

RFQ2027-LAB-015
UTHUKELA WATER LABORATORY:
APPOINTMENT OF A SERVICE PROVIDER FOR THE RELOCATION OF A LABORATORY
FROM KWAMATHUKUZA (NEWCASTLE), NEWCASTLE TO 79 HARDING STREET,
NEWCASTLE

1. Purpose

Quotations are hereby invited from suitably qualified, experienced and competent service providers for the complete relocation of the laboratory facility from KwaMathukuza (Yende street, Airport industrial, Newcastle), Newcastle, to 79 Harding Street, Newcastle.

The relocation includes laboratory instruments and equipment, chemicals and reagents, office furniture, general laboratory contents and associated materials.

The appointed service provider will be required to undertake the relocation in a controlled and coordinated manner that protects personnel, laboratory assets, chemicals and equipment while minimizing disruption to laboratory operations.

2. Background

The laboratory is relocating its operations from the existing facility at KwaMathukuza, Newcastle, to the new laboratory facility situated at 79 Harding Street, Newcastle.

Laboratory relocation requires specialized handling due to the presence of sensitive analytical instruments, chemicals, reagents, glassware, laboratory furniture and other technical equipment.

3. Scope of work

3.1 Pre-Move Assessment and Planning

The service provider shall:

- Conduct a detailed site inspection of the existing laboratory at KwaMathukuza.
- Inspect the receiving facility at 79 Harding Street, Newcastle.
- Assess access routes, door dimensions, corridors, staircases, loading areas and other physical restrictions at both facilities.
- Identify equipment requiring specialist handling, lifting or transportation.
- Identify items requiring dismantling prior to transportation.
- Identify chemicals and reagents requiring specialized packaging and transportation.
- Develop a detailed relocation methodology and implementation schedule.
- Identify occupational health, safety and environmental risks associated with the relocation.
- Develop appropriate risk assessments and safe work procedures.

- Coordinate the relocation activities with the Laboratory Manager and other designated representatives.

3.2 Inventory and Asset Control

Before commencement of the relocation, the service provider shall:

- Verify the inventory of equipment and other items to be relocated.
- Develop an itemized relocation register.
- Record the condition of major equipment before relocation.
- Label and uniquely identify boxes, equipment and other items.
- Obtain sign-off when items leave the existing facility and when they are received at the new facility.
- Immediately report any discrepancies, losses or damage.

Existing organizational asset numbers and identification labels must not be removed, obscured or altered.

3.3 Laboratory Instruments and Equipment

The relocation of the laboratory includes the movement of the following instruments and equipment:

- Spectrophotometers;
- ICP-OES and associated equipment,
- Discrete analyser instrument
- Glasswasher
- Analytical and laboratory balances;
- Incubators;
- Autoclaves
- Laboratory ovens;
- Refrigerators and freezers;
- Water purification systems;
- pH and conductivity meters;
- water baths;
- Desiccators
- Biosafety Cabinet;
- Fume cabinet
- Laboratory glassware;
- Other laboratory instruments and accessories identified during the site assessment.

The service provider shall provide appropriate protective packaging, crates, cushioning and securing systems for sensitive instruments.

No sensitive analytical equipment shall be transported without adequate protection against shock, vibration, impact, dust, moisture and adverse environmental conditions.

Where equipment requires specialist manufacturer or authorized service-agent intervention for decommissioning, dismantling, transportation, reinstallation, calibration or commissioning, this must be identified in the quotation.

3.4 Dismantling and Decommissioning

Where necessary, the service provider shall safely disconnect, dismantle and prepare equipment for relocation.

This shall include:

- Safe isolation and disconnection;
- Removal of detachable components;
- Securing moving parts;
- Draining equipment where applicable;
- Protection of sensitive components;
- Recording connections and configurations to facilitate reinstallation; and
- Appropriate packaging of components and accessories.

Electrical, plumbing, gas, extraction or other specialized connections shall only be disconnected or reconnected by appropriately competent personnel.

3.5 Chemicals and Reagents

The service provider shall provide for the safe relocation of laboratory chemicals and reagents.

This shall include:

- Reviewing the chemical inventory before transportation;
- Classification and segregation of chemicals according to compatibility and hazard class;
- Identification of chemicals that cannot legally or safely be transported;
- Use of appropriate chemical-resistant containers and secondary containment;
- Prevention of incompatible chemicals being packed or transported together;
- Appropriate labelling of chemical containers and transport packages;
- Secure transportation to prevent spills, breakage or unauthorized access;
- Availability of suitable spill-response materials during packing and transportation; and
- Compliance with applicable South African occupational health, safety, environmental and dangerous-goods transportation requirements.

Safety Data Sheets (SDSs), where applicable, must be accessible during the relocation.

The service provider must clearly state whether the quotation includes the transportation of hazardous chemicals and provide evidence of authorization and competence where legally required.

3.6 Furniture and General Laboratory Contents

The relocation shall include:

- Office furniture;
- Cabinets;
- Shelving;
- Chairs;
- Desks;
- Filing cabinets;
- Laboratory records and documentation;
- Glassware;
- Consumables;

- Sample containers;
- General laboratory supplies; and
- Other movable items forming part of the laboratory facility.

Where necessary, furniture shall be dismantled before transportation and correctly reassembled at the new facility.

3.7 Packing and Packaging

The service provider shall supply all packing and handling materials required for the relocation, including where applicable:

- Heavy-duty moving boxes;
- Instrument crates;
- Pallets;
- Bubble wrap and cushioning materials;
- Protective blankets;
- Secondary containment for hazardous material;
- Labels;
- Straps and restraints; and
- Other packaging materials that may be required.

Packaging must be appropriate to the nature, value and sensitivity of each item.

3.8 Transportation

The service provider shall provide suitable vehicles for the safe transportation of laboratory equipment, chemicals, furniture and other contents.

Vehicles must:

- Be roadworthy;
- Be appropriately insured;
- Provide adequate protection against weather conditions;
- Have appropriate load-securing systems;
- Be suitable for the nature of the materials transported; and
- Meet applicable requirements for the transportation of dangerous goods where relevant.

Sensitive analytical instruments must not be transported loosely or together with items that could damage them.

3.9 Offloading and Positioning

At 79 Harding Street, Newcastle, the service provider shall:

- Carefully offload all items.
- Transport items into the designated laboratory areas.
- Position instruments and equipment according to instructions from the Laboratory Manager and the approved laboratory layout.
- Reassemble furniture and equipment dismantled for transportation.
- Remove packaging materials and relocation waste.
- Ensure that emergency exits, passages and access routes remain unobstructed.

3.10 Reinstallation and Commissioning

Where included in the quotation, the service provider shall coordinate the reinstallation and commissioning of laboratory equipment.

Equipment shall be checked for:

- Physical damage;
- Correct assembly;
- Correct positioning;
- Proper connections;
- Basic functionality; and
- Any abnormalities resulting from transportation.

3.11 Post-Move Inspection

Following relocation, a joint inspection shall be conducted by the service provider and the Laboratory Manager or designated representative.

The inspection shall verify:

- Completion of the relocation;
- Delivery of all inventoried items;
- Condition of relocated equipment;
- Correct positioning of equipment and furniture;
- Identification of damaged or missing items;
- Removal of packing material and waste; and
- Completion of outstanding relocation activities.

HEALTH, SAFETY AND ENVIRONMENTAL REQUIREMENTS

The appointed service provider shall be responsible for implementing appropriate health, safety and environmental controls throughout the relocation.

Before commencing work, the successful service provider may be required to submit:

- Health and Safety Plan;
- Task-specific risk assessments;
- Safe work procedures/method statements;
- Proof of employee training and competency;
- Proof of appropriate PPE;
- Relevant dangerous-goods transportation documentation;
- Emergency response procedures;
- Chemical spill-response procedures; and
- Any other statutory documentation applicable to the work.

All incidents, spills, breakages, injuries or damage occurring during the relocation must be immediately reported.

INSURANCE AND LIABILITY

The service provider shall have adequate insurance appropriate to the nature and value of the relocation.

The quotation shall include evidence or details of:

- Goods-in-transit insurance;
- Public liability insurance;
- Cover for damage to laboratory equipment;
- Cover applicable to hazardous materials, where relevant; and
- Any exclusions or limitations applicable to the proposed relocation.

SERVICE PROVIDER MINIMUM REQUIREMENTS

Tenderers should demonstrate:

- Relevant experience in laboratory, scientific, medical, pharmaceutical or similarly sensitive equipment relocation.
- Availability of trained and competent personnel.
- Suitable vehicles and lifting/handling equipment.
- Capability to pack and transport delicate analytical equipment.
- Capability and legal compliance for transporting laboratory chemicals and hazardous materials where applicable.
- Appropriate insurance.
- Availability to undertake a site assessment before final relocation.
- Ability to provide references for similar relocation projects.

4. PRICING SCHEDULE

Tenderers should provide a detailed cost breakdown.

Item	Description	Amount (Excl. VAT)
1	Pre-move site assessment and relocation planning	R
2	Inventory verification and labeling	R
3	Packing materials and specialized crates	R
4	Packing of laboratory instruments/equipment	R
5	Dismantling/decommissioning of equipment	R
6	Transportation of laboratory instruments/equipment	R

7	Packing and transportation of chemicals/reagents	R
8	Relocation of laboratory and office furniture	R
9	Specialized lifting/rigging services, where required	R
10	Offloading and positioning at 79 Harding Street	R
11	Reassembly/reinstallation	R
12	Post-move inspection and handover	R
13	Insurance/goods-in-transit cover	R
14	Other costs – specify	R
	Subtotal excluding VAT	R
	VAT	R
	TOTAL INCLUDING VAT	R

5. Preference points system and specific goals

Bids will be adjudicated in terms of the Preferential Procurement Regulations, 2022 pertaining to Preferential Procurement Policy Framework Act, 5/2000 and other application legislations. Preference points will be awarded to service providers using Specific Goals claimed on MBD 6.1 (points will be not be allocated for unclaimed points)
 The municipal Entity reserves a right to accept all, some or none of the bids submitted, either wholly or in part and is not obliged to accept the lowest bid.

6. INFORMATION TO BE SUBMITTED WITH THE QUOTATION

The quotation should include:

- Company profile;
- Detailed quotation;
- Detailed scope and exclusions;
- Proposed relocation methodology;
- Project implementation programme;
- Proposed project team and responsibilities;
- Relevant experience;
- At least three references for similar work, where available;

- Proof of applicable insurance;
- Health and safety information;
- Details of vehicles and specialist handling equipment;
- Confirmation of capability to transport chemicals and hazardous materials;
- Details of any subcontractors to be used;

7. COMPULSORY SITE INSPECTION

Due to the technical nature of the relocation, a site inspection **is compulsory**.

The service provider should inspect both sites;

Current Facility: Kwa Mathukuza, Newcastle

Destination: 79 Harding Street, Newcastle

The inspection should establish access limitations, lifting requirements, quantities, equipment dimensions, chemical-handling requirements and any other factors affecting the quotation.

Failure to identify reasonably observable requirements during the site inspection shall not automatically constitute grounds for additional costs after appointment.

Meet at Kwa Mathukuza (Latitude :27°45'29.21"S - Longitude: 30° 0'17.66"E)

Date: 12 October 2026

Time: 10:00 am

Thereafter we shall proceed to 79 Harding Street, Newcastle, 2940.

8. DELIVERABLES

The successful service provider shall provide, as applicable:

- Approved relocation methodology;
- Project programme;
- Risk assessment and safety documentation;
- Verified relocation inventory;
- Equipment condition records;
- Packing and tracking records;
- Chemical transportation documentation;
- Delivery and receiving records;
- Damage/incident reports, where applicable;
- Final reconciled inventory;
- Post-relocation inspection report;
- Outstanding items/punch list; and
- Final completion and handover report.

9. Contacts

SCM queries -Ms Z Mhlongo 034 328 5000 or zamantungwa.mhlongo@uthukelawater.co.za

Sthabile Mdluli, Telephone number: 082 774 4291OR sthabile.mdluli@uthukelawater.co.za
OR

C Dhliwayo, Telephone number: 034 3285000

E-mail address: clever.dhliwayo@uthukelawater.co.za

10. Closing Day – 20 October 2026 @ 4pm

11. Submission of the quotation

Quotes must be email to quotes@uthukelawater.co.za

NB: The email subject must be the RFQ Number “**RFQ2027-LAB-015**”

12. Important information

Service providers are required to complete the following forms below failure to do so will renders the submission invalid.

MBD4

MBD 6

MBD9

CSD Summary report with a **Tax compliant status** with valid **BBBEE Certificate**.

Name of the service provider	
Central Database number	
Company registration number	

DECLARATION OF INTREST
MBD 4

1. No bid will be accepted from persons in the service of the state
2. Any person, having a kinship with person in the service of the state, including a blood relationship, may make an offer or offers of this invitation of bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to person connected with or related to person in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.

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

3.1 Full
Name _____

3.2 Identity
Number _____

3.3 Company Registration Number:

3.4 Tax Reference
Number _____

3.5 Vat Registration
Number _____

Item	Question	Yes	No
3.6	Are you presently in the service of the state?		
3.6.1	If so, furnish particulars		
3.7	Have you been in the service of the state of the past twelve months?		

3.7.1	If so, furnish particulars		
3.8	Do you, have any relationship (family, friend, other) with person in the service of the state and who may be involved with the evaluation and or adjudication of this bid?		
3.8.1	If so, furnish particulars		
3.9	Are you, aware of any relationship (family, friend, other) between a bidder and any person in the service of the state who may be involved with the evaluation and or adjudication of this bid		
3.9.1	If so, furnish particulars		
3.10	Are any of the company's directors, managers, principal shareholders or stakeholders in service of the state?		
3.10.1	If so, furnish particulars		
3.11	Are any spouse, child or parent of the company's directors, managers, principal shareholders in service of the state?		
3.11.1	If so, furnish particulars		

CERTIFICATION

I, THE UNDERSIGNED (NAME) _____
 (DIRECTOR /SHAREHOLDER MEMBER/TRUSTEE)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

 Signature

 Capacity

 Date

 Name

MBD6.1 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
- 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) 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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;

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

(a) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(b) **“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

(c) **“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:

$$80/20 \quad \text{or} \quad 90/10$$

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \quad \text{or} \quad Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

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

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)
Locality: UThukela Water Jurisdiction	10	
KwaZulu Natal Province	5	
Outside KZN	0	
100% Black owned	5	
Women	5	

MBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

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

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

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - a) prices;
 - b) geographical area where product or service will be rendered (market allocation)
 - c) methods, factors or formulas used to calculate prices;
 - d) the intention or decision to submit or not to submit, a bid;
 - e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.
10. 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

³ 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

Name of the Bidder	Date	Signature
Capacity		

79 Harding Street Tel: (034) 328 5000
Private Bag X6644 Fax: (034) 326 3388
Newcastle Email: info@uthukelawater.co.za
South Africa 2940 Web: www.uthukelawater.co.za

