



DEPARTMENT OF WATER AND SANITATION

WTE-2516ES

DUE AT 11:00 ON

CLOSING DATE:

14 OCTOBER 2025

SERVICE AND REPAIRS OF ACTUATORS IN THE OPERATIONS EASTERN FOR A PERIOD OF 6 MONTHS

SUBMIT BID DOCUMENTS TO:

POSTAL ADDRESS:

OR

TO BE DEPOSITED IN:

WATER AND SANITATION
PRIVATE BAG X 24
HOWICK, 3290

THE BID BOX AT THE ENTRANCE
GATE OF MIDMAR DAM
R103 PROSPECT ROAD
MIDMAR DAM
HOWICK, 3290

Compulsory Briefing Session

Date: 02 OCTOBER 2025

Time: 11:00am

Venue: KLIPFONTEIN DAM

BIDDER: (Company Address OR Stamp)

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



DEPARTMENT OF WATER AND SANITATION

DOCUMENTS THAT ARE RELATED TO TENDER/QUOTATION			
Doc No	DOCUMENT	Page No	
T1	TENDERING PROCEDURES	T1	
T1.1	INSTRUCTION TO BIDDERS	T1.1	
T1.2	EVALUATION CRITERIA	T1.2	
T1.3	LIST OF RETURNABLE DOCUMENTS AND SCHEDULES	T1.3	
T1.4	INVITATION TO BID	T1.4	
T2	RETURNABLE DOCUMENTS AND SCHEDULES	T2	
C1	CONTRACT DATA		
C1.1	GENERAL CONDITIONS OF CONTRACT	C1.1	
C2	PRICING DATA	C2	
C2.1	BILL OF QUANTITIES	C2.1	
C3	SCOPE OF WORK	C3	
C3.1	TECHNICAL SPECIFICATIONS	C.3.1	
	ANNESURES		
C4.1	SITE INSPECTION CERTIFICATE	C4.1	

T1 TENDERING PROCEDURES

T1.1 INSTRUCTIONS TO BIDDERS

1. ISSUING OF DOCUMENTS

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

2. QUERIES WITH RESPECT TO THIS BID

Queries of a specific technical nature may be discussed personally or telephonically with **Mr Mvelo Mthanda at 033 239 1212 / mthandam@dws.gov.za** or may be directed in writing to: The Director: Eastern Operations, Department of Water and Sanitation, Private bag X24, Howick 3290.

3. COMPLETION OF BIDS

- (a) The bid must be signed on the Invitation to Bid form (SBD 1) annexed hereto with all blanks in the bid and the appendix filled in.
- (b) All spaces in the bid forms and other annexures shall be completed in full.
- (c) **SBD 3.1 in the bid document and the Pricing Schedule must be fully completed and priced out by the bidder. Failure to do so will deem your bid invalid.**
- (d) The bid documents shall not be separated in any way nor must any pages be detached from the original documents.

4. SUBMISSION OF BIDS

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

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

SERVICE AND REPAIRS OF ACTUATORS IN THE OPERATIONS EASTERN FOR A PERIOD OF 6 MONTHS

- (b) Bids sealed and endorsed as above, will be received by: The Supply Chain Management Office or may be deposit in the bid box at the entrance of **Department of Water and Sanitation, R103 Prospect Road, Howick** and not later than **11:00** on the date stipulated on the front cover of this document.

5. SIGNATURE ON BIDS

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

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

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

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

6. GENERAL CONDITIONS OF CONTRACT

The General Conditions of Contract, as attached shall be regarded as an integral part of the contract documents.

7. PERIOD OF VALIDITY OF QUOTATIONS AFTER CLOSING DATE

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

8. TELEGRAPHIC BIDS

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

9. THE DEPARTMENTS RIGHT TO DECLINE ANY BID

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

10. ACCEPTANCE OR REJECTION

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

11. DEPARTMENT NOT LIABLE FOR BIDDER'S EXPENSES

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

12. PAYMENTS UNDER THE CONTRACT

All payments due to the Bidder in terms of the contract will be done by means of Electronic Fund Transfer.

T1.2 EVALUATION CRITERIA

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

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

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

PHASE 1: MANDATORY REQUIREMENTS:

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

No	Criteria	Yes	No
1	CIDB – minimum 2 EP/2 EB		
2	Attendance of compulsory briefing session and service provider to sign the attendance register during the briefing session		
3	Fully completed Bill of Quantities		
4	Fully completed SBD3.1		

PHASE 2: FUNCTIONALITY COMPLIANCE

- Full compliance to technical requirements by indicating compliant or non-compliant.
- Bidders who Fail to comply with the below requirements in full will be considered non-responsive and may be disqualified from further evaluation.

Criteria	Sub-Criteria	COMPLY YES/NO	
		Yes	No
Team capability	Team capability- <ul style="list-style-type: none">• Demonstrated skills and experience of key personnel for this project, limited to the Project Manager or Site agent. Attach 1 page resume of Project Manager or Site Agent indicating, amongst others, relevant qualifications, experience, accreditation/affiliation (where relevant), etc. Artisan/Site Agent with 2 or more years' experience		

	<ul style="list-style-type: none"> • An Organogram with personnel relevant to the project. 		
Proposed construction programme	Proposed construction programme- <ul style="list-style-type: none"> • Provides a detailed list of tasks necessary to complete the works, tasks a specific to the project and encompass milestones • Appropriate timeline and time estimates 		
Past relevant work experience	Past relevant work Experience - : <ul style="list-style-type: none"> • One (1) award letters and • verifiable completion certificates of which the scope of work is relevant to the project scope as prescribed in the project specification. 		
Methodology	Methodology- Items (a-g) must be clearly outlined in the detailed method statement. Work Method etc.Content, Clear, detailed presentation of the scope of work with full understanding and a logical structure. <ul style="list-style-type: none"> a) Work Sequence b) Time c) Resources d) Associated Health, Safety and Environmental Assessments e) Control Measures f) Welfare Facilities 		
Proposed programme	<ul style="list-style-type: none"> • A proposed detailed Gantt chart must be submitted (from project start to finish). 		

PHASE 3: ADMINISTRATIVE COMPLIANCE

Bidders are required to comply with the following listed below:

No	Criteria	Yes	No
1	Companies must be registered with National Treasury's Central Supplier Database must submit CSD report. Provide MAAA number on SBD1		
2	Tax compliant with SARS (to be verified through CSD and SARS). Attach Tax Compliance status PIN page		
3	Active registration with Company Intellectual Property Commission (to be verified through CSD and CIPC). Attach copy of Bidder's CIPC / CIPRO certificate.		
4	A valid copy of B-BBEE Status Level Verification Certificate or a valid original sworn affidavit (failure to submit, the Bidder will forfeit the relevant points allocated for B-BBEE under specific goals)		
5	Initial and sign Tender data section (T1 & T2) and all required documents to be submitted with tender. Initial each page of section C1, C2 and C3 and sign where required.		
6	Letter of appointment of duly authorized person to sign bid. Proof of such authority must be submitted with the bid. If by an individual, must be signed by that individual or by someone on his behalf duly authorised thereto and proof of such authority must be produced. If the bid is by a Company, it must be signed by a person duly authorised thereto by a Resolution of a Board of Directors a copy of which Resolution, duly certified by the Chairman of the Company is to be submitted with the bid.		
7	Complete, sign, submit SBD1, SBD4, SBD6.1 and Annexures C (Local Production and Content declaration – summary schedule.)		
8	A valid Coida certificate bearing bidder's name		

PHASE 4: PRICE AND SPECIFIC GOALS

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

Evaluation element	Weighting (Points)
SPECIFIC GOALS	20
PRICE	80
Total	100

Price

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

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

Where:

P_s = Points scored for comparative price of bid under consideration
 P_t = Comparative price of bid under consideration
 P_{\min} = Comparative price of lowest acceptable bid

Preference Point System (Specific Goals)

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

Documents requirement for verification of points allocation:

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

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

Women, disability, and youth:

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

Location of enterprise

Local equals province. Where a project cuts across more than one province, the bidder may be located in any of the relevant provinces to obtain the points.

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

Measured in terms of normal BBBEE requirements.

Note: Formula for calculating points for specific goals

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

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

100

Where

PC= Points awarded for specific goal

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

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

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

Name:	Mvelo Mthanda
Tel:	033 239 1212
Mobile:	082 323 8257
Email:	mthandam@dws.gov.za

T1.3 LIST OF RETURNABLE DOCUMENTS AND SCHEDULES

The Bidder must complete and attach the following Returnable Documents:

a) SBD Forms to be completed and signed

- | | | |
|--------|--|--------------------------|
| SBD1 | Invitation to Bid | <input type="checkbox"/> |
| SBD3.1 | Pricing Schedule – Firm Prices | <input type="checkbox"/> |
| SBD4 | Declaration of Interest | <input type="checkbox"/> |
| SBD6.1 | Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022 | <input type="checkbox"/> |

b) Returnable Schedules required for Bid Evaluation purposes

- | | | |
|----|---|--------------------------|
| A: | Certificate of attendance of briefing session | <input type="checkbox"/> |
| B: | Bill of Quantities (BOQ) | <input type="checkbox"/> |

c) Other Documents required for Bid Evaluation purposes

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



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

SBD 1

PART A: INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)							
BID NUMBER:	WTE-2516ES		CLOSING DATE: 14 OCTOBER 2025		CLOSING TIME:		11:00am
DESCRIPTION	ACTUATORS SERVICE AND REPAIRS IN OPERATIONS EASTERN						
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)							
THE BID BOX AT THE ENTRANCE OF WATER AND SANITATION – MIDMAR DAM							
R103 PROSPECT STREET							
HOWICK, 0001							
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO				TECHNICAL ENQUIRIES MAY BE DIRECTED TO:			
CONTACT PERSON	Eric Sikhakhane			CONTACT PERSON	Mr. M Mthanda		
TELEPHONE NUMBER	033 239 1252				033 239 1212		
FACSIMILE NUMBER							
E-MAIL ADDRESS	SikhakhaneE@dws.gov.za			E-MAIL ADDRESS	Mthandam@dws.gov.za		
SUPPLIER INFORMATION							
NAME OF BIDDER							
POSTAL ADDRESS							
STREET ADDRESS							
TELEPHONE NUMBER	CODE			NUMBER			
CELLPHONE NUMBER							
FACSIMILE NUMBER	CODE			NUMBER			
E-MAIL ADDRESS							
VAT REGISTRATION NUMBER							
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA		
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]							
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]		
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS							
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?					<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?					<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?					<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?					<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?					<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.							

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

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

2. TAX COMPLIANCE REQUIREMENTS

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

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

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

.....

DATE:

.....



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

SBD 3.1

**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: WTE-2516ES

Closing date:

14 OCTOBER 2025

Closing Time **11:00**

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

ITEM NO.	QTY	DESCRIPTION OF GOODS	UNIT PRICE (To be filled by the bidder)	BID PRICE (To be filled by the bidder)
1	40	SERVICE AND REPAIRS OF ACTUATORS IN OPERATIONS EASTERN		
			15% VAT	
			TOTAL BID PRICE	

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

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

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

***Delete if not applicable**

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

- 2.1 Is the Bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ 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

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

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

2.2.1 If so, furnish particulars:

.....

.....

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

2.3.1 If so, furnish particulars:

.....

.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The Bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² 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.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

- 3.5 There have been no consultations, communications, agreements or arrangements made by the Bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the Bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

SBD 6.1

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

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

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

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

1.2 To be completed by the organ of state

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20 or

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

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points Claimed (80/20 system) To be completed by the Tenderer
Women Ownership	5	
Disability Ownership	5	
Youth Ownership	5	
Location of enterprise (local equals province)	2	
B-BBEE status level contribution from level 1 to 2 which are QSE or EME	3	

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:

LOCAL CONTENT ANNEXURE C

Annex C

SATS 1286.2011

Local Content Declaration - Summary Schedule

(C1)	Tender No.
(C2)	Tender description:
(C3)	Designated product(s)
(C4)	Tender Authority:
(C5)	Tendering Entity name:
(C6)	Tender Exchange Rate:
(C7)	Specified local content %

Note: VAT to be excluded from all calculations

Pula EU GBP [illegible][illegible]

Signature of tenderer from Annex B

Date: _____

(C20) Total tender value	R 0
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(C21) Total Exempt imported content	R 0
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(C22) Total Tender value net of exempt imported content	R 0
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(C23) Total Imported content	R 0
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(C24) Total local content	R 0
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(C25) Average local content % of tender	
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C1: CONTRACT DATA

C1.1 GENERAL CONDITIONS OF CONTRACT

C2. PRICING DATA

C2.1 BILL OF QUANTITIES

		 <div> CONTRACT NO: WTE..... PRICING DATA: BILL OF QUANTITIES SERVICE AND REPAIRS OF ACTUATORS IN THE EASTERN OPERATIONS </div>				
Item	Pay Ref	Description	Unit	Quantity	Rate	Amount
1.		Open position indicator	Sum	1		
2.		Close position indicator	Sum	1		
3.		Manual operation	Sum	1		
4.		Remote operation	Sum	1		
5.		Position sensors	Sum	2		
6.		Open limit	Sum	1		
7.		Close limit	Sum	1		
8.		Setting tool local control	Sum	1		
9.		Inhibit operation after power loss	Sum	1		
10.		Standard or customer specified primary and secondary settings	Sum	1		
11.		Limit positions	Sum	2		
12.		Primary and secondary Functions	Sum	2		
13.		The Actuator Battery	Sum	1		
14.		Torque and Position Monitoring	Sum	1		
15.		Weights and Measures - Oil	Sum	1		
16.		Travel Limits, Centre Column & Remote Indication Outputs	Sum	3		
17.		Actuator Position Sensing Devices	Sum	2		
18.		Torque Switch Status & IR Setting Tool Comms for Vandal Proof Applications	Sum	2		
19.		Remote Interlocks, Local Control Inputs, & T/stat	Sum	2		
20.		Remote Control Inputs	Sum	1		
21.		Factors Inhibiting Electrical Operation	Sum	1		
22.		Battery Level and ESD Control Input	Sum	1		

23.		Help Screen	Sum	1		
24.		Maintenance, Monitoring and Troubleshooting	Sum	1		
25.		Default Options	Sum	1		
26.		ESD Override Interrupter Timer	Sum	1		
27.		Contactor On Time	Sum	1		
28.		Contactor Off Time	Sum	1		
29.		Position in Valve Opening Stroke for Timer to Stop	Sum	1		
30.		Position in Valve Closing Stroke for Timer to Start	Sum	1		
31.		Interrupter Timer Direction	Sum	1		
32.		Interrupter Timer Enabled/Disabled	Sum	1		
33.		Option Interrupter Timer	Sum	1		
34.		Modbus, Profibus & DeviceNet Failsafe Action	Sum	1		
35.		Modbus, Profibus & Device Net Action on Loss of Signal	Sum	1		
36.		Bus System Motion Inhibit Time (MIT)	Sum	1		
37.		Bus System Deadband Adjustment	Sum	1		
38.		Bus System Valve Position at 100% DV	Sum	1		
39.		Bus System Valve Position at 0% DV	Sum	1		
40.		Display Bus System Positioning Set-up Screens	Sum	1		
41.		Bus System Positioning Control Settings	Sum	1		
42.		Device Net Parity	Sum	1		
43.		Device Net Remote Auxiliary Input	Sum	1		
44.		Profibus Remote Auxiliary Input	Sum	1		
45.		Profibus Address	Sum	1		
46.		Bus System Option Profibus DP [OP]	Sum	1		
47.		Modbus Remote Auxiliary Input	Sum	1		
48.		Bus System Option Modbus [OP]	Sum	1		
49.		Pakscan Remote Auxiliary Input	Sum	1		

50.		Pakscan Baud Rate	Sum	1		
51.		Pakscan Address	Sum	1		
52.		Bus System Option Pakscan [OP	Sum	1		
53.		Remote Control Source	Sum	1		
54.		Failsafe Action	Sum	1		
55		Action On Loss of Set Point Signal	Sum	1		
56		Motion Inhibit Timer Adjustment	Sum	1		
57		Deadband Adjustment	Sum	1		
58		Valve Position HIGH Set Point	Sum	1		
59		Valve Position LOW Set Point	Sum	1		
60		Set Point Signal Range	Sum	1		
61		Set Point Signal Type	Sum	1		
62		Display Folomatic Set-up Screens	Sum	1		
63		Folomatic Feedback	Sum	1		
64		Option Folomatic Remote Control	Sum	1		
65		Option CPT [OI] (Current Position Transmitter	Sum	1		
67		Display Extra Contact Set-up Screens	Sum	1		
68		Option Extra Indication Contacts	Sum	1		
69		Torque Switch Bypass	Sum	1		
70		Conditional Control	Sum	1		
71		External Interlock	Sum	1		
72		2-wire Remote Control	Sum	1		
73		Maintained Local Control	Sum	1		
74		ESD Override Local Stop	Sum	1		
75		ESD Override Interlocks	Sum	1		
76		ESD Thermostat Bypass	Sum	1		
77		ESD Contact Type	Sum	1		
78		ESD Action	Sum	1		
79		Control Mode A1 Configuration	Sum	1		
80		Indication Contacts	Sum	2		
				SUBTOTAL		
				VAT (15%)		
				TOTAL		

CONTRACT NO: WTE-2516ES

SUMMARY OF BILL OF QUANTITIES



SERVICE AND REPAIRS OF ACTUATORS IN THE EASTERN OPERATIONS

Location	Make	Number	Amount
Wagendrift Dam	Drehmo	08	R
Craigieburn Dam	Rotork	03	R
Spioenkop Dam	Rotork	09	R
Ntshingwayo Dam	Rotork	06	R
Klipfontein Dam	Rotork	09	R
Hluhluwe Dam	Rotork	02	R
Lavumisa Pump Station	Drehmo	03	R
Sub Total			R
ADD: 15% of Sub Total of value added (VAT)			R
TOTAL TO BE CARRIED OVER TO SBD3.1			R
DATE:		SIGNATURE OF TENDER:	

C3: SCOPE OF WORKS

C3.1 Technical Specification

Introduction

This document provides technical specification for:

SERVICE AND REPAIR OF ACTUATORS - CRAIGIEBURN, WAGENDRIFT, SPIOENKOP, NTSHINGWAYO, KLIPFONTEIN, HLUHLUWE DAM AND LAVUMISA PUMP STATION FOR A PERIOD OF 6 MONTHS

1. Background and Discussion

The Eastern Operations Midmar Area Office is responsible for the safe and efficient operation and maintenance of the Dams and Pump Stations within KZN.

These dams and pump stations have valves some of which are driven by actuators. To ensure reliability and efficient operation, these actuators need to be serviced at regular intervals.

2. Scope of Work

The scope of work will include the following:

- Unit is electrically tested
- Actuator is stripped down and all parts are checked
- Actuator seals and bearings are replaced
- Actuator oil is replaced
- Actuator is put back together and tested
- Limits will be set once unit is reassembled onto Valve
- Labour, Travelling & Accommodation

The sites applicable to this scope of work are:

Location	Make	Total number of actuators
Wagendrift Dam	Drehmo	08
Craigieburn Dam	Rotork	03
Spioenkop Dam	Rotork	09
Ntshingwayo Dam	Rotork	06
Klipfontein Dam	Rotork	09
Hluhluwe Dam	Rotork	02
Lavumisa Pump Station	Drehmo	03

Nearest towns to the sites:

Site	Nearest Town	Approximate Distance to Nearest Town
WAGENDRIFT DAM	Estcourt	
CRAIGIEBURN DAM	Mooi River	45km
SPIOENKOP DAM	Winterton	20km
NTSHINGWAYO DAM	Newcastle	20km
KLIPFONTEIN DAM	Vryheid	10km
HLUHLUWE DAM	Hluhluwe	30km
LAVUMISA PUMP STATION	Pongola	

The following check sheet shall be used per actuator:

Site		
Valve Make/ Type/ Size		
Actuator Model/ Size		
Serial Number		
Speed		
Power Supply		
Procedure	Done	Comments
General actuator condition		
Check cable glands		
Replace the seals, O-rings and the Gearbox Oil		
Apply grease to the spigots as well as the drive shaft eliminating corrosion and rust		
Ensure that the Actuator will continue to function in a desired manner		
Check the settings on it like the 'Limits' and 'Torque Settings'		
Ensure that there is no alarm during operation and that it seals the valve properly		
Check Earthing of actuator		
Visual inspection for external oil leaks		
Remove covers and check for internal oil leaks/corrosion		
Drain & replace gearbox oil		
Check all electrical terminal screws are secure		
Check and replace cover seals		
Apply anti-seize to all cover screws		
Replace battery (<i>if applicable</i>)		
Check mounting bolts secure		
Clean drive bush retainer secure		
Clean and grease valve stem		
Spindle cover condition and fitted securely		
Check manual override lever and hand wheel operation		
Check local & remote operation (<i>ESD if applicable</i>)		
Check indicator display		
Check calibration of CPT (<i>if applicable</i>)		
Apply denzo tape to all expose fasteners		
Full detailed Service Report		

4 General

Workmanship shall be of first-class commercial quality and in accordance with best workshop practice.

The service and testing shall be done by a suitably qualified institution as required by the OHS Act and regulations.

5. Occupational Health and Safety

The Occupational Health and Safety and Regulations (Act number 85 of 1993) is applicable. Construction Regulations, General Machinery Regulations and Driven Machinery Regulations have particular reference. The contractor shall notify the Department of Labour, prior to commencing with the project. The DWS shall ensure that the provisions of the OHS are complied with for the duration of the project. The contractor prior to commencing on with the project shall submit:

- A comprehensive OHS file in accordance with the OHS Act.
- A detailed site-specific risk assessment for review and acceptance.
- A detailed method statement for approval by the Project Manager.

All work shall be done in accordance with relevant legislation(s) and regulation(s). The DWS reserves the right to stop the contractor from executing work, which is not in accordance with the contractor's OHS plan for the site or which poses a threat to the health and safety of persons. The contractor may not appoint a subcontractor unless the contractor is reasonable satisfied that the subcontractor has necessary competencies and resources to perform work safely. Any subcontractor appointment shall be approved by the Project Manager. Where a contractor appoints a subcontractor, all OHS Act requirements shall be applicable to the subcontractor. The contractor shall appoint a full-time competent employee in writing as the project supervisor, with the duty of supervising the project.

When the contractor and employees is found contravening OHS Act, the DWS shall stop the work until such time that the contractor implemented corrective measures to the satisfaction of the DWS.

5.1 Section 37.2 Appointment

In accordance with the provisions of Section 37(2) of the Occupational Health and Safety Act 85 of 1993 wherein the Department of Water and Sanitation as Employer has entered into a contract with the Contractor, in terms of which the Contractor is to perform certain work and services for and on behalf of the Employer, subject to the terms and conditions as contained in such contract.

Then parties have agreed that in respect of performance of the work the Contractor shall be responsible for compliance with the Occupational Health & Safety Act and its

Regulations. The Employer and Mandatory accordingly enter in this agreement in terms of Section 37(2) of the OHS Act, the terms and conditions of which are set out in Annexure D.

5.2 Risks Identified by the DWS

The following are the risks associated with this project as identified by the DWS:

- Flooding
- Drowning
- Working at height
- Dehydration
- Falling
- Injury due to falling material
- Paint or chemical inhalation
- Injury due to hand tools
- Snake bite
- Falling due to slippery surfaces
- Failure of rigging equipment
- Noise due to grinding, blast cleaning, etc
- Hand arm vibration syndrome due to prolonged use of vibratory equipment
- Scaffold and climbing equipment collapse
- Airborne Fibres and Materials
- Electrocution
- Moving Machinery
- Service gate or isolating equipment failure
- Overhead Crane failure
- Back injuries from carrying heavy loads
- Confined spaces

Notwithstanding the abovementioned risks the contractor shall formulate a risk management plan which will include additional risks identified by the contractor.

5.3 Lock out

Prior to decommissioning and commencement of any work, the contractor in conjunction with the Project Manager shall isolate and lock out intake line, valves, actuators, electrical equipment and all sources of energy relevant to the scope of work in accordance with the Occupational Health and Safety Act (OHSA).