



KWAZULU-NATAL PROVINCE

ECONOMIC DEVELOPMENT, TOURISM
AND ENVIRONMENTAL AFFAIRS
REPUBLIC OF SOUTH AFRICA

Invitation to Tender – ZNT 14 EDTEA 2024/2025

KwaZulu-Natal *Department of Economic Development, Tourism and Environmental Affairs*

Suitable and capable service providers are invited to bid for: APPOINTMENT OF THE PANEL OF SERVICE PROVIDERS TO OFFER SCIENTIFIC ANALYSIS SERVICES FOR AIR, WATER AND SOIL MEDIA DURING POLLUTION INVESTIGATIONS OVER A PERIOD OF 36 MONTHS

Collection of Bid Documents

Bid documents can be downloaded from www.etenders.gov.za / www.kznedtea.gov.za

COMPULSORY Briefing Session (APPLICABLE)

<u>Venue:</u>	<u>Date:</u>	<u>Time:</u>
<u>270 Jabu Ndlovu Pietermaritzburg 3200 (EDTEA HEAD OFFICE)</u>	<u>19th of May 2025</u>	<u>10:00</u>

Queries relating to the issue of these documents may be addressed to SCM Office

Tel. No. (033) 264 2579/2862:

E-mail: bids@kznedtea.gov.za

Closing Date: 11 June 2025

The closing time for receipt of Tenders is 11h00.

Telegraphic, telephonic, telex, facsimile, e-mail and late Tender Proposals will not be accepted.

**KWAZULU-NATAL PROVINCIAL GOVERNMENT BIDDING FORMS
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PART A: INVITATION TO BID

SBD1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	ZNT 14 EDTEA 2024/2025	CLOSING DATE:	11 June 2025	CLOSING TIME:	11H00 AM
DESCRIPTION	APPOINTMENT OF THE PANEL OF SERVICE PROVIDERS TO OFFER SCIENTIFIC ANALYSIS SERVICES FOR AIR, WATER AND SOIL MEDIA DURING POLLUTION INVESTIGATIONS OVER A PERIOD OF 36 MONTHS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
270 JABU NDLOVU STREET					
PIETERMARITZBURG					
3201					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	SCM Office		CONTACT PERSON	Ntokozo Mazibuko	
TELEPHONE NUMBER	(033) 264 2579/2862		TELEPHONE NUMBER	060 554 6098	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	bids@kznedtea.gov.za		E-MAIL ADDRESS	ntokozo.mazibuko@kznedtea.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
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES 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:

SECTION B: LIST OF ALL RETURNABLE & COMPULSORY DOCUMENTS

The bidder shall complete and submit the following returnable schedules and documents:

Section/ Schedule	Description	Compulsory (Yes / No)	Non- Submission will render bidders non- responsive (Yes/No)	Compulsory (Yes / No) For BID Evaluation Purposes	Yes	No	N/A
Prospective Service Providers MUST complete the following as per the BID document:							
Part A	Invitation to BID	Yes	Yes				
Part B	Terms and Conditions for bidding (SBD 1)	Read Only					
Section C	Special Instructions regarding completion of bid	Read only					
Section D	Registration on Central Suppliers Database	Read Only					
Section E	Declaration that information on Central Suppliers database is correct and up to date	Yes	Yes				
Section F	Pricing Schedule (SBD 3.1)	Yes	Yes				
Section G	Pricing schedule (SBD 3.3) (Professional services)	Yes	Yes				
Section H	Bid Offer	Yes	Yes				
Section I	Bidder's disclosure form (SBD4)	Yes	Yes				
Section J	Preference Points Claim Form In terms of the Preferential Procurement Regulations 2022			Yes			
Section K	Questionnaire Replies - To be only included when BIDs for goods are involved.			Yes If applicable			
Section L	Official Briefing session form	Yes	Yes				
Section M	Special Conditions of Contract						
Section N	General Conditions of Contract	Read only					
Section O	Authority to Sign a BID						
	Provide resolution letter for the	Yes	Yes				

Section/ Schedule	Description	Compulsory (Yes / No)	Non- Submission will render bidders non- responsive (Yes/No)	Compulsory (Yes / No) For BID Evaluation Purposes	Yes	No	N/A
	relevant enterprise status						
	Joint venture- Resolution/agreement passed/reached' signed by the authorised representatives of the enterprises	Yes	Yes				
Section P	Schedule variations from good and services information			Yes If applicable			
Annexure A	Terms of Reference						
Annexure B	Evaluation Grid						
Annexure C	CV Format						
Annexure D	Statement of exclusivity and availability						
Annexure E	Board Resolution Format						

SECTION C: SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS

PLEASE NOTE THAT THIS BID IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999, THE KWAZULU-NATAL SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK.

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and visa versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
4. Bids submitted must be complete in all respects.
5. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
6. Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with, such bids may be rejected as being invalid.
7. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. Where, however, a bid is received open, it shall be sealed. If it is received without a bid number on the envelope, it shall be opened, the bid number ascertained, the envelope sealed and the bid number written on the envelope.
8. A specific box is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.
9. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
10. No bid submitted by telefax, telegraphic or other electronic means will be considered.
11. Bidding documents must not be included in packages containing samples. Such bids may be rejected as being invalid.
12. Any alteration made by the bidder must be initialed.
13. Use of correcting fluid is prohibited
14. Use of erasable pen is prohibited
15. Bids will be opened in public as soon as practicable after the closing time of bid.
16. Where practical, prices are made public at the time of opening bids.
17. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.
18. Bidder must initial each and every page of the bid document.

SECTION D: REGISTRATION ON THE CENTRAL SUPPLIERS DATABASE

1. In terms of the National Treasury Instruction Note, all suppliers of goods and services to the State are required to register on the Central Suppliers Database.
2. Prospective suppliers should self-register on the CSD website www.csd.gov.za
3. If a business is registered on the Database and it is found subsequently that false or incorrect information has been supplied, then the Department may, without prejudice to any other legal rights or remedies it may have;
 - 3.1 cancel a bid or a contract awarded to such supplier, and the supplier would become liable for any damages if a less favorable bid is accepted or less favorable arrangements are made.
4. **The same principles as set out in paragraph 3 above are applicable should the supplier fail to request updating of its information on the Central Suppliers Database, relating to changed particulars or circumstances.**
5. IF THE SUPPLIER IS NOT REGISTERED AT THE CLOSING TIME OF BID, THE SUPPLIER WILL BE DISQUALIFIED AT THE BID EVALUATION PROCESS.

**SECTION E: DECLARATION THAT INFORMATION ON CENTRAL SUPPLIER DATABASE IS
CORRECT AND UP TO DATE**

(To be completed by bidder)

THIS IS TO CERTIFY THAT I (name of bidder/authorized representative), WHO

REPRESENTS (state name of bidder)CSD Registration

Number.....

AM AWARE OF THE CONTENTS OF THE CENTRAL SUPPLIER DATABASE WITH RESPECT TO THE BIDDER'S DETAILS AND
REGISTRATION INFORMATION, AND THAT THE SAID INFORMATION IS CORRECT AND UP TO DATE AS ON THE DATE OF SUBMITTING
THIS BID.

AND I AM AWARE THAT INCORRECT OR OUTDATED INFORMATION MAY BE A CAUSE FOR DISQUALIFICATION OF THIS BID FROM THE
BIDDING PROCESS, AND/OR POSSIBLE CANCELLATION OF THE CONTRACT THAT MAY BE AWARDED ON THE BASIS OF THIS BID.

.....
SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE

DATE:

SECTION F: 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: ZNT 14 EDTEA 2024/2025
Closing Time 11:00	Closing date: 11 June 2025

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

ITEM NO.	QUANTITY	DESCRIPTION	Unit Price	Total for each unit
1				
2				
3				
4				
SUB-TOTAL				
VAT AT 15%				
GRAND TOTAL (BID PRICE IN RSA CURRENCY WITH 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
- 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

SECTION G: PRICING SCHEDULE**(Professional Services)**

Name of bidder.....	Bid number... ZNT 14 EDTEA 2024/2025
Closing Time 11:00	Closing date... 11 June 2025

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

ITEM NO.	DESCRIPTION	BID PRICE IN RSA CURRENCY WITH ALL APPLICABLE TAXES INCLUDED)

1. The accompanying information must be used for the formulation of proposals

2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.

R.....

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION

HOURLY RATE

DAILY RATE

R.....

R.....

R.....

R.....

R.....

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

R..... days

R..... days

R..... days

R..... days

R..... days

5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED

RATE

QUANTITY

AMOUNT

.....

.....

R

.....

.....

R

.....

.....

R

.....

.....

R

.....

.....

R

TOTAL: R.....

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

Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses

incurred must accompany certified invoices.
 DESCRIPTION OF EXPENSE TO BE INCURRED

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	R
.....	R
.....	R
.....	R
.....	R

TOTAL: R.....

6. Period required for commencement with project after acceptance of bid
7. Estimated man-days for completion of project
8. Are the rates quoted firm for the full period of contract?
9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

.....

.....

.....

*YES/NO

.....

.....

.....

.....

***[DELETE IF NOT APPLICABLE]**

Any enquiries regarding bidding procedures may be directed to the –

(INSERT NAME AND ADDRESS OF DEPARTMENT/ENTITY)

Tel:

Or for technical information –

(INSERT NAME OF CONTACT PERSON)

Tel:

SECTION H: BID OFFER

(To be completed by Bidder)

BID NUMBER: ZNT 14 EDTEA 2024/2025: APPOINTMENT OF THE PANEL OF SERVICE PROVIDERS TO OFFER SCIENTIFIC ANALYSIS SERVICES FOR AIR, WATER AND SOIL MEDIA DURING POLLUTION INVESTIGATIONS OVER A PERIOD OF 36 MONTHS

1. BID PRICE INCLUDING VAT: R.....
2. AMOUNT IN WORDS:
.....
3. TIME FOR COMPLETION/ DELIVERY:calendar months

NAME OF BIDDER:

SIGNATURE

DATE:

.....

.....

.....

FOR OFFICE PURPOSES ONLY

IMPORTANT

Mark appropriate block with "X"

1. HAVE ANY ALTERATIONS BEEN MADE? YES NO

2. HAS AN ALTERNATIVE BID BEEN SUBMITTED? YES NO

3. **IF APPLICABLE:** DID THE BIDDER ATTEND THE OFFICIAL BRIEFING SESSION/ COMPULSORY SITE INSPECTION? YES NO

SECTION I: 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

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:

.....

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.

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.
- 3.5 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.
- 3.6 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.
- 3.7 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 bid der

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.

SECTION J: 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.

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 quotation 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:

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

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:

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \quad \text{or} \quad P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = 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—
- 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
 - 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,

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.)

When the service providers are invited for quotation in a specific category, points will be awarded for specific goals. Twenty points will be awarded for specific goals as outlined in the table below. This may be for any 1 particular goal or may consist of a combination of goals:

NO	SPECIFIC GOALS	DOCUMENTS TO BE SUBMITTED TO CLAIM POINTS
1	African	Completed ownership demographic form, CIPC Certificate and completed SBD 6.1
2	People living with disability	Doctor's medical certificate/disability certificate and completed SBD 6.1
3	Youth	Completed ownership demographic form, CIPC Certificate, Copy of Identity document and completed SBD 6.1
4	Women	Completed ownership demographic form, CIPC Certificate and completed SBD 6.1
5	SMME's / Cooperatives	Financial statement/ Incorporation agreement and completed SBD 6.1
Total	20	

4.3. 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]

4.4. 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

<p>.....</p> <p>SIGNATURE(S) OF TENDERER(S)</p>	
SURNAME AND NAME:
DATE:
ADDRESS:

OWNERSHIP DEMOGRAPHIC SCHEDULE

- ✓ Kindly provide the percentage ownership for each owner according to the following demographic categories; African Male, African Female, Coloured Male, Coloured Female, Indian Male, Indian Female, White Male, White Female, Youth, Disabled, Co-operative and Other.

N O.	ID NUMBER	% AFRICAN		% COLOURED		% INDIAN		% WHITE		% YOUTH	% DISABLED	% CO- OPERATIVE	% OTHER (Specify)
		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE				
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
TO TA L													

SECTION K: QUESTIONNAIRE REPLIES

1. Are the prices/rates quoted firm?
2. Is the delivery period stated firm?
3. How will delivery be affected?
4. Is the equipment guaranteed for a minimum period of six months?.....
5. Are you the accredited agents in the RSA for the manufacture/supply of the goods offered by you?
.....
6. What is the address in the RSA (preferably in the Province of KwaZulu-Natal) where machine/goods as offered by you can be inspected under working conditions?
7. What is the approximate value of spares carried in stock in the RSA for this particular make and model of machine?
.....
8. Where is stock held?
9. What facilities exist for the servicing of the machine/goods offered?
.....
10. Where are these facilities available?
11. What are the names and addresses of the factories where the goods will be manufactured and, if required, inspected?
.....
12. Is a special import permit require.....?

.....
SIGNATURE OF BIDDER
(PRINT NAME)

.....
DATE

N.B.: THIS FORM IS ONLY TO BE INCLUDED AND COMPLETED WHEN APPLICABLE TO THE QUOTATION

SECTION L: OFFICIAL BRIEFING SESSION/SITE INSPECTION CERTIFICATE

COMPULSORY

N. B.: THIS FORM IS ONLY TO BE INCLUDED AND COMPLETED WHEN APPLICABLE TO THE BID.

Site/building/institution involved: Department of Economic Development, Tourism and Environmental Affairs

Bid No: ZNT 14 EDTEA 2024/2025

Service: APPOINTMENT OF THE PANEL OF SERVICE PROVIDERS TO OFFER SCIENTIFIC ANALYSIS SERVICES FOR AIR, WATER AND SOIL MEDIA DURING POLLUTION INVESTIGATIONS OVER A PERIOD OF 36 MONTHS

<u>Venue:</u>	<u>Date:</u>	<u>Time:</u>
<u>270 Jabu Ndlovu Pietermaritzburg 3200 (EDTEA HEAD OFFICE)</u>	<u>19th of May 2025</u>	<u>10:00</u>

THIS IS TO CERTIFY THAT (NAME).....ON BEHALF OF.....

ATTENDED THE OFFICIAL BRIEFING ON..... (DATE)AND IS THEREFORE FAMILIAR WITH THE CIRCUMSTANCES AND THE SCOPE OF THE SERVICE TO BE RENDERED.

.....
SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE
(PRINT NAME)

DATE:

.....
SIGNATURE OF DEPARTMENTAL REPRESENTATIVE
(PRINT NAME)

DEPARTMENTAL STAMP:
(OPTIONAL)

DATE:

SECTION M: SPECIAL CONDITIONS OF CONTRACT

This bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2022; the General Conditions of Contract (GCC) and the following applicable other Special Conditions of Contract.

The offers must remain valid for a period of 120 days from the closing date of the submission of bids.

1. CONTRACT PERIOD

1.1 **36 Months**

2. EVALUATION CRITERIA

There are *(four (4) evaluation phases)* main stages in the selection process, namely, **Administrative Compliance, Functionality, Price and Preference points (Specific goals) and price negotiation.**

2.1 Step 1 - Administrative Compliance

Check and verify compliance with the submission and completion of compulsory bid documents viz Sections A to P. Failure to comply with any of the sections contained in the bid document that constitute step one will render the bid invalid

The following documentation must be submitted:

CRITERIA		YES	NO	REMARKS
SECTION A PART A	INVITATION TO BID (SBD 1)	X		
SECTION A PART B	TERMS AND CONDITIONS FOR BIDDING (SBD 1)	X		
SECTION B	LIST OF RETURNABLE AND COMPULSORY DOCUMENTS	X		
SECTION C	SPECIAL INSTRUCTIONS REGARDING COMPLETION OF BID			Read only
SECTION D	REGISTRATION ON CENTRAL SUPPLIERS DATABASE	X		
SECTION E	DECLARATION THAT INFORMATION ON CENTRAL SUPPLIERS DATABASE	X		
SECTION F	PRICING SCHEDULE FIRM PRICES (SBD 3.1)	X		
SECTION G	PRICING SCHEDULE PROFESSIONAL SERVICES	X		
SECTION H	BID OFFER	X		
SECTION I	BIDDER'S DISCLOSURE (SBD 4)	X		
SECTION J	PREFERENCE POINTS CLAIM FORM (SBD 6.1)	X		
SECTION K	QUESTIONNAIRES REPLIES	X		
SECTION L	COMPULSORY BRIEFING SESSION	X		Applicable
SECTION M	SPECIAL CONDITIONS OF CONTRACT	X		
SECTION N	GENERAL CONDITIONS OF CONTRACT			Read only
SECTION O	AUTHORITY TO SIGN THE BID	X		
SECTION P	SCHEDULE VARIATION FROM GOODS OR SERVICES INFORMATION			If applicable
Category A – The bidder / company must have Laboratory accreditation - SANAS ISO/IEC 17025:2017	A valid proof of SANAS ISO/IEC 17025:2017 accreditation certificate for the category.	X		
Category B – The bidder must have a Professional Body accreditation - South African Council for Natural Scientific	A valid proof of registration with the South African Council for Natural Scientific Professions (SACNASP)	X		

Professions (SACNASP) (for the key experts)				
Category C – The bidder must have a Professional Body accreditation - South African Council for Natural Scientific Professions (SACNASP) (for the key experts)	A valid proof of registration with the South African Council for Natural Scientific Professions (SACNASP)	X		
Panel Category Selection Criteria	Service Providers are required to select the category they are bidding for. Failure to select a category will lead to an automation disqualification.	X		

2.2 Step 2 - Functionality

This bid will be evaluated on functionality. Bidders are to obtain a minimum qualifying score of 60% in order to proceed to the next stage of evaluation.

2.3 Step 3 - Preferential Point Evaluation

When the service providers are invited for quotation in a specific category, points will be awarded for specific goals. Twenty points will be awarded for specific goals as outlined in the table below. This may be for any 1 particular goal or may consist of a combination of goals:

NO	SPECIFIC GOALS	DOCUMENTS TO BE SUBMITTED TO CLAIM POINTS
1	African	Completed ownership demographic form, CIPC Certificate and completed SBD 6.1
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4	Women	Completed ownership demographic form, CIPC Certificate and completed SBD 6.1
5	SMME's / Cooperatives	Financial statement/ Incorporation agreement and completed SBD 6.1
Total	20	

2.4 Step 4 - Price negotiation

Where applicable the department reserves the right to negotiate price with the recommended bidder.

3 BID APPEAL TRIBUNAL (BAT)

BAT finds its establishment in the Treasury Regulation 16A9.3 and Section 18(1) of the KwaZulu-Natal Supply Chain Management Policy Framework. Treasury Regulation 16A9.3 empowers National and Provincial Treasury to establish a mechanism to consider complaints and make recommendations for remedial actions to be taken for the non-compliance with the norms and standards. Section 18(1) of the KZN SCM Policy Framework empowers the MEC for Finance to establish an independent and impartial Bid Appeals Tribunal. In line with Paragraph 19 of the KZN SCM Policy Framework of 2006 the following procedure must be followed to lodge an appeal:

1.1 The bidder must, within five working days of receipt of the **notification** of an award, deliver written notification of an intention to appeal.

1.2 All award notifications will be published on the departmental website, and where applicable in the relevant newspapers.

Service providers will also be notified through an official notification letter.

- 1.3 The bidder may, together with the notification of intention to appeal under paragraph (2) of the KZN SCM Policy Framework, deliver a request for written reasons for the award of the said bid.
- 1.4 The Bid Adjudication Committee or a delegate of an accounting officer must deliver to the appellant the written reasons requested under paragraph (3) of the KZN SCM Policy Framework within ten working days.
- 1.5 The appellant must, within ten working days of receipt of the written reasons delivered under paragraph (4) of the KZN SCM Policy Framework, or, failing a request for written reasons under paragraph (3) of the KZN SCM Policy Framework, within ten working days of giving notice under paragraph (2) of the KZN SCM Policy Framework, submit written representations to the Bid Appeals Tribunal, indicating sufficiently and without unnecessary elaboration the grounds and basis of the appeal and the nature of the complaint.
- 1.6 Upon receipt of a notice of intention to appeal, the Bid Appeals Tribunal must notify other bidders who may be adversely affected by the appeal, in writing of the appeal and invite them to respond within five working days.
- 1.7 Award notification on the e-tender portal will only be published once a confirmation of no appeals has been received from Provincial Treasury, therefore, no appeals will be considered after the award information has been published on the E-Tender portal.**

The address provided for the lodging of appeals is:

Email: Batsecretariat@kzntreasury.gov.za

The Chairperson
Bid Appeals Tribunal
Private Bag X9082
Pietermaritzburg
3200

SECTION N: GENERAL CONDITIONS OF CONTRACT

1. Definitions

The following terms shall be interpreted as indicated:

- 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7 "Day" means calendar day.
- 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
- 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
- 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.

- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means that functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

2. Application

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information; inspection.

- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. Performance security

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance

security of the amount specified in SCC.

- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- ii) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - iii) a cashier's or certified cheque
 - iv) The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

- 10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

10.2 Documents to be submitted by the supplier are specified in SCC.

11. Insurance

- a. The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

- a. Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental Services

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14 Spare parts

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15 Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16 Payment

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17 Prices

17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

18 Contract amendments

18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

19 Assignment

19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20 Subcontracts

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21 Delays in the supplier's performance

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22 Penalties

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23 Termination for default

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

23.6.1 These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24 Anti-dumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

25 Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26 Termination for insolvency

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27 Settlement of Disputes

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5 Notwithstanding any reference to mediation and/or court proceedings herein,

- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- (b) the purchaser shall pay the supplier any monies due the supplier.

28 Limitation of liability

28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;

- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29 Governing language

29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30 Applicable law

30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

31 Notices

31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32 Taxes and duties

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

33 National Industrial Participation (NIP) Programme

33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

34 Prohibition of Restrictive practices

34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 19

SECTION O: AUTHORITY TO SIGN A BID
AUTHORITY TO SIGN A BID

The bidder must indicate the enterprise status by ticking the appropriate box hereunder.

(I) CLOSE CORPORATION	(II) COMPANIES	(III) SOLE PROPRIETOR	(IV) PARTNERSHIP	(V) CO-OPERATIVE	(VI) JOINT VENTURE / CONSORTIUM	
					Incorporated	
					Unincorporated	

I/We, the undersigned, being the Member(s) of Cooperative/ Sole Owner (Sole Proprietor)/ Close Corporation/ Partners (Partnership)/ Company (Representative) or Lead Partner (Joint Venture / Consortium), in the enterprise trading as:

.....

hereby authorise Mr/Mrs/Ms

acting in the capacity of

whose signature is

to sign all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.

NAME	ADDRESS	SIGNATURE	DATE

(If the space provided is not enough, a separate list should be attached)

Note:

Members of the enterprise must complete this form in full according to the type of enterprise, authorising the signatory to sign all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.

Note: In a case of a Sole proprietor, a director may appoint himself/herself if they will be the one signing all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.

SECTION P: SCHEDULE VARIATIONS FROM GOODS OR SERVICES INFORMATION

Should the Bidder wish to make any departure from or modification in the Special Conditions of Contract, Specifications, Schedule list of Prices/Quantities/ Drawings or to qualify the bid in any way, he/she shall indicate the proposals clearly hereunder or alternatively make photocopies of the original bid documentation.

[illegible]

SIGNATURE OF BIDDER:

DATE:

ANNEXURE A (TERMS OF REFERENCE)

**APPOINTMENT OF THE PANEL OF SERVICE PROVIDERS TO OFFER SCIENTIFIC ANALYSIS SERVICES FOR AIR, WATER
AND SOIL MEDIA DURING POLLUTION INVESTIGATIONS OVER A PERIOD OF 36 MONTHS**

1. Definitions of Acronyms/Glossary

Al	Aluminum
As	Arsenic
B	Boron
B-BBEE	Broad Based Black Economic Empowerment
Be	Beryllium
BOD	Biological Oxygen Demand
C mol	Coulomb per Mole
Ca	Calcium
CaCO ₃	Calcium Carbonate
Cd	Cadmium
CFU	Colony Forming Units
Cl	Chloride
CN	Cyanide
Co	Cobalt
CO	Carbon Oxide
COD	Chemical Oxygen Demand
Cr	Chromium
CSD	Central Supplier Database
Cu	Copper
CV	Curriculum Vitae
DO	Dissolved Oxygen
DOC	Dissolved Organic Content
EC	Electronic Conductivity
EDTEA	Economic Development, Tourism and Environmental Affairs
ELISA	Enzyme Linked Immunosorbent Assay
EME	Exempted Micro Enterprises
F	Fluoride

Fe	Iron
FTN	Flavour Threshold Number
GIS	Geographic Information System
H ₂ S	Hydrogen Sulfide
HCl	Hydrochloric Acid
HF	Hydrogen Fluoride
Hg	Mercury
ICP-OES	Inductively Coupled Plasma Optical Emission Spectroscopy
ISO/IEC	International Electrotechnical Commission / International Organization for Standardization
K	Potassium
Kg	Kilogram
KZN	KwaZulu-Natal
Li	Lithium
meq/L	Milliequivalent per Liter
Mg	Magnesium
mg	Milligrams per Kilogram
mg O ₂ /l	Milligrams of Dissolved Oxygen per Liter
mg/l	Milligrams per Liter
Mn	Manganese
Mo	Molybdenum
mS/m	Milli Siemens per Meter
MTBE	Methyl Tert-Butyl Ether
N	Nitrogen
Na	Sodium
NEM: AQA	National Environmental Management: Air Quality Act
NH ₃	Ammonia
Ni	Nickel
NO ₂	Nitrogen Dioxide
NQF	National Qualifications Framework
NTU	Nephelometric Turbidity Unit

O2	Oxygen
P	Orthophosphate
Pb	Lead
PCB	Poly Chlorinated Biphenyl
PCDD	Polychlorinated-P-Dioxin
PCDF	Polychlorinated Dibenzofurans
pH	Potential of Hydrogen
PM	Particulate Matter
PO4	Phosphate
ppm	Parts Per Million
PPPFA	Preferential Procurement Policy Framework Act No 5 of 2000: Preferential Procurement Regulations 2022
Pr. Sci. Nat.	Professional Natural Scientist
Pt	Platinum
PTS	Proficiency Testing Scheme
R	Rands
SA	South Africa
SACNASP	South African Council for Natural Scientific Professions
SANAS	South African National Accreditation System
SANS	South African National Standards
SAR	Sodium Adsorption Ratio
SARS	South African Revenue Services
Sb	Antimony
SBD	Standard Bidding Document
SCM	Supply Chain Management
Se	Selenium
Si	Silicates
SLA	Service Level Agreement
Sn	Tin
SO2	Sulfur Dioxide
SO4	Sulphate

Sr	Strontium
TDS	Total Dissolved Salts
Ti	Titanium
TOC	Total Organic Content
TON	Threshold Odour Number
TOR	Terms of Reference
TSS	Total Suspended Solids
U	Uranium
µg/l	Micrograms per Liter
V	Vanadium
VOCs	Volatile Organic Compounds
WHO	World Health Organization
Zn	Zinc

2. Departmental and Programme Overview

Environmental management is a concurrent function of the National, Provincial and Local government with each sphere of government playing a specific role. Environmental management falls under Programme 5 and the objective is to advance socioeconomic development through the promotion of sustainable use and protection of natural resources. In the sub-programme of Environmental Quality Management the sub-objectives follow:

- To facilitate environmental impact mitigation and promote sustainable development;
- To facilitate air quality management;
- To support municipalities in the processing of Air Emission Licensing;
- To promote the waste management hierarchy (waste minimization, cleaner production, reuse/recycling, treatment; and
- To provide management, strategic and specialist support and direction for pollution and waste management programmes in KwaZulu-Natal.

The establishment of a panel of scientific service providers will assist in facilitating air quality management and providing specialist support for pollution in the Province.

3. Purpose of the TOR

- The purpose of the Terms of Reference (TOR) is to establish one panel of service providers to offer scientific services for air, soil and water media over a 36 months period, under the following categories:
 - A. Laboratory Analysis Services: Water and Soil;
 - B. Professional Scientific Services: Water and Soil; and

C. Air Quality Monitoring and Sampling Services.

- The TOR details the specific qualifications, skills and experience requirements, the work that will be expected to be performed per category as well as contractual and working arrangements that will apply; and
- Offers will be accepted from accredited service providers or companies that propose to provide the required services within the Province where they are capable of providing the required services.

4. Project Objectives

The main objective of appointing the Scientific Services Panel is to enable Programme 5 to proactively manage and monitor environmental pollution based on sound scientific analysis, mainly for environmental contravention cases. This is due to the Programme lacking:

- Laboratory analysis services within the Department;
- Independent scientific specialist interpretations; and
- Air quality monitoring and sampling services.

4.1 Overall Objectives

- To analyse water and soil samples in accredited laboratories when environmental pollution is suspected to have occurred;
- To render professional services for interpretation and review of soil, water and air quality analysis reports against the acceptable standards;
- To conduct short-term and long-term air quality monitoring and sampling around a facility or a community that has been identified by the Programme; and
- To compile reports to defend the water, soil and air quality analysis reports, in a court of law, when required.

4.2 Key Output

- A. Category A: Laboratory Analysis Services to render laboratory testing/analysis services for water and soil media on an “as and when” required basis over a period of 36 months;
- B. Category B: Professional Services for Water and Soil to render professional scientific services for the Department, which includes analysis, interpretation or review of reports for water and soil on an “as and when” required basis for a period of 36 months; and
- C. Category C: Air Quality Monitoring and Sampling Services to render professional scientific services for the Department, which includes sampling, monitoring and interpretation or review of reports for air quality on an “as and when” required basis for a period of 36 months.

5. Scope of Work

The Department wishes to establish a panel of service providers to offer scientific services for air, soil and water media to the Department on the following categories:

A. Category A: Laboratory Analysis Services – Water and Soil

- Service providers to render laboratory testing/analysis services for water and soil media;
- The laboratory must meet the following minimum requirements:

- SANAS ISO/IEC 17025 accreditation which details the quality policies and procedures required of an accredited laboratory;
- Accreditation by the South African National Accreditation System (SANAS);
- Submission of proposal to display capabilities to conduct the following analysis:
 - Inorganic analysis;
 - Organic analysis;
 - Microbiological analysis;
 - Bacteriological analysis;
 - Gravimetric analysis (e.g. for suspended soil);
 - Elements ICP-OES analysis (e.g. for trace metals);
 - Waste classification in terms of SANS 10234; and
 - Any other analysis not mentioned above.

B. Category B: Professional Scientific Services for Water and Soil

- Service providers to render professional services for the analysis, interpretation and/or review of soil and/or water reports;
- The professional scientific service providers must meet the following minimum requirements:
 - An ability to interpret water/soil analysis results against acceptable standards;
 - The Interpreter of results and the Reviewer should include relevant experience in this area of expertise demonstrating the required competency;
 - Provide scientific interpretation report and upon request provide a sworn affidavit from the analysis/scientist/laboratory manager to the Department's satisfaction.

C. Category C: Air Quality Monitoring and Sampling Services

- Service providers to render professional services for short-term or long-term air quality monitoring and sampling in identified areas. The scope of works shall include:
 - The determination of a sampling plan with specific location considering prevailing winds and residential areas; and
 - The monitoring of the pollutants of concern in line with the National Framework for Air Quality Management, and South African Ambient Air Quality Standards. The main pollutants for monitoring include:
 - PM₁₀ & PM_{2.5}
 - Dust
 - SO₂
 - Benzene
 - VOCs
 - H₂S
 - NH₃
- The service provider must have an excellent report writing and interpretation of air quality data;
- The service provider must have the skills to display the data graphically using trend graphs; and spatially through GIS tools; and

- Provide scientific interpretation report and upon request provide a sworn affidavit from to the Department's satisfaction.

5.1 Services Required (Not an Exhaustive List)

A. Category A: Laboratory Analysis Services – Water and Soil

- The SANAS ISO/IEC 17025:2017 accredited laboratory must include laboratory facilities to do basic, specialized and complex water, wastewater quality analysis and other environmental samples such as soil analysis and participate in a recognised Proficiency Testing Scheme (PTS);
- Provide sterile sampling bottles/containers to the Department, upon request for samples to be taken;
- Receive samples for analyses and be able to analyse emergency samples during and/or after office hours;
- Have an ability to analyse samples for prosecution, when required, or be in a position to contract these analyses out to a laboratory that can analyse prosecution samples;
- The service provider may be required to defend the analyses thereof in a court of law;
- The service provider needs to provide emergency services within 5 working days and normal services within 10 working days; and
- For means of verification, the service provider must supply output documents containing proof of SANAS ISO/IEC 17025:2017 accreditation, proof of chain of custody.

B. Category B: Professional Scientific Services for Water and Soil

- In the interpretation of the water or soil analysis results, the service provider must provide a report and will have to demonstrate the level of confidence in their results in terms of acceptable levels of deviation;
- Together with the analyse interpretation report, provide a sworn affidavit from the scientist to the Department's satisfaction;
- Comply with the general requirements and reporting format specifications as supplied; and
- The service provider may be required to defend the interpretation thereof in a court of law.

C. Category C: Air Quality Monitoring and Sampling Services

- To provide data recovery for the duration specified in the contract;
- Output report to include a discussion on the data quality and statistical error;
- The data collected must be reported on a table with the appropriate averaging periods in the National Environmental Management: Air Quality Act (NEM: AQA) and the number of exceedances;
- Averaging periods from the World Health Organisation (WHO) should be used where none have been specified in the NEM: AQA;
- Time series graphs should be included for each averaging period over the duration of monitoring, the graph must indicate the threshold for each of the averaging period; and
- Provide an interpretation of the possible and likely health impacts on the surrounding environment (including communities) based on the results.

5.2 Categorisation of Service Providers

- **Category A: Laboratory Analysis Services for Water and Soil** will be service providers who are experienced in providing laboratory testing/analysis for water and soil samples;
- **Category B: Professional Scientific Services for Water and Soil** will be service providers who are experienced in providing scientific reports for the analysis, interpretation and review of soil and water analysis reports;
- **Category C: Air Quality Monitoring and Sampling Services** will be service providers who are experienced in providing analysis results and reports for short-term and long-term air quality monitoring and sampling.

5.3 Panel Selection Criteria

The Department reserves the right to determine the number of service providers that will be placed in the three categories also the Department reserve the rights to re-advertised immediately should there not be sufficient service provider for a particular category. A company also has a right to apply for all categories of scientific services for air, soil and water media if they meet all specified requirements of the bid proposals.

Service providers must indicate whether they would like to serve in more than one category of the panel. Should the service provider desire to be in more than one category they must provide their proposals per each category (that is Methodology strategy and approach and key team expert). Service Providers are required to indicate in the below table the category they bidding for. Failure to indicate a category, will lead to an automatic disqualification. Should service provider for one or more of the listed categories below not be obtained for the required approved panel of the services providers, the Department reserves the right to re-advertise the project for additional service providers.

Service providers applying to be in category A, where SANAS ISO/IEC 17025:2017 accreditation is required and proof of accreditation is not attached, this will lead to an automatic disqualification.

TYPES OF CATEGORIES	SERVICE PROVIDERS TO SELECT RELEVANT CATEGORIES
CATEGORY A	Laboratory Analysis Services for Water and Soil
CATEGORY B	Professional Scientific Services for Water and Soil
CATEGORY C	Air Quality Monitoring and Sampling Services

5.4 Appointment of Service Provider

5.4.1 Estimated cost up to R1 000 000.00 (Quotation process)

All suppliers on the panel in a particular category will be invited to submit quotations for scientific services as and when required by the Department. During the service requests for scientific services a specific scope of work will be provided for quotation purposes.

In order to ensure an equitable spread of work amongst all service providers on the panel, the service provider on the panel that has been awarded to provide services in a particular category will not be included in the following invitations until all service providers have been given an opportunity to compete. It must be noted that there must be a minimum of 03 quotations for transactions less than R 1 000 000.00 hence when two (02) service providers are left to rotate, the entire list of service providers in the respective category will be invited. Price and preference points will be calculated in line with preferential Policy Framework Regulations.

5.4.2 Estimated cost above R1 000 000.00

All Service Providers in the respective category will be invited for transactions estimated to be above R1 000 000.00. Price and preference points will be calculated in line with preferential Policy Framework Regulations through bid committees.

When the service providers are invited for quotation in a specific category, points will be awarded for specific goals. Twenty points will be awarded for specific goals as outlined in the table below. This may be for any 1 particular goal or may consist of a combination of goals:

NO	SPECIFIC GOALS	DOCUMENTS TO BE SUBMITTED TO CLAIM POINTS
1	African	Completed ownership demographic form, CIPC Certificate and completed SBD 6.1
2	People living with disability	Doctor's medical certificate/disability certificate and completed SBD 6.1
3	Youth	Completed ownership demographic form, CIPC Certificate, Copy of Identity document and completed SBD 6.1
4	Women	Completed ownership demographic form, CIPC Certificate and completed SBD 6.1
5	SMME's / Cooperatives	Financial statement/ Incorporation agreement and completed SBD 6.1
Total	20	

5.5 Duration and Phasing

The panel shall be in place for a period of 36 months, however, the Department reserves the right to review the panel after 18 months to add more suppliers onto an existing panel and the new service providers will be included in the panel for the remaining duration of the contract. Should the Department decide to review the panel, all new service providers who are added to the panel will abide by the initial bid period.

The award will be on an "as and when" required basis, provided the service providers have necessary capabilities and accreditation. The selected service providers falling within one or more specific categories will be utilized on a rotational basis in

a fair and objective manner. SCM will maintain a register in alphabetical order of all service providers to be utilized and should a service provider decline to assist then the next service provider will be allocated.

The instructions of appointment will be issued by the Chief Financial Officer in consultation with Environmental Quality Management and Supply Chain Management to ensure effective and equitable sharing of work in compliance with the relevant procurement structures currently in place within the Department.

6. Team Composition

The project team should have the following:

- Experience and skills in Water Quality / Soil Science / Air Quality / Environmental Science;
- Registration with the South African Council for Natural Scientific Professions (SACNASP); and
- At least five (5) or more reference letters from clients detailing the actual work/projects completed and experience in the know-how of the Department or Public Service will be preferable.

6.1 Key Expert 1: Team Leader / Project Manager

Qualifications should be attached to the CVs of key personnel, illustrating the experience and copies of qualification:

A. Category A: Laboratory Analysis Services – Water and Soil

- The Laboratory Manager to have a minimum of a Master's Degree in Chemistry / Microbiology / Organic Chemistry / Analytical Chemistry / Soil Science / Biochemistry or equivalent;
- Ten (10) years or more experience in water and/or soil laboratory analysis;
- Registration with the South African Council for Natural Scientific Professions (SACNASP) i.e. Professional Natural Scientist (*Pr. Sci. Nat.*); and
- Experience in the undertaking of similar tasks.

B. Category B: Professional Scientific Services for Water and Soil

- The Reviewer / Interpreter to have a minimum of a Master's Degree in Chemistry / Microbiology / Organic Chemistry / Analytical Chemistry / Soil Science / Biochemistry / Environmental Science or equivalent;
- Ten (10) years or more experience in interpretation and reviewing of water and/or soil analysis results;
- Registration with the South African Council for Natural Scientific Professions (SACNASP) i.e. Professional Natural Scientist (*Pr. Sci. Nat.*); and
- Experience in the undertaking of similar tasks.

C. Category C: Air Quality Monitoring and Sampling Services

- The Air Quality Specialist to have a minimum of a Master's Degree in Chemistry / Chemical Engineering / Industrial Chemistry / Analytical Chemistry or equivalent and;
- Ten (10) years or more experience in air quality monitoring, sampling and interpretation of results;

- Registration with the South African Council for Natural Scientific Professions (SACNASP) i.e. Professional Natural Scientist (*Pr. Sci. Nat.*); and
- Experience in the undertaking of similar tasks.

6.2 Key Expert 2: Supervisor / Scientist

A. Category A: Laboratory Analysis Services – Water and Soil

The Laboratory Supervisor must meet the following qualifications, skills and experience:

- Relevant qualification: Honours Degree in Chemistry / Microbiology / Organic Chemistry / Analytical Chemistry / Soil Science / Biochemistry or equivalent;
- Five (5) years or more experience in water and/or soil laboratory analysis; and
- Experience in the undertaking of similar tasks.

B. Category B: Professional Scientific Services for Water and Soil

The Scientist must meet the following qualifications, skills and experience:

- Relevant qualification: Honours Degree in Chemistry / Microbiology / Organic Chemistry / Analytical Chemistry / Soil Science / Biochemistry / Environmental Science or equivalent;
- Five (5) years or more experience in interpretation and reviewing of water and/or soil analysis results; and
- Experience in the undertaking of similar tasks.

C. Category C: Air Quality Monitoring and Sampling Services

The Air Quality Scientist must meet the following qualifications, skills and experience:

- Relevant qualification: Honours Degree in Chemistry / Chemical Engineering / Industrial Chemistry / Analytical Chemistry or equivalent;
- Five (5) years or more experience in air quality monitoring, sampling and interpretation of results; and
- Experience in the undertaking of similar tasks.

6.3 Operational Staff: Technician / Officer

A. Category A: Laboratory Analysis Services – Water and Soil

The Laboratory Technician must meet the following qualifications, skills and experience:

- Relevant qualification: Degree in Chemistry / Microbiology / Organic Chemistry / Analytical Chemistry / Soil Science / Biochemistry or equivalent;
- Three (3) years or more experience in water and/or soil laboratory analysis; and
- Experience in the undertaking of similar tasks.

B. Category B: Professional Scientific Services for Water and Soil

The Officer must meet the following qualifications, skills and experience:

- Relevant qualification: Degree in Chemistry / Microbiology / Organic Chemistry / Analytical Chemistry / Soil Science / Biochemistry / Environmental Science or equivalent;

- Three (3) years or more experience in interpretation and reviewing of water and/or soil analysis results; and
- Experience in the undertaking of similar tasks.

C. Category C: Air Quality Monitoring and Sampling Services

The Air Quality Technician must meet the following qualifications, skills and experience:

- Relevant qualification: Degree in Chemistry / Chemical Engineering / Industrial Chemistry / Analytical Chemistry or equivalent;
- Three (3) years or more experience in air quality monitoring, sampling and interpretation of results; and
- Experience in the undertaking of similar tasks.

6.4 The Structure and Composition of the Team

The structure and composition of the team, must clearly outline the main disciplines/ specialist of the project and the key personnel responsible for each specialty.

Refer to the attached Annexure B and Annexure C for CV's standard format and statement of Exclusivity for key experts.

6.5 CV's of Key Personnel

CV's of key personnel involved in the project must clearly highlight the areas of experience/competence relevant to activities and objectives of this project as outlined above.

Note: Skills and Experience (Key Experts and other Consultants)

- Proof of these undertakings should be requested in the form of reference letters from previous clients;
- Copies of qualifications; and
- Proof of professional body accreditation.

7. Enterprise Experience

Provide a list of projects undertaken by the company in the table below.

To validate experience indicated hereunder, bidders must provide reference letters from previous clients consistent with the project list below.

The project list should reflect the following information:

Name of the Institution/Client	Project Name	Project Description	Project Duration	Contact Person

8. Reporting Requirements

- Analytical results must be submitted to the Director: Environmental Quality Management in a hard copy printed format as well as in an electronic format within 10 working days and 5 working days for emergencies / prosecution purposes;
- Records of the method of analysis, quality control procedures, the compilation of all results and details of the analyst when requested;
- Interpretation of the results report must be submitted to the Director: Environmental Quality Management in a hard copy printed format as well as in an electronic format;
- Air quality monitoring / sampling results and reports must be submitted to the Director: Environmental Quality Management in a hard copy printed format as well as in an electronic format;
- Full records of all the analytical results, including calibration standards / check standards / blanks and reports must be kept for a period of five (5) years after the expiry of the contract; and
- Affidavits, for prosecution purposes, must be submitted to the Chief Director: Environmental Management Services in a hard copy printed format as well as in an electronic format.

9. Bid Requirements

9.1. Price Breakdown: Costing / Rates

- The consultation fees / prices for category B and C should not exceed the maximum rates approved by the South African Council for Natural Scientific Professions as gazzeted. The rates are subject to change within the duration of three years to cater for the amendment of tariffs. Instruction will be issued to all approved service providers when rates are changed.
- The current maximum rates is R3 000.00 per hour (South African Council for Natural Scientific Professions, Government Gazette, 2024 and Department of Public Service and Administration Hourly Fee Rates For Consultants – with effect from 01 July 2020).

A. Category A: Laboratory Analysis Services – Water and Soil

WATER ANALYSIS	
Constituent / Parameter	Unit of Measurement
PHYSIOCHEMICAL	
Temperature	°C
pH	pH unit
Alkalinity	mg CaCO ₃ /l
Electronic Conductivity (EC)	mS/m at 25°C
Total Solids	mg/l
Total Dissolved Solids (TDS)	mg/l
Total Suspended Solids (TSS)	mg/l
Dissolved Solids	mg/l
Suspended Solids	mg/l
Total Volatile Solids	mg/l

Chemical Oxygen Demand (COD)	mg O ₂ /l
Biological Oxygen Demand (BOD)	mg/l
Dissolved Oxygen (DO)	mg/l
Oils and Grease (total)	mg/l
Colour	mg/l Pt
Corrosive Index	none
Odour	TON
Taste	FTN
Total Alkalinity	mg CaCO ₃ /l
Total Hardness	mg CaCO ₃ /l
Total Phosphate as P	mg/l
Total Nitrogen and Phosphorous	mg/l
Total Kjeldahl Nitrogen	mg/l
Turbidity	NTU
METALS	
Aluminum (Al)	mg/l
Iron (Fe)	mg/l
Arsenic (As)	mg/l
Selenium (Se)	mg/l
Molybdenum (Mo)	mg/l
Constituent / Parameter	Unit of Measurement
Antimony (Sb)	mg/l
Beryllium (Be)	mg/l
Boron (B)	mg/l
Cadmium (Cd)	mg/l
Chromium (Cr) (Cr ³⁺ and Cr ⁶⁺)	mg/l
Chromium (Cr ⁶⁺)	mg/l
Cobalt (Co)	mg/l
Copper (Cu)	mg/l
Lead (Pb)	mg/l
Lithium (Li)	mg/l
Manganese (Mn)	mg/l
Mercury (Hg)	mg/l
Nickel (Ni)	mg/l
Strontium (Sr)	mg/l
Tin (Sn)	mg/l
Uranium (U)	mg/l

Vanadium (V)	mg/l
Zinc (Zn)	mg/l
GENERAL INORGANIC CONSTITUENTS	
Ammonia	mg/l
Sulphate (SO ₄)	mg/l
Nitrate + Nitrite as N	mg/l
Nitrate	mg/l
Nitrite	mg/l
Phosphate (PO ₄)	mg/l
Calcium (Ca)	mg/l
Chloride (Cl ⁻)	mg/l
Sodium (Na)	mg/l
Fluoride (F)	mg/l
Magnesium (Mg)	mg/l
Orthophosphate (P)	mg/l
Potassium (K)	mg/l
Boron (B)	mg/l
Constituent / Parameter	Unit of Measurement
Silicates (Si)	mg/l
Sodium Adsorption Ratio	SAR units
DISINFECTANTS AND TOXIC ANIONS	
Cyanide (total)	mg/l
Recoverable Cyanide as CN ⁻	mg/l
Free Available Chlorine	mg/l
Residual Chlorine	mg/l
Monochloramine	mg/l
MICROBIOLOGICAL TESTS	
Total coliforms	Counts/100ml
Faecal coliforms	Counts/100ml
<i>E. coli</i>	Counts/100ml
Heterotrophic plate count	Counts/100ml
Standard plate count	Counts/100ml
Faecal streptococci	Counts/100ml
Enterococci	Counts/100ml
Yeasts and moulds	CFU/ml
Clostridia	Counts/100ml
Cryptosporidium	Counts/10l

Cytopathogenic Viruses	Counts/100l
Enteroviruses	Counts/100ml
Faecal Streptococci	Counts/100ml
Giardia	Counts/10l
Heterotrophic Plate Count	Counts/1ml
Salmonella Species	CFU/ml
Shigella Species	CFU/ml
Standard Total Plate Count	Counts/ml
Somatic Coliphages	Counts/10ml
Vibrio Species	CFU/ml
BIOLOGICAL CONSTITUENTS	
Constituent / Parameter	Unit of Measurement
Algal Identification	mg/l
Biological Oxygen Demand (BOD)	mg/l
Constituent / Parameter	Unit of Measurement
Chlorophyll a	mg/l
Geosmin	µg/l
Microcystin (ELISA Test)	µg/l
ORGANIC CONSTITUENTS	
Dissolved Organic Content (DOC)	mg/l
Total Organic Content (TOC)	mg/l
Poly Chlorinated Biphenyl (PCB)	ppm
Benzene	mg/l
Toluene	mg/l
Xylene	mg/l
Diesel range organics	mg/l
Petroleum hydrocarbons	mg/l
Soap, Oil and Grease	mg/l
WASTEWATER AND STORMWATER DISCHARGE	
Alkalinity	mg CaCO ₃ /l
Electrical Conductivity (EC)	mS/m at 25°C
pH	pH unit
Turbidity	NTU
Colour	mg/l Pt
Odour	TON
Total Solids	mg/l
Total Dissolved Solids (TDS)	mg/l

Total Suspended Solids (TSS)	mg/l
Total Volatile Solids	mg/l
Biological Oxygen Demand (BOD)	mg/l
Chemical Oxygen Demand (COD)	mg O ₂ /l
Dissolved Oxygen (DO)	mg/l
Oils and Grease (total)	mg/l
Total Organic Carbon (TOC)	mg/l
Ammonia as N	mg/l
Nitrate + Nitrite as N	mg/l
Nitrate as N	mg/l
Nitrite as N	mg/l
Constituent / Parameter	Unit of Measurement
Total Kjeldahl Nitrogen	mg/l
Total Nitrogen and Phosphorous	mg/l
Heavy Metals	mg/l
Poly Chlorinated Biphenyl (PCB)	ppm
TRADE EFFLUENT DISCHARGE	
Alkalinity	mg CaCO ₃ /l
pH	pH unit
Ammonia as N	mg/l
Biological Oxygen Demand (BOD)	mg/l
Chemical Oxygen Demand (COD)	mg O ₂ /l
Cyanide	mg/l
Dissolved Oxygen (DO)	mg/l
Electrical Conductivity (EC)	mS/m at 25°C
Oils and Grease	mg/l
Phenols	mg/l
Sulphates	mg/l
Total Suspended Solids (TSS)	mg/l
Heavy Metals	mg/l

SOIL ANALYSIS	
Constituent / Parameter	Unit of Measurement
GENERAL	
pH	pH unit
Cation-exchange Capacity	c mol (+)/kg
Dispersivity	ppm

Electrical Resistance of a Soil Paste	mS/m
Sodium Absorption Ratio / Sodicity	meq/L
Exchangeable Acidity	c mol (+)/kg
P-extraction (Bray 1 or Bray 2)	mg/kg
Nitrogen Determination	mg/kg
Total Fluoride	mg/kg
Extractable Boron	mg/kg
METALS	
Constituent / Parameter	Unit of Measurement
Aluminum (Al)	mg/kg
Arsenic (As)	mg/kg
Iron (Fe)	mg/kg
Cadmium (Cd)	mg/kg
Selenium (Se)	mg/kg
Copper (Cu)	mg/kg
Zinc (Zn)	mg/kg
Manganese (Mn)	mg/kg
Chromium III (Cr ³⁺)	mg/kg
Chromium VI (Cr ⁶⁺)	mg/kg
Cobalt (Co)	mg/kg
Lead (Pb)	mg/kg
Mercury (Hg)	mg/kg
Nickel (Ni)	mg/kg
Vanadium (V)	mg/kg
ALKANES	
C7-C9	mg/kg
C10-C14	mg/kg
C15-C36	mg/kg
ORGANICS	
Carbon Tetrachloride	mg/kg
Chlorobenzene	mg/kg
Chloroform	mg/kg
2 Chlorophenol	mg/kg
1,2 Dichlorobenzene	mg/kg
1,4 Dichlorobenzene	mg/kg
1,2 Dichloroethane	mg/kg

1,1 Dichloroethene	mg/kg
1,2,3-Trimethylbenzene	mg/kg
1,2 Dichloroethene	mg/kg
Trichlorobenzenes (total)	mg/kg
1,1,2,2 Tetrachloroethane	mg/kg
Constituent / Parameter	Unit of Measurement
2,4,6 Trichlorophenol	mg/kg
Chlorobenzene	mg/kg
Nitrobenzene	mg/kg
Vinyl Chloride	mg/kg
Poly Chlorinated Biphenyl (PCB)	ppm
Cyanide	mg/kg
INORGANIC	
Ammonia (NH ₃)	mg/kg
Sulphate (SO ₄)	mg/kg
Nitrate (NO ₃)	mg/kg
Phosphate (PO ₄)	mg/kg
Calcium (Ca)	mg/kg
Chloride (Cl)	mg/kg
Sodium (Na)	mg/kg
Asbestos	mg/kg
MONOCYCLIC AROMATIC HYDROCARBONS	
Benzene	mg/kg
Toluene	mg/kg
Ethylbenzene	mg/kg
Xylenes	mg/kg
AROMATICS	
Naphthalene	mg/kg
Pyrene	mg/kg
Benzo(a)pyrene	mg/kg
Methyl tert-butyl ether (MTBE)	mg/kg
ANIONS	
Chlorides	mg/kg
Fluorides	mg/kg
Nitrates-Nitrite	mg/kg
Sulphate	mg/kg

B. Category B: Professional Scientific Services for Water and Soil

- The professional consultation fees / prices for the Water Quality / Soil Science Specialist must not exceed the maximum rates approved by the South African Council for Natural Scientific Professions. The current maximum rate is R3 000.00 per hour (South African Council for Natural Scientific Professions, Government Gazette, 2024 and Department of Public Service and Administration Hourly Fee Rates For Consultants – with effect from 01 July 2020).

Key Expert Name	Key Deliverable/ Activity
Water Quality Specialist	Interpretation of water analysis results against acceptable standards.
Soil Science Specialist	Interpretation of soil analysis results against acceptable standards.

C. Category C: Air Quality Monitoring and Sampling Services

AIR QUALITY SAMPLING AND MONITORING	
Constituent / Parameter	Unit of Measurement
MAIN POLLUTANTS	
PM _{2.5}	µg/m ³
PM ₁₀	µg/m ³
NO ₂	µg/m ³
SO ₂	µg/m ³
Benzene	µg/m ³
VOCs	ppm
H ₂ S	ppm
NH ₃	µg/m ³
PCDD / PCDF	µg/m ³
Dust	mg/m ²

- The professional consultation fees / prices for the Air Quality Specialist must not exceed the maximum rates approved by the South African Council for Natural Scientific Professions. The current maximum rate is R3 000.00 per hour (South African Council for Natural Scientific Professions, Government Gazette, 2024 and Department of Public Service and Administration Hourly Fee Rates For Consultants – with effect from 01 July 2020).

Key Expert Name	Key Deliverable/ Activity
Air Quality Specialist	Provide analysis results and reports for air quality monitoring and sampling.

10. Evaluation Process

10.1 The Evaluation Process

The Evaluation Process will be conducted in the following phases:

Phase 1	Phase 2	Phase 3
Administrative Compliance	Functionality Requirement	Approval of Panel
Compliance with mandatory requirements.	Bidders will be assessed to verify the capacity/capability to execute the contract or the quality aspects of goods or services required.	List of the approved service providers (SLA)

PHASE 1: MANDATORY REQUIREMENTS FOR ADMINISTRATIVE COMPLIANCE

CSD Registration number	The Entity must be registered as a service provider on the Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company prior to submitting your proposal.
Bidder's Disclosure – SBD 4	Completed and signed
Panel Category Selection Criteria	Service Providers are required to select the category they are bidding for. Failure to select a category will lead to an automation disqualification.
Category A – The bidder / company must have Laboratory accreditation - SANAS ISO/IEC 17025:2017	A valid proof of SANAS ISO/IEC 17025:2017 accreditation certificate for the category.

Category B – The bidder must have a Professional Body accreditation - South African Council for Natural Scientific Professions (SACNASP) <i>(for the key experts)</i>	A valid proof of registration with the South African Council for Natural Scientific Professions (SACNASP)
Category C – The bidder must have a Professional Body accreditation - South African Council for Natural Scientific Professions (SACNASP) <i>(for the key experts)</i>	A valid proof of registration with the South African Council for Natural Scientific Professions (SACNASP)
Compulsory briefing session	Briefing certificate must be signed and stamped. All signatures must be original.
Authority to Sign a Bid: COMPANIES	<p>The bidder must indicate the enterprise status by completing the authority to sign section and ticking of the appropriate box.</p> <p>(Details of the authorised representative and their specimen signature must be fully completed in the designated space of the form as well as details and signatures of all directors)</p>
Authority to Sign a Bid: SOLE PROPRIETOR (ONE – PERSON BUSINESS)	<p>The bidder must indicate the enterprise status by completing the authority to sign section and ticking of the appropriate box.</p> <p>A director may appoint himself/herself if they will be the one signing all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.</p> <p>(Details of the authorised representative and their specimen signature must be fully completed in the designated space of the form as well as details and signatures of all directors)</p>
Authority to Sign a Bid: CLOSE CORPORATION	<p>The bidder must indicate the enterprise status by completing the authority to sign section and ticking of the appropriate box.</p> <p>A director may appoint himself/herself if they will be the one signing all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.</p> <p>(Details of the authorised representative and their specimen signature must be fully completed in the designated space of the form as well as details and signatures of all directors)</p>

Authority to Sign a Bid: CO-OPERATIVE	The bidder must indicate the enterprise status by completing the authority to sign section and ticking of the appropriate box. (Details of the authorised representative and their specimen signature must be fully completed in the designated space of the form as well as details and signatures of all directors)
Authority to Sign a Bid: JOINT VENTURE	The bidder must indicate the enterprise status by completing the authority to sign section and ticking of the appropriate box. (Details of the authorised representative and their specimen signature must be fully completed in the designated space of the form as well as details and signatures of all directors)
Authority to Sign a Bid: CONSORTIUM	The bidder must indicate the enterprise status by completing the authority to sign section and ticking of the appropriate box. (Details of the authorised representative and their specimen signature must be fully completed in the designated space of the form as well as details and signatures of all directors)
Authority to Sign a Bid: PARTNERSHIP	The bidder must indicate the enterprise status by completing the authority to sign section and ticking of the appropriate box. (Details of the authorised representative and their specimen signature must be fully completed in the designated space of the form as well as details and signatures of all directors)

10.2 Phase 2: Functionality Requirements

For bids where functionality is part of the evaluation process, they will be assessed in terms of functionality criteria stipulated hereunder. In order to progress to the next stage of evaluation, service providers must score a minimum of **60%** of the total points outlined in the Evaluation Grid.

10.2.1 EVALUATION CRITERION FOR FUNCTIONALITY:

No	Evaluation Criteria	Guidelines	Maximum Points
1	Methodology, Approach and Strategy	The service provider should demonstrate adherence to the Terms of Reference (TOR) by elaborating on the services required, and demonstrating whether their proposed process meets the requirements. How does	30

		the bidder envisage undertaking this project? The bidder should set out a concise and clear plan of approach and method to be adopted for the project identifying possible challenges and methods on overcoming same.	
2	<p>Experience of Company in execution & management of projects of a similar nature.</p> <p>Provide reference letters</p>	The bidder must attach five (5) or more reference letters from clients detailing the actual work completed relating to similar projects. The reference letters must be in a company's / department's letterhead and must include the company name, contactable references and contract value and duration of the contract.	30
3	Key Experts Qualifications, Skills and Experience	<p>Expertise, experience / qualifications of Team leaders, and support personnel to be assigned to the contract.</p> <p>Key experts required are:</p> <p>Category A: Laboratory Analysis Services – Water and Soil</p> <p>a) Key Expert 1 – Laboratory Manager</p> <ul style="list-style-type: none"> • Must have a minimum of a Master's Degree in Chemistry / Microbiology / Organic Chemistry / Analytical Chemistry / Soil Science / Biochemistry or equivalent; • Ten (10) years or more experience in water and/or soil laboratory analysis; and • Experience in the undertaking of similar tasks. <p>b) Key Expert 2 – Laboratory Supervisor</p> <ul style="list-style-type: none"> • Must have a minimum of an Honours Degree in Chemistry / Microbiology / Organic Chemistry / Analytical Chemistry / Soil Science / Biochemistry or equivalent; • Five (5) years or more experience in water and/or soil laboratory analysis; and • Experience in the undertaking of similar tasks. <p>c) Key Expert 3 – Laboratory Technician</p> <ul style="list-style-type: none"> • Must have a minimum of a Degree in Chemistry / Microbiology / Organic Chemistry / Analytical 	40

		<p>Chemistry / Soil Science / Biochemistry or equivalent;</p> <ul style="list-style-type: none"> • Three (3) years or more experience in water and/or soil laboratory analysis; and • Experience in the undertaking of similar tasks. <p>Category B: Professional Scientific Services for Water and Soil</p> <p>a) Key Expert 1 – Interpreter or Reviewer</p> <ul style="list-style-type: none"> • Must have a minimum of a Master's Degree in Chemistry / Microbiology / Organic Chemistry / Analytical Chemistry / Soil Science / Biochemistry / Environmental Science or equivalent; • Ten (10) years or more experience in interpretation and reviewing of water and/or soil analysis results; and • Experience in the undertaking of similar tasks <p>b) Key Expert 2 – Scientist</p> <ul style="list-style-type: none"> • Must have a minimum of an Honours Degree in Chemistry / Microbiology / Organic Chemistry / Analytical Chemistry / Soil Science / Biochemistry / Environmental Science or equivalent; • Five (5) years or more experience in in interpretation and reviewing of water and/or soil analysis results; and • Experience in the undertaking of similar tasks. <p>c) Key Expert 3 – Officer</p> <ul style="list-style-type: none"> • Must have a minimum of a Degree in Chemistry / Microbiology / Organic Chemistry / Analytical Chemistry / Soil Science / Biochemistry / Environmental Science or equivalent; • Three (3) years or more experience in in interpretation and reviewing of water and/or soil analysis results; and 	
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		<ul style="list-style-type: none"> • Experience in the undertaking of similar tasks. <p>Category C: Air Quality Monitoring and Sampling Services</p> <p>a) Key Expert 1 – Air Quality Specialist</p> <ul style="list-style-type: none"> • Must have a minimum of a Master's Degree in Chemistry / Chemical Engineering / Industrial Chemistry / Analytical Chemistry or equivalent and; • Ten (10) years or more experience in air quality monitoring, sampling and interpretation of results; and • Experience in the undertaking of similar tasks. <p>b) Key Expert 2 – Air Quality Scientist</p> <ul style="list-style-type: none"> • Must have a minimum of an Honours Degree in Chemistry / Chemical Engineering / Industrial Chemistry / Analytical Chemistry or equivalent; • Five (5) years or more experience in air quality monitoring, sampling and interpretation of results; and • Experience in the undertaking of similar tasks. <p>c) Key Expert 3 – Air Quality Technician</p> <ul style="list-style-type: none"> • Must have a minimum of a Degree in Chemistry / Chemical Engineering / Industrial Chemistry / Analytical Chemistry or equivalent; • Three (3) years or more experience in air quality monitoring, sampling and interpretation of results; and • Experience in the undertaking of similar tasks. <p>Provide CV detailing experience and copies of qualifications of all key experts required.</p>	
	Overall Score Total		100

10.3 Phase 3: Approval of Panel

The approved panel for all categories will be determined by the number of service providers qualified in terms of scoring minimum of 60% on functionality.

NOTE: The Department reserves the right to invite bidders who passed functionality criteria and who are administratively responsive to make presentations if required.

ANNEXURE B: EVALUATION GRID

To be completed for tender by each evaluator

Category A: Laboratory Analysis Services – Water and Soil

Criterion	Maximum Points	Initial assessment
Methodology, Approach and Strategy	(30)	
Methodology with clear demonstration on how the proposed method and plan will meet the requirements of the project	30 points	
Methodology with some indication on how the proposed method will meet the requirements of the project	15 points	
Methodology- does not show how their proposal will meet the requirements of the projects	0	
Experience of company in execution and management of projects of a similar nature and bidders must provide reference letters.	(30)	
5+ reference letters	30 points	
5 reference letters	20 points	
0 - < 5 reference letters	0	
Project Team skills and experience	(40)	
Team Leader – Key Expert 1: Laboratory Manager: Qualification and experience	(20)	
Qualification	(10)	
Laboratory Manager must have an applicable Master's Degree in Chemistry / Microbiology / Organic Chemistry / Analytical Chemistry / Soil Science / Biochemistry or equivalent	10 points	
No Qualification	0	
Relevant Experience	(10)	
10 + Years' Experience	10 points	
10 Years' Experience	6 points	
Less than 10 Years' Experience	0	
Key Expert 2: Laboratory Supervisor: Qualification and experience	(10)	
Qualification	(5)	
Laboratory Supervisor must have an applicable Honours Degree Chemistry / Microbiology / Organic Chemistry / Analytical Chemistry / Soil Science / Biochemistry or equivalent	5 points	
No Qualification	0	
Relevant Experience	(5)	

5+ Years' experience	5 points	
5 Years' Experience	3 points	
Less than 5 years' Experience	0	
Key Expert 3: Laboratory Technician: Qualification and experience	(10)	
Qualification	(5)	
Laboratory Technician must have an applicable Degree in Chemistry / Microbiology / Organic Chemistry / Analytical Chemistry / Soil Science / Biochemistry or equivalent	5 points	
No Qualification	0	
Relevant Experience	(5)	
3+ Years' experience	5 points	
3 Years' Experience	3 points	
Less than 3 years' Experience	0	
Total Evaluation Score	100	
Minimum passing score	60	

STHRENTHS	
WEAKNESSES	

Evaluation performed by:

Name	
Signature	
Date	

ANNEXURE B: EVALUATION GRID

To be completed for tender by each evaluator

Category B: Professional Scientific Services for Water and Soil

Criterion	Maximum Points	Initial assessment
Methodology, Approach and Strategy	(30)	
Methodology with clear demonstration on how the proposed method and plan will meet the requirements of the project	30 points	
Methodology with some indication on how the proposed method will meet the requirements of the project	15 points	
Methodology- does not show how their proposal will meet the requirements of the projects	0	
Experience of company in execution and management of projects of a similar nature and bidders must provide reference letters.	(30)	
5+ reference letters	30 points	
5 reference letters	20 points	
0 - < 5 reference letters	0	
Project Team skills and experience	(40)	
Team Leader – Key Expert 1: Interpreter / Reviewer – Qualification and experience	(20)	
Qualification	(10)	
For Interpreter of Results must have an applicable Master's Degree in Chemistry / Microbiology / Organic Chemistry / Analytical Chemistry / Soil Science / Biochemistry / Environmental Science or equivalent	10 points	
No Qualification	0	
Relevant Experience	(10)	
10+ Years' Experience	10 points	
10 Years' Experience	6 points	
Less than 10 Years' Experience	0	
Key expert 2: Scientist –Qualification and experience	(10)	
Qualification	(5)	
For Environmentalist must have an applicable Honours Degree in Chemistry / Microbiology / Organic Chemistry / Analytical Chemistry / Soil Science / Biochemistry / Environmental Science or equivalent	5 points	
No Qualification	0	

Relevant Experience	(5)	
5+ Years' experience	5 points	
5 Years' Experience	3 points	
Less than 5 years' Experience	0	
Key Expert 3: Officer – Qualification and experience	(10)	
Qualification	(5)	
Environmental Officer must have an applicable Degree in Chemistry / Microbiology / Organic Chemistry / Analytical Chemistry / Soil Science / Biochemistry / Environmental Science or equivalent	5 points	
No Qualification	0	
Relevant Experience	(5)	
3+ Years' experience	5 points	
3 Years' Experience	3 points	
Less than 3 years' Experience	0	
Total Evaluation Score	100	
Minimum passing score	60	

STRENGTHS	
WEAKNESSES	

Evaluation performed by:

Name	
Signature	
Date	

ANNEXURE B: EVALUATION GRID

To be completed for tender by each evaluator

Category C: Air Quality Monitoring and Sampling Services

Criterion	Maximum Points	Initial assessment
Methodology, Approach and Strategy	(30)	
Methodology with clear demonstration on how the proposed method and plan will meet the requirements of the project	30 points	
Methodology with some indication on how the proposed method will meet the requirements of the project	15 points	
Methodology- does not show how their proposal will meet the requirements of the projects	0	
Experience of company in execution and management of projects of a similar nature and bidders must provide reference letters.	(30)	
5+ reference letters	30 points	
5 reference letters	20 points	
0 - < 5 reference letters	0	
Project Team skills and experience	(40)	
Team Leader – Key Expert 1: Air Quality Specialist – Qualification and experience	(20)	
Qualification	(10)	
The Air Quality Specialist to have a minimum of a Master's Degree in Chemistry / Chemical Engineering / Industrial Chemistry / Analytical Chemistry or equivalent	10 points	
No Qualification	0	
Relevant Experience	(10)	
10+ Years' Experience	10 points	
10 Years' Experience	6 points	
Less than 10 Years' Experience	0	
Key expert 2: Air Quality Scientist – Qualification and experience	(10)	
Qualification	(5)	
Air Quality Scientist to have a minimum of a Honour's Degree in Chemistry / Chemical Engineering / Industrial Chemistry / Analytical Chemistry or equivalent	5 points	
No Qualification	0	
Relevant Experience	(5)	

5+ Years' experience	5 points	
5 Years' Experience	3 points	
Less than 5 years' Experience	0	
Key Expert 3: Air Quality Technician – Qualification and experience	(10)	
Qualification	(5)	
For Air Quality Technician to have a Degree in Chemistry / Chemical Engineering / Industrial Chemistry / Analytical Chemistry or equivalent	5 points	
No Qualification	0	
Relevant Experience	(5)	
3+ Years' experience	5 points	
3 Years' Experience	3 points	
Less than 3 years' Experience	0	
Total Evaluation Score	100	
Minimum passing score	60	

STHRENTHS	
WEAKNESSES	

Evaluation performed by:

Name	
Signature	
Date	

ANNEXURE C: CV FORMAT

CURRICULUM VITAE max 3 pages

Proposed role in the project:

35 Family name:

36 First names:

37 Date of birth:

38 Nationality:

39 Civil status:

40 Education:

Institution [Date from - Date to]	Degree(s) or Diploma(s) obtained:

10. Language skills: Indicate competence on a scale of 1 to 5 (5 - excellent; 1 basic)

Language	Reading	Speaking	Writing
English			
Portuguese			
French			
Indonesian			
Spanish			

12. Membership of professional bodies: -

13. Other skills: (e.g. Computer literacy, etc.)

10 Present position:

11 Years within the firm:

12 Key qualifications: (Relevant to the project)

13. Professional Experience

Date from - Date to	Location	Company	Position	Description of projects/responsibilities etc.

14. Other relevant information (e.g., Publications)

ANNEXURE D: STATEMENT OF EXCLUSIVITY AND AVAILABILITY

Statement of exclusivity and availability

Tender ref: _____

I, the undersigned, hereby declare that I agree to participate exclusively with the tenderer _____ in the above-mentioned service tender procedure. I further declare that I am able and willing to work for the period(s) foreseen for the position for which my CV has been included.

From	To

By making this declaration, I understand that I am not allowed to present myself as a candidate to any other tenderer submitting a tender to this tender procedure. I am fully aware that if I do so, I will be excluded from this tender procedure, the tenders may be rejected, and I may also be subject to exclusion from other tender procedures and contracts funded by the KZN Department of Economic Development Tourism and Environmental Affairs.

Furthermore, should this tender be successful, I am fully aware that if I am not available at the expected start date of my services for reasons other than ill-health or *force majeure*, I may be subject to exclusion from other tender procedures and contracts funded by the KZN Department of Economic Development Tourism and Environmental Affairs and that the notification of award of contract to the tenderer may be rendered null and void.

Name	
Signature	
Date	