



**Amatola**  
Water · Amanzi

**BID DOCUMENT**

**BID NO. AW2025/26/10**

**BID DESCRIPTION**

**SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF THE DISCRETE ANALYZER FOR AMATOLA WATER SCIENTIFIC SERVICES.**

**CLOSING DATE**

**11 JUNE 2026 AT 11H00 AM**

**NO EMAILED SUBMISSION WILL BE ACCEPTED**

**BIDDER TO COMPLETE**

<b>COMPANY NAME</b>	
<b>CSD NUMBER</b>	

ISSUED AND PREPARED BY: AMATOLA WATER  
PRIVATE BAG X3  
VINCENT  
5217  
Tel: +27 43 707 3700

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**SECTION A**  
**TENDERING INVITATION, PROCEDURE,**  
**SPECIFICATION AND PRICING**

**PART A  
INVITATION TO BID**

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF AMATOLA WATER-AMANZI**

<b>BID NUMBER:</b>	AW2025/26/10	<b>CLOSING DATE:</b>	11 JUNE 2026	<b>CLOSING TIME:</b>	11:00am
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**DESCRIPTION** SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF THE DISCRETE ANALYZER FOR AMATOLA WATER SCIENTIFIC SERVICES

**BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)**

**Reception area of Amatola House**

**6 Lancaster Road**

**Vincent**

**East London**

**BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO**

**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**

<b>CONTACT PERSON</b>	Namhla Ndlamla	<b>CONTACT PERSON</b>	Mr. M. Bila
<b>TELEPHONE NUMBER</b>	043 707 3700	<b>TELEPHONE NUMBER</b>	043 709 3767
<b>FACSIMILE NUMBER</b>	n/a	<b>FACSIMILE NUMBER</b>	n/a
<b>E-MAIL ADDRESS</b>	<a href="mailto:ndlamla@amatolawater.co.za">ndlamla@amatolawater.co.za</a>	<b>E-MAIL ADDRESS</b>	<a href="mailto:mbila@amatolawater.co.za">mbila@amatolawater.co.za</a>

**SUPPLIER INFORMATION**

<b>NAME OF BIDDER</b>			
<b>POSTAL ADDRESS</b>			
<b>STREET ADDRESS</b>			
<b>TELEPHONE NUMBER</b>	CODE		NUMBER
<b>CELLPHONE NUMBER</b>			
<b>FACSIMILE NUMBER</b>	CODE		NUMBER
<b>E-MAIL ADDRESS</b>			
<b>VAT REGISTRATION NUMBER</b>			
<b>SUPPLIER COMPLIANCE STATUS</b>	TAX COMPLIANCE SYSTEM PIN:	<b>OR</b>	CENTRAL SUPPLIER DATABASE No: MAAA

<b>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	<b>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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**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.**

## TERMS AND CONDITIONS FOR BIDDING

### 1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

### 2. TAX COMPLIANCE REQUIREMENTS

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

### 3. TOTAL BID PRICE:

ITEM	REQUIRED GOODS & SERVICES	TOTAL AMOUNT/RATE INCL VAT (Amount in figures) R	TOTAL AMOUNT/RATE INCL. VAT (Amount in words) R
1.	<b>SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF THE DISCRETE ANALYZER FOR AMATOLA WATER SCIENTIFIC SERVICES.</b>	<b>(Carried from SBD3.1)</b>	<p>.....</p> <p>.....</p> <p><b>(Carried from SBD3.1)</b></p>

**NB: FAILURE TO PROVIDE 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: .....

## TENDER NOTICE AND INVITATION TO TENDER

**BID NO: AW2025/26/10**

SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF THE DISCRETE ANALYZER FOR AMATOLA WATER SCIENTIFIC SERVICES.

Amatola Water Board is a state-owned, South African water utility established in November 1997 and is mandated to render water services to water sector institutions, to local government and other customers in the Eastern Cape.

### INVITATION AND SCOPE OF WORK

Suitably experienced and qualified service providers are invited to respond to this bid invitation for the

Bid Number	Bid Name	Scope of Work	Bid Closing Date and Time
AW2025/26/10	SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF THE DISCRETE ANALYZER FOR AMATOLA WATER SCIENTIFIC SERVICES.	Involves the supply, delivery, installation and commissioning of the Discrete Analyzer. Additionally, it includes the provision of after-sales support and on-the-job training as need arises throughout the contract duration	<b>11 JUNE 2026 at 11:00 am</b>

### BID PUBLICATION

An open competitive bidding process is to be followed. A bid invitation will be published in the regional newspaper, Amatola Water website and National Treasury Website (e-tender portal). Tender documents shall be downloaded for free from the Amatola Website ([www.amatolawater.co.za](http://www.amatolawater.co.za)) on **the 21 May 2026 at 09:00am.**

### COMPULSORY BID CLARIFICATION MEETING

A compulsory clarification meeting will be held on 21 May 2026 at Amatola Water no.17 Grant Davis drive Nahoon Dam Boat House Co-ordinates @ **32°54'43.86"S 27°48'32.08"E** at 11:00am. Bidders who arrive 15 minutes late at the venue will not be allowed to join the meeting.

### EVALUATION CRITERIA

This bid will be evaluated in three (3) stages:

**Stage One:** Mandatory Requirements

**Stage Two:** Capability Requirements

**Stage Three:** PPPFA

**PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:**

Maximum points on price	-	<b>80 points</b>
Maximum points on Specific Goals	-	<b>20 points</b>
<b>TOTAL</b>	-	<b>100 points</b>

**BIDDERS SHALL TAKE NOTE OF THE FOLLOWING BID CONDITIONS:**

- The Preferential Procurement Policy Framework Act 2000 (PPPFA) principles shall apply, whereby submissions will be evaluated accordingly to the provisions of the Act.
- Amatola Water does not bind itself to accept the lowest or any tender and reserves the right to accept any tender or portion of a tender.
- Tenderers which are late, with incomplete, unsigned bids or submitted electronically will not be accepted.
- All tenders are to remain valid for a period of 90 days from the closing date of the submission.

**BID SUBMISSION**

The original completed bid documents and all supporting documents (in a separate file) must be submitted in a sealed envelope or parcel endorsed with the Bid Number and Bid Description as detailed in the Tender Data. The sealed envelope must be deposited in the Bid/Tender Box located in the reception area of **Amatola House, 6 Lancaster Rd, Vincent, East London on the 11 June 2026 at 11:00am, prior** to the time and date indicated in the bid notice and the Tender Data. The bid submissions will be opened in public shortly after the closing time.

**BID ENQUIRIES**

No telephonic enquiries relating to this tender will be entertained. All enquiries regarding this tender must be in writing only and must be directed to: Ms N. Ndlamla - E-mail: [nndlamla@amatolawater.co.za](mailto:nndlamla@amatolawater.co.za) and for technical enquiries to Mr. M. Bila – Email: [mbila@amatolawater.co.za](mailto:mbila@amatolawater.co.za).

**Ms L. Nzoyi**

**Acting Chief Executive**

*Amatola Water supports transformation through Preferential Procurement and tenders will be awarded in accordance with Amatola Water's Supply Chain Management Policy.*

## **SPECIAL TENDER CONDITIONS**

### **1. DEFINITIONS**

The word "Bidder/Tenderer" in these conditions shall mean and include any firm of Contractors, Suppliers, Service Providers or any company or body incorporated or unincorporated.

#### **1. BID SUBMISSION**

The original completed bid documents must be submitted in a sealed envelope endorsed with the Bid Number and Bid Description as detailed in the Tender Data. The sealed envelope must be deposited in the Bid/Tender Box, located in the reception area of **Amatola Water, 6 Lancaster Road, Vincent, East London**, not later than the time and date specified on the cover page and SBD 1 of this bid document.

#### **2. PERIOD OF VALIDITY FOR BIDS AND WITHDRAWAL OF BID AFTER CLOSING DATE**

All Bids must remain valid for a period of 90 (ninety) days from the closing date as stipulated in the Bid document.

#### **3. FORM A - AUTHORITY TO SIGN BID DOCUMENTS**

In the case of a Bid being submitted on behalf of a company, close corporation, or partnership, the evidence must be submitted to the Amatola Water at the time of submission of the Bid that the Bid has been signed by persons properly authorised thereto by resolution of the Board of Directors.

**Form A must be completed. Failure to complete Form A will invalidate your bid.**

#### **4. LATE BIDS**

Bids received after the closing date and time, at the address indicated in the bid documents, will not be accepted for consideration and where practicable, be returned unopened to the Bidder(s).

#### **5. JOINT VENTURE REQUIREMENTS**

**DEFINITION:- "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.

Should a group of companies/firms and/or interested parties wish to enter into a joint venture / consortium agreement the following minimum requirements must be met: -

- a. A properly signed copy of the joint venture/consortium agreement must be attached.
- b. Each member of the joint venture/consortium's taxes must be in order.
- c. After the award of a contract to a joint venture/consortium, the successful joint venture group or consortium must provide a combined joint venture/consortium Tax Clearance Certificate.
- d. After the award of a contract to a joint venture/consortium, the successful joint venture group or consortium must provide the details of the joint venture / consortium banking details.
- e. A trust, consortium or joint venture will qualify for points of their Specific Goals as a legal entity, provided that the entity claims points from the SBD 6.1 points form and submit CSD's for both companies.

**THE JOINT VENTURE/CONSORTIUM AGREEMENT MUST CONTAIN THE FOLLOWING: -**

- a. Who the managing member will be.
- b. Who the signatory of authority will be.
- c. How the joint venture/consortium share of profit will be split.
- d. The bank account details where payments will be deposited into.
- e. The agreement must be signed by all parties.
- f. The agreement must be certified by a Commissioner of Oaths.
- g. The postal and physical address where all correspondence will be sent to

**6. OBLIGATIONS OF THE SERVICE PROVIDER:**

The successful Service provider shall:

- a) Abide by the Service Level Agreement concluded and act as a partner to Amatola Water.
- b) Provide all relevant information necessary to the achievement of the above.
- c) Respond within reasonable time to decisions that need be made, support required and any other matters that may need resolving in order not to delay the operations of Amatola Water.

**7. CONDITIONS OF TENDER/POST AWARD NEGOTIATION**

- a) Submission of this proposal signifies the applicant's acceptance of the conditions as laid down in this document, unless clearly stated otherwise.
- b) Any expense incurred by the applicant in preparing and submitting this proposal will be for the applicant's account.
- c) Amatola Water reserves the right not to accept any proposal and cancel the bid as and when the need arises.
- d) No provision in a contract shall be deemed to prohibit the sourcing of services from other service providers should there be delays from the service provider in contract.
- e) Amatola Water reserves the right not to award, to award in part or in full.
- f) The right is also reserved to withdraw or amend any of the bid conditions by notice in writing to all bidders prior to closing date of the bid.
- g) The service provider must report to Amatola Water, should they encounter conditions beyond their reasonable control, which impact the timely delivery of the goods/services. The supplier should notify Amatola Water immediately having become aware of these conditions.
- h) In the event that an incorrect award has been made, Amatola Water reserves the right to remedy the matter in any manner it may deem fit.
- i) Amatola Water reserves the right to negotiate offers or rates to be market-related as and when the need arises.
- j) Alterations or additions to the bid document are not allowed except to comply with instructions issued by Amatola Water, or necessary to correct an error/s made by the bidders. Bidder shall initial or sign in such alterations. (Failure to comply with this requirement will result in the submitted proposal being disqualified).

## **BID SPECIFICATION**

### **1. BACKGROUND AND INTRODUCTION**

Amatola Water (AW) is a state-owned water utility established in November 1997 and is mandated to render water services to water sector institutions, local government, and other customers in the Eastern Cape.

The purpose of this bid is to solicit the appointment of a suitable, qualified, and experienced Bidder that meets the outlined requirements as specified in this bid specification document to submit proposals to Amatola Water for the Supply, Delivery, Installation and Commissioning of the Discrete Analyzer.

Bid Number	Bid Name
<b>AW2025/26/10</b>	<b>SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF THE DISCRETE ANALYZER FOR AMATOLA WATER SCIENTIFIC SERVICES.</b>

### **2. SCOPE OF WORK**

The scope of work involves the Supply, Delivery, Installation and Commissioning of the Analyzer for testing of potable water, wastewater, ground water, sea water and surface water. Additionally, it includes the provision of after-sales support (e.g. equipment maintenance and troubleshooting) and on-the-job training as need arises throughout the contract duration. Below are the minimum specifications for the required equipment:

### **3. SPECIFICATIONS**

#### **3.1 General Specification and Requirement**

- The Bidder will take charge of supplying, delivering, installing, and commissioning the Discrete Analyzer that is capable of testing different water quality parameters (as detailed below).
- The Bidder must supply a fully automated benchtop Discrete Analyzer model that offers a high degree of analysis flexibility for testing different waters.
- Bidder shall ensure the equipment meets the minimum design manufacturer specifications.
- The Bidder will also provide ongoing repairs and maintenance to support the equipment's efficient operation throughout its lifespan.
- The Bidder shall ensure the consistent availability of spare parts and consumables to facilitate smooth and continuous operations of the equipment.
- The Bidder is required to specify the expected lifespan of the equipment, i.e., not less than 10 years from the date of commissioning, to ensure long-term sustainability and efficiency. This information is required to assist Amatola Water in planning for future replacement
- Additionally, the Bidder shall provide after-sales support, which includes technical assistance, expert guidance, and on-the-job training as necessary.
- The successful bidder must provide at least five days (5) of equipment and software training for the laboratory personnel.
- The Bidder, upon completion of the training, shall issue certificates to laboratory personnel, affirming their proficiency in equipment operations.

- A thorough knowledge of the Discrete Analyzer is expected from the Bidder, enabling them to offer informed recommendations on test method validation and troubleshooting when needed during equipment breakdown.
- The Bidder must supply the equipment that will fit within the current lab space.
- The equipment must be capable of testing the following water quality parameters and working ranges:
  - Alkalinity: 5-250 mg/L,
  - Ammonia: 0.01-10 mg/L,
  - Calcium: 1-500 mg/L
  - Chloride: 1-500 mg/L
  - Hexavalent chromium: 0.1-100 µg/L
  - Fluoride: 0.05-4 mg/L
  - Magnesium:1-250 mg/L
  - Nitrate:0.1-20 mg/L,
  - Nitrite: 0.1-5 mg/L,
  - Orthophosphate:0.1-20 mg/L
  - Silica: 1-20 mg/L
  - Sulfate:1-250 mg/L
  - Sulfide:1-200 mg/L,
  - Total hardness:1-500
  - Total Kjeldahl nitrogen (TKN): 1-100 mg/L
  - Urea (Ammonia): 1-15 mg/L
- The Bidder shall state any special requirements with respect to the quality of the utilities in the quotation.
- All connection points should be standard types and sizes (detailed to be provided prior to delivery).
- The Bidder shall be responsible for providing the labour and supervision to execute the correct installation and commissioning.
- Bidder shall supply a certificate to Amatola Water for all of Bidder's site personnel stating that the personnel are suitably trained and qualified for the tasks for which they are responsible.
- The Bidder's personnel shall be in possession of any special tools, measuring devices, drawings, and data necessary for the performance of their duties.
- The Bidder's personnel shall comply with Amatola Water's Site safety regulations.
- The Bidder shall be responsible for checking the equipment installation, performing the start-up, and commissioning of the equipment according to the agreed Site Acceptance Procedures.
- The Bidder shall be required to undertake the testing and record all data in the test documents, witnessed by Amatola Water.
- Testing shall include inspection of the installation to check that the equipment has been installed correctly and is the equipment specified. It shall also demonstrate that the equipment will operate as intended throughout all anticipated operating ranges.
- It will be the Bidder's responsibility to ensure that the equipment conforms to the test procedures, and if a failure occurs, to make modifications as may be necessary, and to re-test the equipment to prove that the equipment meets the requirements.
- A Certificate of Conformity shall be issued by the Bidder's Service Engineer for each item as required.

### 3.2. KEY EQUIPMENT REQUIREMENTS

No.	Table 1 – General Functionality	COMPLY (YES/NO)	BIDDER'S COMMENTS
3.2.1	The equipment must have the ability to run different applications simultaneously from a single sample		
3.2.2	The equipment must clearly display real-time reagent volume and remaining test capacity.		
3.2.3	The equipment must be easy to operate and have a broad menu of industrial and environmental system applications		
3.2.4	The equipment must employ colorimetric endpoint and kinetic, as well as turbidimetric and bichromatic reactions, with or without sample blanking		
3.2.5	The equipment should be validated to ensure the methods run as per the manufacturer's specifications		
3.2.6	The equipment should ensure that only authorized individuals can access it.		
3.2.7	The audit trail track should show who made the change, when it was made and why the change was made.		
3.2.8	The equipment should have specific operations with privileges that should be keyed to individual users.		
3.2.9	The original data should still be accessible for records that have been changed		
3.2.10	Software must be specific for use with the Discrete Analyzer		
3.2.11	The software must be able to be integrated into the laboratory's current Laboratory Information Management (LIMS) as part of the setup.		

No.	Table 2 – Operating Environment	COMPLY (YES/NO)	BIDDER'S COMMENTS
3.2.12	The equipment must be able to use the standard RSA power supply		
3.2.13	The equipment must be able to operate at a temperature range of 18 - 30 °C, at a humidity of 40-80% (non-condensing).		
3.2.14	The number of electrical sockets to plug in all the individual modules must be specified.		
3.2.15	The workbench requirements to accommodate and support the weight of the complete analyzer must be specified.		
3.2.16	The network sockets to link the system to the Amatola Water network must be specified.		

No.	Table 3 – Environmental Health and Safety	COMPLY (YES/NO)	BIDDER'S COMMENTS
3.2.17	The equipment should not have any leaks of products harmful to the environment and personnel.		
3.2.18	The equipment should be able to retain a reagent spill in order to avoid leakage outside the working area.		
3.2.19	The equipment operation should not generate risks for human and equipment safety within the laboratory environment.		
3.2.20	The equipment should be securely located in a position that allows the free movement of the system when in operation.		

No.	Table 4 – Interfaces and Computing Environment	COMPLY (YES/NO)	BIDDER'S COMMENTS
3.2.21	Equipment should be able to interface with the network systems at Amatola Water		
3.2.22	The equipment must be able to print the results of raw and processed data to a local or network printer.		
3.2.23	The software application must be able to run on the Windows 11 or latest operating system.		

No.	Table 5 – Data Acquisition, Processing, and Reporting	COMPLY (YES/NO)	BIDDER'S COMMENTS
3.2.24	The equipment must be capable of simultaneous management of the separate modules and control methods.		
3.2.25	The equipment must perform data acquisition following the programmed method sequence.		
3.2.26	The equipment must be able to perform statistical calculations (e.g., Excel-type) on the analytical data (variances, logarithms, averages, etc.).		
3.2.27	The software should be capable of printing all data related to the analysis.		
3.2.28	The date, time, and user name of the analyst performing the analysis and/or printing the report are recorded on the report.		

No.	Table 6 – System Security	COMPLY (YES/NO)	BIDDER'S COMMENTS
3.2.29	The system should use authority checks to ensure that only authorized individuals can utilize the system.		
3.2.30	The system must run on a PC with the industry standard connection (e.g., Ethernet, serial I/O, parallel I/O, USB, IEEE-1394)		
3.2.31	The application must allow network backups of application data		
3.2.32	The application should allow the integration of Active Directory security		

3.2.33	The application must have a defined upgrade path		
3.2.34	The application must allow for the application of Microsoft Windows security patches		
3.2.35	The application must allow the use of the FORTY CLIENT anti-virus software		
3.2.36	The application must allow the use of the local firewall		
3.2.37	The system (PC) should not be modifiable by the user.		
3.2.38	The time should be recorded at least to the second.		
3.2.39	The full software package for the control of the system must be included.		
3.2.40	Software must be specific for use with the Discrete Analyzer		
3.2.41	Software must allow for user login and password		
3.2.42	The system must not lose any data (other than data currently being collected) if the system suffers a loss of electrical power.		
3.2.43	It should be impossible for the user to delete the data or program folders.		

No.	Table 7 – Data Integrity and Regulation Requirements	COMPLY (YES/NO)	BIDDER'S COMMENTS
3.2.44	The equipment should have an audit trail to record actions that create, modify, or delete electronic records.		
3.2.45	It should be possible to generate accurate and complete copies of electronic records along with any associated audit trails.		
3.2.46	The audit trail should include the following: <ul style="list-style-type: none"> <li>• Date and time of the operation</li> <li>• Type of action</li> <li>• Identify the operator that performed the action</li> <li>• Reason for modification</li> <li>• Old and new value</li> </ul>		
3.2.47	The administrative actions should be tracked in the audit trail.		
3.2.48	The retention of the audit trail should be kept in line with the company's policy of record keeping.		
3.2.49	Connection and disconnection of the analyzer should be recorded in the audit trail.		
3.2.50	The user should not be able to deactivate, modify, or delete the audit trail.		
3.2.51	The history of access level changes for a user is kept.		
3.2.52	Data on reports generated must accurately reflect the data that is displayed on the screen.		
3.2.53	The equipment identification should clearly appear on the data tables and on the printing reports.		
3.2.54	The equipment must conform to:		

	<ul style="list-style-type: none"> <li>CAN/CSA-C22.2 No.61010-1-12, 61010-2-081:15, 61010-2-010:15</li> </ul>		
	<ul style="list-style-type: none"> <li>UL Std. No. 61010-1:2012, 61010-2-081:2015, 61010-2-010:2015</li> </ul>		
	<ul style="list-style-type: none"> <li>FCC CFR 47 Part 15, subpart B</li> </ul>		
	<ul style="list-style-type: none"> <li>2011/65/EU RoHS Directive</li> </ul>		
	<ul style="list-style-type: none"> <li>2006/42/EC Machinery Directive</li> </ul>		

No.	Table 8 – Samples and Reagents	COMPLY (YES/NO)	BIDDER'S COMMENTS
3.2.55	Continuous access to samples and reagents without interrupting test processing. Automatic identification via internal barcode reader		
3.2.56	On-Board Capacity:		
	<ul style="list-style-type: none"> <li>- 9 or 18-position sample rack</li> </ul>		
	<ul style="list-style-type: none"> <li>- 6-position reagent rack</li> </ul>		
	<ul style="list-style-type: none"> <li>- max 6 racks in the cooled disk</li> </ul>		
	<ul style="list-style-type: none"> <li>Sample Volumes: 2 - 120 µL - possibility to extend up to 240 µL</li> </ul>		
	<ul style="list-style-type: none"> <li>Sample Containers: 0.5 mL, 2.0 mL, 4.0 mL cups and sample tubes (diameter 12 - 16 mm, length 75 - 100 mm)</li> </ul>		
	<ul style="list-style-type: none"> <li>Sample Barcodes: Code 128 and barcodes USS Codabar, Interleaved 2 of 5, and Code 39 with a check digit</li> </ul>		
	<ul style="list-style-type: none"> <li>Reagent Volumes:2 - 240 µL</li> </ul>		
	<ul style="list-style-type: none"> <li>Reagent Containers: 10 mL and 20 mL vials</li> </ul>		
	<ul style="list-style-type: none"> <li>Sample and Reagent Dispensing: CV ≤2% for volumes ≥2 µL</li> </ul>		
3.2.57	The equipment must be capable of automatically performing pre-dilution.		
3.2.58	Automatic dilution of over-range tests with automatic rerun.		
3.2.59	It must be able to provide an option to enter a pre-dilution value for result calculation manually.		
	<b><u>Reaction vessels:</u></b>		
3.2.60	The equipment must have continuous access to cuvettes without interrupting test processing		
3.2.61	On-Board Capacity: <ul style="list-style-type: none"> <li>360 measurement cells</li> <li>36 cuvettes with 10 reaction cells</li> </ul>		

	<ul style="list-style-type: none"> <li>• up to 2 hours walk-away time, depending on workload</li> <li>• The equipment must have the Reaction End Volume: 120-300 µL</li> </ul>		
	<b><u>Measurement:</u></b>		
3.2.62	The equipment must contain a single-channel interference filter photometer with a beam-splitting reference and 12 filter positions.		
3.2.63	Filter range: 340 - 880 nm		
3.2.64	The equipment incubation temperature must be controlled at 25 - 60 °C, no cooling - preset to 37 °C		
3.2.65	The equipment light source must be a Xenon flash lamp		
3.2.66	The equipment's absorbance range must be: 0 - 3.5 A - resolution of 0.001 A - reproducibility of SD <0.005 A at 2 A		
3.2.67	The equipment must utilize a zero carryover measurement system.		
3.2.68	The equipment must not employ flow-through or cuvette washing routines.		
	<b><u>Calibration:</u></b>		
3.2.69	The equipment must be capable of performing factor, bias, linear, logit-log, spline, second-order, and point-to-point calibration.		
3.2.70	The equipment must use method-dependent individual calibrators or automatically diluted series from a stock calibrator.		
	<b><u>Capacity:</u></b>		
3.2.71	The equipment must have the capacity to run 200 tests/hour with the one-reagent method		

No.	Table 9 – Equipment Maintenance Requirements	COMPLY (YES/NO)	BIDDER'S COMMENTS
3.3.1	Preventive maintenance is required annually by a factory-trained and certified engineer.		
3.3.2	The equipment maintenance shall be in accordance with the manufacturer's specifications		
3.3.3	The equipment shall be designed to enable easy maintenance and assembly of all components.		
3.3.4	The design of equipment and its components shall facilitate maintenance and cleanability of the parts without disassembly of adjacent components.		
3.3.5	Sufficient space shall be left between equipment to ensure easy access to all components for maintenance.		
No.	Table 10 – Quality Control	COMPLY (YES/NO)	BIDDER'S COMMENTS
3.4.1	The equipment must be able to flag the control results that are out of specification.		
3.4.2	Real-time QC program with multiple, user-definable Westgard rules.		

3.4.3	Control frequency is user-definable.		
<b>No.</b>	<b>Table 11 – Equipment Safety Requirements</b>	<b>COMPLY (YES/NO)</b>	<b>BIDDER'S COMMENTS</b>
3.5.1	The machine must comply with the current OHS Act safety legislation		
3.5.2	All guards, covers, lids, doors, or any other openings are to prevent access to moving parts when in motion. All machinery shall be fitted with guards in such a way as to satisfy the requirements of the regulations.		
3.5.3	Any interlocks are to be 'fail-to-safety' types, and are to be incapable of being overridden by magnets, tools, or any other device.		
3.5.4	Emergency stops shall be provided at suitable points to protect the operator and/or maintenance technician.		
3.5.5	All equipment capable of building up static electricity shall be appropriately internally earthed to an external earth connection point.		
3.5.6	The equipment is to be satisfactorily earth-bonded (tested by Bidder)		
3.5.7	Equipment is to be CE marked with a supporting declaration of conformity.		
3.5.8	Safety interlocks are to be hard-wired, and a safety PLC is to be supplied if required, providing independent control of safety functions.		
3.5.9	The Bidder is to hold a safety risk assessment of the system, following finalization of PIDs (HAZOP), in conjunction with Amatola Water to finalize any safety systems required.		
3.5.10	All covers and other operator safety closures, which are closed or in safety status during production, shall be supervised by security switches or security switch systems.		
3.5.11	Adequate safety signage is to be provided for all risks.		

<b>No.</b>	<b>Table 12 – Training Requirements</b>	<b>COMPLY (YES/NO)</b>	<b>BIDDER'S COMMENTS</b>
3.6.1	The Bidder shall provide training for Amatola Water, Scientific Service personnel on the equipment operation.		
3.6.2	Training will be required in: <ul style="list-style-type: none"> <li>i. Commissioning</li> <li>ii. Calibration</li> <li>iii. Control Adjustment</li> <li>iv. Operation</li> <li>v. Maintenance</li> <li>vi. Troubleshooting</li> </ul>		

<b>No.</b>	<b>Table 13 – Documentation to be provided</b>	<b>COMPLY (YES/NO)</b>	<b>BIDDER'S COMMENTS</b>
3.7	Required Documents		
3.7.1.	Material safety Data sheets		
3.7.2	Noise Data Sheet(s)		
3.7.3	Material Certificates		

3.7.4	Equipment test Certificates		
3.7.5	Operating and maintenance manuals		
3.7.6	Equipment Installation Instructions		
3.7.7	Recommended Spares Parts List		
3.7.8	Design Change Control		
3.7.9	Functional description and test protocols for all software		
3.7.10	Detailed I/O Listing		
3.7.11	Instrument / Equipment location drawings		
3.7.12	Equipment labeling drawings		
3.7.13	Instrument Calibration Procedures		
3.7.14	Hazardous Area Certificates for the installed equipment and test instruments		
3.8	<b>Manuals</b>		
3.8.1	The Bidder shall provide a copy of the installation manual and maintenance manuals, and a copy of the operating manual.		
3.9	<b>Calibration Certificates</b>		
3.9.1	All calibration certificates must be traceable back to an internationally recognized authority.		

#### 4. EXPECTED DELIVERABLES

The expected deliverables on this project include, but not limited to:

- Supply, delivery, installation and commissioning of a Discrete Analyzer that is specifically designed for different water quality testing, in accordance with the specifications outlined above.

#### 5. SPECIFIC REQUIREMENTS

During the warranty period, any defective parts will be replaced by the bidder at no additional cost.

#### **BID CRITERIA FOR EVALUATION**

Bidders must submit all required documents indicated hereunder with the bid documents at the closing date and time of the bid. During this evaluation phase, bidder's responses will be evaluated based on the documents submitted under mandatory requirements. The bid documents must be completed in all respects in non-erasable ink (No tippex or correctional fluid or paper pastes must be used)

Bids must be submitted on original bid documents. Bid documents must remain intact and no portion may be detached. **Any bid that does not meet these requirements will be disqualified and will be considered as non-responsive.**

The received bid proposals will be evaluated in three stages to arrive to the final phase of bid award, and the phases will be as follows:

## STAGE 1 – MANDATORY REQUIREMENTS

In this stage all bids received will be verified for compliance and completeness of the submitted proposal per the below set of requirements. Bidders who fail to comply with the below requirements will be eliminated and bidders who comply with the below requirements will progress to the next stage.

The following declaration forms must be completed and signed in full:

- **SBD 1:** Invitation to Bid
- Identify and reject any invalid tenders (e.g. if the tender offer is not submitted, if the tender is not completed in non-erasable ink; if the offer has not been signed).
- **SBD 3.1:** Pricing Schedule: Total Price offer/rate must be transferred to SBD 1.
- **SBD 4:** Bidder's Disclosure  
**NB: Bidder must ensure that 2.3 of SBD 4 is fully completed in all aspects including all 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.**
- **FORM A:** AUTHORITY TO SIGN: In the case of a Bid being submitted on behalf of a company, close corporation, or partnership, evidence must be submitted to the Amatola Water at the time of submission of the Bid that the Bid has been signed by persons properly authorized thereto by resolution of the Board of directors.
- **FORM B:** schedule of previous similar contracts satisfactorily completed. Form B must be substantiated by completing, signing, and stamped Form B1, B2 and B3. *NB: Reference letters will not be accepted.*

All forms and declarations must be signed and completed and returned with the Bid Document as a whole.

Failure to sign and / or complete the forms and declarations will result in the bid being disqualified.

NB: The bidder must initial or sign next to any alterations or corrections made.

## STAGE 2 – CAPABILITY REQUIREMENTS

All compliant proposals shall be evaluated for their capability requirement for the required service. A capability compliance verification shall be undertaken to establish the minimum capacity requirements to undertake the services. The capability verification in respect of each of the criteria are given hereunder:

Only bidders who meet the following requirements as per the table below will be considered and bidders who fail to comply will be considered non-responsive.

No.	Evaluation Criteria	Details	Compliant or non-compliant	Documentary Proof is to be attached during the bid submission
1	Quality	The Bidder /Manufacturer must be ISO 9001 Quality Management compliant		Attach Certificate

No.	Evaluation Criteria	Details	Compliant or non-compliant	Documentary Proof is to be attached during the bid submission
	<b>Management</b>			
2	<b>Company experience</b>	The company must provide full details of three (3) completed projects, i.e., supply, delivery and commissioning of Discrete Analyzer equipment within the last ten (10) years in the Private and/or Government institutions (National, Provincial, Local Government, and Public Entities)		Completed, signed and stamped B1, B2 and B3 (No Reference letter/s will be accepted)
3	<b>Technical staff</b>	The Technical Staff must be trained and certified by the manufacturer and must have a minimum of five (5) years of experience on Discrete Analyzer equipment, including installation, commissioning, servicing, repair and maintenance.		Detailed CV and Manufacturer Training Certificate (s)
4	<b>Financial Viability</b>	Bank rating letter, Code-C,  The letter must not be older than (3) three months from the date of the advert.		The Stamped Bank Rating Letter

### STAGE 3 – PRICE AND PREFERENCE 80/20

In terms of the Preferential Procurement Policy Framework Act (PPPFA), the 80/20 scoring system will be applicable to this tender.

The maximum points for this tender are allocated as follows:

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

#### PRICE EVALUATION (80)

The price points out of 80 will be allocated to the Price Tendered or evaluated price.

Adjudication Criteria	Points
Price Evaluation $Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$	80

Where:

- Ps** = Points scored for price of Bid under consideration  
**Pt** = Rand value of Bid under consideration  
**Pmin** = Rand value of lowest acceptable Bid

SPECIFIC GOALS (20)

Specific goals for the tender and points claimed are indicated per the table below.

*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)
HDI (51% or more black ownership)	8
Black women (51% or more women ownership)	4
Black youth (51% or more youth ownership)	4
People with disability (20% or more disabled people ownership)	4

**SBD 6.1 must be fully completed and signed by the bidders in order to claim the above points, failure to claim points will result in non-awarding of points.**

# **SECTION B: RETURNABLE DOCUMENTS**

**The following documents must be completed in full and submitted with this bid:**

SBD 1: Invitation to Bid

FORM A: Authority to Sign

FORM B : SCHEDULE OF PREVIOUS SIMILAR CONTRACTS SATISFACTORILY CARRIED OUT BY THE TENDERER

FORM B1 must be completed, signed and stamped.

FORM B2 must be completed, signed and stamped.

FORM B3 must be completed, signed and stamped.

SBD 4: Bidder's Disclosure

SBD 3.1: Pricing Schedule: Firm prices

SBD 3.2: Pricing Adjustments: Non- firm prices

**The following documents must be submitted with this bid:**

- CSD and Tax Verification PIN
- SBD 6.1 must be completed and signed in order to claim points for specific goals. Failure will lead in non-awarding of points for specific goals
- JOINT VENTURE AGREEMENT (IF APPLICABLE)

**FORM A: AUTHORITY TO SIGN DOCUMENTS**

The person listed below are duly authorised/ delegated to sign all documents in connection with the tender offer and any contract resulting from it on our behalf by virtue of the Articles of Association/Resolution of the Board of Directors. All fields to be completed.

Details of authorised/ delegated person.

**NAME**

**SIGNATURE**

**DATE**

**WITNESSES:**

1.

**NAME**

**SIGNATURE**

**DATE**

2.

**NAME**

**SIGNATURE**

**DATE**

**FORM B: Schedule of previous related contracts satisfactorily carried out by the tenderer.**

Service Providers should very briefly describe their experience in this regard by completing the schedule below by providing details of at **least three (3) comparable contracts** within the last **ten (10) years** relating to the **Supply, Delivery, Installation and Commissioning of the Discrete Analyzer** to corporate clients or public entities. All the required information requested below should be provided, and a **general listing of contracts completed will not suffice.**

Comparable supply contracts of the entity within the last 10 years	Short Description	Contract Value (incl. VAT)	Dates (Commencement; Completion)	Client and contactable reference (include phone No)

**SIGNED ON BEHALF OF TENDERER:** .....

## FORM B.1: CONFIRMATION OF REFERENCES TO AMATOLA WATER

NAME OF BIDDING COMPANY:	
PREVIOUS CLIENT/EMPLOYER NAME:	
TENDER/BID NUMBER OF COMPLETED CONTRACT/PROJECT	
DESCRIPTION OF CONTRACT/ PROJECT PREVIOUSLY COMPLETED	
VALUE OF WORK COMPLETED	
DURATION AND DATE COMPLETED:	

The above-mentioned Bidding Company is in the process of submitting a Bid for **Bid Number: AW2025/26/10, Supply, Delivery, Installation and Commissioning of the Discrete Analyzer** for Amatola Water. If your company had prior exposure with the Bidding Company, as part of the evaluation process for this bid, Amatola Water requires your company to confirm goods/services supplied by the above Bidding Company as per the questionnaire below.

<p>1. Were the goods/ services supplied according to the required quality as per the description/specification and were delivered on time?</p>	<p>Select applicable rating</p> <p><input type="checkbox"/> <b>Excellent,</b></p> <p><input type="checkbox"/> <b>Good,</b></p> <p><input type="checkbox"/> <b>Satisfactory,</b></p> <p><input type="checkbox"/> <b>Poor</b></p>
<p>2. Kindly, indicate their overall performance on the project.</p>	<p>Select applicable rating</p> <p><input type="checkbox"/> <b>Excellent,</b></p> <p><input type="checkbox"/> <b>Good,</b></p> <p><input type="checkbox"/> <b>Satisfactory,</b></p> <p><input type="checkbox"/> <b>Poor</b></p>

Full Name of Authorised Signatory .....

Contact Number ..... Email address.....

Signature..... Date.....

**\*CLIENT (EMPLOYER) STAMP HERE**

*\*Incomplete and/or unsigned form will not be accepted and Amatola Water reserves the right to contact any Client Company listed as a reference. Hand-written imprints on the stamp area will not be accepted. No reference letters will be accepted.*

## FORM B.2: CONFIRMATION OF REFERENCES TO AMATOLA WATER

NAME OF BIDDING COMPANY:	
PREVIOUS CLIENT/EMPLOYER NAME:	
TENDER/BID NUMBER OF COMPLETED CONTRACT/PROJECT	
DESCRIPTION OF CONTRACT/ PROJECT PREVIOUSLY COMPLETED	
VALUE OF WORK COMPLETED	
DURATION AND DATE COMPLETED:	

The above-mentioned Bidding Company is in the process of submitting a Bid for **Bid Number: AW2025/26/10, Supply, Delivery, Installation and Commissioning of the Discrete Analyzer** for Amatola Water. If your company had prior exposure with the Bidding Company, as part of the evaluation process for this bid, Amatola Water requires your company to confirm goods/services supplied by the above Bidding Company as per the questionnaire below.

<p>1. Were the goods/ services supplied according to the required quality as per the description/specification and were delivered on time?</p>	<p>Select applicable rating</p> <p><input type="checkbox"/> <b>Excellent,</b></p> <p><input type="checkbox"/> <b>Good,</b></p> <p><input type="checkbox"/> <b>Satisfactory,</b></p> <p><input type="checkbox"/> <b>Poor</b></p>
<p>2. Kindly, indicate their overall performance on the project.</p>	<p>Select applicable rating</p> <p><input type="checkbox"/> <b>Excellent,</b></p> <p><input type="checkbox"/> <b>Good,</b></p> <p><input type="checkbox"/> <b>Satisfactory,</b></p> <p><input type="checkbox"/> <b>Poor</b></p>

Full Name of Authorised Signatory .....

Contact Number ..... Email address.....

Signature..... Date.....

**\*CLIENT (EMPLOYER) STAMP HERE**

*\*Incomplete and/or unsigned form will not be accepted and Amatola Water reserves the right to contact any Client Company listed as a reference. Hand-written imprints on the stamp area will not be accepted. No reference letters will be accepted.*

## FORM B.3: CONFIRMATION OF REFERENCES TO AMATOLA WATER

NAME OF BIDDING COMPANY:	
PREVIOUS CLIENT/EMPLOYER NAME:	
TENDER/BID NUMBER OF COMPLETED CONTRACT/PROJECT	
DESCRIPTION OF CONTRACT/ PROJECT PREVIOUSLY COMPLETED	
VALUE OF WORK COMPLETED	
DURATION AND DATE COMPLETED:	

The above-mentioned Bidding Company is in the process of submitting a Bid for **Bid Number: AW2025/26/10, Supply, Delivery, Installation and Commissioning of the Discrete Analyzer** for Amatola Water. If your company had prior exposure with the Bidding Company, as part of the evaluation process for this bid, Amatola Water requires your company to confirm goods/services supplied by the above Bidding Company as per the questionnaire below.

<p>1. Were the goods/ services supplied according to the required quality as per the description/specification and were delivered on time?</p>	<p>Select applicable rating</p> <p><input type="checkbox"/> <b>Excellent,</b></p> <p><input type="checkbox"/> <b>Good,</b></p> <p><input type="checkbox"/> <b>Satisfactory,</b></p> <p><input type="checkbox"/> <b>Poor</b></p>
<p>2. Kindly, indicate their overall performance on the project.</p>	<p>Select applicable rating</p> <p><input type="checkbox"/> <b>Excellent,</b></p> <p><input type="checkbox"/> <b>Good,</b></p> <p><input type="checkbox"/> <b>Satisfactory,</b></p> <p><input type="checkbox"/> <b>Poor</b></p>

Full Name of Authorised Signatory .....

Contact Number ..... Email address.....

Signature..... Date.....

**\*CLIENT (EMPLOYER) STAMP HERE**

**\*Incomplete and/or unsigned form will not be accepted and Amatola Water reserves the right to contact any Client Company listed as a reference. Hand-written imprints on the stamp area will not be accepted. No reference letters will be accepted.**

**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.

Full Name	Identity Number	Name of State institution

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:  
 .....  
 .....

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<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.

2.3 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.
- 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
- 3.7 exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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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.



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

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

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

### 1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

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

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) The lowest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

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

## 17. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

- $P_s$  = Points scored for price of tender under consideration
- $P_t$  = Price of tender under consideration
- $P_{\min}$  = Price of lowest acceptable tender

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

#### 3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

- $P_s$  = Points scored for price of tender under consideration

Pt = Price of tender under consideration  
 Pmax = Price of highest acceptable tender

**4. POINTS AWARDED FOR SPECIFIC GOALS**

4.1 In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2 In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

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

**Table 1: Specific goals for the tender and points claimed are indicated per the table below. (Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.**

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
HDI (51% or more black ownership)	8	
Black women (51% or more women ownership)	4	
Black youth (51% or more youth ownership)	4	
People with disability (20% or more disabled people ownership)	4	

**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:** .....

.....

# **SECTION C:**

## **PRICING INSTRUCTIONS, PRICING SCHEDULE AND CONTRACT**

### **PRICE INSTRUCTIONS AND ESCALATION**

The following pricing schedules must be completed in full:

**SBD 3.1: Pricing Schedule: Firm prices**

**SBD 3.2: Pricing Schedule: Non-firm prices (Not Applicable)**

**NB: If there are any unconditional discount offers, kindly attach a schedule that will indicate where those discounts are applied from.**

**Failure to fully complete the pricing instructions will invalidate your bid. All line items should be completed.**

**All orders placed will be based on the current Bid prices. It is the responsibility of the Bidder to inform Amatola Water of any escalation prior to implementation of the escalated price. Failure to do so will negate any such claims.**

### **VALUE ADDED TAX**

**In calculating the cost of the supply and delivery of services and / or material, the supplier will issue a "Tax Invoice" for all services rendered and / or materials supplied, which will reflect the exclusive cost of such services, goods or materials with the relevant Value Added Tax being added to the total.**

**VAT must be included in the Bid price but must be shown separately.**

**Non-VAT vendors must not include VAT in their bid price**

**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**

Name of Bidder.....Bid number...**AW2025/26/10**  
 Closing Time **11:00am** .....Closing date: .....

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

**Pricing Schedule**

ITEM NUMBER	BRIEF DESCRIPTION	QUANTITY	TOTAL PRICE
1	Discrete Analyzer	1	
2	Installation	1	
3	Training	1	
	<b>Subtotal</b>		
	<b>VAT@15%</b>		
	<b>TOTAL</b>		

- Required by: Amatola Water
- At..... Head Office .....
- Brand and model.....N/A.....
- Country of origin .....N/A.....
- 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

**Total offer/rates must be transferred to SBD1, failure to do so will lead to the bid being disqualified.**

**PRICING SCHEDULE – NON-FIRM PRICES (Not Applicable)  
(PURCHASES)**

NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of Bidder..... Bid number **AW**

Closing Time 11:00 ..... Closing date

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

ITEM	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY NO. <b>**</b> (ALL APPLICABLE TAXES INCLUDED)
------	----------	-------------	--

- Required by: .....
- At: .....
- 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

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

\*Delete if not applicable



**PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS**

1. Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.

<b>PARTICULARS OF FINANCIAL INSTITUTION</b>	<b>ITEM NO</b>	<b>PRICE</b>	<b>CURRENCY</b>	<b>RATE</b>	<b>PORTION OF PRICE SUBJECT TO ROE</b>	<b>AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD</b>
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		

2. Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)

<b>AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD:</b>	<b>DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE</b>	<b>DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE</b>	<b>DATE UNTIL WHICH NEW CALCULATED PRICE WILL BE EFFECTIVE</b>

CONTRACT FORM - RENDERING OF SERVICES

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

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

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution) ..... in accordance with the requirements and task directives/proposals specifications stipulated in Bid Number **AW2025/26/10** at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid;
    - Proof of tax compliance status;
    - Pricing schedule(s);
    - Filled in task directive/proposal;
    - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
    - Bidder's Disclosure form;
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

WITNESSES	
1	.....
	.....
2	.....

**CONTRACT FORM - RENDERING OF SERVICES**

**PART 2 (TO BE FILLED IN BY AMATOLA WATER)**

1. I..... in my capacity as.....accept your bid under reference number **AW2025/26/10** dated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

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

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

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

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

- 1 .....
- ....
- 2 .....

**GENERAL CONDITIONS OF CONTRACT**

The General Conditions of Contract (GCC) of July 2010, for Government Procurement as published by National Treasury will be applicable to this contract.

The potential service provider must enter into a formal Service Level Agreement (SLA) with Amatola Water.