



## DEPARTMENT OF WATER AND SANITATION

**DUE AT 11:00 ON**

**CLOSING DATE: 16 JULY 2026**

**\*Bids to be submitted to the Tender Box before 11:00, bids not submitted in the tender box will not be accepted.**

**WTE-2613ES**

**APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE MEDICAL SURVEILLANCE SERVICES FOR THE DEPARTMENT OF WATER AND SANITATION: EASTERN OPERATIONS AS AND WHEN REQUIRED FOR A PERIOD OF 24 MONTHS**

**SUBMIT BID DOCUMENTS TO:**

**POSTAL ADDRESS:**

DEPT OF WATER AND SANITATION  
SUPPLY CHAIN MANAGEMENT OFFICE  
PRIVATE BAG X 24  
HOWICK, 3290

**OR**

**TO BE DEPOSITED IN:**

DEPT OF WATER AND SANITATION  
THE BID BOX AT THE ENTRANCE  
GATE OF MIDMAR DAM  
R103 PROSPECT ROAD  
MIDMAR DAM  
HOWICK, 3290

**\*Please do not address your parcel to an official if you are making use of a delivery company. Clearly state: Tender Box**

*BIDDER: (Company Address OR Stamp)*

**COMPILED BY:  
DEPARTMENT OF WATER AND SANITATION**



## DEPARTMENT OF WATER AND SANITATION

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# T1 TENDERING PROCEDURES

## T1.1 INSTRUCTIONS TO BIDDERS

### 1. ISSUING OF DOCUMENTS

- (a) A complete set of bid documents are issued to a prospective Bidder.
- (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.
- (e) Each page of the completed document that will be submitted should be initialled by the Bidder at the bottom of the page.

### 2. QUERIES WITH RESPECT TO THIS BID

Queries of a specific technical nature may be discussed with **Ms L Mguni at 033 239 1299 / [mgunil@dws.gov.za](mailto:mgunil@dws.gov.za)** or may be directed in writing to: The Director: Eastern Operations, Department of Water and Sanitation, Private bag X24, Howick.

### 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) **SBD 3.1 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

The Bid Document shall be completed, signed and submitted as follows:

- (a) The original Bid, together with a covering letter and supporting documents, shall be sealed in an envelope endorsed:

**WTE-2613ES: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE MEDICAL SURVEILLANCE SERVICES FOR THE DEPARTMENT OF WATER AND SANITATION: EASTERN OPERATIONS AS AND WHEN REQUIRED 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 deposit in the bid box at the entrance of **Department of Water and Sanitation, R103 Prospect Road, Howick** 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 with the bid.

The successful bidder will be required to submit a "Letter from the manufacturer" confirming the supply arrangement within 14 days after the approval of the bid.

If the bid is submitted by 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, as attached shall be regarded as an integral part of the contract documents.

## 7. PERIOD OF VALIDITY OF QUOTATIONS AND WITHDRAWAL AFTER CLOSING DATE

All quotations shall remain valid for a period of **one hundred and twenty days (120)** after the closing time and date set.

## 8. TELEGRAPHIC BIDS

No bid forwarded by telegram, telex, facsimile, e-mail or similar apparatus will be considered.

## 9. THE DEPARTMENTS RIGHT TO DECLINE ANY BID

The Department does not bind itself to accept the lowest or any bid. Bids not complying with the above-mentioned requirements and specifications may be regarded as incomplete and may not be considered.

## 10. ACCEPTANCE OR REJECTION

Quotations may be rejected if they show any departure from the conditions or specifications contained in the quotation documents or are incomplete in any way. The employer **does not bind him** to accept the lowest or any quotation and reserves the right to accept any quotation he may deem expedient, nor will he assign any reason for the acceptance or rejection of any quotation.

## 11. DEPARTMENT NOT LIABLE FOR BIDDER'S EXPENSES

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

## 12. 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 evaluation committee will be following a phased approach during evaluation.

### T1.2 EVALUATION CRITERIA

DWS will evaluate all proposals according to the Preferential Procurement Regulations, 2022, using 80/20 preference points system as prescribed in the Preferential Procurement Policy Framework Act (PPPFA, Act 5 of 2000. The lowest acceptable bid will score 80 points for price and a maximum of 20 points will be awarded for the specific goals. Maximum of 100 points will be scored for functionality (quality).

Bids received will be evaluated on the four (4) phases namely:

- (1) Mandatory Requirements (if applicable),
- (2) Functionality Requirements
- (3) Administrative Compliance
- (4) Price & Specific Goal

#### **PHASE 1: MANDATORY REQUIREMENTS:**

Failure to submit any of the documents listed below will render your bid non-responsive and the bid will be disqualified.

No	Criteria	Yes	No
1.	Have a valid certificate of practice with the board of health funders		
2.	Proof of medical unit within a 150km radius from Midmar Dam.		
3.	Bill of Quantities (fully completed and signed)		
4.	SBD 3.1 (fully completed and signed)		

#### **PHASE 2: FUNCTIONALITY COMPLIANCE**

Criteria	Sub-Criteria	COMPLY YES/NO	
		Yes	No
Track record and experience	A minimum of three (3) reference letters of confirmation is required where the works were completed. The letters must be on the company's letterhead, stamped and signed by the duly authorized company representative.		

Competency	Provide proof of qualifications (CV's) and expertise for (Medical Doctor with a qualification in occupational health or Occupational Health Nurse. <ul style="list-style-type: none"> <li>• Bachelor of medicine and Bachelor of Surgery</li> <li>• Post Graduate Diploma in Occupational Health</li> </ul>		
Professional Registrations	Valid Membership of the SASOM (South African Society of Occupational Medicine)		
	Valid Membership of SASOHN (South African Society of Occupational Health Nurses)		
	Valid registration as occupational medical practitioner with HPCSA		
	Certificate of Approval for a medical practitioner with the South African Maritime Safety Authority (SAMSA)		
	Valid Spirometry, audiometry and vision screening certificate for the OHNP.		
Equipment	Proof of mobile medical units		
	Calibration certificates of all equipment to be used on project including (audio booth, audiometer, spirometer, keystone vision screener)		

### **PHASE 3: ADMINISTRATIVE COMPLIANCE**

Bidders are required to comply with the following listed below:

No	Criteria	Yes	No
1	Companies must be registered with National Treasury's Central Supplier Database must submit CSD report. Provide MAAA number on SBD1		
2	Tax compliant with SARS (to be verified through CSD and SARS). Attach Tax Compliance status PIN page		
3	Active registration with Company Intellectual Property Commission (to be verified through CSD and CIPC). Attach copy of Bidder's CIPC / CIPRO certificate.		
4	A valid copy of B-BBEE Status Level Verification Certificate or a valid original sworn affidavit (failure to submit, the Bidder will forfeit the relevant points allocated for B-BBEE under specific goals)		
5	Initial and sign Tender data section (T1 & T2) and all required documents to be submitted with tender. Initial each page of section C1, C2 and C3 and sign where required.		
6	Letter of appointment of duly authorized person to sign bid. Proof of such authority must be submitted with 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 with the bid.		
7	Complete, sign, submit SBD1, SBD4, SBD6.1		

#### **PHASE 4: PRICE AND SPECIFIC GOALS**

The 80/20-point system will be used in evaluating all proposals.

<b>Evaluation element</b>	<b>Weighting (Points)</b>
SPECIFIC GOALS	20
PRICE	80
<b>Total</b>	<b>100</b>

#### **Price**

**A maximum of 80 points are allocated for price on the following basis**

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

Where:

$P_s$  = Points scored for comparative price of bid under consideration

$P_t$  = Comparative price of bid under consideration

$P_{\min}$  = Comparative price of lowest acceptable bid

#### **Preference Point System (Specific Goals)**

<b>SPECIFIC GOALS</b>	<b>NUMBER OF POINTS TO BE ALLOCATED</b>
Women	5
People with disability	5
Youth (35 and below)	5
Location of enterprise (Province)	2
B-BBEE status level contributors from level 1 to 2 which are QSE or EME	3
<b>Total points for SPECIFIC GOALS</b>	<b>20</b>

Documents requirement for verification of points allocation:

<b>Procurement Requirement</b>	<b>Required Proof Documents</b>
Women	Full CSD Report
Disability	Full CSD Report
Youth	Full CSD Report
Location	Full CSD Report
B-BBEE status level contributors from level 1 to 2 which are QSE or EME	Valid BBBEE certificate/sworn affidavit Consolidated BEE certificate in cases of Joint Venture Full CSD Report

The definition and measurement of the goals above is as follows:

**Women, disability, and youth:**

This will be measured by calculating the pro-rata percentage of ownership of the bidding company which meets this 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.

**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 obtain the points.

**B-BBEE status level contributors from level 1 to 2 which are QSE or EME**

Measured in terms of normal BBBEE requirements.

**Note: Formula for calculating points for specific goals**

Preference points for entities are calculated on their percentage shareholding in a business, provided that they are actively involved in and exercise control over the enterprise.

The following formula is prescribed:

$$PC = Mpa \times \frac{P\text{-own}}{100}$$

100

Where

PC= Points awarded for specific goal

Mpa= The maximum number of points awarded for ownership in that specific category

P-own = The percentage of equity ownership by the enterprise or business

Should you require any further information in this regard, please do not hesitate to contact:

<b>Name:</b>	<b>Laura Mguni</b>
<b>Tel:</b>	<b>033 239 1299</b>
<b>Mobile:</b>	<b>n/a</b>
<b>Email:</b>	<a href="mailto:mgunil@dws.gov.za">mgunil@dws.gov.za</a>

### T1.3 LIST OF RETURNABLE DOCUMENTS AND SCHEDULES

The Bidder must complete and attach the following Returnable Documents:

**a) SBD Forms to be completed and signed**

- SBD1 Invitation to Bid
- SBD3.1 Pricing Schedule – Firm Prices
- SBD4 Declaration of Interest
- SBD6.1 Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022

**b) Returnable Schedules required for Bid Evaluation purposes**

- A: Professional Registrations with the relevant bodies:
- B: Bill of Quantities (BOQ)

**c) Other Documents required for Bid Evaluation purposes**

- 1: Company/business registration certificate (CK) issued by the Commissioner of Companies & Intellectual Property Commission (Joint Ventures/Close Corporation/Partnership/Company/Sole Proprietor)
- 2: An original valid Tax Clearance Certificate issued by the South African Revenue Services.
- 3: Certified copies of Identity Documents of shareholders
- 4: B-BBEE Status Level Verification Certificate or Sworn Affidavit
- 5: Letter of Authority indicating the person who will be authorized to sign bidding documents and contract on behalf of bidder
- 6: General condition of a contract, signed
- 7: CSD Reports (comprehensive)
- 8: Check list of returnable documents



## PART A: INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>							
BID NUMBER:	WTE-2613ES	CLOSING DATE: 16 JULY 2026			CLOSING TIME:	11:00am	
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE MEDICAL SURVEILLANCE SERVICES FOR THE DEPARTMENT OF WATER AND SANITATION: EASTERN OPERATIONS AS AND WHEN REQUIRED FOR A PERIOD OF 24 MONTHS.						
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>							
THE BID BOX AT THE ENTRANCE OF WATER AND SANITATION – MIDMAR DAM							
R103 PROSPECT STREET							
HOWICK, 3290							
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>				<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>			
CONTACT PERSON	Gerda Lamprecht			CONTACT PERSON	Ms L Mguni		
TELEPHONE NUMBER	033 239 1903				033 239 1299		
E-MAIL ADDRESS	<a href="mailto:lamprechtg@dws.gov.za">lamprechtg@dws.gov.za</a>			E-MAIL ADDRESS	<a href="mailto:mgunil@dws.gov.za">mgunil@dws.gov.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:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA		
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>							
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS 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?				<input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>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.</b>							

**PART B**

**TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
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. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
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: .....



**PRICING SCHEDULE – FIRM PRICES  
(PURCHASES)**

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**  
**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

<b>Name of bidder</b> .....		
Bid number: <b>WTE-2613ES</b>	Closing date: <b>16 JULY 2026</b>	Closing Time <b>11:00</b>

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

ITEM NO.	DESCRIPTION OF GOODS	BID PRICE <i>(To be filled by the bidder)</i>
1.	Midmar Area Office Annual Medicals (Midmar Dam: Howick)	
2.	Klipfontein Area Office Annual Medicals (Klipfontein Dam: Vryheid)	
3.	Entry and exit Medicals (Supplier premises)	
<b>SUBTOTAL</b>		
<b>VAT</b>		
<b>TOTAL</b>		

- 
- **Required by:** OPERATIONS EASTERN
  - **Att:** SUPPLY CHAIN MANAGEMENT
  - **Brand and model** .....
  - **Country of origin** .....
  - **Does the offer comply with the specification(s)?** \*YES/NO
  - **If not to specification, indicate deviation(s)** .....
  - **Period required for delivery** .....  
\*Delivery: Firm/not firm
  - **Delivery basis** .....

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

**\*\* “all applicable taxes” includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.**

**\*Delete if not applicable**



## **BIDDER’S DISCLOSURE**

### **1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the Bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### **2. Bidder’s declaration**

2.1 Is the Bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

<b>Full Name</b>	<b>Identity Number</b>	<b>Name of State institution</b>

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the Bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the Bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

I, the undersigned, (name).....  
in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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.

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<sup>2</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.

- 3.5 There have been no consultations, communications, agreements or arrangements made by the Bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the Bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder



**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

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

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:

	POINTS
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
<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 PREFERENCE POINT SYSTEMS

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

**80/20**                      **or**

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest 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 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 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 (80/20 system) (To be completed by the organ of state)	Number of points Claimed (80/20 system) To be completed by the Tenderer
<b>Women Ownership</b>	<b>5</b>	
<b>Disability Ownership</b>	<b>5</b>	
<b>Youth Ownership</b>	<b>5</b>	
<b>Location of enterprise (local equals province) KZN</b>	<b>2</b>	
<b>B-BBEE status level contribution from level 1 to 2 which are QSE or EME</b>	<b>3</b>	

**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:** .....

.....

.....

.....



## **C1: CONTRACT DATA**

### **C1.1 GENERAL CONDITIONS OF CONTRACT**

## C2. PRICING DATA

### C2.1 PRICING INSTRUCTIONS

### C2.2 BILL OF QUANTITIES



**water & sanitation**

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

CONTRACT NO: WTE-2613ES

#### PRICING DATA: BILL OF QUANTITIES

**APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE MEDICAL SURVEILLANCE SERVICES FOR THE DEPARTMENT OF WATER AND SANITATION: EASTERN OPERATIONS AS AND WHEN REQUIRED FOR A PERIOD OF 24 MONTHS.**

#### SUMMARY OF BILL OF QUANTITIES

Item No.	Description of Service	UNIT	UNIT PRICE	QUANTITY (estimated maximum)	TOTAL
<b>1. Midmar Area Office Annual Medicals (Midmar Dam: Howick)</b>					
1.1	Physical Examination including Blood Pressure, Urine tests, Glucose, Cholesterol, HBA1C, Height, weight and BMI, Vision screening (Keystone vision screen with report), Audiometry test with report, Chest X-ray with report, Lung function test (spirometry with report), Issuing of Fitness for Duty Certificate and referral letters	<b>Each person</b>		<b>220</b>	
1.2	Health and Wellness Awareness workshops Burnout Prevention & Resilience Mindfulness & Stress Management Optimizing Work-Life Balance Self-Care for Overwhelmed Professionals Sleep Hygiene & Rest Movement Breaks & Posture Nutrition & Healthy Eating Fitness & Activity Integration	<b>Each session</b>		<b>08</b>	
1.3	Transport costs (provisional sum)	<b>Per km</b>	-----	-----	20000
1.4	Provision of Mobile Medical Units	<b>SUM</b>			
<b>1.5</b>	<b>SUB- TOTAL MIDMAR AREA OFFICE CARRIED TO SUMMARY</b>				

<b>2. Klipfontein Area Office Annual Medicals (Klipfontein Dam: Vryheid)</b>					
2.1	Physical Examination including Blood Pressure, Urine tests, Glucose, Cholesterol, HBA1C, Height, weight and BMI, Vision screening (Keystone vision screen with report), Audiometry test with report, Chest X-ray with report, Lung function test (spirometry with report), Issuing of Fitness for Duty Certificate and referral letters.	<b>Each person</b>		<b>24</b>	
2.2	Health and Wellness Awareness workshops Burnout Prevention & Resilience Mindfulness & Stress Management Optimizing Work-Life Balance Self-Care for Overwhelmed Professionals Sleep Hygiene & Rest Movement Breaks & Posture Nutrition & Healthy Eating Fitness & Activity Integration	<b>Each session</b>		<b>08</b>	
2.3	Transport costs (provisional sum)	<b>Per km</b>	-----	-----	20000
2.4	Provision of Mobile Medical Units	<b>SUM</b>			
2.5	<b>SUB- TOTAL KLIPFONTEIN AREA OFFICE CARRIED TO SUMMARY</b>				
<b>3. Service provider's Premises Entry/Exit medicals</b>					
3.1	Physical Examination including Blood Pressure, Urine tests, Glucose, Cholesterol, HBA1C, Height, weight and BMI, Vision screening (Keystone vision screen with report), Audiometry test with report, Chest X-ray with report, Lung function test (spirometry with report), Issuing of Fitness for Duty Certificate and referral letters	<b>Each person</b>		<b>30</b>	
3.2	<b>SUB- TOTAL ENTRY/EXIT MEDICALS CARRIED TO SUMMARY</b>				
<b>Subtotal (1-3) VAT Excl.</b>					
<b>VAT 15%</b>					
<b>TOTAL</b>					

**SIGNATURE OF BIDDER:** .....

**DATE:** .....

**NB: Quantities on the BOQ are maximum estimates. Invoices and payments shall be for the actual number of employees examined or reviewed. DWS shall not be held liable if the quantities in the BOQ are not reached within the contractual 24 months.**

**Transport claims shall be based on the actual Kms travelled and the prevailing Department of Transport rate at the time of travel.**

**Service provider premises should be within a 150km radius from Midmar Dam Area Office, Howick, KZN.**

**One service provider shall be appointed for these services, therefore failure to price for all areas will result in disqualification.**

**Distance calculations can be done by entering dam names on Google Maps, for Klipfontein specify "Vryheid", or use the following coordinates:**

<b>MIDMAR DAM</b>	<b>MIDMAR DAM, R103 PROSPECT ROAD, HOWICK,3290</b>	<b>27°57'13"S, 29°56'52"E</b>	<b>HOWICK, KZN</b>
<b>KLIPFONTEIN DAM</b>	<b>R34, VRYHEID</b>	<b>29°29'46"S, 25°13'19"E</b>	<b>VRYHEID, KZN</b>

### **C3: SCOPE OF WORKS**

#### **APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE MEDICAL SURVEILLANCE SERVICES FOR THE DEPARTMENT OF WATER AND SANITATION: EASTERN OPERATIONS AS AND WHEN REQUIRED FOR A PERIOD OF 24 MONTHS.**

##### **C3.1 Technical Specification**

The implementation of a Medical Surveillance Programme is a legal requirement aimed at protecting the health and safety of employees who may be exposed to occupational hazards in the workplace. In South Africa, medical surveillance is primarily governed by the Department of Employment and Labour through the provisions of the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) and its associated regulations.

Section 8 of the Occupational Health and Safety Act places a general duty on employers to provide and maintain, as far as is reasonably practicable, a working environment that is safe and without risk to the health of employees. This includes identifying workplace hazards, assessing associated risks, and implementing appropriate control measures to prevent occupational injuries and diseases.

The Medical surveillance programme shall involve the following:

- Physical Examination including vitals (Blood Pressure, Urine tests, Glucose, Height, weight and **BMI**)
- Chest X/Rays
- Spirometry test (Lung Function Test)
- Audiometric test (Hearing Test)
- Vision screening (Keystone vision screen with report)
- Cholesterol monitoring
- HBA1C
- Counselling and referrals for Employees who need further medical management
- Health and wellness awareness workshops
  - ❖ Burnout Prevention & Resilience
  - ❖ Mindfulness & Stress Management
  - ❖ Optimizing Work-Life Balance
  - ❖ Self-Care for Overwhelmed Professionals
  
  - ❖ Sleep Hygiene & Rest
  - ❖ Movement Breaks & Posture
  - ❖ Nutrition & Healthy Eating
  - ❖ Fitness & Activity Integration

### **C3.1.1 3. Occupational Medical Practitioner Mandatory Requirements**

The service provider must comply with the following:

- Bachelor of medicine and Bachelor of Surgery
- Post Graduate Diploma in Occupational Health
- Registration of Qualification as occupational medical practitioner with HPCSA
- Have a valid certificate of practice with the board of health funders
- Certificate of Approval for a medical practitioner with the South African Maritime Safety Authority (SAMSA)
- Member of the SASOM (South African Society of Occupational Medicine)
- Member of SASOHN (South African Society of Occupational Health Nurses)
- Valid Spirometry, audiometry and vision screening certificate for the OHNP.
- Proof of mobile medical units to be used for all tests to be done.
- Calibration certificates of all equipment to be used on project including (audio booth, audiometer, spirometer, keystone vision screener)

### **C3.1.2 Delivery of services**

- Annual medical examinations shall Be conducted onsite at Midmar Dam in Howick KZN and Klipfontein Dam in Vryheid KZN in the service provider's mobile medical units.
- Entry and exit medical examinations shall be conducted at the service provider's premises within a 150km radius from Midmar Dam Area Office, Howick, KZN.
- Health and wellness awareness sessions shall Be conducted onsite at Midmar Dam in Howick KZN and Klipfontein Dam in Vryheid KZN.
- Service provider to ensure that all tests are done in a single visit for each employee.

### **C3.1.3 Quantities and Payments**

- The Quantities provided are maximum estimates. Invoices and payments shall be for the actual number of employees examined or reviewed. DWS shall not be held liable if the quantities in the BOQ are not reached within the contractual 24 months.
- Transport claims shall be based on the actual Kms travelled and the prevailing Department of Transport rates at the time of travel.