



DEPARTMENT OF WATER AND SANITATION

REPUBLIC OF SOUTH AFRICA

DUE AT 11:00 ON

31 JULY 2025

WTE122CE

**THE SUPPLY OF TRAINING FOR TECHNICAL REPORT WRITING AND PRESENTATION SKILLS TO THE
DEPARTMENT OF WATER AND SANITATION EMPLOYEES AT INFRASTRUCTURE BRANCH TRAINING CENTRE
(IBTC) IN ROODEPLAAT, PRETORIA, GAUTENG PROVINCE.**

SUBMIT COMPLETED AND SIGNED BID DOCUMENTS TO:

POSTAL ADDRESS:

Department Water and Sanitation
Supply Chain Management Office
Private Bag X2023

STANDERTON

2430

OR

TO BE DEPOSITED IN:

The bid box at the entrance of
Construction East Office Building
Grootdraai Dam

STANDERTON

2430

BIDDER: (Company address and stamp)

COMPILED BY: CONSTRUCTION EAST

DEPARTMENT OF WATER AND SANITATION

WTE122CE

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DEPARTMENT OF WATER AND SANITATION EMPLOYEES AT INFRASTRUCTURE BRANCH TRAINING CENTRE
(IBTC) IN ROODEPLAAT, PRETORIA, GAUTENG PROVINCE**

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INVITATION TO BID (SBD 1)

SECTION 1: LEGALITIES

SECTION 2: PRICE QUOTATION DATA

SECTION 3: PRICING SCHEDULE

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	WTE122CE	CLOSING DATE: 31 July	2025	CLOSING TIME:	11:00
DESCRIPTION	THE SUPPLY OF TRAINING FOR TECHNICAL REPORT WRITING AND PRESENTATION SKILLS TO THE DEPARTMENT OF WATER AND SANITATION EMPLOYEES AT INFRASTRUCTURE BRANCH TRAINING CENTRE (IBTC) IN ROODEPLAAT, PRETORIA, GAUTENG PROVINCE				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Department Water and Sanitation Province		OR Ermelo R 39 Road Grootdraai Dam Close to Standerton in Mpumalanga Province			
Supply Chain Management Office		Construction East Office Building - The bid box at the entrance			
Private Bag X2023		Grootdraai Dam			
STANDERTON 2430		STANDERTON 2430			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms M Neethling		CONTACT PERSON	Mrs: Rosa Mfomadi-Rahube	
TELEPHONE NUMBER	017 720 1606/065 538 3901		TELEPHONE NUMBER	012 808 9980	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	NeethlingM@dws.gov.za		E-MAIL ADDRESS	Mfomadi-RahubeM@dws.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN-BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				☐ YES ☐ NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				☐ YES ☐ 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 SUBMITTED TO BID BOX OR SUBMITTED IN BID BOX BY THE STIPULATED TIME. 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, 2022, 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 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:.....

DEPARTMENT OF WATER AND SANITATION

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DEPARTMENT OF WATER AND SANITATION EMPLOYEES AT INFRASTRUCTURE BRANCH TRAINING CENTRE
(IBTC) IN ROODEPLAAT, PRETORIA, GAUTENG PROVINCE**

SECTION 1: LEGALITIES

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3. Preference Points Claim in terms of the Preferential Procurement Regulation, 2022 (SBD 6.1)
4. Instructions to Suppliers: Purchases (Annexure 7)
5. General conditions of contract

DEPARTMENT OF WATER AND SANITATION

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1. INSTRUCTIONS TO BIDDERS

CONTENTS

1. Issuing of documents
2. Queries with respect to this bid
3. Completion of Bids
4. Submission of Bids
5. Signature on Bids
6. General Conditions of Contract
7. Bids to comply with documents
8. Telegraphic bids
9. The Department's right to decline any bid
10. Department is not liable for bidder's expenses
11. Payments made under this contract
12. Evaluation Criteria
13. Rejection of bids
14. Results of bids

INSTRUCTIONS TO BIDDERS

1. ISSUING OF DOCUMENTS

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

2. QUERIES WITH RESPECT TO THIS BID

Queries of a specific administration nature should be directed to Ms M Neethling in writing to the SCM, Demand Management Office, Department of Water and Sanitation NeethlingM@dws.gov.za or telephonically on 017 720 1606/065 538 3901.

Queries of a specific technical nature should be directed to Mrs R. Mfomadi-Rahube in writing to: Mfomadi-RahubeM@dws.gov.za.

3. COMPLETION OF BIDS

- (a) The bid must be signed on the Invitation to Bid form (SBD 1) annexed hereto with all blanks in the bid and the appendix filled in.
- (b) All spaces in the bid forms and other annexures shall be completed in full.
- (c) **Section 3 in the bid document and the Pricing Schedule must be fully completed and priced out by the bidder. Failure to do so will deem your bid invalid.**
- (d) The bid documents shall not be separated in any way, nor must any pages be detached from the original documents.

4. SUBMISSION OF BIDS

- a) The Bid Document shall be completed and submitted as follows:

The original Bid, together with a cover letter and supporting documents, shall be sealed in an envelope endorsed: "Original Bid: **WTE122CE: THE SUPPLY OF TRAINING FOR TECHNICAL REPORT WRITING AND PRESENTATION SKILLS TO THE DEPARTMENT OF WATER AND SANITATION EMPLOYEES AT INFRASTRUCTURE BRANCH TRAINING CENTRE (IBTC) IN ROODEPLAAT, PRETORIA, GAUTENG PROVINCE.**"

- b) Bids sealed and endorsed as above, will be received by: The Supply Chain Management Office or may be deposited in the bid box at the entrance of the Department Water and Sanitation: Construction East Office Building, Grootdraai Dam, Standerton and not later than 11:00 on the date stipulated on the front cover of this document. and not later than 11:00 on the date stipulated on the front cover of this document.

5. SIGNATURE ON BIDS

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

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

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

6. GENERAL CONDITIONS OF CONTRACT

The General Conditions of Contract (National Treasury 2010), as attached shall be regarded as an integral part of the contract documents.

7. BIDDERS TO COMPLY WITH DOCUMENTS

Where applicable, Bidders must allow in their Bids for all labour, material, machinery and everything necessary for the execution and completion of the Contract in accordance with the bid documents. No alterations may be made in the Invitation to Bid, Schedule of Quantities or other documents and the bid will be deemed to comply entirely with the terms of the documents.

8. TELEGRAPHIC BIDS

No bid forwarded by telegram, telex, facsimile will be considered.

9. THE DEPARTMENTS RIGHT TO DECLINE ANY BID

The Department does not bind itself to accept the lowest or any bid.

10. DEPARTMENT IS NOT LIABLE FOR THE BIDDER'S EXPENSES

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

11. PAYMENTS UNDER THE CONTRACT

All payments due to the Bidder in terms of the contract will be done by means of Electronic Fund Transfer. The bid price must be firm.

12. EVALUATION CRITERIA

Bids will be evaluated in accordance with the new Preferential Procurement Regulations, 2022, using the 80/20 preference points system as prescribed in the Preferential Procurement Policy Framework Act (PPPFA, Act 5 of 2000). The lowest acceptable bid in terms of value will score 80 points for price and a maximum of 20 points will be awarded for attaining the Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution.

Bid proposals will be evaluated based on the 80/20 preference points where a maximum of 80 points will be awarded in respect of price and a maximum of 20 points will be awarded for goals.

The evaluation of bids will be conducted in four (4) phases as follows:

- **Phase 1: Mandatory Requirements**
- **Phase 2: Administrative Compliance**
- **Phase 3: Technical Evaluation and Specification Compliance**
- **Phase 4: Preference Points system**

Phase 1: Mandatory Requirements

- Failure to complete, sign and submit the documents listed in table 1 below will render your bid non-responsive and will be disqualified.

Table 1

No	Criteria	Yes	No
1.	Complete, sign, submit SBD 1, SBD 3.1, SBD 4.		
2.	Course content brochure or outline		
3.	Validation or registration of the program by a professional body. The course should bear CPD points.		

Phase 2: Administrative Compliance

Table 2

Bidders are required to comply with the following listed below.

No	Criteria	Yes	No
1.	Complete, sign, and submit SBD 6.1 according to PPR 2022		
2.	Companies must be registered with National Treasury's Central Supplier Database.		
3.	Companies must tax compliant with SARS (to be verified through CSD and SARS).		
4.	Companies must be actively registered with Company Intellectual Property Commission (to be verified through CSD and CIPC).		
5.	Submit a certified copy of B-BBEE Status Level Verification Certificate /affidavit. (failure to submit, the Bidder will forfeit the preferential points to be claimed)		
6.	Sign and submit Section 2 Price Quotation data (Specification),		

Phase 3: Technical Evaluation and Specification Compliance

Compliance requirements:

Indicate by marking the relevant column to confirm specification compliance. A bidder who fails to comply with the specification requirements as described in section 2 of this document will be disqualified and not considered for further evaluation

Table 3

Item No:	Quantity	Description (Spec / ToR)	Comply	
			Yes	No
1.	100	THE SUPPLY OF TRAINING FOR TECHNICAL REPORT WRITING AND PRESENTATION SKILLS TO THE DEPARTMENT OF WATER AND SANITATION EMPLOYEES AT INFRASTRUCTURE BRANCH TRAINING CENTRE (IBTC) IN ROODEPLAAT, PRETORIA, GAUTENG PROVINCE Accommodation and Transportation of facilitator to be included. Training is to be done in 4 groups of 25 attendees.		

Phase 4: Preference Points system

The bid will be awarded in terms of Regulation 4: Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000).

Bid proposals will be evaluated based on the 80/20 preference points where a maximum of 80 points will be awarded in respect of price and a maximum of 20 points will be awarded for goals.

Points claimed will be according to a bidder's specific goals claimed as indicated in Table 4 below.

Table 4: Specific goals for the tender and points allocation are indicated as per the table below:

In terms of Regulation 4(2); 5(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this bid the bidder will be allocated points based on the bidder's goals claimed as per table 4. Bidder's goal claimed must be supported by proof/ documentation stated as per table 4 and the special conditions of this bid where applicable:

Table 4:

The specific goals allocated points in terms of this tender	Number of maximum points allocated (80/20 system)	Bidder's points claimed for specific goals (To be completed by Bidder)
Women Ownership	5	
Disability Ownership	5	
Youth Ownership	5	
Location of enterprise (local equals province) Gauteng Province	2	
B-BBEE status level contribution from level 1 to 2 which are QSE or EME	3	
TOTAL SCORED POINTS	20	

Specific goals” means specific goals as contemplated in section 2(1)(d) of the PPPFA Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction of Development Programme as published in *Government Gazette* No. 16085 date 23 November 1994.

“Ownership” means the percentage ownership and control, exercised by individuals within an enterprise.

"Disability" means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.

- i. A blind person (in terms of the Blind Persons Act, 1968 (Act no.26 of 1968);
- ii. A deaf person, whose hearing is impaired to such an extent that he/she cannot use it as a primary means of communication.
- iii. A person who, as a result of permanent disability, requires a wheelchair, caliper or crutch to assist him/her to move from one place or another.
- iv. A person who requires an artificial limb; or
- v. A person who suffers from a mental illness (in terms of the Mental Health Act, 1973 (Act no. 18 of 1973).

"Youth" means, in respect of a person younger than 35 years of age.

"Location of enterprise" Local equals province. Where a project cuts across more than one province, the bidder may be located in any of the relevant provinces to claim and be allocated the points.

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

Table 4: Documents required for verification of Bidder's claimed points

Documents/ information listed on the below table 5 must be submitted to support and verify points claimed as per table 4 above.

Table 5

Specific Goal	Requires Proof Documents
Women Ownership	Full CSD Report
Disability Ownership	Full CSD Report
Youth Ownership	Full CSD Report
Location of enterprise	Full CSD Report
B-BBEE status level contribution from level 1 to 2 which are QSE or EME	Valid B-BBEE certificate/sworn affidavit Consolidated B-BBEE certificate in cases of Joint Ventures (JV) Full CSD Report for each bidder who formed a (JV)

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

13. REJECTION OF BID

Bids not complying with the above-mentioned requirements and specifications may be regarded as incomplete and may not be considered.

14. RESULTS OF BIDS

Results of non-acceptance of bids will be sent to individual unsuccessful bidders in due course.

DEPARTMENT OF WATER AND SANITATION

INSTRUCTIONS TO BIDDERS: PURCHASES

1. The standard bidding forms should not be retyped or redrafted.
2. Should standard bid forms not be filled in by means of mechanical devices, for example typewriters, black ink must be used to fill in bids.
3. Bidders shall check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted in regard to claims arising from the fact that pages are missing or duplicated.
4. The specifications form an integral part of the bid document and bidders shall indicate in the space provided whether the items offered are to specification or not.
5. In respect of the paragraphs where the items offered are strictly to specification, bidders shall insert the words "as specified".
6. In cases where the items are not to specification, the deviations from the specifications shall be indicated.
7. The bid prices shall be given in the units shown and must be firm.
8. With the exception of basic prices, where required, all prices shall be quoted in South African currency.
9. Delivery basis:
 - (a) Supplies which are held in stock or are in transit or on order from South African manufacturers at the date of bid, shall be offered on a basis of delivery into consignee's store or on his site within the free delivery area of the bidder's centre, or carriage paid consignee's station if the goods are required elsewhere.
 - (b) Notwithstanding the provisions of paragraph 9(a), bid prices for supplies in respect of which installation/erection/assembly is a requirement, shall include ALL costs on a basis of delivered on site as specified.
10. Unless specifically provided for in the bid document, no bids transmitted by telegram, telex, facsimile, or similar apparatus shall be considered.
11. Bids received after the closing date and time are late and will as a rule is not accepted for consideration.
12. Bids will be opened in public, that is, bidders or their representatives may be present. If requested by any bidder, the names of bidders and if practical the total amount of each bid, will be read aloud.
13. The period for which offers are to remain valid and binding is indicated in the bid documents and is calculated from the closing date on the understanding that offers are to remain in force and binding until the close of business on the last day of the period calculated and if this day falls on a Saturday, Sunday or public holiday, the bid is to remain valid and binding until the close of business on the following working day.
14. These conditions (ANNEXURE 7) form part of the bid and failure to comply therewith may invalidate a bid.
15. Bidders are requested to promote local content optimally. Bidders who use locally manufactured components, products, equipment and systems, must complete the Department Declaration for Annexure C (Local Production and Content)
16. After public opening of bids, information relating to the examination, clarification and evaluation of bids and recommendations concerning awards will not be disclosed to bidders or other persons not officially concerned with the process, until the successful bidder is notified of the award. The bid documentation of bidders is considered to be confidential and will under no circumstances be made available to other bidders or other persons.

17. The financial standing of bidders and their ability to manufacture or to supply goods or to render a service may be examined before their bids are considered for acceptance.
18. The Department may, where a bid relates to more than one item, accept such bid in respect of any specific item or items and also accept part of the specified quantity of any specific item or items.
19. The Department is not obliged to accept any bid. The evaluation of a bid will be done in accordance with the Preferential Procurement Policy Framework Act, 2000 (Act no. 5 of 2000) and its regulations.
20. After approval of the bid, both parties must sign a written contract.
21. Failure of the successful bidder to sign the Contract Form in ink may result in the invalidation of their bid.

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(IBTC) IN ROODEPLAAT, PRETORIA, GAUTENG PROVINCE**

SECTION 2: STIPULATIONS

CONTENTS

1. STIPULATIONS

STIPULATIONS

1.	SERVICE
1.1.	The service to be rendered is: THE SUPPLY OF TRAINING FOR TECHNICAL REPORT WRITING AND PRESENTATION SKILLS TO THE DEPARTMENT OF WATER AND SANITATION EMPLOYEES AT INFRASTRUCTURE BRANCH TRAINING CENTRE (IBTC) IN ROODEPLAAT, PRETORIA, GAUTENG PROVINCE Note: The Department reserves the right to change the quantity to be trained.
2.	SITE
	• Department Of Water and Sanitation. • IBTC Training Centre at Roodeplaat. • Dam Access Road. • Off Kwa Mhlanga Road R573 near Pretoria in Gauteng Province.
3.	STANDARD SPECIFICATIONS
3.1.	The following document will be submitted as per request:
3.1.1.	The service provider to train officials in the following training: • The Shannon-Weaver model of communication • Critical questioning • DISC profiling. • Power/control continuum of Communication • The difference between technical reports and other types of business reports. • The important of purpose statement in technical report • Strategies customise report for audience. • Step process of planning, drafting, editing and presenting report. • Evaluating written text using Flesh Reading Score and Flesh- Kincard Grade Level • Gunning for Index Formular • Presentation skills including principles of persuasion • Practical presentations • Delegates should write a test, and certificates issued with CPD points. • Training to be done in 4 groups of 25 attendees.
3.1.2.	The service provider must submit the following with the bid document: • Proof of registration with the relevant professional body with CPD point allocation on completion of the training. • Summary of Course content and outline
4.	QUANTITIES
	• The quantity required cannot be guaranteed. • However, the estimated quantity is given in the SBD 3.1. • Order will be placed as and when requirements become known. • Training will be required within 30 days from the date of the official order, as and when requested by the End User.
5.	SCOPE OF CONTRACT
	Training to be provided: Technical report writing and presentation skills, as per the specifications prescribed: • The entire training must be completed in the period of 12 months. • Delegates must be assessed and be given a competency/attendance certificate. • CPD point allocation. • Ensure that the invoice is submitted with the signed attendance register • The price must include accommodation, refreshments, transportation for the facilitator and other cost fees (assessment, printing of certificates etc.) • Training must be aligned to professional development as required by the relevant professional body with CPD point allocation. • The provider should have the necessary learning material to be utilised for the purpose of training.
6.	PAYMENT

	• Payment will be made per delegates trained in the Department. • The Department reserves the right to check the quantities and services at any time. • Payment will be made monthly on receipt of specified tax invoices. • Payment will not be made for consignment unless supported by delivery notes duly signed by the official checking the collection. • Bid price must be firm • Payment will be done within 30 days of receipt and approval of the original invoice by depositing the payment directly into the bank account of the successful bidder. • No cash or cheque payment will be made. No upfront payment will be made. • Payment for standing time exceeding two hours will only be made if such standing time is a result of the action of the Department. • Bidders shall provide in their bid for all labour, plant, material, implements and vehicles necessary for the execution of the contract and all operating and maintenance costs in accordance with the bid documents.
7.	ROAD CONDITIONS AND DISTANCE
	• Bidders are advised to acquaint themselves with roads, road conditions, distances, etc. on and to the site, before bidding.
8.	COSTS
	• Bidders shall provide in their bid for all labour, plant, material, implements and vehicles necessary for the execution of the contract and all operating and maintenance costs in accordance with the bid documents.
9.	PROGRAMME OF WORKS
	• Training dates will be confirmed and communicated between the IBTC Training Coordinator and the Service Provider. • The quantity of delegates to be trained cannot be guaranteed. • However, it is estimated that 100 delegates will form part of this training. • The entire training must be completed within 12 months excluding December because the department will be closed.
10.	TRAINING PERIOD
	• Firm training periods are required. • Adherence to supplier delivery periods is of utmost importance. • Note that the penalty for late training will be imposed.
11.	DELIVERY
	Training will be made during the following working hours 7h:15 to 16h00 from Monday to Thursday but not on the following days or periods: (i) Fridays 14h00 to Mondays 07h00 (ii) All public holidays (iii) The last Thursday and Friday of the month • The Bidder shall nominate a contract person with whom the Department will arrange and schedule collection. • DWS will decline products that do not comply with the specification when it is collected. • The declined material will not be accepted by the Department and problem must be resolved within 48 hours. • The ownership of and risk for the product purchased will pass to the Department at the point of collection i.e. where a signed acceptance take place.
13.	BID PRICE AND SUPPLY PERIODS
	• All-inclusive bid prices are required, meaning VAT, delivery and any other cost mentioned in the specification for the Bidders account must be included in the unit price. • Firm bid prices and delivery periods must be submitted. • Adherence to bid delivery period is of utmost importance.

	• “Firm” prices are deemed to be the prices which are only subject to the following statutory change. (a)VAT, (b)Any levy related to customs and excise (written proof must be given)
14.	SAFETY AND ENVIRONMENTAL
	• Bidders are required to adhere to the Departments Safety and Environmental policies.

Therewith I, _____ (Bidder's Name) declare that I have read, completed and understood the above specifications.

BIDDER'S SIGNATURE

DEPARTMENT OF WATER AND SANITATION

WTE122CE

**THE SUPPLY OF TRAINING FOR TECHNICAL REPORT WRITING AND PRESENTATION SKILLS TO THE
DEPARTMENT OF WATER AND SANITATION EMPLOYEES AT INFRASTRUCTURE BRANCH TRAINING CENTRE
(IBTC) IN ROODEPLAAT, PRETORIA, GAUTENG PROVINCE**

SECTION 3: SBD 3.1 – PRICING SCHEDULE

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PREAMBLE TO THE SBD 3.1 – PRICING SCHEDULE

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1. GENERAL

The SBD 3.1 forms part of the Contract Documents and must be read and priced in conjunction with all the other documents which include the Conditions of Contract and all other Specifications in the bid document.

2. QUANTITIES REFLECTED IN THE PRICING SCHEDULE

The quantities given in the SBD 3.1 can be subject to change. **The Department reserves the right to only purchase one product per item or one item or none of the items in the pricing schedule.**

The validity of the contract will in no way be affected by differences between the quantities in the SBD 3.1 and the quantities finally certified for payment.

3. PRICING OF THE SCHEDULE

The rates to be filled in the SDB 3.1 should include all costs. All rates and amounts quoted in the SBD 3.1 shall be in Rand and shall include VAT.

4. CORRECTION OF ENTRIES

Incorrect entries shall not be erased or obliterated with correction fluid, use of correction fluid will invalidate your bid, but must be crossed out neatly. The correct figures must be entered above or adjacent to the deleted entry, and the alteration must be initialled by the Bidder, failure to initial where the correction was done will invalidate your bid.

**PRICING SCHEDULE
(Firm Prices)**

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THIS PRICING SCHEDULE MUST BE COMPLETED IN FULL – FAILURE TO COMPLY WILL INVALIDATE YOUR BID

CLOSING TIME 11:00

ON: 31 JULY 2025

BID NO.: WTE122CE

NAME OF BIDDER:

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

ITEM	QTY	DESCRIPTION	RATE (per delegate)	TOTAL
1.	100	The supply of training for technical report writing and presentation skills to the department of water and sanitation employees at infrastructure branch training centre (IBTC) in Roodeplaat, Pretoria, Gauteng Province	R.....	R.....
SUB-TOTAL (VAT Excl)				R.....
VAT 15% (If applicable)				R.....
**Total bid price (VAT Incl)				R.....

- Delivery basis.
(See note hereunder)

IBTC in Roodeplaat close to Pretoria in
Gauteng province

- The period required for delivery after receipt of order:

**30 days after receipt of Purchase Order as
per request by end-user**

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

***Delete if not applicable**

*****" All Applicable Taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund Contributions and skills development levies.**

NOTE: Failure to complete all the relevant information in SBD 3.1 will render your quotation as non-responsive.

Any enquiries regarding quotation procedures may be directed to the –

Department Water and Sanitation
Construction East
Supply Chain Management
Private Bag x2023
Standerton

Administrative information: Mr. M. Neethling: NeethlingM@dws.gov.za or 017 720 1606/065 538 3901

Or

For technical or site information - Ms. Rosa Mfomadi-Rahube - Mfomadi-RahubeM@dws.gov.za or 012 808 9980