



**DEPARTMENT OF WATER AND SANITATION
REPUBLIC OF SOUTH AFRICA**

DUE AT 11:00 ON

(2026)

WTE 1013 CE

**SUPPLY, DELIVERY, INSTALLATION AND SERVICING OF SPECIFIED HYGIENE SERVICES FOR
INFRASTRUCTURE BRANCH TRAINING CENTRE (IBTC) AT ROODEPLAAT DAM, PRETORIA IN
GAUTENG PROVINCE FOR A PERIOD OF 24 MONTHS.**

SUBMIT COMPLETED AND SIGNED BID DOCUMENTS TO:

POSTAL ADDRESS:

Department Water and Sanitation
Supply Chain Management Office
Private Bag X2023

STANDERTON
2430

OR

TO BE DEPOSITED IN:

The bid box at the entrance of
Construction East Office Building
Grootdraai Dam

STANDERTON
2430

Compulsory Briefing Session

Date:

Time:

Venue: Department Of Water and Sanitation

Infrastructure Branch Training Centre (IBTC) at Roodeplaat
Dam Access Rd, Off Kwa Mhlanga Rd (R573) near Pretoria in Gauteng
Province. GPS Coordinates: (Lat-25.618439° and Long 28.368786°)

BIDDER: (Company address and stamp)

COMPILED BY: CONSTRUCTION EAST

DEPARTMENT OF WATER AND SANITATION

WTE 1013 CE

SUPPLY, DELIVERY, INSTALLATION AND SERVICING OF SPECIFIED HYGIENE SERVICES FOR INFRASTRUCTURE BRANCH TRAINING CENTRE (IBTC) AT ROODEPLAAT DAM, PRETORIA IN GAUTENG PROVINCE FOR A PERIOD OF 24 MONTHS.

CONTENTS

INVITATION TO BID (SBD 1)

SECTION 1: LEGALITIES

SECTION 2: PRICE QUOTATION DATA

SECTION 3: PRICING SCHEDULE

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	WTE 1013 CE	CLOSING DATE:	2026	CLOSING TIME:	
DESCRIPTION	SUPPLY, DELIVERY, INSTALLATION AND SERVICING OF SPECIFIED HYGIENE SERVICES FOR INFRASTRUCTURE BRANCH TRAINING CENTRE (IBTC) AT ROODEPLAAT DAM IN GAUTENG FOR A PERIOD OF 24 MONTHS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Department Water and Sanitation Province		OR	Ermelo R 39 Road Grootdraai Dam Close to Standerton in Mpumalanga		
Supply Chain Management Office		Construction East Office Building - The bid box at the entrance			
Private Bag X2023		Grootdraai Dam			
STANDERTON 2430		STANDERTON 2430			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms Nonhlanhla Hlatshwako		CONTACT PERSON	Ms Rosa Mfomadi-Rahube	
TELEPHONE NUMBER	017 720 1615		TELEPHONE NUMBER	012 808 9980 / 083 708 8697	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	hlatshwakon@dws.gov.za		E-MAIL ADDRESS	Mfomadi-RahubeM@dws.gov.za	
SUPPLIER INFORMATION					
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:		OR	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]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
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?				<input type="checkbox"/> YES <input type="checkbox"/> 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 SUBMITTED TO BID BOX OR SUBMITTED IN BID BOX BY THE STIPULATED TIME. 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, 2022, 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 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:.....

DEPARTMENT OF WATER AND SANITATION

WTE 1013 CE

**SUPPLY, DELIVERY, INSTALLATION AND SERVICING OF SPECIFIED HYGIENE SERVICES FOR
INFRASTRUCTURE BRANCH TRAINING CENTRE (IBTC) AT ROODEPLAAT DAM, PRETORIA IN
GAUTENG PROVINCE FOR A PERIOD OF 24 MONTHS.**

SECTION 1: LEGALITIES

CONTENTS

1. Instructions to Suppliers
2. Declaration of Interest (SBD 4)
3. Preference Points Claim in terms of the Preferential Procurement Regulation, 2022 (SBD 6.1)
4. Instructions to Suppliers: Purchases (Annexure 7)
5. General conditions of contract

DEPARTMENT OF WATER AND SANITATION

WTE 1013CE

**SUPPLY, DELIVERY, INSTALLATION AND SERVICING OF SPECIFIED HYGIENE SERVICES FOR
INFRASTRUCTURE BRANCH TRAINING CENTRE (IBTC) AT ROODEPLAAT DAM, PRETORIA IN
GAUTENG PROVINCE FOR A PERIOD OF 24 MONTHS.**

1. INSTRUCTIONS TO BIDDERS

CONTENTS

1. Issuing of documents
2. Queries with respect to this bid
3. Completion of Bids
4. Submission of Bids
5. Signature on Bids
6. General Conditions of Contract
7. Bids to comply with documents
8. Telegraphic bids
9. The Department's right to decline any bid
10. Department is not liable for bidder's expenses
11. Payments made under this contract
12. Evaluation Criteria
13. Rejection of bids
14. Results of bids

INSTRUCTIONS TO BIDDERS

1. ISSUING OF DOCUMENTS

- (a)
 1. A complete set of bid documents is issued to a list of prospective Bidders, sourced from National Treasury's Central Supplier Database.
 2. Bid documents for bids advertised on CIDB will be made available on written request via E-mail.
 3. A complete set of bid documents can be downloaded from E-Portal for the bids advertised on E-Portal
- (b) Bidders must satisfy themselves that the document is complete and conform to the index of this document. Should any figures or writing be indistinct or should any pages be missing from this document or should this document or the drawing(s) contain any obvious errors, the Bidders must immediately notify the Department in order to have any discrepancy rectified or clarified before submitting his bid. Such clarification will be valid only if made by the Department by means of formal amendment as described hereunder prior to the date of submission of bids. The Department may issue amendments to clarify or modify the Bid Documents. A copy of each amendment will be issued to each bidder and shall be acknowledged on the form issued with the amendments. No claim whatsoever will be entertained for faults in the bid price resulting from the above-mentioned discrepancies.
- (c) No alterations, omissions or additions shall be made to this document, but should it be deemed necessary to do so, the Bidder is at liberty to qualify his bid.
- (d) All Bidders shall be deemed to have waived, renounced and abandoned any conditions printed or written upon any stationery used by them for the purpose of or in connection with the submission of bids which are in conflict with the conditions laid down in this document.

2. QUERIES WITH RESPECT TO THIS BID

Queries of a specific administration nature should be directed to: **Ms N Hlatshwako** in writing to the SCM, Office, Department of Water and Sanitation Hlatshwakon@dws.gov.za or telephonically on 017 720 1615.

Queries of a specific technical nature should be directed to Ms R. Mfomadi-Rahube in writing to: Mfomadi-Rahubem@dws.gov.za, 012 808 9980/083 708 8697.

3. COMPLETION OF BIDS

- (a) The bid must be signed on the Invitation to Bid form (SBD 1) annexed hereto with all blanks in the bid and the appendix filled in.
- (b) All spaces in the bid forms and other annexures shall be completed in full.
- (c) **Section 3 in the bid document and the Pricing Schedule must be fully completed and priced out by the bidder. Failure to do so will deem your bid invalid.**
- (d) The bid documents shall not be separated in any way, nor must any pages be detached from the original documents.

4. SUBMISSION OF BIDS

- a) The Bid Document shall be completed and submitted as follows:

The original Bid, together with a cover letter and supporting documents, shall be sealed in an envelope endorsed: "Original Bid: **WTE 1013 CE: SUPPLY, DELIVERY, INSTALLATION AND SERVICING OF SPECIFIED HYGIENE SERVICES FOR INFRASTRUCTURE BRANCH TRAINING CENTRE (IBTC) AT ROODEPLAAT DAM, PRETORIA IN GAUTENG PROVINCE FOR A PERIOD OF 24 MONTHS.**"

- b) Bids sealed and endorsed as above, will be received by: The Supply Chain Management Office or may be deposited in the bid box at the entrance of the Department Water and Sanitation: Construction East Office Building, Grootdraai Dam, Standerton and not later than 11:00 on the date stipulated on the front cover of this document. and not later than 11:00 on the date stipulated on the front cover of this document.

5. SIGNATURE ON BIDS

The Bid, if by an individual, must be signed by that individual or by someone on his behalf duly authorised thereto and proof of such authority must be produced. If the bid is by a Company, it must be signed by a person duly authorised thereto by a Resolution of a Board of Directors a copy of which Resolution, duly certified by the Chairman of the Company is to be submitted.

If the bid is submitted by a joint venture of more than one person and/or Companies and/or firms it shall be accompanied by the following:

- (a) The original or a notarially certified copy of the original document under which such joint venture was constituted which must define precisely inter alia the conditions under which the joint venture will function, its period of duration and the participation of the several constituent persons and/or companies and/or firms.
- (b) A certificate signed by or on behalf of each participating person and/or company and/or firm authorising the person who signed the bid to do so.

6. GENERAL CONDITIONS OF CONTRACT

The General Conditions of Contract (National Treasury 2010), as attached shall be regarded as an integral part of the contract documents.

7. BIDDERS TO COMPLY WITH DOCUMENTS

Where applicable, Bidders must allow in their Bids for all labour, material, machinery and everything necessary for the execution and completion of the Contract in accordance with the bid documents. No alterations may be made in the Invitation to Bid, Schedule of Quantities or other documents and the bid will be deemed to comply entirely with the terms of the documents.

8. TELEGRAPHIC BIDS

No bid forwarded by telegram, telex, facsimile will be considered.

9. THE DEPARTMENTS RIGHT TO DECLINE ANY BID

The Department does not bind itself to accept the lowest or any bid.

10. DEPARTMENT IS NOT LIABLE FOR THE BIDDER'S EXPENSES

The Department will not be held liable for any expenses incurred in preparing and submitting bids.

11. PAYMENTS UNDER THE CONTRACT

All payments due to the Bidder in terms of the contract will be done by means of Electronic Fund Transfer. The bid price must be firm.

12. EVALUATION CRITERIA

Bids will be evaluated in accordance with the new Preferential Procurement Regulations, 2022, using the 80/20 preference points system as prescribed in the Preferential Procurement Policy Framework Act (PPPFA, Act 5 of 2000). The lowest acceptable bid in terms of value will score 80 points for price and a maximum of 20 points will be awarded for attaining the Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution.

Bid proposals will be evaluated based on the 80/20 preference points where a maximum of 80 points will be awarded in respect of price and a maximum of 20 points will be awarded for goals.

The evaluation of bids will be conducted in four (4) phases as follows:

- **Phase 1: Mandatory Requirements**
- **Phase 2: Administrative Compliance**
- **Phase 3: Technical Evaluation and Specification Compliance**
- **Phase 4: Preference Points system**

Phase 1:

Mandatory Requirements

- Failure to complete, sign and submit the documents listed in table 1 below will render your bid non-responsive and will be disqualified.
- Failure to attend compulsory site briefing listed in table 1 below will render your bid non-responsive and will be disqualified.

Table 1

No	Criteria	Yes	No
1.	Compulsory site briefing attendance		
2.	Complete, sign, submit SBD 1, SBD 3.1, SBD 4.		

Phase 2

Administrative Compliance

Table 2

Bidders are required to comply with the following listed below

No	Criteria	Yes	No
1.	Complete, sign, and submit SBD 6.1 according to PPR 2022 (failure to submit, the Bidder will forfeit the preferential points to be claimed)		
2.	Companies must be registered with National Treasury's Central Supplier Database.		
3.	Companies must tax compliant with SARS (to be verified through CSD and SARS).		
4.	Companies must be actively registered with Company Intellectual Property Commission (to be verified through CSD and CIPC).		
5.	Submit a certified copy of B-BBEE Status Level Verification Certificate /affidavit. (failure to submit, the Bidder will forfeit the preferential points to be claimed)		

Phase 3:

Technical Evaluation and Specification Compliance

Compliance requirements:

- Indicate by marking the relevant column to confirm specification compliance. A bidder who fails to comply with the specification requirements as described in section 2 of this document will be disqualified and not considered for further evaluation.

Table 3

Item No:	Quantity	Description (Spec / ToR)	Comply	Non-Comply
1.	15	500ML Flexi Manual Dispenser Foam (Hand Wash) Soap		
2.	10	Automated Hot Air Dryer/Hand Dryer		

3.	5	500ML Flexi Manual Dispenser Foam Hand Sanitizer		
4.	10	18L Sanitary Pedal Bin		
5.	16	500ML Flexi Manual Dispenser Waterless Foam Toilet Seat Sanitiser		
6.	22	360ML Digital Sanitizer Dispenser Toilet/Urinal Sanitizer		
7.	49	75ML Microburst Air Freshener Dispenser		
8.	6	0.90M x 1.5M Appearance Dust Mat		
9.	54	Specialised Clean Treatment/Deep Clean		
10.	Once Off	Installation Fees		

Note: Table 3 of phase 3 must be completed in full and section 2 (Price quotation data) must be signed

Phase 4:

Preference Points system

The bid will be awarded in terms of Regulation 4: Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000).

Bid proposals will be evaluated based on the 80/20 preference points where a maximum of 80 points will be awarded in respect of price and a maximum of 20 points will be awarded for goals.

Points claimed will be according to a bidder's specific goals claimed as indicated in Table 4 below.

Table 4: Specific goals for the tender and points allocation are indicated as per the table below:

In terms of Regulation 4(2); 5(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this bid the bidder will be allocated points based on the bidder's goals claimed as per table 4. Bidder's goal claimed must be supported by proof/ documentation stated as per table 4 and the special conditions of this bid where applicable:

Table 4

The specific goals allocated points in terms of this tender	Number of maximum points allocated (80/20 system)	Bidder's points claimed for specific goals (To be completed by Bidder)
Women Ownership	5	
Disability Ownership	5	
Youth Ownership	5	
Location of enterprise (local equals province) Gauteng Province	2	
B-BBEE status level contribution from level 1 to 2 which are QSE or EME	3	
TOTAL SCORED POINTS	20	

Specific goals” means specific goals as contemplated in section 2(1)(d) of the PPPFA Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction of Development Programme as published in *Government Gazette* No. 16085 date 23 November 1994.

“Ownership” means the percentage ownership and control, exercised by individuals within an enterprise.

"Disability" means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.

- i. A blind person (in terms of the Blind Persons Act, 1968 (Act no.26 of 1968);
- ii. A deaf person, whose hearing is impaired to such an extent that he/she cannot use it as a primary means of communication.
- iii. A person who, as a result of permanent disability, requires a wheelchair, caliper or crutch to assist him/her to move from one place or another.
- iv. A person who requires an artificial limb; or
- v. A person who suffers from a mental illness (in terms of the Mental Health Act, 1973 (Act no. 18 of 1973).

"Youth" means, in respect of a person younger than 35 years of age.

"Location of enterprise” Local equals province. Where a project cuts across more than one province, the bidder may be located in any of the relevant provinces to claim and be allocated the points.

Women, disability, and youth will be measured by calculating the pro-rata percentage of ownership of the bidding company which meets the criterion. E.g., Company A has five shareholders each of whom own 20% of the company. Three of the five shareholders meet the criterion, i.e., they are women/disability/youth. Therefore, this bidder will obtain 60% of the points allowable for this goal.

Table 4: Documents required for verification of Bidder's claimed points

Documents/ information listed on the below table 5 must be submitted to support and verify points claimed as per table 4 above.

Table 5

Specific Goal	Requires Proof Documents
Women Ownership	Full CSD Report
Disability Ownership	Full CSD Report
Youth Ownership	Full CSD Report

Location of enterprise	Full CSD Report
B-BBEE status level contribution from level 1 to 2 which are QSE or EME	Valid B-BBEE certificate/sworn affidavit Consolidated B-BBEE certificate in cases of Joint Ventures (JV) Full CSD Report for each bidder who formed a (JV)

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

13. REJECTION OF BID

Bids not complying with the above-mentioned requirements and specifications may be regarded as incomplete and may not be considered.

14. RESULTS OF BIDS

Results of non-acceptance of bids will be sent to individual unsuccessful bidders in due course.

DEPARTMENT OF WATER AND SANITATION**INSTRUCTIONS TO BIDDERS: PURCHASES**

1. The standard bidding forms should not be retyped or redrafted.
2. Should standard bid forms not be filled in by means of mechanical devices, for example typewriters, black ink must be used to fill in bids.
3. Bidders shall check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted in regard to claims arising from the fact that pages are missing or duplicated.
4. The specifications form an integral part of the bid document and bidders shall indicate in the space provided whether the items offered are to specification or not.
5. In respect of the paragraphs where the items offered are strictly to specification, bidders shall insert the words "as specified".
6. In cases where the items are not to specification, the deviations from the specifications shall be indicated.
7. The bid prices shall be given in the units shown and must be firm.
8. With the exception of basic prices, where required, all prices shall be quoted in South African currency.
9. Delivery basis:
 - (a) Supplies which are held in stock or are in transit or on order from South African manufacturers at the date of bid, shall be offered on a basis of delivery into consignee's store or on his site within the free delivery area of the bidder's centre, or carriage paid consignee's station if the goods are required elsewhere.
 - (b) Notwithstanding the provisions of paragraph 9(a), bid prices for supplies in respect of which installation/erection/assembly is a requirement, shall include ALL costs on a basis of delivered on site as specified.
10. Unless specifically provided for in the bid document, no bids transmitted by telegram, telex, facsimile, or similar apparatus shall be considered.
11. Bids received after the closing date and time are late and will as a rule is not accepted for consideration.
12. Bids will be opened in public, that is, bidders or their representatives may be present. If requested by any bidder, the names of bidders and if practical the total amount of each bid, will be read aloud.
13. The period for which offers are to remain valid and binding is indicated in the bid documents and is calculated from the closing date on the understanding that offers are to remain in force and binding until the close of business on the last day of the period calculated and if this day falls on a Saturday, Sunday or public holiday, the bid is to remain valid and binding until the close of business on the following working day.
14. These conditions (ANNEXURE 7) form part of the bid and failure to comply therewith may invalidate a bid.
15. Bidders are requested to promote local content optimally. Bidders who use locally manufactured components, products, equipment and systems, must complete the Department Declaration for Annexure C (Local Production and Content)
16. After public opening of bids, information relating to the examination, clarification and evaluation of bids and recommendations concerning awards will not be disclosed to bidders or other persons not officially concerned with the process, until the successful bidder is notified of the award. The bid documentation of bidders is considered to be confidential and will under no circumstances be made available to other bidders or other persons.

17. The financial standing of bidders and their ability to manufacture or to supply goods or to render a service may be examined before their bids are considered for acceptance.
18. The Department may, where a bid relates to more than one item, accept such bid in respect of any specific item or items and also accept part of the specified quantity of any specific item or items.
19. The Department is not obliged to accept any bid. The evaluation of a bid will be done in accordance with the Preferential Procurement Policy Framework Act, 2000 (Act no. 5 of 2000) and its regulations.
20. After approval of the bid, both parties must sign a written contract.
21. Failure of the successful bidder to sign the Contract Form in ink may result in the invalidation of their bid.

DEPARTMENT OF WATER AND SANITATION

WTE 1013 CE

SUPPLY, DELIVERY, INSTALLATION AND SERVICING OF SPECIFIED HYGIENE SERVICES FOR INFRASTRUCTURE BRANCH TRAINING CENTRE (IBTC) AT ROODEPLAAT DAM, PRETORIA IN GAUTENG PROVINCE FOR A PERIOD OF 24 MONTHS.

SECTION 2: STIPULATIONS

CONTENTS

1. STIPULATIONS

STIPULATIONS

1.	SERVICE	
1.1.	The service to be rendered is: SUPPLY, DELIVERY, INSTALLATION AND SERVICING OF SPECIFIED HYGIENE SERVICES FOR INFRASTRUCTURE BRANCH TRAINING CENTRE (IBTC) AT ROODEPLAAT DAM, PRETORIA IN GAUTENG PROVINCE FOR A PERIOD OF 24 MONTHS.	
2.	SITE	
	<ul style="list-style-type: none"> • Department Of Water and Sanitation. • Infrastructure Branch Training Centre (IBTC) at Roodeplaat. • Dam Access Road. • Off Kwa Mhlanga Road R573 near Pretoria in Gauteng Province. • GPS Coordinates: (Lat-25.618439° and Long 28.368786°) 	
3.	STANDARD SPECIFICATIONS	
3.1.	The service provider to Supply, Deliver, Install and Service Specified Hygiene Services for Infrastructure Branch Training Centre (IBTC) at Roodeplaat Dam, Pretoria in Gauteng Province for a period of 24 MONTHS. As per below specification:	
	Item No:	Quantity
	Description (Spec / ToR)	
	1.	15
	2.	10
	3.	5
	4.	10
	5.	16
	6.	22
	7.	49
	8.	6
	9.	54
	10	Once Off
		Installation Fees
3.2	STANDARDS, SPECIFICATIONS AND DEFINITIONS APPLICABLE	
	General Specification for Equipment and Consumables	
	1. 500ML Flexi Manual Dispenser Foam (Hand Wash) Soap	
	<ul style="list-style-type: none"> • Antibacterial and environmentally friendly. • Dispensed in approx.1300 measured doses. • Prevent hand from drying out. • Mild and caters for sensitive skin. 	
	Must be replaced on monthly basis.	

2. Automated Hot Air Dryer/Hand Dryer

- No touch sensor activated
- Drying time must be 20 sec or less

Rental only on monthly basis.

3. 500ML Flexi Manual Dispenser Foam Hand Sanitizer

- Antibacterial and 40% Alcohol.
- Prevent drying of hands.
- No touch to dispense a single dose at a time.
- Mild and caters for sensitive.

Must be refilled on monthly basis.

4. 18L Sanitary Pedal Bin

- No touch opening of lid.
- Must have a system in place to eliminate odours and prevent spread of bacteria.
- All consumables should be included in service replacement of all (incl. Sanitary towel bags).
- SABS Compliant.
- Contents must be disposed of in a lawful and legal manner.

Must be serviced two times (weekly - twice in a month).

5. 500ML Flexi Manual Dispenser Waterless Foam Toilet Seat Sanitiser

- Quick dry.
- Kill bacteria.
- Dispenser must dispense a measured dose with each action.
- Mild and caters for sensitive skin.

Must be replaced on monthly basis.

6. 360ML Digital Sanitizer Dispenser Toilet/Urinal Sanitizer

- Reduce deposits and lime scale.
- Kill bacteria.
- A measured dose must be dispensed with each flush.
- Mild and caters for sensitive skin.

Must be replaced on monthly basis.

7. 75ML Microburst Air Freshener Dispenser

- Preferably other power sources than electricity
- If battery operated batteries must be replaced on a monthly basis
- Batteries and refills must be fully serviced by the Service Providers staff.
- Must dispense fragrance at appropriate times.
- Baby Powder & Forest Fern Scented.

Must be replaced on monthly basis.

8. 0.90M x 1.5M Appearance Dust Mats

- Trap moisture dust and dirt.
- Anti slip and fall.
- Bevelled borders.

Must be serviced on monthly basis.

9. Specialized Clean Treatments/Deep Clean

- All tops and surfaces must be cleaned and disinfected.
- All stains must be removed from floors, tops, surfaces, urinals and toilets.

Must be serviced on monthly basis.

	<p>NB:</p> <ul style="list-style-type: none"> • All services must take place on a monthly basis except if specified otherwise. • All equipment must be high quality and wall mounted unless specified otherwise. • Prices must include services for rented equipments. • Batteries, all refills and replacements must be fully serviced by the Service Provider staff.
4.	QUANTITIES
	<ul style="list-style-type: none"> • The quantity required cannot be guaranteed. • However, the estimated quantity is given in the SBD 3.1.
5.	SCOPE OF CONTRACT
	<p>The Supplier will be required to perform the following service as part of this contract:</p> <ul style="list-style-type: none"> • Supply, Deliver, Install and Service Specified Hygiene Services for Infrastructure Branch Training Centre (IBTC) at Roodeplaas Dam, Pretoria in Gauteng Province for a period of 24 Months, according to the specification. • All loading costs shall be included in the price quotation rates. • Items not according to the specifications will not be accepted and paid for and the material shall be removed and replaced by the successful supplier for his/her own account. • Proof of delivery and service slips must be signed by site (IBTC) representative and Supplier.
6.	PAYMENT
	<ul style="list-style-type: none"> • Payment will be made per quantities supplied to site. • The Department reserves the right to check the quantities and services at any time. • Payment will be made monthly on receipt of specified tax invoices. • Payment will not be made for consignment unless supported by delivery notes duly signed by the official checking the collection. • Bid price must be firm. • Payment will be done within 30 days of receipt and approval of the original invoice by depositing the payment directly into the bank account of the successful bidder. • No cash or cheque payment will be made. No upfront payment will be made. • Payment for standing time exceeding two hours will only be made if such standing time is a result of the action of the Department. • Bidders shall provide in their bid for all labour, plant, material, implements and vehicles necessary for the execution of the contract and all operating and maintenance costs in accordance with the bid documents.
7.	ROAD CONDITIONS AND DISTANCE
	<ul style="list-style-type: none"> • Bidders are advised to acquaint themselves with roads, road conditions, distances, etc. on and to the site, before bidding.
8.	COSTS
	<ul style="list-style-type: none"> • Bidders shall provide in their bid for all labour, plant, material, implements and vehicles necessary for the execution of the contract and all operating and maintenance costs in accordance with the bid documents.
9.	PROGRAMME OF WORKS
	<ul style="list-style-type: none"> • Supply is required 14 days after receipt of an official DWS order as requested by the end-user. • It is a contractual requirement that the items be supplied as per indicated time frame after the signing of the Contract by the successful supplier.
10.	BIDDER'S VEHICLES
	<ul style="list-style-type: none"> • The Department will have the right to instruct the successful Bidder to repair or replace a vehicle which is considered unsuitable for the transportation. • Overloading of vehicles in terms of the Road Traffic Act will not be permitted.
11.	DELIVERY
	<p>Supply, delivery, installation and servicing of specified hygiene services can be done during the following working hours 7h15 to 15h15 from Monday to Thursday but not on the following days or periods:</p> <p>(i) Fridays 14h00 to Mondays 07h00</p>

	<ul style="list-style-type: none"> (ii) All public holidays (iii) The last Thursday and Friday of the month (iv) The period between 10 December and 06 January • The Bidder shall nominate a contact person with whom the Department will arrange and schedule collection. • DWS will decline products that do not comply with the specification and will not be accepted and will not be paid for. • The declined material must be removed from the site within 48 hours for the Bidder's own cost. • The ownership of and risk for the product purchased will pass to the Department at the point of collection i.e. where a signed acceptance take place.
12.	BID PRICE AND SUPPLY PERIODS
	<ul style="list-style-type: none"> • All-inclusive bid prices are required, meaning VAT, delivery and any other cost mentioned in the specification for the Bidders account must be included in the unit price. • Firm bid prices and delivery periods must be submitted. • Adherence to bid delivery period is of utmost importance. • "Firm" prices are deemed to be the prices which are only subject to the following statutory change. <ul style="list-style-type: none"> (a)VAT, (b)Any levy related to customs and excise (written proof must be given)
13.	SAFETY AND ENVIRONMENTAL
	<ul style="list-style-type: none"> • Bidders are required to adhere to the Departments Safety and Environmental policies.

Therewith I, _____ (Bidder's Name) declare that I have read, completed and understood the above specifications.

BIDDER'S SIGNATURE

DEPARTMENT OF WATER AND SANITATION

WTE 1013 CE

SUPPLY, DELIVERY, INSTALLATION AND SERVICING OF SPECIFIED HYGIENE SERVICES FOR INFRASTRUCTURE BRANCH TRAINING CENTRE (IBTC) AT ROODEPLAAT DAM, PRETORIA IN GAUTENG PROVINCE FOR A PERIOD OF 24 MONTHS.

SECTION 3: SBD 3.1 – PRICING SCHEDULE

CONTENTS

PREAMBLE TO THE SBD 3.1 – PRICING SCHEDULE
SBD 3.1 – PRICING SCHEDULE

PREAMBLE TO THE SBD 3.1 – PRICING SCHEDULE

1. GENERAL

The SBD 3.1 forms part of the Contract Documents and must be read and priced in conjunction with all the other documents which include the Conditions of Contract and all other Specifications in the bid document.

2. QUANTITIES REFLECTED IN THE PRICING SCHEDULE

The quantities given in the SBD 3.1 can be subject to change. **The Department reserves the right to only purchase one product per item or one item or none of the items in the pricing schedule.**

The validity of the contract will in no way be affected by differences between the quantities in the SBD 3.1 and the quantities finally certified for payment.

3. PRICING OF THE SCHEDULE

The rates to be filled in the SDB 3.1 should include all costs. All rates and amounts quoted in the SBD 3.1 shall be in Rand and shall include VAT.

4. CORRECTION OF ENTRIES

Incorrect entries shall not be erased or obliterated with correction fluid, use of correction fluid will invalidate your bid, but must be crossed out neatly. The correct figures must be entered above or adjacent to the deleted entry, and the alteration must be initialled by the Bidder, failure to initial where the correction was done will invalidate your bid.

**PRICING SCHEDULE
(Firm Prices)**

WTE 1013 CE

SUPPLY, DELIVERY, INSTALLATION AND SERVICING OF SPECIFIED HYGIENE SERVICES FOR INFRASTRUCTURE BRANCH TRAINING CENTRE (IBTC) AT ROODEPLAAT DAM, PRETORIA IN GAUTENG PROVINCE FOR A PERIOD OF 24 MONTHS.

THIS PRICING SCHEDULE MUST BE COMPLETED IN FULL – FAILURE TO COMPLY WILL INVALIDATE YOUR BID

CLOSING TIME 11:00	ON: (2026)	BID NO: WTE 1013 CE
NAME OF BIDDER:		

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF THE BID

ITEM	DESCRIPTION	QTY	RATE/unit	AMOUNT R c
1.	500ML Flexi Manual Dispenser Foam (Hand Wash) Soap	15		R.....
2.	Automated Hot Air Dryer/Hand Dryer	10		R.....
3.	500ML Flexi Manual Dispenser Foam Hand Sanitizer	5		R.....
4.	18L Sanitary Pedal Bin	10		R.....
5.	500ML Flexi Manual Dispenser Waterless Foam Toilet Seat Sanitiser	16		R.....
6.	360ML Digital Sanitizer Dispenser Toilet/Urinal Sanitizer	22		R.....
7.	75ML Microburst Air Freshener Dispenser	49		R.....
8.	0.90M x 1.5M Appearance Dust Mat	6		R.....
9.	Specialised Clean Treatment/Deep Clean	54		R.....

10.	Installation Fees	Once Off		R.....
			SUBTOTAL	R.....
			VAT @ 15%	R.....
			**TOTAL BID PRICE	R.....
*Total bid price for the period of 24 MONTHS *				

- Delivery basis.
(See note hereunder)

IBTC in Roodeplaas close to Pretoria in
Gauteng province

-
- The period required for delivery after receipt of order:

14 days after receipt of Purchase Order as
per request by end-user

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

NOTE:

- All delivery costs must be included in the bid price.
- Failure to complete all the relevant information in SBD 3.1 will render your bid as non-responsive.

Any enquiries regarding quotation procedures may be directed to the –

Department Water and Sanitation
Construction East
Supply Chain Management
Private Bag x2023
Standerton

Administrative information:

Mr. SD Mongwe: Mongwes2@dws.gov.za 083 600 5718

Or

For technical or site information –

Ms. Rosa Mfomadi-Rahube - Mfomadi-RahubeM@dws.gov.za or 012 808 9980/083 708 8697