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|----------------------------------------------------------------------------------|-----------------------------------|---------------------------------------------------------------------|
|  | <b>REQUEST FOR QUOTATION</b>      |                                                                     |
|                                                                                  | <b>RFQ Number:</b> Q25/600/NS (A) | Form No: UW-RFQ-2<br>Version No: 3/2023<br>Effective Date: Jul 2023 |

|                                                      |                                                                                                                                                                                                                                                                                                               |
|------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>                                   | OXOID BACTERIOLOGICAL MEDIA                                                                                                                                                                                                                                                                                   |
| <b>Advert Date</b>                                   | 04 March 2025                                                                                                                                                                                                                                                                                                 |
| <b>Closing Date and Time</b>                         | 17 March 2025 @00h00                                                                                                                                                                                                                                                                                          |
| <b>Compulsory or Non-Compulsory Briefing Session</b> | N/A                                                                                                                                                                                                                                                                                                           |
| <b>SCM Enquiries</b>                                 | <b>Nozipho Sibiya</b><br>Tel: 033 341 1324<br>Email: <a href="mailto:Nozipho.sibiya@uuw.co.za">Nozipho.sibiya@uuw.co.za</a>                                                                                                                                                                                   |
| <b>Technical Enquiries</b>                           | <i>Khanyi Dlomo</i><br>Tel: 033 341 1142<br>Email: <a href="mailto:khanyi.dlomo@uuw.co.za">khanyi.dlomo@uuw.co.za</a>                                                                                                                                                                                         |
| <b>Contents of RFQ</b>                               | 1. Invitation to quote<br>2. Bidders information<br>3. Terms and Conditions<br>4. Undertaking by Bidder<br>5. Terms of Reference/RFQ specifications<br>6. Price Schedule<br>7. Authority to Sign<br>8. Bidders disclosure [SBD 4]<br>9. Preference points claim form (SBD 6.1)<br>10. Contract Form [SBD 7.1] |

| <b>Quotation Submission:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Tip-Offs Anonymous Hotline:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Quotations must be <b>emailed to</b> : <a href="mailto:scmquotes@uuw.co.za">scmquotes@uuw.co.za</a> using Q25/600/NS(A) as the email subject</p> <p><b>Quotations dropped in the tender box will NOT be ACCEPTED.</b></p> <p><b>Emailed Quotations received after 00h00 will also NOT be ACCEPTED</b></p> <p><b>Suppliers are under no circumstances allowed to cc buyers and end-users when emailing/submitting RFQs to the <a href="mailto:scmquotes@uuw.co.za">scmquotes@uuw.co.za</a>/<a href="mailto:scmquotes@umgeni.co.za">scmquotes@umgeni.co.za</a></b></p> <p><b>Failure to adhere to the above will result in your RFQ not being accepted.</b></p> | <p>Report unethical conduct at uMngeni-Uthukela Water on:</p> <p>Toll Free Number: 0800 864 463</p> <p>Email: <a href="mailto:umgeniwater@whistleblowing.co.za">umgeniwater@whistleblowing.co.za</a></p> <p>Toll Free Fax: 0800 212 689</p> <p>Postal: Freepost KZN665, Musgrave, 4062</p> <p>SMS: 33490</p> <p>Online: <a href="http://www.whistleblowing.co.za">www.whistleblowing.co.za</a></p> <p><i>Stop theft / fraud / dishonesty / bribery /blackmail / intimidation, and remain anonymous.</i></p> |

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|----------------------------------------------------------------------------------|-----------------------------------|--|---------------------------------------------------------------------|
|  | <b>REQUEST FOR QUOTATION</b>      |  | Form No: UW-RFQ-2<br>Version No: 3/2023<br>Effective Date: Jul 2023 |
|                                                                                  | <b>RFQ Number: Q25/600/NS (A)</b> |  |                                                                     |

### BIDDERS INFORMATION

|                                |  |
|--------------------------------|--|
| Name of Bidder                 |  |
| Company Registration number    |  |
| VAT registration number        |  |
| Contact Person                 |  |
| Telephone number               |  |
| Cell number                    |  |
| E-mail address                 |  |
| Postal address                 |  |
|                                |  |
| Physical address               |  |
|                                |  |
| uMngeni-Uthukela Vendor Number |  |
| CSD Supplier number            |  |

**I certify that the information furnished on this form is true and correct. I further accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.**

\_\_\_\_\_  
 Name of Representative  
 (Duly Authorised)

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

|                                                                                 |                                   |                                                                     |
|---------------------------------------------------------------------------------|-----------------------------------|---------------------------------------------------------------------|
|  | <b>REQUEST FOR QUOTATION</b>      | Form No: UW-RFQ-2<br>Version No: 3/2023<br>Effective Date: Jul 2023 |
|                                                                                 | <b>RFQ Number: Q25/600/NS (A)</b> |                                                                     |

## TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ)

1. Any alteration made by the bidder must be initialled.
2. Use of correcting fluid is prohibited
3. Bidders must be registered on the National Treasury's Central Suppliers Database.
4. Tenderers are required to submit a valid Tax clearance verification PIN or CSD MAAA number
5. This quotation is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2022; the General Conditions of Contract (GCC) and if applicable any other Special Conditions of Contract.
6. The applicable preference point system for this tender is the 80/20 preference point system, Failure on the part of a tenderer to submit proof or documentation required in terms of this RFQ to claim points for specific goals, will be interpreted to mean that preference points for specific goals are not claimed by the bidder. Kindly refer to SBD 6.1 form for additional information.
7. Suppliers must complete the attached SBD 4 – Bidders disclosure, failure to complete these documents may result in the quotation being invalidated.
8. Quotations must be in accordance and comply with the terms of reference/specifications provided, unless otherwise stipulated.
9. The official uMngeni-Uthukela Water quotation form must be used to quote the offered price. Should the allocated price page be insufficient, the tenderer may supplement the price page with an additional pricing breakdown.
10. Price Declaration must be completed, and should the total RFQ prices differ, the one indicated on the price declaration shall be considered the correct price.
11. The successful supplier may be required to fill in and sign a written Contract Form. (If applicable)
12. This document may contain confidential information that is the property of uMngeni-Uthukela Water.
13. No part of the contents may be used, copied, disclosed or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a proposal in response to this RFQ, without prior written permission from uMngeni-Uthukela Water and the Bidder.
14. All Copyright and Intellectual Property herein vests with uMngeni-Uthukela Water and its Bidder.
15. Responses to this RFQ must be submitted by email [scmquotes@umgeni.co.za](mailto:scmquotes@umgeni.co.za) or be deposited in tender box situated as indicated on the quotation request form marked appropriated as directed. (*The applicable submission method is reflected on the cover page*).
16. It is the responsibility of the bidder to ensure that its response reaches uMngeni-Uthukela Water on or before the closing date and time of the RFQ. Late and incomplete submissions will not be accepted.
17. No services must be rendered or goods delivered before an official uMngeni-Uthukela Water Purchase Order form has been received.
18. **uMngeni-Uthukela Water reserves the right to appoint more than one supplier/service provider and or to award the quote as whole or in part.**
19. A full copy of General Conditions of Contract (GCC) are available on the National Treasury website (<https://www.treasury.gov.za/divisions/ocpo/sc/generalconditions/general%20conditions%20of%20contract.pdf>)

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|----------------------------------------------------------------------------------|------------------------------|--|---------------------------------------------------------------------|
|  | <b>REQUEST FOR QUOTATION</b> |  | Form No: UW-RFQ-2<br>Version No: 3/2023<br>Effective Date: Jul 2023 |
|                                                                                  | RFQ Number: Q25/600/NS (A)   |  |                                                                     |

## UNDERTAKING BY BIDDER

1. I/We hereby quote to supply all or any of the supplies and/or to render all or any of the services described in the attached documents to uMngeni-Uthukela Water on the terms and conditions. In accordance with the specifications stipulated in the quotation documents (and which shall be taken as part of and be incorporated into this quote) at the prices and on the terms regarding time for delivery and/or execution inserted therein.
  
2. I/we agree that:
  - (a) the offer herein shall remain binding upon me and open for acceptance by uMngeni-Uthukela Water during the validity period indicated and calculated from the closing time of the quote;
  - (b) this quote and its acceptance shall be subject to the Public Finance Management Act, 1999, uMngeni-Uthukela Water's Supply Chain Management Policy and Procedures, the General and Special Conditions of Contract as may be applicable, with which I/we am fully acquainted;
  - (c) if I/we withdraw my quote within the period for which I/we have agreed that the quote shall remain open for acceptance, or fail to fulfil the contract when called upon to do so. uMngeni-Uthukela Water may, without prejudice to its other rights, agree to the withdrawal of my quote or cancel the contract that may have been entered into between uMngeni-Uthukela Water and I/us. I/we will then pay to uMngeni-Uthukela Water any additional expenses incurred for having either to accept any less favourable quote or, if fresh quote have to be invited, the additional expenditure incurred by the invitation of fresh quotes and by the subsequent acceptance of any less favourable quotes. uMngeni-Uthukela Water shall reserve the right to recover such additional expenditure by set-off against monies which may be due to me under this, or any other tender or contract or against any guarantee or deposit that may have been furnished by me or on my behalf for the due fulfilment of this or any other tender or contract. Pending the ascertainment of the amount of such additional expenditure to retain such monies, guarantee or deposit as security for any loss uMngeni-Uthukela Water may sustain by reason of my default;
  - (d) if my quote is accepted, the acceptance may be communicated to me by electronic mail, to the email address supplied in my quotation document;
  - (e) the law of the Republic of South Africa shall govern the contract created by the acceptance of my quote and I choose *domicilium citandi et executandi* in the Republic at (full physical address) :  


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3. I/we furthermore confirm that I/we have satisfied myself as to the correctness and validity of my quote: that the price(s), rate(s) and preference quoted cover all of the work/item(s) and my obligations under a resulting contract, and I accept that any mistakes regarding the price(s) and calculations will be at my risk.

|                                                                                  |                                   |                                                                     |
|----------------------------------------------------------------------------------|-----------------------------------|---------------------------------------------------------------------|
|  | <b>REQUEST FOR QUOTATION</b>      | Form No: UW-RFQ-2<br>Version No: 3/2023<br>Effective Date: Jul 2023 |
|                                                                                  | <b>RFQ Number: Q25/600/NS (A)</b> |                                                                     |

4. I/we hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement, as the Principal(s) liable for the due fulfilment of this contract.
  
5. I/we agree that any action arising from this contract may in all respects be instituted against me and I/we hereby undertake to satisfy fully any sentence or judgement which may be pronounced against me as a result of such action.
  
6. I/we confirm that I/we have declared all and any interest that I or any persons related to my business has with regard to this quote or any related quotations by completion of the Declaration of Interest Section.
  
7. **I/WE, THE UNDERSIGNED, WHO WARRANT THAT I AM DULY AUTHORISED TO DO SO ON BEHALF OF THE TENDERER, CERTIFY THAT THE INFORMATION SUPPLIED IN TERMS OF THIS DOCUMENT IS CORRECT AND TRUE, THAT THE SIGNATORY TO THIS DOCUMENT IS DULY AUTHORISED AND ACKNOWLEDGE THAT:**
  - (1) The tenderer will furnish documentary proof regarding any tendering issue to the satisfaction of the uMngeni-Uthukela Water, if requested to do so.
  
  - (2) If the information supplied is found to be incorrect and/or false then uMngeni-Uthukela Water, in addition to any remedies it may have, may: -
    - a) Recover from the contractor all costs, losses or damages incurred or sustained by uMngeni-Uthukela Water as a result of the award of the contract, and/or
    - b) Cancel the contract and claim any damages which uMngeni-Uthukela Water may suffer by having to make less favourable arrangements after such cancellation.

\_\_\_\_\_  
 Name of Representative  
 (Duly Authorised)

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

|                                                                                  |                                   |                                                                     |
|----------------------------------------------------------------------------------|-----------------------------------|---------------------------------------------------------------------|
|  | <b>REQUEST FOR QUOTATION</b>      |                                                                     |
|                                                                                  | <b>RFQ Number: Q25/600/NS (A)</b> | Form No: UW-RFQ-2<br>Version No: 3/2023<br>Effective Date: Jul 2023 |

### **Oxoid Bacteriological Media: Technical Specification**

#### **1. MAXIMUM RECOVERY DILUENT CM0733**

##### **Typical Formula\***

Peptone grams per litre 1.0

Sodium chloride 8.5

\* adjusted as required to meet performance standards

##### **Directions**

Dissolve 9.5g in 1 litre of distilled water. Dispense into final containers and sterilize by autoclaving at 121°C for 15 minutes.

##### **Physical Characteristics**

Straw, free-flowing powder

Colour on reconstitution - colourless

Moisture level - less than or equal to 7%

pH 7.0 ± 0.2 at 25°C

Clarity - clear

subculture onto control medium.

##### **Anaerobic incubation at 37 ± 2°C for 18 ± 2 hours**

Medium is challenged with 20-120 colony-forming units (cfu)

*Clostridium perfringens* ATCC®13124 2-4mm grey colonies

A satisfactory

result is represented by recovery of ± 30% of the Control cfu (0 minutes) after holding at 20-**Testing performed in accordance with ISO11133:2014**

##### **Reactions after incubation at 37 ± 2°C for 18 ± 2 hours**

Medium is challenged with 50-150 colony-forming units

*Escherichia coli* ATCC®8739 WDCM00012 1-2mm white/grey colonies

*Escherichia coli* ATCC®25922 WDCM00013 1-2mm white/grey colonies

*Staphylococcus aureus* ATCC®25923 WDCM00034 0.5-1mm white/grey colonies

A satisfactory result is represented by recovery of ± 30% of the Control cfu (0 minutes) after holding at 20-25°C for 45 minutes. 25°C for 45 minutes.

#### **2. CHOLERA MEDIUM TCBS CM0333**

##### **Typical Formula\***

Yeast extract grams per litre 5.0

Bacteriological peptone 10.0

Sodium thiosulphate 10.0

Tri-sodium citrate 10.0

|                                                                                  |                                   |                                                                     |
|----------------------------------------------------------------------------------|-----------------------------------|---------------------------------------------------------------------|
|  | <b>REQUEST FOR QUOTATION</b>      |                                                                     |
|                                                                                  | <b>RFQ Number:</b> Q25/600/NS (A) | Form No: UW-RFQ-2<br>Version No: 3/2023<br>Effective Date: Jul 2023 |

Ox bile 8.0

Sucrose 20.0

Sodium chloride 10.0

Iron (III) citrate 1.0

Bromothymol blue 0.04

Thymol blue 0.04

Agar 14.0

\* adjusted as required to meet performance standards

### Directions

Suspend 88g in 1 litre of distilled water. With frequent agitation, bring to the boil to dissolve completely. Cool to 50°C. Mix well and pour into sterile Petri dishes. DO NOT AUTOCLAVE. DO NOT OVERHEAT.

### Physical Characteristics

Straw/green, free-flowing powder

Colour on reconstitution - green

Moisture level - less than 7%

pH 8.6 ± 0.2 at 25°C

Clarity - clear

Gel strength - firm, comparable to 14.0g/litre of agar

### Microbiological Tests Using Optimum Inoculum Dilution

Control Media: Tryptone Soya Agar or Columbia Blood Agar Base enriched with 5% v/v horse blood, where appropriate.

### Reactions after incubation at 37 ± 2°C for 18 hours

Medium is challenged with 10-100 colony-forming units

*Vibrio cholerae* NCTC 11348 0.75-2mm yellow colonies

A satisfactory result is represented by recovery of positive strains equal to or greater than 50% of the control medium.

Medium is challenged with 10-1000 colony-forming units

*Pseudomonas aeruginosa* ATCC® 27853 No growth or pinpoint green colonies

*Pseudomonas aeruginosa* ATCC® 27853 is inhibited or shall produce at least a 1 log (10) reduction when compared to the control medium.

Medium is challenged with 1E+04 to 1E+06 colony-forming units

*Enterococcus faecalis* ATCC® 19433 No growth or ppt-1mm colourless or yellow colonies

### Testing performed in accordance with ISO11133:2014

|                                                                                  |                                   |                                                                     |
|----------------------------------------------------------------------------------|-----------------------------------|---------------------------------------------------------------------|
|  | <b>REQUEST FOR QUOTATION</b>      |                                                                     |
|                                                                                  | <b>RFQ Number:</b> Q25/600/NS (A) | Form No: UW-RFQ-2<br>Version No: 3/2023<br>Effective Date: Jul 2023 |

### Reactions after incubation at $37 \pm 2^{\circ}\text{C}$ for $24 \pm 3$ hours

Inoculation using surface plate technique

Medium is challenged with 50-120 colony forming units

*Vibrio furnissii* NCTC 11218 WDCM00186 0.75-2mm yellow colonies

*Vibrio parahaemolyticus* NCTC 10885 WDCM00185 0.75-2mm green colonies

A satisfactory result is represented by recovery of positive strains equal to or greater than 50% of the control medium.

Medium is challenged with  $1\text{E}+04$  to  $1\text{E}+06$  colony-forming units

Inoculation using diminishing sweep technique

*Escherichia coli* ATCC® 8739 WDCM00012 No growth

*Escherichia coli* ATCC® 25922 WDCM00013 No growth

*Escherichia coli* ATCC® 11775 WDCM00090 No growth

Negative strains are inhibited.

### 3. X.L.D. MEDIUM CM0469

#### Typical Formula\*

Yeast extract grams per litre 3.0

L-Lysine HCl 5.0

Xylose 3.75

Lactose 7.5

Sucrose 7.5

Sodium desoxycholate 1.0

Sodium chloride 5.0

Sodium thiosulphate 6.8

Ammonium iron (III) citrate 0.8

Phenol red 0.08

Agar 12.5

\* adjusted as required to meet performance standards

#### Directions

Suspend 53g in 1 litre of distilled water. With frequent agitation, bring to the boil to dissolve completely. Cool to  $50^{\circ}\text{C}$ . Mix well and pour into sterile Petri dishes. DO NOT AUTOCLAVE. DO NOT OVERHEAT.

#### Physical Characteristics

Straw/pink, free-flowing powder

Colour on reconstitution - red

Moisture level - less than or equal to 7%

|                                                                                  |                              |  |                                                                     |
|----------------------------------------------------------------------------------|------------------------------|--|---------------------------------------------------------------------|
|  | <b>REQUEST FOR QUOTATION</b> |  | Form No: UW-RFQ-2<br>Version No: 3/2023<br>Effective Date: Jul 2023 |
|                                                                                  | RFQ Number: Q25/600/NS (A)   |  |                                                                     |

pH 7.4 ± 0.2 at 25°C

Clarity - clear

Gel strength - firm, comparable to 12.5g/litre of agar

#### Microbiological Tests Using Optimum Inoculum Dilution

Control Medium: Tryptone Soya Agar

#### Reactions after incubation at 37 ± 2°C for 24 ± 3 hours

Inoculation with mixed cultures using diminishing sweep technique

Medium is challenged with 1E+03 to 1E+05 colony-forming units (cfu) of *Salmonella* and *Shigella* spp. and 1E+05 to 1E+07 cfu for *Escherichia coli* ATCC®8739.

*Salmonella abony* NCTC6017 1-3mm red colonies, black centre

*Salmonella enteritidis* ATCC®13076 1-2mm red colonies, black centre

*Salmonella typhimurium* ATCC®14028 1-2mm red colonies, black centre

*Salmonella virchow* NCTC5742 1-2mm red colonies, black centre

*Salmonella arizonae* ATCC®13314 1-3mm red colonies, black centre

*Salmonella nottingham* NCTC7832 1-3mm red colonies, black centre

*Shigella sonnei* ATCC®9290 0.5-7mm irregular/smooth red colonies

*Shigella flexneri* ATCC®12022 0.5-2mm irregular, red colonies

In mixed culture, using the diminishing sweep technique, a satisfactory result is represented by diagnostic reactions of *Salmonellae* and *Shigellae* strains and *Escherichia coli*. Clear differentiation must be seen and is based on the colour and morphology of the colonies.

Inoculation with pure cultures

Medium is challenged with 10-100 colony-forming units

*Pseudomonas aeruginosa* ATCC®9027 No growth or 0.5-2mm red colonies

For *Pseudomonas aeruginosa* ATCC®9027, a satisfactory result is represented by recovery equal to or less than 90% of the control medium.

*Proteus mirabilis* ATCC®12453 0.5-2mm orange/red colonies, with or without black centre, no swarming

*Proteus mirabilis* ATCC®29906 0.5-2mm orange/red colonies, with or without black centre, no swarming

*Serratia marcescens* ATCC®8100 1-2mm orange/yellow colonies

*Citrobacter freundii* ATCC®8090 0.5-2mm yellow colonies

*Klebsiella pneumoniae* ATCC®29665 2-4mm yellow, mucoid colonies

Other pure cultures are inhibited or shall produce colonies with a negative diagnostic reaction.

*Staphylococcus aureus* ATCC®6538 No growth

Negative strains are inhibited.

|                                                                                  |                              |  |                                                                     |
|----------------------------------------------------------------------------------|------------------------------|--|---------------------------------------------------------------------|
|  | <b>REQUEST FOR QUOTATION</b> |  | Form No: UW-RFQ-2<br>Version No: 3/2023<br>Effective Date: Jul 2023 |
|                                                                                  | RFQ Number: Q25/600/NS (A)   |  |                                                                     |

Inoculation using diminishing sweep technique

Medium is challenged with 1E+04 to 1E+06 colony-forming units

*Escherichia coli* ATCC®11775 No growth or 0.5-4mm yellow colonies

*Escherichia coli*

Other pure cultures are inhibited or shall produce colonies with a negative diagnostic reaction.

Medium is challenged with 1E+04 to 1E+06 colony-forming units

*Staphylococcus aureus* ATCC®6538 No growth

Negative strains are inhibited.

Inoculation using diminishing sweep technique

Medium is challenged with 1E+04 to 1E+06 colony-forming units

*Escherichia coli* ATCC®11775 No growth or 0.5-4mm yellow colonies

*Escherichia coli* ATCC®11775 is inhibited or shall produce colonies with a negative diagnostic reaction.

Medium is challenged with 1E+04 to 1E+06 colony-forming units

*Shigella sonnei* ATCC®25931 0.5-7mm irregular/smooth red colonies

*Shigella sonnei* ATCC®25931 shall produce colonies with a positive diagnostic reaction.

Equivalent results are obtained after incubation at 30-35°C for 24 hours.

#### **Testing performed in accordance with ISO11133:2014**

##### **Reactions after incubation at 37 ± 2°C for 24 ± 3 hours**

Medium is challenged with 50-120 colony-forming units

*Salmonella enteritidis* ATCC®13076 WDCM00030 1-3mm red colonies, black centre

*Salmonella typhimurium* ATCC®14028 WDCM00031 1-3mm red colonies, black centre

A satisfactory result is represented by recovery of equal to or greater than 70% of the control medium.

Medium is challenged with 1E+04 to 1E+05 colony-forming units

*Escherichia coli* ATCC®8739 WDCM00012 No growth or 0.5-4mm yellow cols

*Escherichia coli* ATCC®25922 WDCM00013 No growth or 0.5-4mm yellow cols

Inhibited strains shall produce no growth or at least a 1 log (10) reduction with a negative diagnostic reaction when compared to the control medium.

Inoculation using diminishing sweep technique

Medium is challenged with 1E+04 to 1E+06 colony-forming units

*Enterococcus faecalis* ATCC®29212 WDCM00087 No growth

*Enterococcus faecalis* ATCC®19433 WDCM00009 No growth

Negative strains are inhibited.

#### **Testing performed in accordance with current CLSI M22 A**

##### **Reactions after incubation at 35°C for 18-24 hours**

|                                                                                  |                                   |                                                                     |
|----------------------------------------------------------------------------------|-----------------------------------|---------------------------------------------------------------------|
|  | <b>REQUEST FOR QUOTATION</b>      |                                                                     |
|                                                                                  | <b>RFQ Number:</b> Q25/600/NS (A) | Form No: UW-RFQ-2<br>Version No: 3/2023<br>Effective Date: Jul 2023 |

Medium is challenged with 10-100 colony-forming units

*Shigella flexneri* ATCC®12022 0.5-2mm irregular, red colonies

*Salmonella typhimurium* ATCC®14028 1-2mm red colonies, black centre

A satisfactory result is represented by recovery of equal to or greater than 70% of the control medium.

Medium is challenged with 1E+04 to 1E+06 colony-forming units

*Enterococcus faecalis* ATCC®29212 No growth

Negative strains are inhibited.

Medium is challenged with 1E+04 to 1E+06 colony-forming units

*Escherichia coli* ATCC®25922 No growth or 0.5-4mm yellow cols

#### 4. AGAR BACTERIOLOGICAL (AGAR No.1) LP0011

##### Description

A bacteriological agar that is uniquely low in minerals and therefore has minimal inhibition of antibiotic diffusion. This agar is compatible with all the normal ingredients of culture media. A firm, clear gel is obtained at 1.5% w/v.

##### Technical Information

Average Batch Analysis:

Appearance Off-white to straw powder

Colour on reconstitution Off-white to straw 1

pH (25°C) 6.0-7.5

Clarity Clear

Loss on drying Less than 10.0%

Ash Less than 5.0%

Ca Less than 325ppm

Mg Less than 140ppm

Working strength 1.5%

##### Microbiological Characteristics

The following tests are carried out-

##### Freedom from Toxic Substances

| Medium          | Organism                   | Control<br>Inoculum | Incubation        | Result         |
|-----------------|----------------------------|---------------------|-------------------|----------------|
| Nutrient Broth  | <i>Staphylococcus</i>      | 10-100 CFU          | 37°C for 18 hours | Cream colonies |
| No2 + 1.5% Agar | <i>aureus</i><br>ATCC®9144 |                     |                   |                |

|                                                                                  |                                   |                                                                     |
|----------------------------------------------------------------------------------|-----------------------------------|---------------------------------------------------------------------|
|  | <b>REQUEST FOR QUOTATION</b>      |                                                                     |
|                                                                                  | <b>RFQ Number:</b> Q25/600/NS (A) | Form No: UW-RFQ-2<br>Version No: 3/2023<br>Effective Date: Jul 2023 |

*Enterococcus faecalis*      10-100 CFU      37°C for 18 hours      Cream colonies  
ATCC®29212

#### Detection of Heat Resistant Bacteria (Thermophiles and Mesophiles)

| Test         | Medium         | Incubation  | Result |
|--------------|----------------|-------------|--------|
| Thermophiles | Nutrient Broth | 55°C for 72 | Absent |
|              | No2 + 1.2%     | hours       |        |
|              | Agar           |             |        |
| Mesophiles   | Nutrient Broth | 37°C for 72 | Absent |
|              | No2 + 1.2%     | hours       |        |
|              | Agar           |             |        |

#### 5. ALKALINE PEPTONE WATER CM1028

##### Typical Formula\*

Peptone grams per litre 10.0

Sodium chloride 20.0

\*Adjusted as required to meet performance standards

##### Directions

Suspend 30g in 1 litre of distilled water and distribute into final containers. Sterilize by autoclaving at 121°C for 15 minutes.

##### Physical Characteristics

Straw, free-flowing powder

Colour on reconstitution – Straw 1

Moisture level - less than or equal to 7%

pH - 8.6 ± 0.2 at 25°C

Clarity - clear

##### Microbiological Tests using Optimum Inoculum Dilution

Control Medium: Columbia Blood Agar Base enriched with 5% v/v horse blood

##### Reactions after incubation at 37°C for 18 hours

Medium is challenged with 10-100 colony-forming units

*Vibrio cholerae* NCTC11348 Turbid growth

|                                                                                  |                                   |                                                                     |
|----------------------------------------------------------------------------------|-----------------------------------|---------------------------------------------------------------------|
|  | <b>REQUEST FOR QUOTATION</b>      |                                                                     |
|                                                                                  | <b>RFQ Number:</b> Q25/600/NS (A) | Form No: UW-RFQ-2<br>Version No: 3/2023<br>Effective Date: Jul 2023 |

*Vibrio parahaemolyticus* NCTC10885 Turbid growth

*Vibrio furnissii* NCTC11218 Turbid growth

*Vibrio vulnificus* ATCC®29307 Turbid growth

A satisfactory result is represented by visible growth.

## 6. BUFFERED PEPTONE WATER CM0509

### Formula

Peptone grams per litre 10.0

Sodium chloride 5.0

Di-sodium phosphate 3.5

Potassium dihydrogen phosphate 1.5

### Directions

Add 20g to 1 litre of distilled water. Mix well and distribute into final containers. Sterilize by autoclaving at 121°C for 15 minutes.

### Physical Characteristics

Straw, free flowing powder

Colour on reconstitution - straw 2-3

Moisture level - less than 7%

pH -  $7.2 \pm 0.2$  at 25°C

Clarity - clear (single and double strength broth)

Buffering Capacity Test - passes test

### Microbiological Tests Using Optimum Inoculum Dilution

Control Medium: Tryptone Soya Agar

### Reactions after incubation at $37 \pm 2^\circ\text{C}$ for $18 \pm 2$ hours

Medium is challenged with 10-100 colony forming units

*Salmonella nottingham* NCTC 7832 Turbid growth

*Escherichia coli* ATCC® 11775 Turbid growth

## 7. MacCONKEY AGAR CM0007

### Typical Formula\*

Peptone grams per litre 20.0

Lactose 10.0

Bile salts 5.0

Sodium chloride 5.0

Neutral red 0.075

|                                                                                  |                                   |                                                                     |
|----------------------------------------------------------------------------------|-----------------------------------|---------------------------------------------------------------------|
|  | <b>REQUEST FOR QUOTATION</b>      |                                                                     |
|                                                                                  | <b>RFQ Number:</b> Q25/600/NS (A) | Form No: UW-RFQ-2<br>Version No: 3/2023<br>Effective Date: Jul 2023 |

Agar 12.0

\* adjusted as required to meet performance standards

#### Directions

Suspend 52g in 1 litre of distilled water. Bring to the boil to dissolve completely. Sterilize by autoclaving at

121°C for 15 minutes. Cool to 50°C. Mix well and pour into sterile Petri dishes.

#### Physical Characteristics

Straw/pink, free-flowing powder

Colour on reconstitution - dark red

Moisture level - less than 7%

pH 7.4 ± 0.2 at 25°C

Clarity - clear

Gel strength - firm, comparable to 12.0g/litre of agar

#### Microbiological Tests Using Optimum Inoculum Dilution

Control Medium: Tryptone Soya Agar

#### Reactions after incubation at 37°C for 18-24 hours

Medium is challenged with 10-100 colony-forming units

*Salmonella typhimurium* ATCC® 14028 1-3mm straw colonies

*Salmonella nottingham* NCTC 7832 1-3mm straw colonies

*Shigella flexneri* ATCC® 12022 1-4mm straw colonies

*Klebsiella pneumoniae* ATCC® 29665 1-3mm red/pink, mucoid colonies

*Pseudomonas aeruginosa* ATCC® 27853 1-3mm straw colonies

*Escherichia coli* ATCC® 25922 1-2mm pink/red colonies

*Proteus mirabilis* ATCC® 29906 1-2mm straw colonies, no swarming

*Enterococcus faecalis* ATCC® 29212 0.5-1mm red colonies

*Staphylococcus aureus* ATCC® 25923 0.5-1mm pink colonies

#### 8. RAPPAPORT-VASSILIADIS (RV) ENRICHMENT BROTH CM0669

##### Typical Formula\*

grams per litre

Soya peptone 5.0

Sodium chloride 8.0

Potassium dihydrogen phosphate 1.6

Magnesium chloride .6H<sub>2</sub>O 40.0

Malachite green 0.04

|                                                                                  |                                   |                                                                     |
|----------------------------------------------------------------------------------|-----------------------------------|---------------------------------------------------------------------|
|  | <b>REQUEST FOR QUOTATION</b>      |                                                                     |
|                                                                                  | <b>RFQ Number:</b> Q25/600/NS (A) | Form No: UW-RFQ-2<br>Version No: 3/2023<br>Effective Date: Jul 2023 |

\* adjusted as required to meet performance standards

#### **Directions**

Suspend 30g (the equivalent weight of dehydrated medium per litre) in 1 litre of distilled water. Heat gently until dissolved completely. Mix well and distribute into final containers. Sterilize by autoclaving at 115°C for 15 minutes. The medium is very hygroscopic and must be protected from moisture.

#### **Physical Characteristics**

Straw/green, free-flowing coarse powder

Colour on reconstitution - blue

Moisture level - less than or equal to 7%

pH - 5.2 ± 0.2 at 25°C

Clarity - clear

#### **Microbiological Tests Using Optimum Inoculum Dilution**

Control Medium: Tryptone Soya Agar

Inoculate 10ml quantities of medium to achieve 10-100 colony-forming units/ml (cfu/ml). Incubate broths at 41°C for 24 hours. Subculture onto Tryptone Soya Agar (CM0131) and incubate plates at 37°C for 24 hours.

*Salmonella enteritidis* ATCC®13076 1-3mm straw colonies

*Salmonella typhimurium* ATCC®14028 1-3mm straw colonies

*Salmonella nottingham* NCTC7832 1-3mm straw colonies

### **9. NUTRIENT AGAR CM0003**

#### **Typical Formula\***

Lab-Lemco' powder grams per litre 1.0

Yeast extract 2.0

Peptone 5.0

Sodium chloride 5.0

Agar 15.0

\* adjusted as required to meet performance standards

#### **Directions**

Suspend 28g in 1 litre of distilled water. Bring to the boil to dissolve completely. Sterilize by autoclaving at 121°C for 15 minutes. Cool to 50°C. Mix well and pour into sterile Petri dishes.

#### **Physical Characteristics**

Straw, free-flowing powder

Colour on reconstitution - straw 1-2

|                                                                                  |                                   |                                                                     |
|----------------------------------------------------------------------------------|-----------------------------------|---------------------------------------------------------------------|
|  | <b>REQUEST FOR QUOTATION</b>      |                                                                     |
|                                                                                  | <b>RFQ Number:</b> Q25/600/NS (A) | Form No: UW-RFQ-2<br>Version No: 3/2023<br>Effective Date: Jul 2023 |

Moisture level - less than 7%

pH  $7.4 \pm 0.2$  at 25°C

Clarity - clear

Gel strength - firm, comparable to 15.0g/litre of agar

The medium is tested for compatibility using 7% v/v oxalated horse blood, defibrinated horse blood or defibrinated sheep blood. There shall be no evidence of lysis or darkening, after incubation at 37°C, 25°C and 4°C for 72 hours.

Thermophiles shall be absent after incubation at 55°C for 3 days.

#### **Microbiological Tests Using Optimum Inoculum Dilution**

Control Medium: Nutrient Agar

Medium is challenged with 10-100 colony-forming units

#### **Reactions after incubation at $37 \pm 2^\circ\text{C}$ for $24 \pm 2$ hours**

##### **Plain plates**

*Staphylococcus aureus* ATCC® 25923 1-2mm white/straw colonies

*Pseudomonas aeruginosa* ATCC® 27853 1-3mm straw colonies

### **10. NUTRIENT BROTH No.2 (ISO) CM0067**

#### **Typical Formula\***

Special meat extract grams per litre 10.0

Peptone 10.0

Sodium chloride 5.0

\* adjusted as required to meet performance standards

#### **Directions**

Dissolve 25g in 1 litre of distilled water. Mix well and distribute into final containers. Sterilize by autoclaving at 121°C for 15 minutes.

#### **Physical Characteristics**

Straw, free-flowing powder

Colour on reconstitution - straw 2-3

Moisture level - less than or equal to 7%

pH -  $7.5 \pm 0.2$  at 25°C

Clarity - clear

The medium is tested for compatibility using 10% v/v oxalated horse blood, defibrinated horse blood or defibrinated sheep blood. There shall be no evidence of lysis, after incubation at 37°C and 4°C for

|                                                                                  |                                   |                                                                     |
|----------------------------------------------------------------------------------|-----------------------------------|---------------------------------------------------------------------|
|  | <b>REQUEST FOR QUOTATION</b>      |                                                                     |
|                                                                                  | <b>RFQ Number:</b> Q25/600/NS (A) | Form No: UW-RFQ-2<br>Version No: 3/2023<br>Effective Date: Jul 2023 |

18 hours.

#### **Microbiological Tests Using Optimum Inoculum Dilution**

Control Media: Tryptone Soya Agar or Columbia Blood Agar Base enriched with 5% v/v horse blood, where appropriate.

#### **Reactions after incubation at 37°C for 18 hours**

Medium is challenged with 10-100 colony-forming units

*Enterococcus faecalis* ATCC®19433 Turbid growth

*Streptococcus pyogenes* ATCC®19615 Turbid growth

*Staphylococcus aureus* ATCC®25923 Turbid growth

*Escherichia coli* ATCC®25922 Turbid growth

*Bacillus subtilis* ATCC®6633 turbid growth

*Pseudomonas aeruginosa* ATCC®27853 Turbid growth

### **11. TRYPTONE SOYA BROTH CM0129**

#### **Typical Formula\***

Pancreatic digest of casein grams per litre 17.0

Enzymatic\*\* digest of soya bean 3.0

Sodium chloride 5.0

Di-potassium hydrogen phosphate 2.5

Glucose 2.5

\*\* contains papain

\* adjusted as required to meet performance standards

#### **Directions**

Dissolve 30g in 1 litre of water (purified, as required) and distribute into final containers. Sterilize by autoclaving at 121°C for 15 minutes.

#### **Physical Characteristics**

Straw, free-flowing powder

Colour on reconstitution - straw 2-3

Moisture level - less than 7%

pH 7.3 ± 0.2 at 25°C

Clarity - clear

Thermophiles and mesophiles shall be absent after incubation at 55°C and 37°C for 3 days.

|                                                                                  |                                   |                                                                     |
|----------------------------------------------------------------------------------|-----------------------------------|---------------------------------------------------------------------|
|  | <b>REQUEST FOR QUOTATION</b>      |                                                                     |
|                                                                                  | <b>RFQ Number:</b> Q25/600/NS (A) | Form No: UW-RFQ-2<br>Version No: 3/2023<br>Effective Date: Jul 2023 |

### Microbiological Tests Using Optimum Inoculum Dilution

Control Medium: Tryptone Soya Agar, Columbia Blood Agar Base enriched with 5% v/v horse blood or Sabouraud Dextrose Agar, where appropriate

#### Reactions after incubation at 30-35°C for 18-24 hours

Medium is challenged with 10-100 colony-forming units

*Streptococcus pyogenes* ATCC® 19615 Turbid growth

#### Reactions after incubation at 33-37°C for 18-24 hours

Medium is challenged with 1E+04 to 1E+06 colony-forming units

*Escherichia coli* ATCC® 25922 Turbid growth

*Staphylococcus aureus* ATCC® 25923 Turbid growth

A satisfactory result is represented by visible growth.

#### Reactions after incubation at 33-37°C for 5 days

Medium is challenged with 1E+04 to 1E+06 colony-forming units

*Streptococcus pneumoniae* ATCC® 6305 Turbid growth

A satisfactory result is represented by visible growth.

#### Reactions after incubation at 33-37°C for 5 days under anaerobic conditions (for details refer to Oxoid Manual - Atmosphere Generation Systems)

Medium is challenged with 1E+04 to 1E+06 colony-forming units

*Bacteroides fragilis* ATCC® 25285 Turbid growth

### Tested in accordance with current USP/EP/BP/JP

#### Reactions after incubation at 30-35°C for 24 hours

Medium is challenged with 10-100 colony-forming units

*Escherichia coli* ATCC® 8739 turbid growth

*Staphylococcus aureus* ATCC® 6538 turbid growth

*Pseudomonas aeruginosa* ATCC® 9027 turbid growth

*Salmonella abony* NCTC 6017 Turbid growth

*Salmonella typhimurium* ATCC® 14028 Turbid growth

A satisfactory result is represented by visible growth.

#### Reactions after incubation at 30-35°C for 3 days

Medium is challenged with 10-100 colony-forming units

*Bacillus subtilis* ATCC® 6633 Flocculent/surface growth

*Kocuria rhizophila* ATCC® 9341 turbid growth

|                                                                                  |                                   |                                                                     |
|----------------------------------------------------------------------------------|-----------------------------------|---------------------------------------------------------------------|
|  | <b>REQUEST FOR QUOTATION</b>      |                                                                     |
|                                                                                  | <b>RFQ Number:</b> Q25/600/NS (A) | Form No: UW-RFQ-2<br>Version No: 3/2023<br>Effective Date: Jul 2023 |

#### Reactions after incubation at 20-25°C for 48 hours

Medium is challenged with 10-100 colony-forming units

*Bacillus subtilis* ATCC® 6633 Flocculent/surface growth

*Candida albicans* ATCC® 10231 Flocculent/surface growth

#### 12. SABOURAUD DEXTROSE AGAR CM0041

##### Typical Formula\*

Mycological peptone grams per litre 10.0

Glucose 40.0

Agar 15.0

\* adjusted as required to meet performance standards

##### Directions

Suspend 65g in 1 litre of distilled water. Bring to the boil to dissolve completely. Sterilize by autoclaving at 121°C for 15 minutes. Mix well and pour into sterile Petri dishes.

##### Physical Characteristics

Straw, free-flowing powder

Colour on reconstitution - straw 1-2

Moisture level - less than 7%

pH 5.6 ± 0.2 at 25°C

Clarity - clear

Gel strength - firm, comparable to 15.0g/litre of agar

##### Microbiological Tests Using Optimum Inoculum Dilution

Control Medium: Sabouraud Dextrose Agar

Medium is challenged with 10-100 colony-forming units

##### Reactions after incubation at 20-25°C for up to 5 days

*Saccharomyces carlsbergensis* ATCC® 2700 2-6mm cream, domed colonies

*Candida albicans* ATCC® 10231 2-6mm cream, domed colonies

*Aspergillus brasiliensis* ATCC® 16404 Greater than 10mm colonies, white mycelia, black spores.

##### Testing performed in accordance with ISO11133:2014

##### Reactions after incubation at 25 ± 2°C for 5 days

Medium is challenged with 50-120 colony-forming units

*Saccharomyces cerevisiae* ATCC® 9763 WDCM00058 2-6mm cream, domed colonies

|                                                                                  |                                   |                                                                     |
|----------------------------------------------------------------------------------|-----------------------------------|---------------------------------------------------------------------|
|  | <b>REQUEST FOR QUOTATION</b>      |                                                                     |
|                                                                                  | <b>RFQ Number:</b> Q25/600/NS (A) | Form No: UW-RFQ-2<br>Version No: 3/2023<br>Effective Date: Jul 2023 |

*Aspergillus brasiliensis* ATCC® 16404 WDCM00053 Greater than 10mm colonies, white mycelia, black spores

### 13. YEAST EXTRACT AGAR

**Code:** CM0019

*A nutrient agar for the plate count of organisms in water.*

**\* Adjusted as required to meet performance standards**

#### Directions

Suspend 23g in 1 litre of distilled water. Bring to the boil to dissolve completely. Sterilise by autoclaving at 121°C for 15 minutes.

#### Description

This medium is made to the formula described by Windle Taylor for the plate count of micro-organisms in water<sup>1</sup>.

In the UK the usual method of counting heterotrophic bacteria in water is by the poured plate method with Yeast Extract Agar. Separate counts are made of those aerobic mesophilic organisms, which form visible colonies in this medium after 24 hours incubation at 35°C and those, which form colonies after 3 days at 20-22°C. The two methods give different results<sup>2</sup>.

The organisms growing under these conditions comprise bacteria, yeasts and moulds.

#### Technique

1. Prepare appropriate decimal dilutions of the water sample (with Ringer Solution) and pipette 1ml portions of the water and each dilution into duplicate sterile petri dishes.
2. Add 15ml of Yeast Extract Agar (previously melted and cooled to 45-50°C) to each plate. Mix the contents by a combination of rapid to-and-fro shaking and circular movements lasting over a period of 5-10 seconds.
3. Allow to solidify, and incubate duplicate sets of plates for 24 hours at 37°C and 3 days at 20-22°C respectively.
4. Select plates containing 30-300 colonies for counting. No count should be made on a plate containing less than 30 colonies unless the plates from the undiluted water contain less than this number.

#### Storage conditions and Shelf life

Store the dehydrated medium at 10-30°C and use before the expiry date on the label.

Store the prepared medium at 2-8°C.

#### Appearance

|                                                                                  |                                   |                                                                     |
|----------------------------------------------------------------------------------|-----------------------------------|---------------------------------------------------------------------|
|  | <b>REQUEST FOR QUOTATION</b>      |                                                                     |
|                                                                                  | <b>RFQ Number:</b> Q25/600/NS (A) | Form No: UW-RFQ-2<br>Version No: 3/2023<br>Effective Date: Jul 2023 |

Dehydrated medium: Light straw coloured, free-flowing powder

Prepared medium: Straw coloured gel

#### Quality control

\* This organism is available as a Culti-Loop®

#### References

#### Typical Formula\* gm/litre

Yeast extract 3.0

Peptone 5.0

Agar 15.0

pH 7.2 ± 0.2 @ 25°C

#### Positive control: Expected results

*Escherichia coli* ATCC® 25922 \* Good growth; pale straw-coloured colonies.

#### Negative control:

Uninoculated medium. No change

### 14. TRYPTONE

**Code:** LP0042

Tryptone is a pancreatic digest of casein. It can be used in any formulation where a pancreatic or tryptic digest of casein is specified. Casein is the main protein of milk and is a rich source of amino acid nitrogen. The profile shows a broad spread of peaks throughout the molecular weight range characteristic of a pancreatic digest. This hydrolysate is often mentioned in published works, either as a constituent of culture media for metabolic or growth studies, or for other purposes where high performance and uniformity of composition are of paramount importance. It has a high tryptophan content and is therefore used in media for testing the indole reaction. Tryptone can detect 'flat-sour' or 'sulphide' spoilage organisms in the canning industry and is used in sterility testing media.

It is a constituent of media used in fermentation processes to produce antibiotics, extra-cellular protein, and interferon and diphtheria toxoid.

#### Typical analysis (% w/w)

Total Nitrogen 13.3

Amino Nitrogen 3.7

Sodium chloride 0.4

pH (2% solution) 7.3 ± 0.2

|                                                                                  |                                   |                                                                     |
|----------------------------------------------------------------------------------|-----------------------------------|---------------------------------------------------------------------|
|  | <b>REQUEST FOR QUOTATION</b>      |                                                                     |
|                                                                                  | <b>RFQ Number:</b> Q25/600/NS (A) | Form No: UW-RFQ-2<br>Version No: 3/2023<br>Effective Date: Jul 2023 |

## 1. Pricing

- The bidder shall provide the price proposal as detailed in SBD 3.1
- The bidders's price must be fully inclusive, and each item must be clearly specified.
- All additional costs must be clearly specified and included in the total quotation price, (e.g. transport, labour, etc.).
- All prices must be VAT inclusive.
- The bidder is responsible for all the cost that they shall incur related to the preparation and submission of the quotation.

## 2. Evaluation Process

The RFQ will be evaluated using a two (02) stage evaluation approach:

### 2.1 First stage: Administrative Requirements

- Bidder completed all RFQ Forms
- Bidder registered on National Treasury CSD  
Mandatory Requirement
- SBD 4 – Bidders disclosure

### 2.2 Second Stage: Price and Preference goals

- Subsequent to the evaluation of mandatory/ administrative requirements, the second stage of evaluation of the bids will be in respect of price and preferential procurement only.
- Tenderer is tax compliant
- In compliance with the Preferential Procurement Regulations 2022, the 80/20 preference point system is applicable: points for this bid shall be awarded for:
  - Price; and (80) and Preference as defined in SBD 6.1 (20)
- The Preference Goals that have been identified for this bid is stipulated in SBD 6.1
- Preferential goals and applicable points for this tender in terms of Preferential Procurement Regulations 2022, are indicated in the table below:

|                                            | Description                    | 80/20     | Evidence to be provided |
|--------------------------------------------|--------------------------------|-----------|-------------------------|
| RDP                                        | SOUTH AFRICAN OWNED ENTERPRISE | 20        | VALID CSD REPORT/CIPC   |
| <b>Total points for preferential goals</b> |                                | <b>20</b> |                         |

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

|                                                                                  |                              |  |                                                                     |
|----------------------------------------------------------------------------------|------------------------------|--|---------------------------------------------------------------------|
|  | <b>REQUEST FOR QUOTATION</b> |  | Form No: UW-RFQ-2<br>Version No: 3/2023<br>Effective Date: Jul 2023 |
|                                                                                  | RFQ Number: Q25/600/NS (A)   |  |                                                                     |

8. UW reserves the right to conduct negotiations with the qualifying bidder/s regarding any terms and conditions, including price(s), of a proposed contract where applicable  
UW reserves the right not to accept the lowest financial offer or any offer.

|                                                                                  |                                   |                                                                     |
|----------------------------------------------------------------------------------|-----------------------------------|---------------------------------------------------------------------|
|  | <b>REQUEST FOR QUOTATION</b>      | Form No: UW-RFQ-2<br>Version No: 3/2023<br>Effective Date: Jul 2023 |
|                                                                                  | <b>RFQ Number: Q25/600/NS (A)</b> |                                                                     |

## PRICING SCHEDULE – FIRM PRICES (PURCHASES)

**NOTE:**

- a) Only firm prices will be accepted. Non-Firm prices (including prices subject to rates of exchange variations) will not be considered
- b) In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point

|                      |                            |
|----------------------|----------------------------|
| Name of bidder _____ | RFQ number Q25/600/NS (A)  |
| Closing Time 00h00   | Closing date 17 March 2025 |

OFFER TO BE VALID FOR \_\_\_\_\_ CALENDER DAYS FROM THE CLOSING DATE OF QUOTE.

| Item no.                                                               | Quantity | DESCRIPTION              | UNIT PRICE | TOTAL |
|------------------------------------------------------------------------|----------|--------------------------|------------|-------|
| 1                                                                      | 2        | Maximum recovery Diluent |            |       |
| 2                                                                      | 10       | Cholera Medium Tcbs      |            |       |
| 3                                                                      | 10       | Xld Medium               |            |       |
| 4                                                                      | 15       | Yeast extract agar       |            |       |
| 5                                                                      | 10       | OXOID AGAR#1             |            |       |
| 6                                                                      | 10       | OXOID ALKALINE           |            |       |
| 7                                                                      | 10       | Tryptone                 |            |       |
| 8                                                                      | 10       | Buffered Peptone Water   |            |       |
| 9                                                                      | 10       | Mac Conkey Agar          |            |       |
| 10                                                                     | 2        | Rappaports Broth         |            |       |
| 11                                                                     | 10       | Nutrient Agar            |            |       |
| 12                                                                     | 10       | Nutrient Broth           |            |       |
| 13                                                                     | 2        | OXOID TRYPTONE SOYA      |            |       |
| 14                                                                     | 1        | Sabouraud Dextrose agar  |            |       |
| <b>SUB TOTAL</b>                                                       |          |                          |            |       |
| <b>VAT @ 15%</b>                                                       |          |                          |            |       |
| <b>GRAND TOTAL (price SA Rands with all applicable taxes included)</b> |          |                          |            |       |

|                                                                                  |                                   |                                                                     |
|----------------------------------------------------------------------------------|-----------------------------------|---------------------------------------------------------------------|
|  | <b>REQUEST FOR QUOTATION</b>      |                                                                     |
|                                                                                  | <b>RFQ Number: Q25/600/NS (A)</b> |                                                                     |
|                                                                                  |                                   | Form No: UW-RFQ-2<br>Version No: 3/2023<br>Effective Date: Jul 2023 |

|                                                                                                                                                                                                                                                                                            |  |       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------|
| <p>I (full name) _____, in my capacity as _____, the duly authorized representative of _____ (business name) hereby declares that the offer is in accordance with the attached specification, notes to suppliers &amp; accepts all conditions/clauses contained in the said documents.</p> |  |       |
| Signature of duly authorized representative                                                                                                                                                                                                                                                |  | DATE: |

|                                                                                  |                                   |                                                                     |
|----------------------------------------------------------------------------------|-----------------------------------|---------------------------------------------------------------------|
|  | <b>REQUEST FOR QUOTATION</b>      | Form No: UW-RFQ-2<br>Version No: 3/2023<br>Effective Date: Jul 2023 |
|                                                                                  | <b>RFQ Number: Q25/600/NS (A)</b> |                                                                     |

### AUTHORITY TO SIGN

**RFQ NO:** Q25/600/NS (A)

**Description:** \_\_\_\_\_

**Close Corporation / Company / Partnership / Trust /Sole proprietor or Sole trader**

**Company Name:** \_\_\_\_\_

**Registration Number:** \_\_\_\_\_

Resolution Of The Directors Of The Company etc. resolved that \_\_\_\_\_, in his/her capacity as \_\_\_\_\_, is authorized to make applications on behalf of the Close Corporation / Company / Partnership / Trust /Sole proprietor or sole trader for:

Any documentation relating to the business (which is not necessarily a change of ownership). The nominated person will also have access to webpage for the business. Signature(s) for Close Corporation / Company / Partnership / Trust/ Sole proprietor or sole trader.

(Sole member still must sign this resolution)

Signature of members:

| Name     | Signature | Date  |
|----------|-----------|-------|
| 1. _____ | _____     | _____ |
| 2. _____ | _____     | _____ |
| 3. _____ | _____     | _____ |
| 4. _____ | _____     | _____ |
| 5. _____ | _____     | _____ |
| 6. _____ | _____     | _____ |

|                                                                                   |                                   |                                                                     |
|-----------------------------------------------------------------------------------|-----------------------------------|---------------------------------------------------------------------|
|  | <b>REQUEST FOR QUOTATION</b>      | Form No: UW-RFQ-2<br>Version No: 3/2023<br>Effective Date: Jul 2023 |
|                                                                                   | <b>RFQ Number: Q25/600/NS (A)</b> |                                                                     |

## SBD 4 - BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

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

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

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

| Full Name | Identity Number | Name of State institution |
|-----------|-----------------|---------------------------|
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |

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

2.2.1 If so, furnish particulars:

---

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

|                                                                                   |                                   |                                                                     |
|-----------------------------------------------------------------------------------|-----------------------------------|---------------------------------------------------------------------|
|  | <b>REQUEST FOR QUOTATION</b>      | Form No: UW-RFQ-2<br>Version No: 3/2023<br>Effective Date: Jul 2023 |
|                                                                                   | <b>RFQ Number: Q25/600/NS (A)</b> |                                                                     |

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

- 2.3.1 If so, furnish particulars:

### 3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 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

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

|                                                                                   |                                   |                                                                     |
|-----------------------------------------------------------------------------------|-----------------------------------|---------------------------------------------------------------------|
|  | <b>REQUEST FOR QUOTATION</b>      | Form No: UW-RFQ-2<br>Version No: 3/2023<br>Effective Date: Jul 2023 |
|                                                                                   | <b>RFQ Number: Q25/600/NS (A)</b> |                                                                     |

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 bidder

|                                                                                  |                                   |                                                                     |
|----------------------------------------------------------------------------------|-----------------------------------|---------------------------------------------------------------------|
|  | <b>REQUEST FOR QUOTATION</b>      | Form No: UW-RFQ-2<br>Version No: 3/2023<br>Effective Date: Jul 2023 |
|                                                                                  | <b>RFQ Number: Q25/600/NS (A)</b> |                                                                     |

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 (SBD 6.1)

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

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

|                                                                                 |                              |  |                                                                     |
|---------------------------------------------------------------------------------|------------------------------|--|---------------------------------------------------------------------|
|  | <b>REQUEST FOR QUOTATION</b> |  | Form No: UW-RFQ-2<br>Version No: 3/2023<br>Effective Date: Jul 2023 |
|                                                                                 | RFQ Number: Q25/600/NS (A)   |  |                                                                     |

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

|                                                           |    |                                                           |
|-----------------------------------------------------------|----|-----------------------------------------------------------|
| <b>80/20</b>                                              | or | <b>90/10</b>                                              |
| $Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$ | or | $Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$ |

Where

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

### 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:

|                                                           |    |                                                           |
|-----------------------------------------------------------|----|-----------------------------------------------------------|
| <b>80/20</b>                                              | or | <b>90/10</b>                                              |
| $Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$ | or | $Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$ |

Where

- Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration

|                                                                                  |                                   |                                                                     |
|----------------------------------------------------------------------------------|-----------------------------------|---------------------------------------------------------------------|
|  | <b>REQUEST FOR QUOTATION</b>      | Form No: UW-RFQ-2<br>Version No: 3/2023<br>Effective Date: Jul 2023 |
|                                                                                  | <b>RFQ Number: Q25/600/NS (A)</b> |                                                                     |

Pmax = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

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

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

*(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)*

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

| The specific goals allocated points in terms of this tender<br>[select where applicable to this bid] | Number of points allocated<br>(80/20 system)<br>(To be completed by the organ of state) | Number of points claimed (80/20 system)<br>(To be completed by the tenderer) |
|------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
|                                                                                                      |                                                                                         |                                                                              |
|                                                                                                      |                                                                                         |                                                                              |
|                                                                                                      |                                                                                         |                                                                              |
|                                                                                                      |                                                                                         |                                                                              |

#### DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm \_\_\_\_\_

4.4. Company registration number: .....

TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]

|                                                                                  |                                   |                                                                     |
|----------------------------------------------------------------------------------|-----------------------------------|---------------------------------------------------------------------|
|  | <b>REQUEST FOR QUOTATION</b>      | Form No: UW-RFQ-2<br>Version No: 3/2023<br>Effective Date: Jul 2023 |
|                                                                                  | <b>RFQ Number: Q25/600/NS (A)</b> |                                                                     |

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

4.5. 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.

|     |                                          |
|-----|------------------------------------------|
| Pag | <b>SIGNATURE(S) OF TENDERER(S)</b> _____ |
|     | <b>SURNAME AND NAME:</b> _____           |
|     | <b>DATE:</b> _____                       |
|     | <b>ADDRESS:</b> _____                    |
|     | _____                                    |
|     | _____                                    |

|                                                                                   |                              |                                                                     |
|-----------------------------------------------------------------------------------|------------------------------|---------------------------------------------------------------------|
|  | <b>REQUEST FOR QUOTATION</b> | Form No: UW-RFQ-2<br>Version No: 3/2023<br>Effective Date: Jul 2023 |
|                                                                                   | RFQ Number: Q25/600/NS (A)   |                                                                     |

**OFFICIAL BRIEFING SESSION/SITE INSPECTION CERTIFICATE**

**[Insert RFQ number and description]**

THIS IS TO CERTIFY THAT (NAME)

\_\_\_\_\_

ON BEHALF OF

\_\_\_\_\_

ATTENDED THE COMPULSORY BRIEFING SESSION AT **UMNGENI-UTHUKELA WATER** AS FOLLOWS: \_

**TIME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**VENUE:** \_\_\_\_\_

AND IS THEREFORE FAMILIAR WITH THE CIRCUMSTANCES AND THE SCOPE OF THE SERVICE TO BE RENDERED.

\_\_\_\_\_  
**TENDERER'S SIGNATURE /REPRESENTATIVE**

DATE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**UMNGENI-UTHUKELA WATER SCM REPRESENTATIVE**  
(PRINT NAME)

\_\_\_\_\_  
**SIGNATURE**

|                                                                                   |                              |                                                                     |
|-----------------------------------------------------------------------------------|------------------------------|---------------------------------------------------------------------|
|  | <b>REQUEST FOR QUOTATION</b> | Form No: UW-RFQ-2<br>Version No: 3/2023<br>Effective Date: Jul 2023 |
|                                                                                   | RFQ Number: Q25/600/NS (A)   |                                                                     |

|                                              |
|----------------------------------------------|
| <p><b>UMNGENI-UTHUKELA WATER'S STAMP</b></p> |
|----------------------------------------------|

|                                                                                  |                                   |                                                                     |
|----------------------------------------------------------------------------------|-----------------------------------|---------------------------------------------------------------------|
|  | <b>REQUEST FOR QUOTATION</b>      | Form No: UW-RFQ-2<br>Version No: 3/2023<br>Effective Date: Jul 2023 |
|                                                                                  | <b>RFQ Number: Q25/600/NS (A)</b> |                                                                     |

## SBD 7.1 CONTRACT FORM - PURCHASE OF GOODS/WORKS

**This form must be filled in duplicate by both the successful bidder (part 1) and the purchaser (part 2). Both forms must be signed in the original so that the successful bidder and the purchaser would be in possession of originally signed contracts for their respective records.**

### PART 1 (TO BE FILLED IN BY THE BIDDER)

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

NAME (PRINT) \_\_\_\_\_

CAPACITY \_\_\_\_\_

SIGNATURE \_\_\_\_\_

NAME OF TENDERER \_\_\_\_\_

DATE \_\_\_\_\_

| WITNESSES   |       |
|-------------|-------|
| 1.          | _____ |
| 2.          | _____ |
| DATE: _____ |       |

|                                                                                  |                                   |                                                                     |
|----------------------------------------------------------------------------------|-----------------------------------|---------------------------------------------------------------------|
|  | <b>REQUEST FOR QUOTATION</b>      | Form No: UW-RFQ-2<br>Version No: 3/2023<br>Effective Date: Jul 2023 |
|                                                                                  | <b>RFQ Number:</b> Q25/600/NS (A) |                                                                     |

|                                                                                  |                                   |                                                                     |
|----------------------------------------------------------------------------------|-----------------------------------|---------------------------------------------------------------------|
|  | <b>REQUEST FOR QUOTATION</b>      | Form No: UW-RFQ-2<br>Version No: 3/2023<br>Effective Date: Jul 2023 |
|                                                                                  | <b>RFQ Number: Q25/600/NS (A)</b> |                                                                     |

## SBD 7.1 CONTRACT FORM - PURCHASE OF GOODS/WORKS

### PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I \_\_\_\_\_ in my capacity as \_\_\_\_\_  
accept your quotation under reference number \_\_\_\_\_ dated \_\_\_\_\_  
for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

|                                          |  |
|------------------------------------------|--|
| ITEM NO.                                 |  |
| PRICE<br>(ALL APPLICABLE TAXES INCLUDED) |  |
| BRAND                                    |  |
| DELIVERY PERIOD                          |  |
| TOTAL PREFERENCE POINTS CLAIMED          |  |
| POINTS CLAIMED FOR SPECIFIC GOAL 1       |  |
| POINTS CLAIMED FOR SPECIFIC GOAL 2       |  |
| POINTS CLAIMED FOR SPECIFIC GOAL 3       |  |
| POINTS CLAIMED FOR SPECIFIC GOAL 4       |  |

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

SIGNED AT \_\_\_\_\_

ON: \_\_\_\_\_

NAME (PRINT): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

OFFICIAL STAMP

WITNESSES

1. \_\_\_\_\_

2. \_\_\_\_\_

DATE: \_\_\_\_\_

|                                                                                  |                                   |                                                                     |
|----------------------------------------------------------------------------------|-----------------------------------|---------------------------------------------------------------------|
|  | <b>REQUEST FOR QUOTATION</b>      | Form No: UW-RFQ-2<br>Version No: 3/2023<br>Effective Date: Jul 2023 |
|                                                                                  | <b>RFQ Number: Q25/600/NS (A)</b> |                                                                     |

## SBD 7.2 CONTRACT FORM - RENDERING OF SERVICES

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

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

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

NAME (PRINT) \_\_\_\_\_

CAPACITY \_\_\_\_\_

SIGNATURE \_\_\_\_\_

NAME OF TENDERER \_\_\_\_\_

|                  |       |
|------------------|-------|
| <b>WITNESSES</b> |       |
| 1.               | _____ |
| 2.               | _____ |
| DATE:            | _____ |

|                                                                                  |                                   |                                                                     |
|----------------------------------------------------------------------------------|-----------------------------------|---------------------------------------------------------------------|
|  | <b>REQUEST FOR QUOTATION</b>      | Form No: UW-RFQ-2<br>Version No: 3/2023<br>Effective Date: Jul 2023 |
|                                                                                  | <b>RFQ Number:</b> Q25/600/NS (A) |                                                                     |

DATE

\_\_\_\_\_

|                                                                                  |                                   |                                                                     |
|----------------------------------------------------------------------------------|-----------------------------------|---------------------------------------------------------------------|
|  | <b>REQUEST FOR QUOTATION</b>      | Form No: UW-RFQ-2<br>Version No: 3/2023<br>Effective Date: Jul 2023 |
|                                                                                  | <b>RFQ Number: Q25/600/NS (A)</b> |                                                                     |

## CONTRACT FORM - RENDERING OF SERVICES (SBD 7.2)

### PART 2 (TO BE FILLED IN BY THE PURCHASER)

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

|                                       |  |
|---------------------------------------|--|
| DESCRIPTION OF SERVICE                |  |
| PRICE (ALL APPLICABLE TAXES INCLUDED) |  |
| CONTRACT TERM / COMPLETION DATE       |  |
| TOTAL PREFERENCE POINTS CLAIMED       |  |
| POINTS CLAIMED FOR SPECIFIC GOAL 1    |  |
| POINTS CLAIMED FOR SPECIFIC GOAL 2    |  |
| POINTS CLAIMED FOR SPECIFIC GOAL 3    |  |
| POINTS CLAIMED FOR SPECIFIC GOAL 4    |  |

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

SIGNED AT \_\_\_\_\_

ON: \_\_\_\_\_

NAME (PRINT): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

OFFICIAL STAMP

WITNESSES

3. \_\_\_\_\_

4. \_\_\_\_\_

DATE: \_\_\_\_\_