

REQUEST FOR QUOTATIONS (RFQ)

You are hereby invited to submit Quotation for the requirements of	
SALGA	
RFQ number:	2026-07-16-0002308-44101703
RFQ Issue Date	17-07-2026
COMPULSORY/ NON COMPULSORY SITE INSPECTION	Yes (date and time will be communicated to only the recommended service provider before award)
Briefing Session Date and Time: (if applicable)	None
RFQ Closing date:	28-07-2026
Submissions	PLEASE NOTE THAT SALGA LAUNCHED A FULLY AUTOMATED SUPPLY CHAIN MANAGEMENT PLATFORM. TO REGISTER AS A SUPPLIER ON THE PORTAL AND SUBMIT THE RESPONSE TO THIS REQUEST FOR PROPOSAL. PLEASE CLICK THE LINK BELOW: https://scmportal.salga.org.za/ OR SENT TO EMAIL ADDRESS: scm@salga.org.za
RFQ Description:	REQUEST FOR A QUOTATION FOR A SERVICE PROVIDER TO SUPPLY AND DELIVERY WATER DISPENSERS FOR A PERIOD OF TWELVE (12) MONTHS AT THE SALGA NATIONAL OFFICE BUILDING IN MENLYN, PRETORIA
<u>SPECIFICATIONS:</u> Please see below specifications and the attached pictures. Please note: 1. Quotation should be valid for at least 90 days. Is the offer strictly according to specifications? Yes/No 2. If not to specification, state deviation(s) 3. Please indicate your delivery period: 4. All the Standard Bidding Documents (SBD) forms must be completed in full and returned with the quotation. 5. Please indicate a valid Central Supplier Database (CSD) registration number on your quotation. Tax status will be verified on CSD.	

6. All prices must be VAT inclusive, if no indication is given, prices will be evaluated as inclusive.
7. No quotations received after closing time and date will be accepted without prior arrangement with the sender of this request.
8. It is the responsibility of the vendor to verify the receipt of any quotations forwarded to this office.
9. If you are unable to quote, please respond to the sender and state the reason/s for not quoting.
10. This quotation is subject to the general conditions of contract, as well as any special conditions stated in the specifications.
11. Requests relating to procurement of goods for designated sectors, the quotations shall be evaluated in relation with the minimum thresholds for local production and content prescribed per sector:
 - a) Textiles, Clothing, Leather and Footwear: 100 %
 - b) Office Furniture: 85 %
12. For bids of above R30 000 to R50 million , SALGA evaluates these in terms of the 80/20 adjudication criteria where :
 - a) Price : 80
 - b) BBBEE Level of contribution : 20TOTAL : 100
13. For bids of above R50 million , SALGA evaluates these in terms of the 90/10 adjudication criteria where :
 - a) Price : 90
 - b) BBBEE Level of contribution : 10TOTAL : 100

NAME OF SERVICE PROVIDER: _____

TOTAL PRICE (INCL VAT): _____

RETURNABLE DOCUMENTS:

- Fully completed and signed RFQ
- Official Quotation on the company letter head
- Latest Tax Compliance Status (SARS Pin document)
- Latest BBBEE certificate- SANAS Accredited or sworn affidavit for EME/QSE
- Company CK documents
- Full CSD Registration Report or (MAAA number)
- ID copies of company directors

I, the undersigned, for and on behalf of the Service Provider, hereby confirm that I/we understand the information as stated above and that I/we will comply with all of the above.

.....

Name (print)

.....

Signature



REQUEST FOR QUOTATION FOR A SERVICE PROVIDER TO SUPPLY AND DELIVERY WATER DISPENSERS FOR A PERIOD OF TWELVE (12) MONTHS AT THE SALGA NATIONAL OFFICE BUILDING IN MENLYN, PRETORIA

1. PURPOSE

The purpose of this document is to call for proposals from suitable service providers to assist the South African Local Government Association (SALGA) with the water dispensers and the delivery of refilled water bottles twice (2) a week to ensure that clean drinking water is readily available to all staff and visitors.

The request for proposals is aimed at entering into a fixed-term service level agreement (SLA) valid for twelve (12) months from the commencement date of the Service Level Agreement. This service level agreement will only be for the supply and delivery for the water dispensers at the SALGA National Office, located at: SALGA, Block B, Cnr Garsfontein and Corobay, Menlyn Corporate Park, ext11, 175 Corobay Ave, Waterkloof Glen, Pretoria, 0182

2. SCOPE

The scope of work includes that one water dispenser is provided in each kitchen. SALGA has four kitchen facilities, and the bottles are to be refilled twice a week (Mondays & Wednesday) for each dispenser. Should the days that have been indicated falls within the public holidays, the following day thereafter.

The service provider must have a water dispenser facility based in or around Pretoria/Gauteng during the period of the contract and ensure that the dispensers are serviced regularly or replaced and deep cleaned to avoid water contamination. The services provider to ensure that the spare parts and filters on all the dispensers/machines are available without delay to guarantee the continuity of services without any breakage or downtime of the equipment.

3. TECHNICAL INFORMATION

The service provider shall be bound to supply quality water dispenser equipment that will carry at least a one-year guarantee against factory defects during the period of the contract which will also include back-up service and maintenance as required.

4. SPECIFICATIONS

QUANTITY	TYPE OF MACHINE	PERIOD NEEDED
4	20L Cold and Hot water dispenser machine.	12 months
2 bottles per week for each dispenser.	The supplier will be required to refill the dispenser machines 2 times (Mondays and Wednesdays) in a week.	12 months
1	Proposed maintenance agreement (including regular servicing)	12 months

5. SPECIFIC REQUIREMENTS

Submissions should indicate whether the service provider or company can meet the following requirements.

- The Service Provider must provide a valid Certificate of Acceptability (CoA) issued by the relevant local authority in terms of the Foodstuffs, Cosmetics and Disinfectants Act, 1972 (Act No. 54 of 1972), authorising the handling, bottling, storage, distribution, and sale of drinking water intended for human consumption.
- The Service Provider must submit proof that the bottled water supplied complies with applicable South African National Standards (SANS) and potable water quality requirements.
- SALGA reserves the right to request water quality test reports from an accredited laboratory during the contract period to verify compliance with applicable health and safety standards.

- The successful bidder must maintain the validity of the Certificate of Acceptability and all related permits, licences, and approvals for the duration of the contract and provide updated copies to SALGA upon request.
- Supply and install 4x cold and hot water dispensers (20L) with One (20L) refill bottle (purified water) delivered every week and provide a service maintenance agreement that will include servicing for the duration of the contract.
- To enter into a service-level agreement immediately after the letter of appointment is issued to the successful bidder.
- The Service Provider must provide quality products approved by the South African Bureau of Standards (SABS).
- The service provider must ensure that their water dispenser bottles and equipment are serviced regularly and comply with the hygiene standards
- Only water dispensers with spare parts readily available must be recommended.
- The service provider must have a water dispenser facility around the Gauteng/Pretoria area.
- The Provider must provide proof that they are supported and endorsed by the machine manufacturer and that training was provided to their technical staff enabling them to correctly service and repair the dispensers to be provided.
- The company staff must be identifiable either tag/Uniform by the service provider to ensure that they are easily identifiable.
- While on-site, service technicians shall always be in neat and act professionally in executing their tasks.
- The service provider must be accessible anytime during the entire duration of the project.
- **SALGA WILL CONDUCT AN INSPECTION TO THE FACILITY OF THE RECOMMENDED SERVICE PROVIDER BEFORE AN AWARD OF PURCHASE ORDER.**

6. LAWS TO APPLY

6.1. The contractor shall in all respects be construed per the Laws of the Republic of South Africa and any differences that may arise between the organisation and the contractor regarding the contract shall be settled during Arbitration Processes or the Court of the Republic of South Africa.

6.2. The contractor shall comply with, but not be limited to, the following relevant legislation and subject to any amendments of these frameworks and should any of these above be amended or replaced, the replacement or amendment should be adhered to.

6.2.1. Provide quality products approved by the South African Bureau of Standards (SABS)

6.2.2. Always ensure it provides a safe work environment for its workers in line with the Occupational Health and Safety Act 85 of 1993 and its Regulations.

7. DISCLAIMER:

- *SALGA reserves the right not to award this RFP/RFQ to any bidder at its discretion or to cancel/withdraw this RFP/RFQ if deemed necessary during any stage of this RFP process.*
- *SALGA reserves the right to select solely on the information received in the RFP/RFQ or to negotiate further with one or more bidder/s.*
- *Bidders are required to declare any conflict of interest they may have in the transaction. SALGA reserves the right not to consider or cancel any bid wherein such a conflict of interest exists or wherein such potential conflict of interest may arise.*
- *SALGA reserves the right to accept any proposal submitted or reject all proposals.*
- *SALGA reserves the right to terminate the agreement with 30 days written notice to the winning bidder if:*
 - *The winning bidder fails to perform per the specified service requirements as set out in this RFP/RFQ.*
 - *The winning bidder otherwise violates the provisions of the RFP/RFQ to a substantial degree.*

PICTURE OF THE WATER DISPENSER/ MACHINES





