

FORMAL PRICE QUOTATION (UNDER R200 000)



---

**FPQ202403/007R: RE-ADVERT-SUPPLY AND DELIVERY OF VARIOUS CHEMICALS AND CONSUMABLES, SERVICE AND MAINTENANCE OF THE LABORATORY MICROSCOPES**

**CLOSING DATE AND TIME: 23 APRIL 2024 AT 12H00**

**BIDDING COMPANY:** \_\_\_\_\_

**RAISE YOUR VOICE AND TAKE ACTION AGAINST  
CORRUPTION AND FRAUD ANONYMOUS REPORTING  
FRAUD AND ETHICS HOTLINE:  
0800-204-860**

website: [www.thehotline.co.za](http://www.thehotline.co.za)  
e-mail: [erwat@thehotline.co.za](mailto:erwat@thehotline.co.za)

Fax :0867 261 681 | SMS: 30916  
P O Box 10512, Centurion, 0046  
App Stores: Vuvuzela Hotline

**ERWAT STAMP**

**Table of Contents**

**FPQ DOCUMENT CHECKLIST ..... 3**

**SCOPE OF WORK ..... 5**

**PRICING SCHEDULE ..... 8**

**MBD 3.1- PRICING SCHEDULE – FIRM PRICES ..... 10**

**MBD 4 - DECLARATION OF INTEREST ..... 11**

**MBD 6.1 - PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS  
2022 13**

**MBD 8 – DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICE ..... 17**

**MBD 9 - CERTIFICATE OF INDEPENDENT BID DETERMINATION ..... 19**

**POPIA CONSENT FORM ..... 21**

**ANNEXURE 1: ATTACH MUNICIPAL ACCOUNT STATEMENT NOT OLDER THAN 3 MONTHS AND NOT OWING FOR  
90+ DAYS OR VALID AGREEMENT SIGNED BY THE LESSOR AND LESSEE ..... 22**

**ANNEXURE 2: ATTACH CIPC COMPANY REGISTRATION DOCUMENTS ..... 23**

**ANNEXURE 3: ATTACH FULL CSD REPORT ..... 24**

**ANNEXURE 4: ATTACH SARS PIN ..... 25**

**ANNEXURE 5: ATTACH IDENTITY DOCUMENTS OF DIRECTORS/ OWNERS/ SHAREHOLDERS ..... 26**

**ANNEXURE 6: ATTACH FUNCTIONALITY/ TECHNICAL SUPPORTING DOCUMENTS (WHERE APPLICABLE) ..... 27**

**ANNEXURE 7: ATTACH PRICE BREAKDOWN (WHERE PRICING SCHEDULE PAGE DOES NOT OFFER SUFFICIENT  
SPACE) 28**

**BID SUBMISSION ..... 29**

**TAX COMPLIANCE REQUIREMENTS ..... 29**

**JOINT VENTURE ..... 29**

**NOTICE TO BIDDERS ..... 30**

**VERY IMPORTANT NOTICE ON DISQUALIFICATIONS: ..... 30**

**A. ADMINISTRATIVE REQUIREMENTS ..... 31**

**B. MANDATORY REQUIREMENTS ..... 31**

**C. PREFERENTIAL POINT SCORING ..... 31**

**D. VALUE ADDED TAX ..... 31**

**E. COMMUNICATION ..... 32**

**F. LATE BIDS ..... 32**

**G. FRONTING ..... 32**

**FPQ DOCUMENT CHECKLIST**

#	Document Name	To be returned/ completed by bidder?	Bidder to tick ✓ if document is submitted	SCM to confirm if document is submitted
<b>MANDATORY AND MUNICIPAL BIDDING DOCUMENTS</b>				
<b>MANDATORY REQUIREMENTS</b>				
1.	Pricing schedule	Yes		
2.	Municipal account statement not older than 3 months and not owing for 90+ days or valid agreement signed by the lessor and lessee	Yes		
3.	Tax compliance status (SARS pin)	Yes		
<b>MUNICIPAL BIDDING DOCUMENTS</b>				
4.	MBD 1 – Invitation to bid	Yes		
5.	MBD 4 – Declaration of Interest	Yes		
6.	MBD 3.1 - PRICING SCHEDULE – FIRM PRICES	Yes		
7.	MBD 6.1 – Preference Points Claim Form	Yes		
8.	MBD 8 - Bidder's Past Supply Chain	Yes		
9.	MBD 9 - Certificate of Independent Bid Determination	Yes		
<b>OTHER DOCUMENTS</b>				
10.	POPIA form	Yes		
11.	Full CSD report	Yes		
12.	CIPC Company Registration Documents	Yes		
<b>FUNCTIONALITY REQUIREMENTS (WHERE APPLICABLE)</b>				
13.	Previous Experience			
<b>TECHNICAL REQUIREMENTS (WHERE APPLICABLE)</b>				
14.	Brochure	N/A		
15.	Sample	N/A		
16.	Certificate of Analysis	N/A		
17.	CIDB Grading	N/A		
<b>PRICE AND SPECIFIC GOALS (80/20)</b>				
18.	Pricing schedule	Yes		
19.	Proof of specific goals requirements to claim points	Yes		
	Full CSD report, CK document and ID documents of company owners/ directors/ shareholders	To claim points for 51% youth ownership	4	
	Full CSD report, CK document and ID documents of company owners/ directors/ shareholders	To claim points for 51% women ownership	4	
	Full CSD report, CK document, ID documents of company owners/ directors/ shareholders, and proof of disability issued by medical doctor	To claim points for 51% disability ownership	4	
	Municipal account/ lease agreement of company or owners/ directors/ shareholders	To claim points for locality	4	
	Certified copy of A Department of Defence (DoD) Identification Card	To claim points for military veteran	4	

### MBD 1 – INVITATION TO BID

You are hereby invited to bid for ERWAT FPQ requirements	
Briefing session	Date: N/A
	Time: N/A
	Venue: N/A
Briefing session instructions:	N/A
Delivery address of bids	ERWAT Head Office, R25 Bapsfontein Road, Kempton Park
SCM related enquiries:	<a href="mailto:amanda.jiyane@erwat.co.za">amanda.jiyane@erwat.co.za</a> <a href="mailto:duma.ratikane@erwat.co.za">duma.ratikane@erwat.co.za</a> or 0119297000
Technical enquiries	<a href="mailto:Alone.mabunda@erwat.co.za">Alone.mabunda@erwat.co.za</a> or 0119297000

Bidder Information	
Name of Bidding Company	
Company physical address	
Company postal address	
Contact details	Company Representative (Name):
	Telephone:
	Cell phone:
	E-mail address:
MKVA Force number:	
CIDB Grading CRS number	
Vat registration number	
Tax Compliance status	TCS Pin:
Are you the accredited representative in South Africa for the goods/ services/ works offered? If yes, attach proof	
CSD number:	<b>MAAA</b>
Total price (incl. VAT):	<b>R</b>

(Offer to be valid for a minimum of 30 days from the closing date of bid)

### SCOPE OF WORK

FPQ202403/007R: RE-ADVERT-SUPPLY AND DELIVERY OF VARIOUS CHEMICALS AND CONSUMABLES, SERVICE AND MAINTENANCE OF THE LABORATORY MICROSCOPES

Bidders are hereby invited to submit an offer for the categories listed hereunder. **Bidder to indicate on below table, which CATEGORY they are bidding for. Bidder are required to complete the pricing in full for their selected category. ERWAT reserves the right to award the bid in full or part, to one or more service providers.**

**IMPORTANT: Only bids from suppliers or services providers the following industry classifications will be considered – manufacturing and/or selling of chemicals and/or pharmaceuticals and/or laboratory consumables, servicing and/or calibration and/or validation and/or verification and/or servicing of laboratory equipment or instruments.**

Item no.	Category	Description	Bidder to tick <input type="checkbox"/> category
1.	CATEGORY 1	SUPPLY AND DELIVERY OF VARIOUS CHEMICALS AND CONSUMABLES	
2.	CATEGORY 2	MAXIMUM THERMOMETERS	
3.	CATEGORY 3	PRINTER ROLLS FOR HIRAYAMA HV AUTOCLAVE	
4.	CATEGORY 4	SERVICE AND MAINTENANCE OF THE LABORATORY MICROSCOPES	
5	CATEGORY 5	SUPPLY AND DELIVERY OF PSEUDALERT	

### CATEGORY 1 – SUPPLY AND DELIVERY OF VARIOUS CHEMICALS AND CONSUMABLES

Bidders are to complete all areas below. Failure to complete the relevant areas in full shall render the bidder submission non-responsive and will lead to disqualifications. Any omitted or non-compliant offers will result in disqualification.

ITEMS	DESCRIPTION	QUANTITY	CERTIFICATE OF ANALYSIS REQUIRED WITH THE ORDER	COMPLY WITH SPECIFICATIONS (YES/NO)
Measuring cylinder	Glass, spouted, Grade A, 500ml	10	Yes	
Anaerogen 2.5L	OXOID™ AG0025A or equivalent, pack of 10.	5	Yes	
Sodium thiosulphate	500g	2	Yes	
Inoculating loops	Nichrome wire 10µl	50	N/A	
Laboratory Schott bottles with screw cap	100ml Borosilicate glass bottle with screw cap and pouring ring	150	Yes	
Glass beaker	50ml laboratory borosilicate glass beaker with spout	10	Yes	
Petri dishes	65mm sterile Petri dishes, 750 per box	40	Yes	

Durham tubes	1 ml, 7x25x0.7mm	200	Yes	
Oxidase strips	To use for cytochrome oxidase activity, 100 strips per pack	1	Yes	
Household gloves	Yellow household gloves for cleaning	10	No	
pH electrode storage solution	500ml	2	Yes	
Membrane Filtration funnels	Polypropylene, 250ml graduated, 47mm filter diameter	100	Yes	
Bioindicators	Sterikon® Plus Bioindicator or equivalent, for use in autoclaving, ampule of 2ml, pack of 100 amp	1	Yes	

**CATEGORY 2 – SUPPLY AND DELIVERY OF MAXIMUM THERMOMETERS**

Bidders are to complete all areas below. Failure to complete the relevant areas in full shall render the bidder submission non-responsive and will lead to disqualifications. Any omitted or non-compliant offers will result in disqualification.

ITEMS	DESCRIPTION	QUANTITY	CERTIFICATE OF ANALYSIS REQUIRED WITH THE ORDER	COMPLY WITH SPECIFICATIONS (YES/NO)
Maximum registering thermometers	Maximum thermometers to use in autoclaving, 80 – 135°C, ISO/IEC 17025:2017 calibration at 115 and 121°C.	5	Yes. ISO/IEC 17025 calibration certificate	

**CATEGORY 3 – SUPPLY AND DELIVERY OF THE PRINTER ROLLS FOR THE HIRAYAMA HV AUTOCLAVES**

Bidders are to complete all areas below. Failure to complete the relevant areas in full shall render the bidder submission non-responsive and will lead to disqualifications. Any omitted or non-compliant offers will result in disqualification.

ITEMS	DESCRIPTION	QUANTITY	COMPLY WITH SPECIFICATIONS (YES/NO)
Printer roll for Hirayama HV85 and HV110 autoclaves	To be used on the HIRAYAMA HV85 and HIRAYAMA 110 autoclaves	20	

#### CATEGORY 4 – SERVICE AND MAINTENANCE OF THE LABORATORY MICROSCOPES

Bidders are to complete all areas below. Failure to complete the relevant areas in full shall render the bidder submission non-responsive and will lead to disqualifications. Any omitted or non-compliant offers will result in disqualification.

ITEMS	REQUIREMENTS	QUANTITY	PROOF OF COMPETENCE TO WORK ON THE OLYMPUS MICROSCOPES (YES/NO), IF YES, PROVIDE PROOF.	COMPLY WITH SPECIFICATIONS (YES/NO)
Service and maintenance of the Olympus BX40 microscope	Service provider to supply the proof that the service technician or engineers are trained and authorised to work on the Olympus microscopes.	1		
Service and maintenance of the Olympus BX43 microscope	Service provider to supply the proof that the service technician or engineers are trained and authorised to work on the Olympus microscopes.	1		

#### CATEGORY 5 – SUPPLY AND DELIVERY OF PSEUDALERT

Bidders are to complete all areas below. Failure to complete the relevant areas in full shall render the bidder submission non-responsive and will lead to disqualifications. Any omitted or non-compliant offers will result in disqualification.

ITEMS	DESCRIPTION	QUANTITY	CERTIFICATE OF ANALYSIS REQUIRED WITH THE ORDER	COMPLY WITH SPECIFICATIONS (YES/NO)
Pseudalert	Pseudalert for the detection of <i>P. aeruginosa</i> in water, Pack of 20	5	Yes	

**PRICING SCHEDULE**

FPQ202403/007R: RE-ADVERT-SUPPLY AND DELIVERY OF VARIOUS CHEMICALS AND CONSUMABLES, SERVICE AND MAINTENANCE OF THE LABORATORY MICROSCOPES

**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.

The offer must be valid for a minimum of 30 days from the closing date of the bid.

KM to ERWAT sites must be confirmed by the bidder and ERWAT will only pay for the SARS or AA rate whichever is viable for ERWAT.

**Bidders may select one or more categories. Failure to complete the pricing in full for the selected category will result in disqualification. ERWAT reserves the right to accept any bid or part thereof, to award the bid to more than one bidder and does not bind itself to accept the lowest or any bid and not to consider any bid not suitably endorsed or comprehensively completed. Pricing must provide for direct and indirect fees including transport and labour.**

**CATEGORY 1 – SUPPLY AND DELIVERY OF VARIOUS CHEMICALS AND CONSUMABLES**

ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL (EXCL. VAT)
1.	Measuring cylinder	10	R	R
2.	Anaerogen 2.5L	5	R	R
3.	Sodium thiosulphate	2	R	R
4.	Inoculating loops	50	R	R
5.	Laboratory Schott bottles with screw cap	150	R	R
6.	Glass beaker	10	R	R
7.	Petri dishes	40	R	R
8.	Durham tubes	200	R	R
9.	Oxidase strips	1	R	R
10.	Household gloves	10	R	R
11.	pH electrode storage solution	2	R	R
12.	Membrane Filtration funnels	100	R	R
13.	Bioindicators	1	R	R
<b>Subtotal (excl. VAT)</b>				R
<b>VAT @ 15%</b>				R
<b>Total (incl. VAT)</b>				R

**CATEGORY 2 – SUPPLY AND DELIVERY OF MAXIMUM THERMOMETERS**

ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL (EXCL. VAT)
1.	Maximum registering thermometers	5	R	R
<b>Subtotal (excl. VAT)</b>				R
<b>VAT @ 15%</b>				R
<b>Total (incl. VAT)</b>				R

**CATEGORY 3 – SUPPLY AND DELIVERY OF THE PRINTER ROLLS FOR THE HIRAYAMA HV AUTOCLAVES**

ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL (EXCL. VAT)
1.	Printer roll for Hirayama HV85 and HV110 autoclaves	20	R	R
<b>Subtotal (excl. VAT)</b>				R
<b>VAT @ 15%</b>				R
<b>Total (incl. VAT)</b>				R

**CATEGORY 4 – SERVICE AND MAINTENANCE OF LABORATORY MICROSCOPES**

ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL (EXCL. VAT)
1.	Service and maintenance of the laboratory microscopes	2	R	R
<b>Subtotal (excl. VAT)</b>				R
<b>VAT @ 15%</b>				R
<b>Total (incl. VAT)</b>				R

**CATEGORY 5 – SUPPLY AND DELIVERY OF PSEUDALERT**

ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL (EXCL. VAT)
1.	Pseudalert	5	R	R
<b>Subtotal (excl. VAT)</b>				R
<b>VAT @ 15%</b>				R
<b>Total (incl. VAT)</b>				R

**MBD 3.1- PRICING SCHEDULE – FIRM PRICES**

NAME OF BIDDER: \_\_\_\_\_

BID NO: FPQ202403/007R: RE-ADVERT-SUPPLY AND DELIVERY OF VARIOUS CHEMICALS AND CONSUMABLES, SERVICE AND MAINTENANCE OF THE LABORATORY MICROSCOPES

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

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

KM to ERWAT sites must be confirmed by the bidder and ERWAT will only pay for the SARS or AA rate whichever is viable for ERWAT.

- 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.

**CERTIFICATION**

I, the undersigned (name) \_\_\_\_\_ certify that the information furnished on this declaration form is correct. I accept that the state may act against me should this declaration prove to be false.

Name & Surname of Representative: \_\_\_\_\_

Signature Of Bidder: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

**MBD 4 - DECLARATION OF INTEREST**

No bid will be accepted from persons in the service of the state.

Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

A Person who is an advisor or consultant contracted with the municipality.

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

4.1 Full Name of bidder or his or her representative: \_\_\_\_\_

4.2 Identity Number: \_\_\_\_\_

4.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): \_\_\_\_\_

4.4 Company Registration Number: \_\_\_\_\_

4.5 Tax Reference Number: \_\_\_\_\_

4.6 VAT Registration Number: \_\_\_\_\_

4.7 The names of all directors / trustees / shareholder's members, their individual identity numbers and state employee numbers must be indicated in paragraph 5 below.

4.8 Are you presently in the service of the state? YES / NO  
If so, furnish particulars.

\_\_\_\_\_  
\_\_\_\_\_

4.9 Have you been in the service of the state for the past twelve months? YES / NO  
If so, furnish particulars.

\_\_\_\_\_  
\_\_\_\_\_

4.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? YES / NO  
If so, furnish particulars.

\_\_\_\_\_  
\_\_\_\_\_

4.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? YES / NO  
If so, furnish particulars.

\_\_\_\_\_  
\_\_\_\_\_

4.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? YES / NO  
 If so, furnish particulars.

---



---

4.13 Are any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? YES / NO  
 If so, furnish particulars.

---



---

4.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. YES / NO  
 If so, furnish particulars.

---



---

5. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

CERTIFICATION

I, the undersigned (name) \_\_\_\_\_ certify that the information furnished on this declaration form is correct. I accept that the state may act against me should this declaration prove to be false.

Name & Surname of Representative: \_\_\_\_\_

Signature Of Bidder: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

## MBD 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**

### GENERAL CONDITIONS

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)

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

The 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

- Price; and
- Specific Goals.

To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

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.

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.

### DEFINITIONS

"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;

"price" means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

"rand value" means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

"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

"the Act" means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

POINTS AWARDED FOR PRICE

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

The 80/20 formula will be used to calculate the points for price in respect of bidders with a Rand value below R50 000 000.

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

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

POINTS AWARDED FOR SPECIFIC GOALS

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:

The specific goals allocated points in terms of this tender	Evidence required but not limited to the following:	Number of points allocated (80/20 system) (To be completed by the organ of state)
EME or QSE 51% owned by women	CK document Full CSD report ID documents of company owners/ directors/ shareholders	4
EME or QSE 51% owned by youth: <i>(Means persons between the ages of 14 and 35 in terms of the National Youth Development Agency Act, 2008. For this bid, the date to be used for the determination of age will be the closing date of the bid and in a case where the closing date of a bid has been extended, the original (first) closing date shall be used to determine age).</i>	CK document Full CSD report ID documents of company owners/ directors/ shareholders	4
EME or QSE 51% owned by people with disabilities: <i>(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>	Proof of disability issued by medical doctor CK document Full CSD report ID documents of company owners/ directors/ shareholders	4
EME or QSE 51% owned by military veterans: <i>(Means any South African who rendered military service to any of the military</i>	Certified copy of A Department of Defense (DoD) Identification Card	4

The specific goals allocated points in terms of this tender	Evidence required but not limited to the following:	Number of points allocated (80/20 system) (To be completed by the organ of state)
<i>organisations, former statutory and liberation armies, which were involved on all sides of South Africa's liberation war from 1960 to 1993; served in the then Union Defence Force before 1961 or became a member of the SANDF after 1994 and has completed his or military training and no longer performs military duties, and has not been dishonourably discharged from his or her respective military organisation).</i>	CK document Full CSD report ID documents of company owners/ directors/ shareholders	
EME or QSE within the boundaries of Ekurhuleni Municipality:  <i>(means a business operating within the City of Ekurhuleni).</i>	Municipal account/ lease agreement of company or owners/ directors/ shareholders	4

DECLARATION WITH REGARD TO COMPANY/FIRM

Name of company/firm: \_\_\_\_\_

Company registration number: \_\_\_\_\_

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]

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:

- The information furnished is true and correct;
- The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- 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;
- 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 –
  - disqualify the person from the tendering process;
  - recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - 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;
  - 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
  - forward the matter for criminal prosecution, if deemed necessary.

Company name: \_\_\_\_\_

Company address: \_\_\_\_\_

\_\_\_\_\_

Name & Surname of Representative: \_\_\_\_\_

Signature Of Bidder: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

## MBD 8 – DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICE

This Municipal Bidding Document must form part of all bids invited.

It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

The bid of any bidder may be rejected if that bidder, or any of its directors have:

- abused the company's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
- been convicted for fraud or corruption during the past five years;
- willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
- Been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).

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

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</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>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.</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 of law outside 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	<p>Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the company / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

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

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.

Name & Surname of Representative: \_\_\_\_\_

Signature Of Bidder: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

## MBD 9 - CERTIFICATE OF INDEPENDENT BID DETERMINATION

This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> invited.

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.

Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:

- a. take all reasonable steps to prevent such abuse;
- b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
- c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

### CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

FPQ202403/007R: RE-ADVERT-SUPPLY AND DELIVERY OF VARIOUS CHEMICALS AND CONSUMABLES, SERVICE AND MAINTENANCE OF THE LABORATORY MICROSCOPES

in response to the invitation for the bid made by: EKURHULENI WATER CARE COMPANY (ERWAT) do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of \_\_\_\_\_ (Name of Bidder) that:

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

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.

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.

Name & Surname of Representative: \_\_\_\_\_

Signature Of Bidder: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

**PROTECTION OF PERSONAL INFORMATION ACT, 4 OF 2013**

By signing this referral form:

- a) I/we hereby grant my/our voluntary consent that my/our personal information may be processed, collected, used and disclosed in compliance with the Protection of Personal Information Act, 4 of 2013.
- b) I/we furthermore agree that my/our personal information may be used for the lawful and reasonable purposes in as far as the ERWAT (responsible party) must use my/our information in the performance of its public legal duty.
- c) I/we understand that my/our personal information may be disclosed to a third party in as far as the ERWAT must fulfil its public legal duty.
- d) I/we furthermore understand that there are instances in terms of abovementioned Act where my express consent is not necessary to permit the processing of personal information, which may be related to litigation or when the information is publicly available. Further details are available on the ERWAT website.

Company name: \_\_\_\_\_

Company address: \_\_\_\_\_  
\_\_\_\_\_

Name & Surname of Representative: \_\_\_\_\_

Signature Of Bidder: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

**ANNEXURE 1: ATTACH MUNICIPAL ACCOUNT STATEMENT NOT OLDER THAN 3 MONTHS AND NOT OWING FOR 90+ DAYS OR VALID AGREEMENT SIGNED BY THE LESSOR AND LESSEE**

**ANNEXURE 2: ATTACH CIPC COMPANY REGISTRATION DOCUMENTS**

**ANNEXURE 3: ATTACH FULL CSD REPORT**

**ANNEXURE 4: ATTACH SARS PIN**

**ANNEXURE 5: ATTACH IDENTITY DOCUMENTS OF DIRECTORS/ OWNERS/ SHAREHOLDERS**

**ANNEXURE 6: ATTACH FUNCTIONALITY/ TECHNICAL SUPPORTING DOCUMENTS (WHERE APPLICABLE)**

**ANNEXURE 7: ATTACH PRICE BREAKDOWN (WHERE PRICING SCHEDULE PAGE DOES NOT OFFER SUFFICIENT SPACE)**

**BID SUBMISSION**

1. Bids must be delivered by the stipulated time to the correct address (ERWAT Head Office R25 Bapsfontein Road, Norkem Park). Late bids will not be accepted for consideration.
2. All bids must be submitted on the official forms provided– (not to be re-typed) in a sealed envelope clearly marked with the bid number and description.
3. NB: no bids will be considered from persons in the service of the state (as defined in Regulation 1 of the Local Government: Municipal Supply Chain Management Regulations).
4. This bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2022, The General Conditions of Contract (GCC) and, if applicable, any other Special Conditions of Contract.

**TAX COMPLIANCE REQUIREMENTS**

Bidders must ensure compliance with their tax obligations.  
Bidders are required to submit their unique personal identification number (pin) issued by SARS to enable the organ of state to view the taxpayer's profile and tax status.  
Application for the tax compliance status (TCS) pin may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website [www.sars.gov.za](http://www.sars.gov.za) .  
In bids where Consortia / Joint Ventures / Sub-Contractors are involved; each party must submit a separate TCS pin / CSD number.  
Where no TCS is available, but the bidder is registered on the Central Supplier Database (CSD), a CSD number must be provided.

**JOINT VENTURE**

In the case of a joint venture, the valid original tax clearance certificate or copy/ies thereof, of each partner, must be submitted with the bid document.  
In the case of a joint venture, copies of Municipal services, rates, and taxes clearance certificate for supply chain management purpose (not older than three months from date of closing, not in arrears for more than 90 days, or valid lease agreement signed by both parties) of each partner, must be submitted with the bid document.  
In the case of a Joint Venture, a joint venture agreement must be submitted with the bid indicating shareholding percentage.  
In the case of a Joint Venture – bidder information is to be completed and submitted in respect of each partner.

NB: Failure to provide any of the above particulars may result in your bid being disqualified.

Name & Surname of Representative: \_\_\_\_\_

Signature Of Bidder: \_\_\_\_\_

Capacity Under Which This Bid Is Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## NOTICE TO BIDDERS

### VERY IMPORTANT NOTICE ON DISQUALIFICATIONS:

A bid not complying with the peremptory requirements stated hereunder will be regarded as not being an "Acceptable bid", and as such will be rejected.

"Acceptable bid" means any bid which, in all respects, complies with the conditions of bid and specifications as set out in the bid documents.

To ensure that your bid is not exposed to invalidation, documents are to be completed in accordance with the conditions and bid rules contained in the bid documents. The lowest or any bid will not necessarily be accepted, and ERWAT reserves the right not to consider any bid not or a bid not comprehensively completed as well as the right to accept a bid in whole or part. ERWAT reserves the right to appoint more than one bid for this contract.

### A BID WILL BE REJECTED:

- If bidders are not compliant with all applicable legislative requirements, as per CSD. National Treasury in partnership with the Provincial Treasury have developed municipalities and municipal entities with a Central Supplier Database (CSD) for the registration of prospective suppliers in line with Section 14(1) (b) of the Municipal Supply Chain Management Regulations (MSCMR). (Tax compliance will be dealt with in terms of MFMA Circular No. 90)
- Non-compliance with the Value Added Tax Act, 1991; i.e. In terms of this Act, it is mandatory for any business to register for VAT if the income earned in any consecutive twelve (12) month period exceeds or is likely to exceed R 1 million. NB: Bidder/s failing to comply with this provision of the Value Added Tax Act, 1991 WILL NOT BE CONSIDERED, therefore rejected.
- Non-compliance with the Municipal Supply Chain Management Regulations, 2005; i.e. All sections affecting the evaluation of the bid must be indicated on the bid document and must be submitted and completed in full. All bidder's information must be accurate and correct.
- In the event of there being scratching out, writing over or painting out rates or information, affecting the evaluation of the bid, without initialling next to the amended rates or information. However, in cases where the total amount (aggregated) has not been affected, the bid will still be acceptable.
- In the event of the use of correction fluid (e.g., tippex), any erasable ink, or any erasable writing instrument (e.g., pencil). (Only black pen to be used).
- If the Bid has not been properly signed by a person having the authority to do so.
- Any misrepresentation constitutes a criminal offence as set out in the B-BBEE Act (as amended) and could lead to prosecution and misrepresentation on the specific goals will result in the bidder being reported to National Treasury's list of tender defaulters.
- Where the recommended bidder is not tax compliant, the bidder should be notified of their non-compliant status and the bidder will be requested to submit to the municipality, within 7 working days. The bidder will be rejected if they fail to provide proof of tax compliance status within the 7 working days after recommendation (at the discretion of ERWAT).
- If the bidder attempts to influence or has in fact influenced the evaluation and/or awarding of the contract.
- If the bid has either been submitted in the wrong bid box or after the relevant closing date and time.
- If any municipal rates and taxes or municipal service charges owed by the bidder or any of its directors/members to the municipality or municipal entity, or to any other municipality or municipal entity, are in arrears for more than three months (unless if the bidder has attached proof of the payment arrangement of the arrears to the bid document as at the closing date of the submission of bids).

- If any bidder who during the last five years has failed to perform satisfactorily on a previous contract with the municipality, municipal entity or any other organ of state after written notice was given to that bidder that performance was unsatisfactory.
- The accounting officer must ensure that irrespective of the procurement process followed, no award may be given to a person –
  - who is in the service of the state, or;
  - if that person is not a natural person, of which any director, manager, shareholder or stakeholder, is a person in the service of the state; or; who is an advisor or consultant contracted with the municipality in respect of contract that would cause a conflict of interest.
- If the bidder is not registered in the required CIDB contractor grading designation (category) or higher, if required in this bid documentation.
- If the bidder or any of its directors is listed on the Register of Bid Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector.
- If more than one (1) company quotes and the Director/s are the same Person/s and the companies fail to disclose this in the MBD4; the bids will be rejected as a result of Anti-Competitive Behaviour.
- If the bidder has failed to submit ALL required documents as specified on the bid document.
- If any pages have been removed from the bid document, and have therefore not been submitted, or a copy of the original bid document has been submitted (all signatures to be original on each page).
- If the bidder fails to achieve the minimum score in terms of the functionality evaluation (where applicable).

#### **A. ADMINISTRATIVE REQUIREMENTS**

- Proof of company Central Supplier Database Registration (full CSD report **not** a summary report).
- Fully completed MBD forms
- Bidders to include product brochure of the product they will supply (where applicable).

#### **B. MANDATORY REQUIREMENTS**

- Municipal account statement not older than 3 months and not owing for 90+days or valid agreement signed by the lessor and lessee.
- Tax compliance status
- Supporting documents for functionality evaluation (where applicable)
- FAILURE TO ADHERE TO THESE CONDITIONS WILL LEAD TO THE BID BEING INVALIDATED.

#### **C. PREFERENTIAL POINT SCORING**

In terms of regulation 5 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by ERWAT on the 80/20 preference points for Broad-Based Black economic empowerment in terms of which points are awarded to bidders based on:

- Points awarded for price
- Points awarded for specific goals

ERWAT reserves the right to award more than one bidder.

#### **D. VALUE ADDED TAX**

All bid prices must be inclusive of 15% Value-Added Tax where applicable.

## **E. COMMUNICATION**

ERWAT may communicate with bidders for, among others, where bid clarity is sought, to obtain information or to extend the validity period.

## **F. LATE BIDS**

Bids received at the address indicated in the bid documents, after the closing date and time will not be accepted for consideration and where applicable, be returned unopened to the bidder.

## **G. FRONTING**

ERWAT supports the spirit of broad based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background ERWAT condemns any form of fronting.

ERWAT, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting issued by the Department of Trade and Industry, established during such enquiry/investigation, the onus will be on the bidder contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid/contract and may also result in the restriction of the bidder/contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the National Treasury may have against the bidder/contractor concerned.