverable.
	<p>9.10 The Service provider must be prepared in the case where an analytical report has been issued, to appear in court if requested to do so by the Department of Water and Sanitation, or the Department of Justice and in all cases where an affidavit has been submitted and the matter proceeds to trial. Hourly rates for court appearances must be specified.</p> <p>9.11 Full records of the method of analyses, details of the analyst and the compilation of all results must be recorded and available for inspection by the BOCMA and where necessary to be handed in as evidence to the court. Attach an example.</p> <p>9.12 Procedures must be implemented whereby routine samples are kept separate from prosecution samples.</p> <p>9.13 Are the same quality requirements applicable as set out under section: <i>Quality requirements and quality control?</i></p>	
	<p><b>10 GENERAL REQUIREMENTS AND REPORTING FORMAT</b></p> <p>10.1 The laboratory is situated within the Breede-Olifants Catchment Management Area.</p> <p>10.2 Is the Laboratory participating in an accredited/recognised Proficiency Testing Scheme (PTS)? If yes list the different analysis requirement and provide evidence of successful participation and score evaluation in the past financial year.</p> <p>10.3 Do you comply with the quality requirements and have accredited methods and quality control procedures as specified in section 4?</p> <p>10.4 The Service provider will not be allowed to the change of method of analysis during the contracted period unless the standard has changed or written agreement between the SP and the BOCMA.</p> <p>10.5 Can your laboratory perform the following tests?</p> <p>10.5.1 Estuarine samples (Sea water)</p> <p>10.5.2 Fresh water (river and groundwater)</p> <p>10.5.3 Wastewater samples (Final and Raw)</p> <p>10.5.4 Industrial samples (mainly Wineries, Oil, Agricultural processing)</p> <p>10.6 Is the service provider prepared to analyse emergency samples after normal office hours?</p> <p>10.7 The analytic report must supply representative (Typical) confidence limits and limit of detection for each method.</p>	Yes / No

Paragraph	SPECIFICATION	INDICATION OF COMPLIANCE
		NB By indicating <b>YES</b> within this column, the bidder confirms that it will meet the specified deliverable.
10.8	The samples will be analysed for routine and investigative monitoring	
10.9	The laboratory must be able to supply analytical results in hard and soft copy format.	
10.10	For after hours and emergency analyses, the laboratories should supply telephone numbers of contact persons for receiving emergency samples for analyses.	
10.11	Should there be a price difference between normal and emergency samples, the Service provider must include the list for emergency samples in the same format as Annexure B.	
10.12	Invoices for payment must be issued on a monthly basis.	
10.13	In the case of samples for microbiological constituents the laboratory must be prepared to supply pre-sterilized sample containers and the cost thereof must be indicated on an attachment.	
10.14	For chemical constituents the laboratory must indicate whether it is prepared to supply sample bottles and / preservatives. The cost thereof should be indicated in the attachment.	
10.15	Water samples may be preserved with mercury(II) chloride / H2SO4esp where nutrient analysis is required. The laboratory must have a contract to dispose of their wastes at a permitted hazardous waste site. (Provide such details)	
10.16	The laboratory facilities must be open for inspection by the BOCMA prior to, as well as after signing the contract.	
<b>11 PROJECT DELIVERABLES</b>		
11.1	All results are to be verified and submitted to the designated contactable official within two (2) weeks after submission of water samples and four (4) weeks after submission of sediment samples.	
11.1	All results are to be verified and submitted to the designated contactable official within two (2) weeks after submission of water samples and four (4) weeks after submission of sediment samples.	
11.2	The format of the results shall be both in hardcopy (Certificates of Analyses) <b>and</b> electronic format (Excel spreadsheet) or any other electronic format agreed to in writing.	
11.3	The Certificates of Analyses shall be emailed to the contactable official(s) together with the corresponding invoice.	
11.4	Monthly CoA's must be prepared per sampling schedule and separately for routine and ad hoc/prosecution samples.	

Paragraph	SPECIFICATION	INDICATION OF COMPLIANCE
		NB By indicating YES within this column, the bidder confirms that it will meet the specified deliverable.

11.5 E-copies of the laboratory reports (CoA's) and associated Quality Control (QC) data must be sent to: [mmakala@bocma.co.za](mailto:mmakala@bocma.co.za) and [erossouw@bocma.co.za](mailto:erossouw@bocma.co.za). or any other official identified in writing during the contract period.

## 12 PRICE QUOTATION

12.1 The Service Provider must provide a detailed cost breakdown in rand and cents for all costs as specified below at market related pricing.

12.2 The Service Provider can cost routine samples for an average of 200 samples and per individual prosecution sample.

12.3 Prices to exclude VAT.

### Possible analysis required for Rivers, Dams, Groundwater, Estuaries

Variables	Price for routine sample	Price per prosecution sample
<i>E. coli</i> (counts/100ml)		
Faecal coliform		
Faecal Streptococci		
Chloride		
pH (at 25°C)		
Conductivity (at 25°C) (mS/m)		
Turbidity (NTU)		
Total Suspended solids		
Total Alkalinity (as CaCO <sub>3</sub> )		
Total Hardness (as CaCO <sub>3</sub> )		
Iron Fe		
Aluminium (Al)		
Manganese (Mn)		
Chlorophyll a		
Sodium		
Arsenic		
Cadmium		
Suspended Solids (SS in mg/l)		



Paragraph	SPECIFICATION	INDICATION OF COMPLIANCE
		NB By indicating <b>YES</b> within this column, the bidder confirms that it will meet the specified deliverable.

Chemical Oxygen Demand (COD in mg/l)		
Nitrate, Nitrite (mg/l)		
Ammonia (NH <sub>4</sub> in mg/l)		
Orthophosphate (PO <sub>4</sub> in mg/l)		
Soap, oil and grease		
Free chlorine		
<b>Total per sample</b>		
<b>% estimated annual price increase</b>		
<b>Cost for duration of project calculated as follows: (price per sample x 200 x 12 months for year 1) + (price per sample x 200 x 12 months for year 2) + (price per sample x 200 x 12 months for year 3)**</b>		

**\*\* the total for the duration of the project will be used for assessment of price, but not all parameters will be required for all the samples all the time!**

12.4 Provide a fixed cost per sample for routine samples for the full suite of analysis listed in par. 10.1 and **indicate the individual sample cost**, as well as the **total for routine costs** for the project duration.

12.5 Provide pricing for individual constituents for ad hoc analysis and prosecution sample analysis using the table in Annexure 2 OR attach the Service Provider's own parameter and pricing list.

12.6 The following costs are quoted for the pick-up of samples and drop off of sample bottles (quotation is to consider a minimum pick up date of 2 dates per month per office which may or may not be consecutive days of a month\_ from the following offices:

Pick up point	Charge per collection (2 days per month minimum)	% price increase per annum
Breede-Olifants CMA offices, Worcester		
Breede-Olifants CMA offices, George		
DWS offices, Bellville		
DWS offices, Clanwilliam		
Total cost for pick up per month from 4 pick up points		

Paragraph	SPECIFICATION	INDICATION OF COMPLIANCE NB By indicating <b>YES</b> within this column, the bidder confirms that it will meet the specified deliverable.
	<p>12.6 The total quotation amount <u>must include projected annual price increases.</u></p> <p>12.7 The final quote must include VAT if the Service Provider is registered for VAT.</p>	
	<p><b>13 CONTRACT PERIOD</b></p> <ul style="list-style-type: none"> <li>• 36 months / 3 years</li> </ul>	
	<p><b>14 PAYMENT CONDITIONS</b></p> <p>14.1 The appointed Service Provider must submit a valid tax invoice either in its original form or electronically to the Aureca Jansen (c/o East Lake and Mountain Mill road, Worcester)</p> <p>14.2 The valid tax invoice must be made out to the Breede-Olifants Catchment Management Agency</p> <p>14.3 ***Note: the invoice must be inclusive of VAT.</p> <p>14.4 The payment will be made within 30 days after receipt of the invoice and certification.</p> <p>14.5 The penalties intended through clause 22 of the General Conditions of Contract, which forms part of the contract, will be imposed in the execution of this contract. Consequently, bidders must acquaint themselves with paragraphs 21 – 23 of the General Conditions of Contract which relates to the suppliers’ performance on the contract. Bidders must note these conditions upfront to prevent their business and its’ directors/members/shareholders from possibly being restricted to do business with the public sector.</p>	
	<p><b>15 SUPPLIER DATABASE REGISTRATION</b></p> <p>All prospective service providers must be registered on:</p> <p>a) Central Supplier Database</p> <p>All prospective Service Providers who are not registered on the Central Supplier Database are requested to self-register on <a href="http://www.csd.gov.za">www.csd.gov.za</a>. Should service providers require assistance with the registration process it may contact the Breede-Olifants Catchment Management Agency on <b>023 346 8000</b></p>	

Paragraph	SPECIFICATION	INDICATION OF COMPLIANCE NB
<p><b>16. CONTACTABLE OFFICIALS FOR CLARIFICATION</b></p>		
<p>Please contact the officials below for any queries:</p> <ul style="list-style-type: none"> <li>• <b>Technical queries:</b> <ul style="list-style-type: none"> <li>A) Elkerine Rossouw or Carlo Abrahams</li> </ul> </li> </ul> <p>Tel: 023 3468000  Email: <a href="mailto:erossouw@bocma.co.za">erossouw@bocma.co.za</a> or <a href="mailto:cabrahams@bocma.co.za">cabrahams@bocma.co.za</a></p> <ul style="list-style-type: none"> <li>• <b>Supply Chain Management:</b> <ul style="list-style-type: none"> <li>B) Ms Noxolo Mafanya</li> </ul> </li> </ul> <p>Tel: 0233468000  Email <a href="mailto:nmafanya@bocma.co.za">nmafanya@bocma.co.za</a></p>		
<p><b>17. INTELLECTUAL PROPERTY</b></p>		
<p>The service provider must note that all information – including reports, plans, digital information or otherwise – prepared by the service provider for this project under this contract shall belong to and remain the property of the Breede-Olifants Catchment Management Agency. No communication on, presentations or publication of the information or project may be made without the prior approval by the Project Manager and/or the Breede-Olifants Catchment Management Agency.</p> <p>All materials emanating from services rendered with a branding implication must be consulted with the BOCMA’s Communication Services unit prior to the design or production thereof. Materials may include, but are not limited to, specialist reports; advertising; promotional materials and/or any other communication product produced for public or internal consumption.</p>		

## SPECIFIC CONDITIONS

Respondents should complete all the returnable SCHEDULEs/SBD forms listed below.

## RETURNABLE SCHEDULES

(All ANNEXUREs must be completed and returned by the Supplier(s) when submitting the bid.)

<b>RETURNABLE SCHEDULE 1:</b> Invitation to Bid (SBD 1)
<b>RETURNABLE SCHEDULE 2:</b> Pricing Schedule (SBD 3.3)
<b>RETURNABLE SCHEDULE 3:</b> Declaration of Interest (SBD 4)
<b>RETURNABLE SCHEDULE 4:</b> Preference Points Claim Form (SBD 6.1)
<b>RETURNABLE SCHEDULE 5:</b> Contract Form (SBD 7.2)
<b>RETURNABLE SCHEDULE 6:</b> Supplier(s)'s Past Supply Chain Management Practices (SBD 8)
<b>RETURNABLE SCHEDULE 7:</b> Certificate of Independent Bid Determination (SBD 9)

## TERMS AND GENERAL CONDITIONS

- (a) All submissions must be received by the Breede-Olifants Catchment Management Agency no later than **12h00, Friday 31 May 2024** Respondents must submit their proposals before the closing date and time. No late submissions will be considered;
- (b) All submissions and subsequent information received will become the property of the Breede-Olifants Catchment Management Agency and will not be returned;
- (c) Failure to complete all supplementary information will result in submissions being deemed null and void and shall be considered "non-responsive" and therefore not considered;
- (d) Telegraphic, telexed, faxed or e-mailed submissions will not be accepted;
- (e) Service Providers should submit 5 Copies of proposals, one copy should be an original and clearly marked **Original** and the remaining can be the copies of the Original.

**"RFP 2024/04 –REQUEST FOR PROPOSAL (RFP): (RFP 2024/04) Proposal for LABORATORY SERVICES FOR BREEDE-OLIFANTS CATCHMENT MANAGEMENT AGENCY FOR A PERIOD OF 36 MONTHS"** at the Tender Box of BGCMA at Cnr Mountain Mill and East Lake road; Worcester; 6850.

Proposals may also be posted to: **Attention: Acting: CHIEF EXECUTIVE OFFICER ; RFP (RFP 2024/04) Proposal for LABORATORY SERVICES FOR BREEDE-OLIFANTS CATCHMENT MANAGEMENT AGENCY FOR A PERIOD OF 36 MONTHS; Private Bag X3055,Worcester ,6850.**

- (f) Respondents or their representatives (including the courier services) must ensure that they register their submissions in the Lodging Sheet at the Reception Desk of the above-mentioned Breede-Olifants CMA Office, wherein they will indicate the name of the person delivering the

submission, the number of copies submitted, the time and date of submission and sign the document.

- (g) All enquiries and submissions regarding this Request for Tender (RFP) must be directed to: - Ms Noxolo Mafanya – 023 346 8000 and email: nmafanya@bocma.co.za
- (h) The contact persons reflected above shall be the only point of contact for this contract. Failure to observe this requirement might lead to immediate disqualification of the respondent;
- (i) The Breede-Olifants CMA reserves the right not to accept any submission
- (j) Bidders must comply with Regulation 13(c) of the Public Service Regulations, 2016 which states that “an employee in the public service shall not conduct business with any organ of state or be a director of a public or private company conducting business with an organ of state, unless such employee is in an official capacity a director of a company listed in ANNEXURE 2 and 3 of the PFMA”
- (k) Submission of a Request for Proposal and its subsequent receipt by the Breede-Olifants CMA does not represent a commitment on the part of the Breede-Olifants CMA to proceed further with any Respondent or any project;
- (l) No costs incurred by the Respondents in the preparation of their submission will be reimbursed;
- (m) Public Liability - Breede-Olifants CMA shall not be liable in respect of any claims, damages, accidents, etc. to persons, properties, vehicle rights, etc. that may arise from the carrying out of this contract.
- (n) Tender prices must remain valid for a period of 120 days (calculated from closing date of the bid).

## DISQUALIFICATION

- a) It must be stressed that any queries relating to this request must be addressed only to Mr Carlo Abrahams and Ms Elkerine Rossouw who are identified as contact persons for this contract; Ms Noxolo Mafanya: Supply Chain Management Unit Contact Number: 023 – 346 8000. The queries must be in writing addressed to the above-mentioned officials. The queries must be sent to the above-mentioned officials before **24 May 2024**
- b) Respondents are not to communicate in any manner or form whatsoever with members of Breede-Olifants Catchment Management Agency's personnel about the RFP until the preferred Supplier(s) has been selected and the procurement process completed;
- c) Respondents are advised that should there be any contact with Breede-Olifants Catchment Management Agency's staff and the Adjudication Team which could in any way be seen or deemed to constitute a conflict of interest, bribe or otherwise influence the process and the outcome thereof, will result in immediate disqualification;
- d) Misrepresentation of information presented to the Breede-Olifants Catchment Management Agency, be it on capability statement or empowerment credentials will also lead to disqualification of the respondent.

**RETURNABLE SCHEDULE 1: INVITATION TO BID AND THE TERMS AND CONDITIONS OF BIDDING (SBD 1)**

SBD1

**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	RFP 2024/04	CLOSING DATE:		CLOSING TIME:	
DESCRIPTION	REQUEST FOR PROPOSAL (RFP): <b>LABORATORY SERVICES FOR BREEDE-OLIFANTS CATCHMENT MANAGEMENT AGENCY FOR A PERIOD OF 36 MONTHS</b>				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
Breede-Olifants Catchment Management Agency					
Cnr Mountain Mill & East Lake Roads					
Worcester					
6850					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Noxolo Mafanya		CONTACT PERSON	Carlo Abrahams/Elkerine Rossouw	
TELEPHONE NUMBER	023 346 8000		TELEPHONE NUMBER	023 346 8000	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	<a href="mailto:nmafanya@bocma.co.za">nmafanya@bocma.co.za/</a>		E-MAIL ADDRESS	<a href="mailto:cabrahams@bocma.co.za">cabrahams@bocma.co.za</a> <a href="mailto:erossouw@bocma.co.za">erossouw@bocma.co.za</a>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		<b>OR</b>	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		

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 BELOW.**

## 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 IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

#### 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 VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g. company resolution)

DATE: .....



**RETURNABLE SCHEDULE 2 – PRICE SCHEDULE**

**BIDDER:** \_\_\_\_\_

**ANNEXURE A: DETERMINANTS, REPORTING UNITS AND PRICING(INCLUDING VAT)**

**ITEM #1**

CONSTITUENT/ PARAMETER	UNIT	PRICE FOR ROUTINE SAMPLE	PRICE FOR PROSECUTION SAMPLE
<b>GROUP 1.1</b>			
<b>GENERAL INORGANIC CONSTITUENTS</b>			
• Ammonia as N	mg/l		
• Chloride (Cl)	mg/l		
• Calcium (Ca)	mg/l		
• Chemical Oxygen Demand (COD)	mg O <sub>2</sub> /l		
• Colour	mg/l Pt		
• Corrosive Index	none		
• Dissolved Oxygen (DO)	mg/l		
• Dissolved solids	mg/l		
• EC (Electrical Conductivity)	mS/m at 25°C		
• Fluoride (F)	mg/l		
• Magnesium (Mg)	mg/l		
• Nitrate + nitrite as N	mg/l		
• Nitrate as N	mg/l		
• Nitrite as N	mg/l		
• Odour	TON		
• Orthophosphate as P	mg/l		
• Oxygen Absorbed (OA)	mg/l		
• pH (measured with a glass electrode)	pH units		
• Potassium (K)	mg/l		
• Silicates as Si	mg/l		
• Sodium (Na)	mg/l		
• Sodium Adsorption Ratio	SAR units		
• Sulphate (SO <sup>2-</sup> ) <sub>4</sub>	mg/l		
• Suspended solids	mg/l		
• Taste	FTN		
• Total Alkalinity	mg CaCO <sub>3</sub> /l		
• Total Dissolved Salts (TDS)	mg/l		

• Total Hardness	mg CaCO <sub>3</sub> /l		
• Total Kjeldahl Nitrogen	mg/l		
• Total phosphate as P	mg/l		
• Turbidity	NTU		

CONSTITUENT/ PARAMETER	UNIT	PRICE FOR ROUTINE SAMPLE	PRICE FOR PROSECUTION SAMPLE
<b>GROUP 1.2 b</b>			
• <b>TRACE METALS (ACID SOLUABLE)</b>			
• Aluminium (Al)	mg/l or µg/l		
• Antimony (Sb)	mg/l or µg/l		
• Arsenic (As)	mg/l or µg/l		
• Beryllium (Be)	mg/l or µg/l		
• Boron (B)	mg/l or µg/l		
• Cadmium (Cd)	mg/l or µg/l		
• Chromium (Cr) (Cr <sup>3+</sup> and Cr <sup>6+</sup> )	mg/l or µg/l		
• Cobalt (Co)	mg/l or µg/l		
• Copper (Cu)	mg/l or µg/l		
• Iron (Fe)	mg/l or µg/l		
• Lead (Pb)	mg/l or µg/l		
• Lithium (Li)	mg/l or µg/l		
• Manganese (Mn)	mg/l or µg/l		
• Mercury (Hg)	mg/l or µg/l		
• Molybdenum (Mo)	mg/l or µg/l		
• Nickel (Ni)	mg/l or µg/l		
• Selenium (Se)	mg/l or µg/l		
• Strontium (Sr)	mg/l or µg/l		
• Tin (Sn)	mg/l or µg/l		
• Uranium (U)	mg/l or µg/l		
• Vanadium (V)	mg/l or µg/l		
• Zinc (Zn)	mg/l or µg/l		
<b>Price when full analysis group 1.2b request for a sample</b>			

CONSTITUENT/ PARAMETER	UNIT	PRICE FOR ROUTINE SAMPLE	PRICE FOR PROSECUTION SAMPLE
<b>GROUP 1.3</b>			
<b>DISINFECTANTS AND TOXIC ANIONS:</b>			
• Cyanide (total)	µg/l		
• Recoverable Cyanide as CN <sup>-</sup>	µg/l		

• Free available chlorine	mg/l		
• Residual Chlorine	mg/l		
• Monochloramine	mg/l		
<b>GROUP 1.4</b>			
<b>MICROBIOLOGICAL CONSTITUENTS:</b>			
• Clostridia	counts/100ml		
• Cryptosporidium	counts/10l		
• Cytopathogenic viruses	counts/100l		
• E. coli	counts/100ml		
• Enteroviruses			
• Faecal coliforms	counts/100ml		
• Faecal streptococci	counts/100ml		
• Giardia	counts/10l		
• Heterotrophic Plate Count	counts/1ml		
• Salmonella species			
• Shigella species			
• Standard total plate count	counts/ml		
• Somatic Coliphages	counts/10ml		
• Total coliforms	counts/100ml		
• Vibrio species			
<b>GROUP 1.5</b>			
<b>BIOLOGICAL CONSTITUENTS:</b>			
• Algal Identification	Identified Algal Species		
• Biological Oxygen Demand (BOD)	mg/l		
• Chlorophyll a	mg/l or µg/l		
• Geosmin	µg/l		
• Microcystin (ELISA test)	µg/l		
<b>GROUP 1.6</b>			
<b>GENERAL ORGANIC CONSTITUENTS:</b>			
• Dissolved Organic Content as C (DOC)	mg/l		
• Total Organic Content (TOC)	mg/l		

<b>ITEM #2</b>			
<b>CONSTITUENT/ PARAMETER</b>	<b>UNIT</b>	<b>PRICE FOR ROUTINE SAMPLE</b>	<b>PRICE FOR PROSECUTION SAMPLE</b>
<b>GROUP 2.1</b>			
<b>PARAMETERS FOR SOIL ANALYSES:</b>			
• Cation-exchange capacity	c mol (+)/Kg		
• Dispersivity			
• pH	pH units		
• Electrical resistance of a soil paste	mS/m		

• Moisture			
• Particle size			
• Sodium absorption ratio / Sodicity			
• Exchangeable acidity	c mol (+)/Kg		
• P-extraction (Bray1 or Bray 2)	mg/Kg		
• Nitrogen determination			
• Extractable boron	mg/Kg		
• Total fluoride	mg/Kg		
• Water soluble cations of a saturation extract	mg/Kg		
• Organic carbon	%		

<b>ITEM #3</b>			
<b>CONSTITUENT/ PARAMETER</b>	<b>UNIT</b>	<b>PRICE FOR ROUTINE SAMPLE</b>	<b>PRICE FOR PROSECUTION SAMPLE</b>
<b>GROUP 3.1</b>			
<b>ORGANIC CONSTITUENTS:</b>			
• Soap, Oil and grease	mg/l		
<b>Trihalomethanes (THMs)</b>			
• Chloroform	µg/l		
• Bromoform	µg/l		
• Bromodichloromethane	µg/l		
• Dibromochloromethane	µg/l		
<b>Volatile organic compounds (VOCs)</b>			
• Carbon Tetrachloride	µg/l		
• 1,1,1-Trichloroethane	µg/l		
• Trichloroethylene	µg/l		
• Tetrachloroethylene	µg/l		
• 1,2-Dichloroethane	µg/l		
• 1,2-Dichloropropane	µg/l		
• Toluene	µg/l		
• Chlorobenzene	µg/l		
• 1,4-Dichlorobenzene	µg/l		
• 1,3-Dichlorobenzene	µg/l		
• Phenols (Total)	µg/l		
<b>Polychlorinated Biphenyls (PCBs)</b>			
• Arochlor 1254	µg/l		
• Arochlor 1260	µg/l		
<b>Pesticides</b>			
• Acetochlor	µg/l		
• Aldrin	µg/l		
• Atrazine	µg/l		
• BHC-alpha	µg/l		

• BHC-beta	µg/l		
• BHC-delta	µg/l		
• Chlordane cis (alpha)	µg/l		
• Chlordane trans (gamma)	µg/l		
• Chlordecone	µg/l		
• DDD 4,4'	µg/l		
• DDE 4,4'	µg/l		
• DDT 4,4'	µg/l		
• Dieldrin	µg/l		
• Endosulfan alpha	µg/l		
• Endosulfan beta			
• Endosulfan SO <sub>4</sub>	µg/l		
• Endrin	µg/l		
• Heptachlor	µg/l		
• Heptachlor-epoxide	µg/l		
• Lindane (BHC gamma)	µg/l		
• Methamidophos	µg/l		
• Mirex	µg/l		
• Monocrotophos	µg/l		
• Pentachlorobenzene	µg/l		
• Simazine	µg/l		
• Terbutylazine	µg/l		
• Toxaphene	µg/l		
<b>PAH</b>			
• Acenaphthylene	µg/l		
• Benzo (a) pyrene	µg/l		
• Fluoranthrene	µg/l		
• Napthalene	µg/l		
• Phenanthrene	µg/l		
<b>PHTHALATES</b>			
• Di-butyl phthalate	µg/l		
• Di-ethyl phthalate	µg/l		
• Dihexyl phthalate	µg/l		
• Dimethyl phthalate	µg/l		
• Dioctyl phthalate	µg/l		
<b>DIOXINS and FURANS</b>			
• Carbofuran	µg/l		
• Dibenzofuran	µg/l		
• Pentafurans	µg/l		
<b>PCB's (any combination of the congeners)</b>			
• PCB- 77,81,105,114,118,123,126,156,157,167,169, ,189	µg/l		

<b>Flame Retardants</b>			
• Hephta-BDE	µg/l		
• Hexa-BB (PBB)	µg/l		
• Hexabromocyclododecane (HBCD)	µg/l		
• Hexa-BDE	µg/l		
• Penta-BDE	µg/l		
• Tetra-BDE	µg/l		
<b>PFOs</b>			
• Perfluorooctane sulfonic acid (PFOS)	µg/l		
• Perfluorooctane sulfonyl fluoride (PFOS-F)	µg/l		
General qualitative organic compound scan	presence		

<b>ITEM #4</b>			
<b>CONSTITUENT/ PARAMETER</b>	<b>UNIT</b>	<b>PRICE FOR ROUTINE SAMPLE</b>	<b>PRICE FOR PROSECUTION SAMPLE</b>
<b>GROUP 4.1</b>			
<b>RADIOACTIVITY CONSTITUENTS:</b>			
• Gross alpha activity	Bq/l		
• Gross beta activity	Bq/l		
• Uranium-234			
• Uranium-238			
• Radium-223			
• Radium-224			
• Radium-226			
• Radium-228			
• Thorium-228			
• Thorium-230			
• Thorium-232			
• Polonium-210			
• Lead-210			
• Chemical Uranium concentration	µg/l		

<b>ITEM #5</b>			
<b>CONSTITUENT/ PARAMETER</b>	<b>UNIT</b>	<b>PRICE FOR ROUTINE SAMPLE</b>	<b>PRICE FOR PROSECUTION SAMPLE</b>
<b>GROUP 5.1</b>			
<b>PARAMETERS IN ESTUARINE WATER:</b>			
• Ammonia as N	mg/l		
• Chlorophyll a	mg/l or µg/l		

• E. coli	counts/100m l		
• Enterococci	counts/100m l		
• Nitrate + nitrite as N	mg/l		
• Nitrate as N	mg/l		
• Nitrite as N	mg/l		
• Orthophosphate as P	mg/l		
• Silica	mg/l		

**ANNEXURE B: DETECTION LIMITS and/or METHODS**

Typical achievable detection limits must be given. Indicate the analytical method used and whether analysis is done in-house or by use of a subcontractor.

CONTITUENT/ PARAMETER	DETECTION LIMIT	METHOD	LABORATORY (IN-HOUSE/SUBCONTRACTOR )
<b>ITEM 1</b>			
<b>GROUP 1.1</b>			
<b>GENERAL INORGANIC CONSTITUENTS</b>			
• Ammonia as N			
• Chloride (Cl <sup>-</sup> )			
• Calcium (Ca)			
• Chemical Oxygen Demand (COD)			
• Colour			
• Corrosive Index			
• Dissolved Oxygen (DO)			
• Dissolved solids			
• EC (Electrical Conductivity)			
• Fluoride (F <sup>-</sup> )			
• Magnesium (Mg)			
• Nitrate + nitrite as N			
• Nitrate as N			
• Nitrite as N			
• Odour			
• Orthophosphate as P			
• Oxygen Absorbed (OA)			
• pH (measured • with a glass electrode)			
• Potassium (K)			
• Silicates as Si			
• Sodium (Na)			
• Sodium Adsorption Ratio			
• Sulphate (SO <sup>2-</sup> ) • 4			
• Suspended solids			
• Taste			



• Total Alkalinity			
• Total Dissolved Salts (TDS)			
• Total Hardness			
• Total Kjeldahl Nitrogen			
• Total phosphate as P			
• Turbidity			
<b>GROUP 1.2 a and b</b>			
<b>TRACE METALS (DISSOLVED)</b>			
• Aluminium (Al)			
• Antimony (Sb)			
• Arsenic (As)			
• Beryllium (Be)			
• Boron (B)			
• Cadmium (Cd)			
• Chromium (Cr) (Cr <sup>3+</sup> and Cr <sup>6+</sup> )			
• Chromium (Cr <sup>6+</sup> ) or Hexavalent Chromium			
• Cobalt (Co)			
• Copper (Cu)			
• Iron (Fe)			
• Lead (Pb)			
• Lithium (Li)			
• Manganese (Mn)			
• Mercury (Hg)			
• Molybdenum (Mo)			
• Nickel (Ni)			
• Selenium (Se)			
• Strontium (Sr)			
• Tin (Sn)			
• Uranium (U)			
• Vanadium (V)			
• Zinc (Zn)			

CONTITUENT/ PARAMETER	DETECTION LIMIT	METHOD	LABORATORY (IN- HOUSE/SUBCONTRACTOR)
<b>GROUP 1.3</b>			
<b>DISINFECTANTS AND TOXIC ANIONS:</b>			
• Cyanide (total)			
• Recoverable Cyanide as CN <sup>-</sup>			
• Free available chlorine			
• Residual Chlorine			
• Monochloramine			
<b>GROUP 1.4</b>			
<b>MICROBIOLOGICAL CONSTITUENTS:</b>			
• Clostridia			
• Cryptosporidium			
• Cytopathogenic virusses			
• E. coli			
• Enteroviruses			
• Faecal coliforms			
• Faecal streptococci			
• Giardia			
• Heterotrophic Plate Count			
• Salmonella species			
• Shigella species			
• Somatic Coliphages			
• Total coliforms			
• Vibrio species			
<b>GROUP 1.5</b>			
<b>BIOLOGICAL CONSTITUENTS:</b>			
• Algal Identification			
• Biological Oxygen Demand (BOD)			
• Chlorophyll a			
• Geosmin			
• Microcystin (ELISA test)			
<b>GROUP 1.6</b>			
<b>GENERAL ORGANIC CONSTITUENTS:</b>			

• Dissolved Organic Content as C (DOC)			
• Total Organic Content (TOC)			
• E. coli			
• Faecal streptococci			
• <i>Salmonella</i> species			
• Shigella species			
• Clostridia			
• Vibrio species			
• Enteroviruses			
<b>ITEM 2</b>			
<b>GROUP 2.1</b>			
<b>PARAMETERS FOR SOIL ANALYSES:</b>			
• Cation-exchange capacity			
• Dispersivity			
• pH			
• Electrical resistance of a soil paste			
• Moisture			
• Particle size			
• Sodium absorption ratio / Sodicity			
• Exchangeable acidity			
• P-extraction (Bray1 or Bray 2)			
• Nitrogen determination			
• Extractable boron			
• Total fluoride			
• Water soluble cations of a saturation			
<b>ITEM 3</b>			
<b>GROUP 3.1</b>			
<b>ORGANIC CONSTITUENTS:</b>			
• Soap, Oil and grease			

<b>Trihalomethanes (THMs)</b>			
• Chloroform			
• Bromoform			
• Bromodichloromet hane			
• Dibromochloromet hane			
<b>Volatile organic compounds (VOCs)</b>			
• Carbon Tetrachloride			
☒ 1,1,1-Trichloroethane			
• Trichloroethylene			
• Tetrachloroethyle ne			
☒ 1,2-Dichloroethane			
• 1,2-Dichloropropane			
• Toluene			
• Chlorobenzene			
• 1,4-Dichlorobenzene			
• 1,3-Dichlorobenzene			
• Phenols (Total)			
<b>Polychlorinated Biphenyls (PCBs)</b>			
• Arochlor 1254			
• Arochlor 1260			
<b>Pesticides</b>			
• Acetochlor			
• Aldrin			
• Atrazine			
• BHC-alpha			
• BHC-beta			
• BHC-delta			
• Chlordane cis (alpha)			
• Chlordane trans (gamma)			
• Chlordecone			
• DDD 4,4'			
• DDE 4,4'			
• DDT 4,4'			
•			
• Dieldrin			

• Endosulfan alpha			
• Endosulfan beta			
• Endosulfan SO <sub>4</sub>			
• Endrin			
• Heptachlor			
• Heptachlor-epoxide			
• Lindane (BHC gamma)			
• Methamidophos			
• Mirex			
• Monocrotophos			
• Pentachlorobenzene			
• Simazine			
• Terbutylazine			
• Toxaphene			
<b>PAH</b>			
• Acenaphthylene			
• Benzo (a) pyrene			
• Fluoranthrene			
• Napthalene			
• Phenanthrene			
<b>PHTHALATES</b>			
• Di-butyl phthalate			
• Di-ethyl phthalate			
• Dihexyl phthalate			
• Dimethyl phthalate			
• Dioctyl phthalate			
<b>DIOXINS and FURANS</b>			
• Carbofuran			
• Dibenzofuran			
• Pentafurans			
<b>PCB's (any combination of the congeners)</b>			
• PCB- 77,81,105,114,118, 123,126,156,157,167,169,189			
<b>Flame Retardants</b>			
• Hephta-BDE			
• Hexa-BB (PBB)			
• Hexabromocyclodo decane (HBCD)			
• Hexa-BDE			
• Penta-BDE			
• Tetra-BDE			

<b>PFOs</b>			
• Perfluorooctane sulfonic acid (PFOS)			
• Perfluorooctane sulfonyl fluoride (PFOS-F)			
<b>ITEM 4</b>			
<b>GROUP 4.1</b>			
<b>RADIOACTIVITY CONSTITUENTS:</b>			
• Gross alpha activity			
• Gross beta activity			
• Uranium-234			
• Uranium-238			
• Radium-223			
• Radium-224			
• Radium-226			
• Radium-228			
• Thorium-228			
• Thorium-230			
• Thorium-232			
• Polonium-210			
• Lead-210			
• Chemical Uranium concentration			
<b>ITEM 5</b>			
<b>GROUP 5.1</b>			
<b>PARAMETERS IN ESTUARINE WATER:</b>			
• Ammonia as N			
• Chlorophyll a			
• E. coli			
• Enterococci			
• Nitrate + nitrite as N			
• Nitrate as N			
• Nitrite as N			
• Orthophosphate as P			
• Silica			

**Pricing Instructions:**

By signing the Price Schedule, a bidder warrants that:

- 2.1.1 the relevant quotation is correct;
- 2.1.2 the rates(s) and prices(s) quoted cover all the work/item(s) specified in the quotation document;
- 2.1.3 the rate(s) and price(s) cover all the Supplier(s)'s obligations under a resulting contract, including all disbursements;
- 2.1.4 any mistakes and/or omissions regarding rate(s) and price(s) or errors in calculation shall be at the Supplier(s)'s risk.
- 2.1.5 Bidders must show VAT payable separately on the Price Schedule.

**SIGNED at \_\_\_\_\_(place) on the \_\_\_\_\_ day of \_\_\_\_\_ (month),  
20\_\_\_\_\_**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Print name: \_\_\_\_\_  
On behalf of the Supplier(s) (duly authorised)

**PRICING SCHEDULE**  
**(Professional Services)**

NAME OF BIDDER: .....	BID NO.: .....
CLOSING TIME 12:00	CLOSING DATE.....

OFFER TO BE VALID FOR .....DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
---------	-------------	--

1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R.....

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION	HOURLY RATE	DAILY RATE
.....	R.....	.....
.....	R.....	.....
.....	R.....	.....
.....	R.....	.....
.....	R.....	.....

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

.....	R.....	..... days
.....	R.....	..... days
.....	R.....	..... days
.....	R.....	..... days

5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
TOTAL: R.....			

Applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.



.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
TOTAL: R.....			

- 6. Period required for commencement with project after acceptance of bid .....  
.....
- 7. Estimated man-days for completion of project .....  
.....
- 8. Are the rates quoted firm for the full period of contract? \*YES/NO
- 9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index. ....  
.....  
.....  
.....

**\*[DELETE IF NOT APPLICABLE]**

Any enquiries regarding bidding procedures may be directed to the –

(INSERT NAME AND ADDRESS OF DEPARTMENT/ENTITY)

Tel:

Or for technical information –

(INSERT NAME OF CONTACT PERSON)

Tel:

**RETURNABLE SCHEDULE 3: DECLARATION OF INTEREST (SBD 4)**

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

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

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

2.2 Identity Number: .....

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

2.4 Company Registration Number: .....

2.5 Tax Reference Number: .....

2.6 VAT Registration Number: .....

1.1.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

<sup>1</sup>"State" means –

- (a) 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);
- (b) any municipality or municipal entity;
  - I provincial legislature;
- (d) national Assembly or the national Council of provinces; or
  - I Parliament.

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

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....  
Name of state institution at which you or the person connected to the bidder is employed : .....  
Position occupied in the state institution: .....

Any other particulars:  
.....  
.....  
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

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

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:  
.....  
.....  
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

1.1.1 If so, furnish particulars.  
.....  
.....  
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between **YES/NO**

any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

2.10.1 If so, furnish particulars.

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

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:

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

**3 Full details of directors / trustees / members / shareholders.**

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

**1 DECLARATION**

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

3 I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
 Signature

.....  
 Date

.....  
 Position

.....  
 Name of bidder

**RETURNABLE SCHEDULE 4: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017 (SBD 6.1)**

**SBD 6.1**

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:

- 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 **To be completed by the organ of state**

*(delete whichever is not applicable for this tender).*

a) The applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps} = \mathbf{80} \left( \mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left( \mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right) \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right) & \text{or} & P_s = 90 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right) \end{array}$$

Where

- $P_s$  = Points scored for price of tender under consideration  
 $P_t$  = Price of tender under consideration  
 $P_{max}$  = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

*(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.*

*Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)*

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
51 % or more black owned		10		
51% or more black women owned		10		
Less than 51% black owned		5		
Less than 51% black women owned		5		
0% black owned		0		

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

.....

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

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

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid;
    - Proof of tax compliance status;
    - Pricing schedule(s);
    - Filled in task directive/proposal;
    - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
    - Bidder’s Disclosure form;
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
3. 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.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

WITNESSES	
1	.....
2	.....
DATE:	.....

**CONTRACT FORM - RENDERING OF SERVICES**

**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I..... in my capacity as.....  
accept your bid under reference number .....dated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. 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.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL

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

SIGNED AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

1 .....

2 .....

DATE: .....

**RETURNABLE SCHEDULE 6: DECLARATION OF SUPPLIER(S)'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES (SBD 8)**

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions 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 disregarded if that bidder, or any of its directors have-
  - a. abused the institution's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
- 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 Manufacturers as companies or persons prohibited from doing business with the public sector?</p> <p><b>(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).</b></p> <p>The Database of Restricted Manufacturers 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.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		

4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

SBD 8

**CERTIFICATION**

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

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

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

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

## RETURNABLE SCHEDULE 7: CERTIFICATE OF INDEPENDENT BID DETERMINATION (SBD 9)

- 1 This Standard Bidding Document (SBD) 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 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a Supplier(s) of goods and services if the Supplier(s) committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD 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 (SBD 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.

**SBD 9 :- CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_

(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_

(Name of Institution)

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

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

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

- (a) prices;
- (b) geographical area where product or service will be rendered (market allocation)
- (c) methods, factors or formulas used to calculate prices;
- (d) the intention or decision to submit or not to submit, a bid;
- (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
- (f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

4. 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.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder