



**DEPARTMENT OF WATER AND SANITATION
REPUBLIC OF SOUTH AFRICA**

DUE AT 11:00 ON

27 AUGUST 2015

(CLOSING DATE)

BID W1028 (WTE)

**THE HIRE AND MAINTENANCE OF CHEMICAL TOILETS AND THE
MAINTENANCE OF CONSERVANCY TANKS FOR CONSTRUCTION EAST
SITES FOR A PERIOD OF 36 MONTHS**

SUBMIT BID DOCUMENTS TO:

POSTAL ADDRESS: OR
DIRECTOR-GENERAL: WATER AND SANITATION
PRIVATE BAG X313
PRETORIA, 0001

TO BE DEPOSITED IN:
THE BID BOX AT THE ENTRANCE
OF ZWAMADAKA BUILDING
157 FRANCIS BAARD STREET
PRETORIA, 0002

Compulsory Briefing Session

Date: 14 August 2015

Time: 11:00am

Venue: Grootdraai Dam, Construction East Office, Standerton

BIDDER: (Company address and stamp)

COMPILED BY: DIRECTORATE CONSTRUCTION

DEPARTMENT OF WATER AND SANITATION

BID W1028 (WTE)

**THE HIRE AND MAINTENANCE OF CHEMICAL TOILETS AND THE MAINTENANCE OF CONSERVANCY
TANKS FOR CONSTRUCTION EAST SITES FOR A PERIOD OF 36 MONTHS**

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INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF WATER AND SANITATION

BID NUMBER: CLOSING DATE: CLOSING TIME: 11:00

The successful bidder will be required to fill in and sign a written Contract Form (SBD 7)

BID DOCUMENTS MAY BE POSTED TO: Director- General: Department of Water and Sanitation
Private Bag X313
PRETORIA, 0001
Attention: Supply Chain Management Office
At the entrance of ZwaMadakaBuilding

OR

DEPOSITED IN THE BID BOX SITUATED AT **157 FRANCIS BAARD STREET, ZWAMADAKABUILDING, PRETORIA, 0001**

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

The bid box is generally open 24 hours a day, 7 days a week.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

**THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)**

NAME OF BIDDER
POSTAL ADDRESS
STREET ADDRESS
TELEPHONE NUMBER CODE.....NUMBER.....
CELLPHONE NUMBER
FACSIMILE NUMBER CODENUMBER.....
E-MAIL ADDRESS
VAT REGISTRATION NUMBER

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? (SBD 2) YES or NO

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1) YES or NO

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)

A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM(SANAS); OR

A REGISTERED AUDITOR
[TICK APPLICABLE BOX]

(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED? YES or NO
[IF YES ENCLOSE PROOF]

SIGNATURE OF BIDDER

DATE.....

CAPACITY UNDER WHICH THIS BID IS SIGNED.....

TOTAL BID PRICE..... TOTAL NUMBER OF ITEMS OFFERED

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: Water and Sanitation

Contact Person: Mr. Nicodemus Sekgothe

Ms. Thembeke Hlazo (Tel. 012 336 7066)

Tel: (012) 366 7418

Fax: (012) 325 6111

E-mail address: SekgotheN@dwa.gov.za

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Contact Person: Mr. Zandisile Zenani

Tel: (017) 720 1600

E-mail address: zenaniz@gmail.com

DEPARTMENT OF WATER AND SANITATION

BID W1028 (WTE)

THE HIRE AND MAINTENANCE OF CHEMICAL TOILETS AND THE MAINTENANCE OF CONSERVANCY TANKS FOR CONSTRUCTION EAST SITES FOR A PERIOD OF 36 MONTHS

SECTION 1: LEGALITIES

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1. Instructions to Bidders
2. Tax Clearance Requirements (SBD 2)
3. Declaration of Interest (SBD 4)
4. Declaration of Bidders Past Supply Chain Management Practices (SBD 8)
5. Preference Points Claim in terms of the Preferential Procurement Regulation, 2011 (SBD 6.1)
6. Instructions to Bidders: Purchases (ANNEXURE 7)
7. Certificate of Independent bid Determination (SBD 9)
8. Vendor Master Form (SAP)

DEPARTMENT OF WATER AND SANITATION

BID W1028 (WTE)

THE HIRE AND MAINTENANCE OF CHEMICAL TOILETS AND THE MAINTENANCE OF CONSERVANCY TANKS FOR CONSTRUCTION EAST SITES FOR A PERIOD OF 36 MONTHS

1. INSTRUCTIONS TO BIDDERS

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

INSTRUCTIONS TO BIDDERS

1. ISSUING OF DOCUMENTS

- (a) A document is issued to a prospective Bidder. These documents are obtainable, on payment of a R200-00 non-refundable bid fee, from:

Supply Chain Office
Entrance Emanzini Building (G17)
173 Francis Baard Street
PRETORIA
0002

Tel.: 012-336-7418 or 336 6897

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

2. QUERIES WITH RESPECT TO THIS BID

Queries of a specific technical nature may be discussed personally or telephonically with Mr. Zandisile Zenani, telephone 082 654 8441 or 017 720 1600 or may be directed in writing to: The Director: Construction, Department of Water and Sanitation, Private Bag X 313, PRETORIA, 0001.

3. COMPLETION OF BIDS

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

4. SUBMISSION OF BIDS

Two copies of the Bid Documents shall be duly completed, signed and submitted as follows:

- (a) The original Bid, together with a covering letter and supporting documents, shall be sealed in an envelope endorsed:

"ORIGINAL BID FOR BID W1028 (WTE): THE HIRE AND MAINTENANCE OF CHEMICAL TOILETS AND THE MAINTENANCE OF CONSERVANCY TANKS FOR CONSTRUCTION EAST SITES FOR A PERIOD OF 36 MONTHS"

and the name of the Bidder shall be clearly shown.

- (b) The duplicate copy of the Bid, together with duplicate copies of the covering letter and supporting documents, shall be sealed in a separate envelope endorsed:

"DUPLICATE OF ORIGINAL BID FOR BID W1028 (WTE): THE HIRE AND MAINTENANCE OF CHEMICAL TOILETS AND THE MAINTENANCE OF CONSERVANCY TANKS FOR CONSTRUCTION EAST SITES FOR A PERIOD OF 36 MONTHS"

and the name of the Bidder shall be clearly shown.

- (c) Both the "Original" and "Duplicate" copies of the Bid, each in their separate sealed envelopes, shall be placed in a single sealed envelope endorsed:

"ORIGINAL BID FOR BID W1028 (WTE): THE HIRE AND MAINTENANCE OF CHEMICAL TOILETS AND THE MAINTENANCE OF CONSERVANCY TANKS FOR CONSTRUCTION EAST SITES FOR A PERIOD OF 36 MONTHS"

and the name of the Bidder shall be clearly shown.

- (d) Bids in duplicate, sealed and endorsed as above, will be received by: The Supply Chain Management Office or may be deposited in the bid box at the entrance of the Zwamadaka Building 157 Francis Baard Street, Pretoria and not later than 11:00 on the date stipulated on the front cover of this document.

5. SIGNATURE ON BIDS

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

The successful bidder will be required to submit a "Letter from the actual supplier/authorised dealer" confirming the supply arrangement within 14 days after the approval of the bid.

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

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

6. GENERAL CONDITIONS OF CONTRACT

The General Conditions of Contract shall be regarded as an integral part of the contract documents.

7. FORM SBD 1

The copy of Form SBD 1 (Invitation to Bid), annexed to these documents, must be completed and signed by the Bidder. Failure to do so will deem your bid invalid.

8. PREFERENCE FOR EQUITY OWNERSHIP

Bidder desirous of claiming preference for equity ownership by previously disadvantaged individuals/women must fully complete and sign Form SBD 6.1 or no preference will be allowed. A copy of your company registration forms and a valid accredited B-BBEE Status Level Verification Certificate **must** be submitted with the bid document.

NOTICE TO ALL POTENTIAL BIDDERS

PLEASE NOTE THAT PREFERENCE POINTS CLAIMED IN THE STANDARD BIDDING DOCUMENT PROVIDED WILL BE AUDITED BY AN INDEPENDENT PROFESSIONAL SERVICE PROVIDER. SUPPLIERS THAT PROVIDE INCORRECT OR FALSE INFORMATION REGARDING THE OWNERSHIP OF THEIR COMPANY, RUNS THE RISK OF BEING PROSECUTED WITH THE POSSIBLE RESTRICTION FROM

PARTICIPATING IN CONTRACT WITH ANY DEPARTMENT IN THE SPHERE OF GOVERNMENT. PARTICULAR ATTENTION SHOULD BE GIVEN TO THE CONTENT OF SBD 6.1, PARAGRAPH 9.8.

9. BIDDERS TO COMPLY WITH DOCUMENTS

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

10. TELEGRAPHIC BIDS

No bid forwarded by telegram, telex, facsimile, e-mail or similar apparatus will be considered.

11. THE DEPARTMENT'S RIGHT TO DECLINE ANY BID

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

12. DEPARTMENT NOT LIABLE FOR BIDDER'S EXPENSES

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

13. PAYMENTS UNDER THE CONTRACT

All payments due to the Contractor in terms of the contract will be done by means of Electronic Fund Transfer.

Contractors must provide the necessary details of their bank account in a standardised form supplied by the department (SAP Vendor Master Form).

14. BID EVALUATION CRITERIA

Bids will be evaluated in accordance with the new Preferential Procurement Regulations, 2011, using 90/10 preference points system as prescribed in the Preferential Procurement Policy Framework Act (PPPFA, Act 5 of 2000). The lowest acceptable bid will score 90 points for price and a maximum of 10 points will be awarded for attaining the Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution.

The bid proposals received will be evaluated in three (3) phases. On phase 1: Administrative Compliance, phase 2: Technical Compliance. After the bidders had successfully passed this phase would the bid for Price and BBBEE in accordance with the 90/10 preference points system as stipulated above and further detailed on phase 3.

14.1 Phase 1: Administrative Compliance

Only bidders that have passed phase 1 of the evaluation shall be considered for phase 2 of the evaluation process. It's compulsory that all bidders comply with the administration requirements of this bid. Omission to complete and/or submit the listed documents will render your bid non responsive and the bid will not be considered for the phase 3 evaluation. The compulsory documents that must be completed and/or attached to the bid include:

- 1) An original and valid tax clearance certificate must be submitted with the bid.
- 2) Company registration certificate (original or certified copy) Attach CIPRO/CIPC documents (original or certificates) and certified copies of Identities of all Directors.
- 3) Completed and signed standard bidding documents (SBD1, SBD2, SBD 3.2, SBD 4, SBD 6.1, SBD 8, SBD 9) (If any confusion exists with the bidding price, then the price that the bidder noted in SBD 3.2 shall be taken as the correct price.).
- 4) Waste Disposal Certificate of company should be submitted with the Bid Document.
- 5) Brochure and information which provide complete details of the specified items offered in this bid.
- 6) The bidder must have a CIDB grading of 3CE PE or 4CE or 3GB PE 4GB.
- 7) Compulsory briefing session must be attended - signing of attendance register will serve as proof.

14.2 Phase 2: Technical Evaluation and Specification Compliance

Only bidders that have passed phase 2 shall be considered for phase 3 of the evaluation process. All of the technical items listed below must be complied with to enable the bidder to pass through to the next phase:

- 1) Bidders must comply with all the technical specifications of this bid. Bidders must complete "Comply/Not Comply" section in the specification under Section 3: Specification.

14.3 Phase 3: Evaluation of Price and Preference Points Claimed

During this phase, bid proposals that passed the phase two will be further evaluated based on the 90/10 preference points system in accordance with the PPPFA Act, where 90 points will be attained in respect of price and 10 points will be awarded to a bidder for attaining the B-BBEE Status Level of Contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)
1	10
2	9
3	8
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

In order to claim the B-BBEE Status Level of Contributor points, bidders must submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof, issued by accredited Verification Agency/s by SANAS or 11.2.3.2 Registered Auditor approved by Independent Regulatory Board of Auditor (IRBA), together with their bids to substantiate their B-BBEE rating claims. The Exempted Micro Enterprise must submit a letter from the Accounting Officer who is appointed in terms of Close Corporation Act.

Bidders who do not submit B-BBEE Status Level Verification Certificates or are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE but will not be disqualified from the bidding process. They will score points out of 90 for price only and zero (0) points out of 10 for B-BBEE.

Bidders are requested to complete the preference claim form in order to claim preference points. The points scored by a bidder in respect of points indicated above will be added to the points scored for price.

The highest ranked bidder will be awarded the bid. It should be noted also that the Department reserve the right not to appoint any service provider.

A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

15. REJECTION OF BID

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

16. RESULTS OF BIDS

Results of non-acceptance of bids will be sent to individual unsuccessful bidders and particulars of accepted bids are published weekly in the Government Tender Bulletin.

- TAX CLEARANCE REQUIREMENTS (SBD 2)
- DECLARATION OF INTEREST (SBD 4)
- DECLARATION OF PAST SUPPLY CHAINS MANAGEMENT PRACTICES (SBD 8)
- PREFERENCE POINTS (SBD 6.1)
- INSTRUCTIONS TO BIDDERS (ANNEXURE 7)
- CERTIFICATE OF INDEPENDENT BID DETERMINATION (SBD 9)
- VENDOR MASTER FORM (SAP)

DEPARTMENT OF WATER AND SANITATION

BID W1028 (WTE)

**THE HIRE AND MAINTENANCE OF CHEMICAL TOILETS AND THE MAINTENANCE OF CONSERVANCY
TANKS FOR CONSTRUCTION EAST SITES FOR A PERIOD OF 36 MONTHS**

SECTION 2: CONDITIONS OF CONTRACT

CONTENTS

- A. GENERAL CONDITIONS OF CONTRACT
- B. SPECIAL CONDITIONS OF CONTRACT

CONDITIONS OF CONTRACT

A. GENERAL CONDITIONS OF CONTRACT

The Contract shall be governed by: "General Conditions of Contract", which is attached to this bid document. The only variations from these General Conditions of Contract shall be given in the Special conditions of Contract below.

B. SPECIAL CONDITIONS OF CONTRACT

This section must be completed in full failure to do so may invalidate your bid

***Delete which are not applicable**

- | | |
|--|------------------------|
| 1. Is the offer strictly in accordance with the conditions and specifications?

If not in accordance with the specification, furnish the deviations. | *YES / NO

_____ |
| 2. Period required for commencement with service after receipt of order. | _____ |
| 3. Are you registered in terms of section 23(1) or 23(3) of the value Added Tax Act, 1991 (Act no 89 of 1991)?

If so, state your VAT registration number. | *YES / NO

_____ |
| 4. Is the bid price firm for the duration of the contract period? | *YES / NO |
| 5. The Department of Water and Sanitation will not entertain any claims for non-firm price increases claimed at a later state. No exception will be made in this regard. | TAKE NOTE |
| 6. Bids will be evaluated in accordance with the new Preferential Procurement Regulations, 2011, using 90/10 preference points system as prescribed in the Preferential Procurement Policy Framework Act (PPPFA, Act 5 of 2000. The lowest acceptable bid will score 90 points for price and a maximum of 10 points will be awarded for attaining the Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution. | TAKE NOTE |
| The bid proposals received will be evaluated in three (3) phases. On phase 1: Administrative Compliance, phase 2: Technical Compliance. After the bidders had successfully passed this phase would the bid for Price and BBEE in accordance with the 90/10 preference points system as stipulated above and further detailed on phase 3. | TAKE NOTE |
| Only bidders that have passed phase 1 of the evaluation shall be considered for phase 2 of the evaluation process. It's compulsory that all bidders comply with the administration requirements of this bid. Omission to complete and/or submit the listed documents will render your bid non responsive and the bid will not be considered for the phase 3 evaluation. The compulsory documents that must be completed and/or attached to the bid include: | TAKE NOTE |
| 1) An original and valid tax clearance certificate must be submitted with the bid.
2) Company registration certificate (original or certified copy) Attach CIPRO/CIPC documents (original or certificates) and certified copies of Identities of all Directors.
3) Completed and signed standard bidding documents (SBD1, SBD2, SBD 3.2, SBD 4, SBD 6.1, SBD 8, SBD 9) (If any confusion exists with the bidding price, then the price that the bidder noted in SBD 3.2 shall be taken as the correct price.).
4) Waste Disposal Certificate of company should be submitted with the Bid Document.
5) Brochure and information which provide complete details of the specified items | TAKE NOTE |

offered in this bid.

- 6) The bidder must have a CIDB grading of 3CE PE or 4CE or 3GB PE 4GB.
- 7) Compulsory briefing session must be attended - signing of attendance register will serve as proof.

Phase 2: Technical Evaluation and Specification Compliance

Only bidders that have passed phase 2 shall be considered for phase 3 of the evaluation process. All of the technical items listed below must be complied with to enable the bidder to pass through to the next phase:

- 1) Bidders must comply with all the technical specifications of this bid. Bidders must complete "Comply/Not Comply" section in the specification under Section 3: Specification.

Phase 3: Evaluation of Price and Preference Points Claimed

During this phase, bid proposals that passed the phase two will be further evaluated based on the 90/10 preference points system in accordance with the PPPFA Act, where 90 points will be attained in respect of price and 10 points will be awarded to a bidder for attaining the B-BBEE Status Level of Contribution in accordance with the table below:

TAKE NOTE

B-BBEE Status Level of Contributor	Number of points (90/10 system)
1	10
2	9
3	8
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

In order to claim the B-BBEE Status Level of Contributor points, bidders must submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof, issued by accredited Verification Agency/s by SANAS or 11.2.3.2 Registered Auditor approved by Independent Regulatory Board of Auditor (IRBA), together with their bids to substantiate their B-BBEE rating claims. The Exempted Micro Enterprise must submit a letter from the Accounting Officer who is appointed in terms of Close Corporation Act.

Bidders who do not submit B-BBEE Status Level Verification Certificates or are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE but will not be disqualified from the bidding process. They will score points out of 90 for price only and zero (0) points out of 10 for B-BBEE.

Bidders are requested to complete the preference claim form in order to claim preference points. The points scored by a bidder in respect of points indicated above will be added to the points scored for price.

The highest ranked bidder will be awarded the bid. It should be noted also that the Department reserve the right not to appoint any service provider.

A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such bidder intends sub-contracting more than 25% of the value of

the contract to any other enterprise that does not qualify for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

7. In the case where a potential successful bidder are a only a supplier but not the actual supplier/authorised dealer and will procure the products from a manufacturer or another supplier and did not submit a letter from that manufacturer/supplier confirming firm supply arrangement(s) in this regard by the closing time of this bid, such a letter must be submitted within **14 days** after the receipt of a **“Letter of Notification to Bidder”** from this Department. Failure to comply with this requirement **within 14 calendar** days shall result n the bid being awarded to another bidder.

TAKE NOTE

DEPARTMENT OF WATER AND SANITATION

BID W1028 (WTE)

THE HIRE AND MAINTENANCE OF CHEMICAL TOILETS AND THE MAINTENANCE OF CONSERVANCY TANKS FOR CONSTRUCTION EAST SITES FOR A PERIOD OF 36 MONTHS

SECTION 3: SPECIFICATIONS

CONTENTS

1. Conditions
2. Service
3. Standard Specification
4. Site / Delivery Address
5. Scope of Contract
6. Programme of Works
7. Payment
8. Road Conditions
9. Bidder's Vehicles
10. Costs
11. Delivery
12. Delivery Period
13. Penalty for Late Delivery
14. Bid Prices and Delivery Periods
15. Preferences
16. Technical Information
17. Evaluation Criteria
18. Deviations

NOTE:

Failure to indicate whether you comply or not comply in the Specification will invalidate the bid. (*Clearly indicate your compliance by either crossing out whichever is not applicable or circling whichever is applicable.)

SPECIFICATION

(*Indicate which is applicable)

1. CONDITIONS

In addition to the conditions set out in the document "General Conditions of Contract ", the following special conditions shall apply:

TAKE NOTE

1.1 SUPPLIER OF PRODUCT

The successful bidder will be required to submit a "Letter from the actual supplier/authorised dealer" confirming the supply arrangement within 14 days after the approval of the bid.

*Comply / Not Comply

2. SERVICE

The service to be rendered is The hire and maintenance of chemical toilets and the maintenance of Septic Tanks for Construction East sites for a period of 36 months

TAKE NOTE

And more of the service required is fully specified hereunder:

3. STANDARD SPECIFICATION

3.1 Waste Disposal Certificate should be submitted with the Bid Document.

*Comply / Not Comply

3.2 Type 1: The toilets should be Portable Chemical Flushing Toilets with Basin.

*Comply / Not Comply

3.3 The toilets should be lockable inside and outside.

*Comply / Not Comply

3.4 The toilets should be serviced once a week.

*Comply / Not Comply

3.5 Type 2: The toilets must be trailer mounted chemical flushing toilets with basin for transport on site. Each trailer must carry 2 toilets. One Ladies, one Gents.

3.6 When needed toilets must be transported on site by the service provider.

3.7 The toilets should be maintained to an acceptable Standard.

*Comply / Not Comply

3.8 A weekly checklist must be completed and submitted to Site office with service.

*Comply / Not Comply

3.8.1 Checklist points must include:

*Comply / Not Comply

Inside:

- Floor secure and clean
- Seat secure and clean
- Broken seats to be replaced
- Toilet Roll Holder
- Rook (Leaks and Cracks)
- Dispensers-Exec only
- Basin Pump/Water-Exec only
- Flush System-Exec/Flush only

Outside:

- Door secured (hinges)
- Stickers / Labels / Logos
- Vent Pipe
- Cabana Clean (free of cracks)

(*Indicate which is applicable)

- Door Handle
- Door Spring
- Hasp & Staple
- Graffiti
- In use Sign-Working Order

3.8.2	Breakdown must repaired immediately by service provider.	*Comply / Not Comply
3.8.3	Damage waiver/insurance on hire Equipment by supplier must be in place for term.	TAKE NOTE
3.9	Damage due to vandalism or negligence must be reported to Site Management immediately.	TAKE NOTE
3.9.1	Repair cost must be agreed on in case of vandalism or negligence.	TAKE NOTE
3.10	A checklist must be completed on delivery to site	*Comply / Not Comply
3.11	Toilet / Personnel ratio: <ul style="list-style-type: none">• Gents – 15 persons per toilet maximum• Ladies – 15 persons per toilet maximum	TAKE NOTE
3.12	The Septic Tanks should be emptied at least once a week, In cases where Septic Tanks are frequently used; a routine emptying program should be exercised as needed per site.	*Comply / Not Comply
3.13	Note: The Department reserves the right to hire only one or more items as required	*Comply / Not Comply
3.14	A service level Agreement must be sign on the delivery of toilets.	TAKE NOTE
4.	SITE / DELIVERY ADDRESS	
	The sites are scattered around the following provinces: Mpumalanga, Gauteng, Northern Cape, Free State, KwaZulu Natal and North West.	TAKE NOTE
4.1	Point of Delivery:	
4.1.1	<u>MPUMALANGA</u>	
	Hire of Chemical Toilets for below mentioned Sites	
	Delivery and Collection of Chemical Toilets for below mentioned Sites	
	Servicing of Chemical Toilets and Conservancy Tanks for below mentioned Sites	
	Grootdraai Dam: 10km North East of Standerton	TAKE NOTE
	Vlakfontein Canal: 23km North of Standerton	TAKE NOTE
	Rietfontein Dam: 22km North of Secunda	TAKE NOTE
	Grootfontein Dam: 42km South of Secunda	TAKE NOTE
	Rietspruit Reservoirs: 10km South of Ermelo	TAKE NOTE
	Camden Power Station:	TAKE NOTE

(*Indicate which is applicable)

18km South East of Ermelo

Ontverwacht Reservoirs:
40km South East of Ermelo

TAKE NOTE

Jericho Dam:
68km East of Ermelo

TAKE NOTE

Morgenzon Dam:
83km East of Ermelo

TAKE NOTE

Westoe Dam:
71km East of Ermelo

TAKE NOTE

Vygeboom Dam:
95km South West of Nelspruit

TAKE NOTE

Khutala Power Station:
40km North of Secunda

TAKE NOTE

Any new site, within a radius of 200km from Ermelo

TAKE NOTE

4.1.2 **GAUTENG**

**Hire of Chemical Toilets for below mentioned Sites
Delivery and Collection of Chemical Toilets for below mentioned Sites
Servicing of Chemical Toilets and Conservancy Tanks for below mentioned Sites**

Roodeplaat Dam:
25km from Pretoria

TAKE NOTE

Hartbeespoort Dam:
50km from Pretoria

TAKE NOTE

Any new site, within a radius of 150km from Johannesburg

TAKE NOTE

4.1.3 **EASTERN CAPE**

**Hire of Chemical Toilets for below mentioned Sites
Delivery and Collection of Chemical Toilets for below mentioned Sites
Servicing of Chemical Toilets and Conservancy Tanks for below mentioned Sites**

Tsomo:
101km from Queenstown

TAKE NOTE

Any new site, within a radius of 200km from Queenstown

TAKE NOTE

4.1.4 **NORTH WEST**

**Hire of Chemical Toilets for below mentioned Sites
Delivery and Collection of Chemical Toilets for below mentioned Sites
Servicing of Chemical Toilets and Conservancy Tanks for below mentioned Sites**

Lindleyspoort Dam:
22km from Swartruggens

TAKE NOTE

(*Indicate which is applicable)

Bospoort Dam: 23km North East of Rustenburg	TAKE NOTE
BoskopCanals: 18km North of Potchefstroom	TAKE NOTE
Lakeside Canal: 18km North of Potchefstroom	TAKE NOTE
Dinokana Dam: 35km North West of Zeerust	TAKE NOTE
Moestana Dam: 30km North West of Zeerust	TAKE NOTE
Any new site, within a radius of 200km from Lichtenburg	TAKE NOTE

4.1.5 FREE STATE

Hire of Chemical Toilets for below mentioned Sites
Delivery and Collection of Chemical Toilets for below mentioned Sites
Servicing of Chemical Toilets and Conservancy Tanks for below mentioned Sites

Caledon River: 22km Ficksburg	TAKE NOTE
Kalkfontein Dam: 28km South East of Koffiefontein	TAKE NOTE
Any new site, within a radius of 200km from Bloemfontein	TAKE NOTE

4.1.6 KWAZULU NATAL

Hire of Chemical Toilets for below mentioned Sites
Delivery and Collection of Chemical Toilets for below mentioned Sites
Servicing of Chemical Toilets and Conservancy Tanks for below mentioned Sites

Lavumisa: 37km East of Pongola	TAKE NOTE
Hluhluwe: 105km North of Richards Bay	TAKE NOTE
Kilburn Dam: 55km South of Harrismith	TAKE NOTE
Woodstock Dam: 89km South of Harrismith	TAKE NOTE
Driel Dam: 91km South East of Harrismith	TAKE NOTE
Rookdale Canal: 82km South East of Harrismith	TAKE NOTE
Any new site, within a radius of 250km from Pietermaritzburg	TAKE NOTE

5. **SCOPE OF CONTRACT**

(*Indicate which is applicable)

Bidder

The Bidder will be required to perform the following service as part of this contract:

- | | | |
|-------|---|-----------|
| (i) | The hire of mobile toilets and to be delivered to site as required by the Department. | TAKE NOTE |
| (ii) | All transport and loading cost shall be included in the bid rates. | TAKE NOTE |
| (iii) | Items not according to the specifications will not be accepted and paid for and the material shall be removed by the successful bidder for his/her own account. | TAKE NOTE |

6. PROGRAMME OF WORKS

Delivery will commence not later the 7 days from the receipt of an official order to be delivered over a 36 month period.	TAKE NOTE
---	-----------

7. PAYMENT

Payment will be made per order delivered to site. The Department reserves the right to check the quantities loaded at any time.	TAKE NOTE
---	-----------

Payment will be made monthly on receipt of specified tax invoices.	TAKE NOTE
--	-----------

Payment will not be made for consignment unless supported by delivery notes service slips duly signed by the official checking the delivery service rendered.	TAKE NOTE
---	-----------

Escalation or price increases will only be paid if escalation / price increase formulas have be submitted by the Bidder in the bid document.	TAKE NOTE
--	-----------

Payment will be done within 30 days of receipt and approval of original invoice by depositing the payment directly into the bank account of the successful bidder. No cash or cheque payment will be done.	TAKE NOTE
--	-----------

Payment for standing time exceeding two hours will only be made if such standing time is a result of the action of the Department.	TAKE NOTE
--	-----------

8. ROAD CONDITIONS AND DISTANCE

Bidders are advised to acquaint themselves with roads, road conditions, distances, etc. on and to the site, before bidding.	TAKE NOTE
---	-----------

9. BIDDER'S VEHICLES

The Department will have the right to instruct the successful Bidder to repair or replace a vehicle which is considered unsuitable for the deliveries to site.	TAKE NOTE
--	-----------

Overloading of vehicles in terms of the Road Traffic Act will not be permitted.	TAKE NOTE
---	-----------

10. COSTS

Bidders shall provide in their bid for all labour, plant, material, implements and vehicles necessary for the execution of the contract and all operating and maintenance costs in accordance with the bid documents. All maintenance, transport and loading costs shall be included in the bid rates under delivery price per kilometres – rounded. Failure to include this

*Comply / Not Comply

(*Indicate which is applicable)

rate will invalidate your bid. The supplier must submit an address/es from where goods/equipment will be dispatched and must ensure that the closest depots is used to for relevant sites.

Future sites in these provinces should be taken into consideration when quoting a price per kilometres as work could expand in the 36 month contract period.

TAKE NOTE

Bidder's attention is drawn to the fact that construction works normally close during the Christmas holidays and toilets should be maintained and stored to secure areas before this period.

TAKE NOTE

Delivery of product on statutory public holidays or over weekends may only be done with the prior written approval from DWS CE.

TAKE NOTE

11. DELIVERY

Delivery to site is required 7 days after receipt of an official order. It is a contractual requirement that the items be delivered as per indicated time frame after signing of the SBD7.2 by the successful bidder.

TAKE NOTE

Deliveries may be made during the following working hours 7h30 to 16h00 from Monday to Thursday but not on the following days or periods:

TAKE NOTE

(i) Fridays 14h00 to Mondays 7h00

(ii) All public holidays

If by any change a delivery is made outside of scheduled times the offloading will commence only the next working day and no standing time will be charged to the Department.

TAKE NOTE

The Bidder shall nominate a contract person with whom the Department will arrange and schedule deliveries. Purchase orders for material will be placed 48 hours before delivery is required.

TAKE NOTE

An inspection certificate of compliance signed by the Departmental representative that inspected the items shall be submitted by the Bidder at delivery.

TAKE NOTE

DWS will decline products that do not comply with the specification and load(s) will not be accepted and will not be paid for. The declined load(s) must be removed from site ASAP for the Bidders own cost.

TAKE NOTE

Defected or damaged goods will not be accepted.

TAKE NOTE

12. DELIVERY PERIOD

Firm delivery periods are required. Adherence to bidder delivery periods is of utmost importance. Note that the penalty for late delivery prescribed in paragraph 13 of the specification will be imposed.

TAKE NOTE

13. PENALTY FOR LATE DELIVERY

If the bidder fails to supply the goods or render the service within the period stipulated in the contract, the Department shall have the right, in sole discretion either to deduct as a penalty from the value of the contract sum an amount of one fourteenth percent thereof per day for the period of delay or to claim any damages or loss suffered in lieu of such penalty provided that where beneficial use of the completed portion is enjoyed, the penalty shall be applied to the value of the outstanding portion only.

TAKE NOTE

(*Indicate which is applicable)

14. BID PRICE AND DELIVERY PERIODS

All inclusive bid prices are required, meaning VAT, delivery and any other cost mentioned in the specification for the Bidders account must be included in the unit price. Firm bid prices and delivery periods are preferred. The following considerations shall apply in evaluating bids with differing price and delivery conditions:

TAKE NOTE

14.1 Bidder may submit firm or non-firm prices.

TAKE NOTE

14.1.1 "Firm" prices are deemed to be the prices which are only subject to the following statutory change:

(a) VAT, (in the event that it is changed by government)

TAKE NOTE

(b) Any levy related to customs and excise (written proof must be given)

14.1.2 "Non-firm" prices are all prices other than "firm" prices as stipulated in paragraph 14.1.1.

TAKE NOTE

14.1.3 In cases where non-firm prices are offered, a breakdown of the bid price reflecting the different portions of the bid price that might fluctuate must be indicated. It shall be stated whether prices will be subject to escalation in accordance with the provisions of the Departments User Manual or proposed escalation formulas shall be stated.

TAKE NOTE

14.1.4 When calculating comparative prices, non-firm prices may be loaded.

TAKE NOTE

14.1.5 Where a Bidder has not indicated whether his prices or delivery periods are firm or not, the bid price and delivery periods are deemed to be firm and the Bidder shall be bound thereby. No exceptions will be made.

TAKE NOTE

14.1.6 Expressions such as "soonest" or "earliest" or delivery periods which are unspecified are not acceptable.

TAKE NOTE

15. PREFERENCE

Standard Bidding Form SBD 6.1 will apply. A maximum of 10 points will be awarded for B-BBEE Status. A valid accredited B-BBEE Status Level Verification Certificate must be submitted with the bid document in order to claim points.

TAKE NOTE

16. TECHNICAL INFORMATION

Brochures for the toilets tendered for should be submitted with the Tender Document with indicated SANS approval Certification.

Failure to complete the "Comply / Not Comply" column in the specification will result in the bid being disqualified as non-responsive.

TAKE NOTE

If stated "Not Comply" reasons must be given for not comply with the specifications.

TAKE NOTE

17. EVALUATION CRITERIA

Bids will be evaluated in accordance with the new Preferential Procurement Regulations, 2011, using 90/10 preference points system as prescribed in the Preferential Procurement Policy Framework Act (PPPFA, Act 5 of 2000). The lowest acceptable bid will score 90 points for price and a maximum of 10 points will be awarded for attaining the Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution.

TAKE NOTE

(*Indicate which is applicable)

The bid proposals received will be evaluated in three (3) phases. On phase 1: Administrative Compliance, phase 2: Technical Compliance. After the bidders had successfully passed this phase would the bid for Price and BBEE in accordance with the 90/10 preference points system as stipulated above and further detailed on phase 3.

TAKE NOTE

Only bidders that have passed phase 1 of the evaluation shall be considered for phase 2 of the evaluation process. It's compulsory that all bidders comply with the administration requirements of this bid. Omission to complete and/or submit the listed documents will render your bid non responsive and the bid will not be considered for the phase 3 evaluation. The compulsory documents that must be completed and/or attached to the bid include:

- 1) An original and valid tax clearance certificate must be submitted with the bid.
- 2) Company registration certificate (original or certified copy) Attach CIPRO/CIPC documents (original or certificates) and certified copies of Identities of all Directors.
- 3) Completed and signed standard bidding documents (SBD1, SBD2, SBD 3.2, SBD 4, SBD 6.1, SBD 8, SBD 9) (If any confusion exists with the bidding price, then the price that the bidder noted in SBD 3.2 shall be taken as the correct price.)
- 4) Waste Disposal Certificate of company should be submitted with the Bid Document.
- 5) Brochure and information which provide complete details of the specified items offered in this bid.
- 6) The bidder must have a CIDB grading of 3CE PE or 4CE or 3GB PE 4GB.
- 7) Compulsory briefing session must be attended - signing of attendance register will serve as proof.

Phase 2: Technical Evaluation and Specification Compliance

Only bidders that have passed phase 2 shall be considered for phase 3 of the evaluation process. All of the technical items listed below must be complied with to enable the bidder to pass through to the next phase:

TAKE NOTE

- 1) Bidders must comply with all the technical specifications of this bid. Bidders must complete "Comply/Not Comply" section in the specification under Section 3: Specification.

Phase 3: Evaluation of Price and Preference Points Claimed

During this phase, bid proposals that passed the phase two will be further evaluated based on the 90/10 preference points system in accordance with the PPPFA Act, where 90 points will be attained in respect of price and 10 points will be awarded to a bidder for attaining the B-BBEE Status Level of Contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)
1	10
2	9
3	8
4	5
5	4

(*Indicate which is applicable)

6	3
7	2
8	1
Non-compliant contributor	0

In order to claim the B-BBEE Status Level of Contributor points, bidders must submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof, issued by accredited Verification Agency/s by SANAS or 11.2.3.2 Registered Auditor approved by Independent Regulatory Board of Auditor (IRBA), together with their bids to substantiate their B-BBEE rating claims. The Exempted Micro Enterprise must submit a letter from the Accounting Officer who is appointed in terms of Close Corporation Act.

Bidders who do not submit B-BBEE Status Level Verification Certificates or are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE but will not be disqualified from the bidding process. They will score points out of 90 for price only and zero (0) points out of 10 for B-BBEE.

Bidders are requested to complete the preference claim form in order to claim preference points. The points scored by a bidder in respect of points indicated above will be added to the points scored for price.

TAKE NOTE

The highest ranked bidder will be awarded the bid. It should be noted also that the Department reserve the right not to appoint any service provider.

A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

- 18.** If indicated "Not Comply" in the specifications above reasons/deviations can be stated below:

TAKE NOTE

DEPARTMENT OF WATER AND SANITATION

BID W1028 (WTE)

**THE HIRE AND MAINTENANCE OF CHEMICAL TOILETS AND THE MAINTENANCE OF CONSERVANCY
TANKS FOR CONSTRUCTION EAST SITES FOR A PERIOD OF 36 MONTHS**

SECTION 4: SBD 3.2 – PRICING SCHEDULE

CONTENTS

PREAMBLE TO THE SBD 3.2 – PRICING SCHEDULE

SBD 3.2 – PRICING SCHEDULE

PREAMBLE TO THE SBD 3.2 – PRICING SCHEDULE

1. GENERAL

The SBD 3.2 forms part of the Contract Documents and must be read and priced in conjunction with all the other documents which include the Conditions of Contract and all other Specifications in the bid document.

2. QUANTITIES REFLECTED IN THE PRICING SCHEDULE

The quantities given in the SBD 3.2 can be subject to change. The Department reserves the right to purchase a lesser/higher quantity as indicated in the SBD 3.2

The validity of the contract will in no way be affected by differences between the quantities in the SBD 3.2 and the quantities finally certified for payment.

3. PRICING OF THE SCHEDULE

The rates to be filled in the SDB 3.2 should include all costs. All rates and amounts quoted in the SBD 3.2 shall be in Rand and shall include VAT.

4. CORRECTION OF ENTRIES

Incorrect entries shall not be erased or obliterated with correction fluid but must be crossed out neatly. The correct figures must be entered above or adjacent to the deleted entry, and the alteration must be initialled by the Bidder.

**PRICING SCHEDULE
(Non-Firm Price)**

BID W1028 (WTE)

PRICING SCHEDULE FOR THE HIRE AND MAINTENANCE OF CHEMICAL TOILETS AND THE MAINTENANCE OF CONSERVANCY TANKS FOR CONSTRUCTION EAST SITES FOR A PERIOD OF 36 MONTHS

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

CLOSING TIME 11:00 ON:

BID NO.: W1028 (WTE)

NAME OF BIDDER:

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

ITEM	ESTIMATE QUANTITY PER SITE	DESCRIPTION	BID PRICE IN RSA CURRENCY <u>INCL</u> VAT	BID PRICE IN RSA CURRENCY <u>INCL</u> VAT	
1	1	<u>MPUMALANGA</u>	Type 1 Toilets	Type 2 Toilets	
		Hire of Chemical Toilets for below mentioned Sites	R.....	R.....	
		Delivery and Collection of Chemical Toilets for below mentioned Sites	R.....	R.....	
		Servicing weekly of Chemical Toilets and Conservancy Tanks for below mentioned Sites	R.....	R.....	
		Servicing rate of toilets in this province:	R.....	R.....	
		Grootdraai Dam:	10km North East of Standerton	R.....	R.....
		Vlakfontein Canal:	23km North of Standerton	R.....	R.....
		Rietfontein Dam:	22km North of Secunda	R.....	R.....
		Grootfontein Dam:	42km South of Secunda	R.....	R.....
		Rietspruit Reservoirs:	10km South of Ermelo	R.....	R.....
		Camden Power Station:	18km South East of Ermelo	R.....	R.....
		Ontverwacht Reservoirs:	40km South East of Ermelo	R.....	R.....
		Jericho Dam:	68km East of Ermelo	R.....	R.....
		Morgenzon Dam:	83km East of Ermelo	R.....	R.....
		Westoe Dam:	71km East of Ermelo	R.....	R.....

		Vygeboom Dam:	95km South West of Nelspruit	R.....	R.....
		Khutala Power Station:	40km North of Secunda	R.....	R.....
		Any new site, within a radius of 200km from Ermelo:		R.....	R.....
2	1	Servicing of the conservancy tank in the area:		R.....	
3	1	<u>GAUTENG</u>		Type 1 Toilets	Type 2 Toilets
		Hire of Chemical Toilets for below mentioned Sites		R.....	R.....
		Delivery and Collection of Chemical Toilets for below mentioned Sites		R.....	R.....
		Servicing of Chemical Toilets and Conservancy Tanks for below mentioned Sites		R.....	R.....
		Servicing rate of toilets in this province:		R.....	R.....
		Roodeplaat Dam:		R.....	R.....
		Hartbeespoort Dam:		R.....	R.....
		Any new site, within a radius of 150km from Johannesburg:		R.....	R.....
4	1	Servicing of the conservancy tank in the area:		R.....	
5	1	<u>EASTERN CAPE</u>		Type 1 Toilets	Type 2 Toilets
		Hire of Chemical Toilets for below mentioned Sites		R.....	R.....
		Delivery and Collection of Chemical Toilets for below mentioned Sites		R.....	R.....
		Servicing of Chemical Toilets and Conservancy Tanks for below mentioned Sites		R.....	R.....
		Servicing rate of toilets in this province:		R.....	R.....
		Tsomo:	101km from Queenstown	R.....	R.....
		Any new site, within a radius of 200km from Queenstown:		R.....	R.....
		Servicing of the conservancy tank in the area:		R.....	
6	1	<u>NORTH WEST</u>		Type 1 Toilets	Type 2 Toilets
		Hire of Chemical Toilets for below mentioned Sites		R.....	R.....
		Delivery and Collection of Chemical Toilets for below mentioned Sites		R.....	R.....
		Servicing of Chemical Toilets and Conservancy Tanks for below mentioned Sites		R.....	R.....
		Lindleyspoort Dam:	22km from Swartruggens	R.....	R.....

		Bospoort Dam:	23km North East of Rustenburg	R.....	R.....
		Boskop Dam:	18km North of Potchefstroom	R.....	R.....
		Lakeside Canal:	18km North of Potchefstroom	R.....	R.....
		Dinokana Dam:	35km North West of Zeerust	R.....	R.....
		Moestana Dam:	30km North West of Zeerust	R.....	R.....
		Any new site, within a radius of 200km from Lichtenburg:		R.....	R.....
7	1	Servicing of the conservancy tank in the area:		R.....	
8	1	<u>FREE STATE</u>		Type 1 Toilets	Type 2 Toilets
		Hire of Chemical Toilets for below mentioned Sites		R.....	R.....
		Delivery and Collection of Chemical Toilets for below mentioned Sites		R.....	R.....
		Servicing of Chemical Toilets for below mentioned Sites		R.....	R.....
1	1	Caledon River: 22km Ficksburg			R.....
		Kalkfontein Dam: 28km South East of Koffiefontein			R.....
		Any new site, within a radius of 200km from Bloemfontein			R.....
	1	Servicing of the conservancy tank in the area:		R.....	
		<u>KWAZULU NATAL</u>		Type 1 Toilets	Type 2 Toilets
		Hire of Chemical Toilets for below mentioned Sites		R.....	R.....
		Delivery and Collection of Chemical Toilets for below mentioned Sites		R.....	R.....
		Servicing of Chemical Toilets for below mentioned Sites		R.....	R.....
9	1	Lavumisa: 70km East of Pongola		R.....	R.....
		Hluhluwe: 105km North of Richards Bay		R.....	R.....
		Kilburn Dam: 55km South of Harrismith		R.....	R.....
		Woodstock Dam: 89km South of Harrismith		R.....	R.....
		Driel Dam: 91km South East of Harrismith		R.....	R.....
		Rookdale Canal: 82km South East of Harrismith		R.....	R.....
		Any new site, within a radius of 250km from Pietermaritzburg		R.....	R.....

	Servicing of the conservancy tank in the area:	R.....
TOTAL BID PRICE (INCL. 14% VAT)		R.....

NOTE: PRICE TO BE QUOTED SHOULD BE PER SHEET (EACH)

NOTE: ALL FIELDS ON THIS FORM SHOULD BE COMPLETED IN FULL. IF A FIELD IS NOT APPLICABLE, THE FIELD SHOULD BE INDICATED AS “NOT APPLICABLE”. THE DEPARTMENT OF WATER AND SANITATION WILL NOT ENTERTAIN ANY CLAIMS FOR NON-FIRM PRICES INCREASES CLAIMED AT A LATER DATE, UNLESS SUCH NON-FIRM PRICE ADJUSTMENTS ARE CLEARLY MOTIVATED IN THIS FORM.

- Required by: Contract Manager: Construction East
- At (Place of delivery): All mentioned sites
- Are you the manufacturer of the product? *YES/NO
- Does the offer comply with the specification(s)? *YES/NO
- Does the item offered comply with any recognized standards body, (e.g SANS)
- If so furnish valid certificate to this end *YES/NO
- Is the offer strictly to specification *YES/NO
- If not to specification, state deviation(s)
-
- Period required for delivery
- Delivery: To site
- Is all the relevant information completed in the “Comply/Not Comply” Under Section 3 of the bid document? *YES/NO

NOTE: All delivery and/or railage costs must be included in the bid price.

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

NOTE: All delivery costs must be included in the bid price.
Failure to complete all the relevant information in SBD 3.2 will render your bid as non-responsive.

Any enquiries regarding bidding procedures may be directed to the –

Department of Water and Sanitation
Supply Chain Management Office
Private Bag X313, Pretoria, 0001.
Tel: (012) 336-7418/898

Or

For technical information –
Zandisile Zenani - Cell: 082 654 8441

PRICE ADJUSTMENTS

A. NON-FIRM PRICES SUBJECT TO ESCALATION

1. IN CASES OF PERIOD CONTRACTS, NON FIRM PRICES WILL BE ADJUSTED (LOADED) WITH THE ASSESSED CONTRACT PRICE ADJUSTMENTS IMPLICIT IN NON FIRM PRICES WHEN CALCULATING THE COMPARATIVE PRICES
2. IN THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING FORMULA:

$$Pa = (1 - V)Pt \left(D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{D4t}{D4o} \right) + VPt$$

Where:

- Pa = The new escalated price to be calculated.
- (1-V)Pt = 85% of the original bid price.
Note that Pt must always be the original bid price and not an escalated price.
- D1, D2.. = Each factor of the bid price eg. labour, transport, clothing, footwear, etc.
The total of the various factors D1,D2...etc. must add up to 100%.
- R1t, R2t..... = Index figure obtained from new index (depends on the number of factors used).
- R1o, R2o = Index figure at time of bidding.
- VPt = 15% of the original bid price.
This portion of the bid price remains firm i.e. it is not subject to any price escalations.

3. The following index/indices must be used to calculate your bid price:

Index..... Dated..... Index..... Dated..... Index..... Dated.....
 Index..... Dated..... Index..... Dated..... Index..... Dated.....

4. FURNISH A BREAKDOWN OF YOUR PRICE IN TERMS OF ABOVE-MENTIONED FORMULA. THE TOTAL OF THE VARIOUS FACTORS MUST ADD UP TO 100%.

FACTOR (D1, D2 etc. eg. Labour, transport, material, etc.)	PERCENTAGE OF BID PRICE

FAILURE TO COMPLETE THE ABOVE WILL RESULT IN NO PRICE INCREASE ON A NON-FIRM PRICE

DEPARTMENT OF WATER AND SANITATION

BID W1028 (WTE)

**THE HIRE AND MAINTENANCE OF CHEMICAL TOILETS AND THE MAINTENANCE OF
CONSERVANCY TANKS FOR CONSTRUCTION EAST SITES FOR A PERIOD OF 36 MONTHS**

SECTION 5: SERVICE LEVEL AGREEMENT

CONTENTS

1. EXAMPLE OF SERVICE LEVEL AGREEMENT (NOT TO BE FILLED)



**DEPARTMENT OF WATER AND SANITATION
CHIEF DIRECTORATE CONSTRUCTION EAST**

PART A: SERVICE LEVEL AGREEMENT

**THE HIRE AND MAINTENANCE OF CHEMICAL TOILETS AND THE
MAINTENANCE OF TOILET PITS FOR CONSTRUCTION EAST SITES FOR A
PERIOD OF 36 MONTHS**

PART A: SERVICE LEVEL AGREEMENT (SLA)

BETWEEN

**DIRECTORATE: CONSTRUCTION MANAGEMENT
CONSTRUCTION EAST**

AND

(NAME OF COMPANY)

FOR THE PERIOD OF

36 Months

SERVICE LEVEL AGREEMENT (SLA)

ENTERED INTO BETWEEN

THE DEPARTMENT OF WATER AND SANITATION: CONSTRUCTION EAST
(Hereinafter referred to as DWA)

AND

(NAME OF COMPANY)
(Hereinafter referred to as The Service Provider "SP")

REGARDING CO-OPERATION IN PROVIDING SANITARY SERVICES AT THE DEPARTMENT OF
WATER AND SANITATION CONSTRUCTION EAST SITES SITUATED IN VERIOUS PROVINCES
IN SOUTH AFRICA

FOR THE PERIOD OF THIRTY SIX (36) MONTHS STARTING 201... ENDING -
..... 201...

PREAMBLE

The Department of Water and Sanitation under the Construction Management: CONSTRUCTION EAST Unit and (NAME OF COMPANY) hereinafter jointly referred to as “Parties” and separately as a “Party.

RECOGNIZING that this Agreement consist of

➤ Service Level Agreement

Desiring therefore to enter into a Service Level Agreement which will take account of Sanitary Services in all the premises and Construction sites of the Department of Water and Sanitation CONSTRUCTION EAST:

THE PARTIES AGREE AS FOLLOWS:

Objectives

1.1 The parties to this SLA undertook to abide by the provisions of Sanitary Services at the Department of Water and Sanitation: Construction East premises as listed below.

THE PURPOSE OF THE SERVICE LEVEL AGREEMENT (SLA)

The Hiring and servicing of Mobile Chemical Toilet services as per Minimum Specifications as listed at all Construction Unit facilities within **Chief Directorate: Construction East** with regard to:

- The Construction Sites in VARIOUS Provinces.
-
- WORK UNDER THIS SUB CONTRACT

The contractor will be required to perform the following service:

- Hiring and servicing of Mobile Chemical Toilet services at the Various Construction sites.
- The contractor /supplier will be issued with an order for the hiring and servicing of Mobile Chemical Toilets at the various construction sites. This provision of services will be on AS and WHEN required basis meaning that the department will request toilets on sites at different times for different periods as the Department's needs arises.
- Provision within the order amount will be made for more toilets than are needed at the time of signing this agreement to allow for future needs.
- Disposal of the waste as part of the servicing of the toilets must be done at a registered waste water treatment plant or facility catering for these types of toilets.
- A safe disposal certificates must be submitted with each invoice clearly indicating the quantities disposed thereof.
- The contractor must compile a servicing schedule to satisfy each toilet's needs but at least once a week each toilet must be inspected.
- Strict adherence to the Occupational Health and Safety (OHS) and Environmental legislations is a must. This includes the following: adhering to site instruction, wearing safety boots, safety helmet and mask when entering all construction sites.
- The department will not be responsible for any loss or damages incurred by the contractor, meaning the contractor must ensure that all toilets are insured in case of theft occurred.
- The contractor will be responsible for insurance to cover loss, theft or damage to the toilet structures and equipment supplied to the department. The Department do have private security guards on all sites to protect their assets and everything possible will be done to protect all the properties in the premises of the Department of Water and Sanitation – Construction East.

A) SERVICING SCHEDULED TIMES:

Servicing may be done during the following working hours 7h30 to 16h00 from Monday to Thursday but NOT on the following days or periods:

1. Fridays 14h00 to Mondays 7h00
2. All public holidays
3. The last Thursday and Friday of the month.
4. After servicing the mobile chemical toilet the successful bidder must contact the respective site foreman and safety officer for the signature of the job card. If the job card is not signed the invoice for that specific week will not be paid.

B) REQUIREMENTS FROM SUCCESSFUL BIDDER

Once the successful bidder is informed about his appointment and an order placed for his services he will submit the following within **7 days** for approval by client:

1. Materials data safety sheet for the chemicals to be used.
2. Type and technology of the toilets to be used.
3. Details of the disposal site to be used and a letter from the site management indicating their acceptance of the type of waste.

1. INTRODUCTION

The Head of the Chief Directorate (**Chief Director: Construction Management**) or his/her delegate herewith enters into a mutual binding Service Level Agreement (SLA) with The Service Provider in terms of Public Service Act.

It is herewith noted that the **Chief Director: Construction Management** is committed to provide reasonable resources e.g. manpower, equipment, etc. for the effective implementation of this SLA.

Service Level Agreement must be read and understood as per the entire content of standard work procedures.

2. STATEMENT OF COMMITMENT

This Service Level Agreement (SLA) requires thorough Management and staff's commitment to add value into the entire DWA business by implementing all aspects of health and safety. The SLA entered into will enable Chief Directorate: Construction Management to ensure that measures and standards are well implemented and complied with.

The Service Level Agreement (SLA) binds the **Chief Directorate: Construction Management** and The Service Provider (SP) together in order to commit them to provide effective, efficient and professional services at all **Chief Directorate: Construction's** facilities as highlighted in the bid document's specifications or in the scope of work in the event of non-bid lease contracts.

3. DIRECTORATE: CONSTRUCTION MANAGERMENTS' COMMITMENT

Service Level Agreement will be well managed and monitored to achieve Directorate Construction's intention of providing a safe and secure risk free work environment to all its customers, employees and subcontractors.

4. SERVICE LEVEL AGREEMENT CONTENT

The content of this agreement is by:

Chief Directorate: Construction Management:

Company: **DEPARTMENT OF WATER AND SANITATION: CONSTRUCTION**

In his / her capacity as:

AND

Service Provider Representative / Director:

Company:

In his / her capacity as:

The said Service Level Agreement was signed on the2013

At.....

5. OPERATIONAL MEETINGS

Meetings between **Chief Directorate: Construction Management** and **SP** will take place every first week of every month of the thirty six month contract / as per duration of contract period. Ad-hoc meetings may be called based on operational necessities or incidents. The minutes of those meetings will be kept by **Chief Directorate: Construction Management** administration section. The purpose of these meetings will be to improve the service rendered to Construction East facilities. Reports must be handed to **Chief Directorate: Construction Management** officials during the meetings.

6. RESOURCES

All resources specified in the tender document must be provided and any additional items in this agreement must be highlighted in writing and attached herewith as addendum(s).

7. ACTS OF MISCONDUCTS

The Service Level Agreement requires that The Service Provider (SP) is bound to solve problems associated with misconduct of his personnel and take necessary steps to correct such behavior. This aspect must be highlighted in operational meetings.

8. CAPACITY BUILDING

The Service Provider (SP) must provide (in all meetings) detailed reports on capacity building or community involvement activity. Capacity building may be in the form of in-house training, refreshment courses or any community involvement that the company has undertaken.

9. CONCLUSION

The **Chief Directorate: CONSTRUCTION EAST** represented by:

..... in his / her capacity asdated

AND

..... represented byin his /

her capacity as dated herewith sign the

Service Level Agreement, the aim of which is to provide a safe and secure risk-free work environment to all **Chief Directorate: Constructions'** employees, visitors.

In conclusion, **Chief Directorate: Construction Management** will ensure that this Service Level Agreement is professionally monitored and implemented by:

**ON BEHALF OF THE DEPARTMENT
(DWA: CONSTRUCTION EAST)**

Signed at On (day).....of (month)..... 20.....

.....
Full Name

.....
Signature

.....
Designation

AND

ON BEHALF OF THE SERVICE PROVIDER

(.....)

Signed at **On (day).....of (month)..... 20.....**

.....
Full Name

.....
Signature

.....
Designation