



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

REQUEST FOR QUOTATION

QUOTATION NUMBER: WQ-32701
DESCRIPTION: SUPPLY AND DELIVERY OF LABORATORY CONSUMABLES
DEPT CONTACT PERSON: RUBY MAFUNE
CONTACT NUMBER: 012 336 8244
DATE SOURCED: 06 FEBRUARY 2026

QUOTATION RESPONSES MUST SEND VIA EMAIL TO: Mafuner@dws.gov.za
CLOSING DATE FOR QUOTATION (S)

	DATE: 11 FEBRUARY 2026	TIME:	1	1	H	0	0
No	Item Description	Quant ity					
1	See below specification						

IMPORTANT INFORMATION

SERVICE PROVIDERS ARE REQUESTED TO ENSURE THE FOLLOWING BEFORE SUBMITTING RESPONSES

- All SBD documents provided with the quotation MUST be fully completed and signed (SBD 1, SBD 4, SBD 6.1 SBD 6.2 (if applicable))
- The signature dates MUST be in line with the current request for quotation
- All quotations MUST be inclusive of vat (if a supplier is a VAT Vendor).
- All items quoted must be correctly calculated
- Company's tax status on CSD MUST be compliant with SARS when submitting a quotation.
- In terms of branded items, the brand name, and the model to be supplied MUST be stipulated in the quotation.
- All quotations must be valid for 60 days
- Delivery period MUST be indicated on the quotation
- Late quotations will not be considered.
- Suppliers' attention is drawn on SBD 6.1 which must be used for claiming points for specific goals. Service providers are advised to use the formula on the Annexure A which provides guidance of how to calculate points to be claimed. Service providers are also encouraged to ensure that the ownership percentages used to calculate claimed points are accurate as these will be used in awarding the quotation as per PPR

NB: QUOTATIONS WILL BE AWARDED BASED ON THE HIGHEST SCORE FOR PRICE AND SPECIFIC GOALS COMBINED AND NO LONGER BASED ON THE LOWEST QUOTATION IN LINE WITH THE PPR 2022

SUPPLIERS ARE ADVISED TO REGULARLY CHECK THE DEPARTMENTAL WEBSITE <https://www.dws.gov.za/Tenders/Quotations> FOR OTHER QUOTATION OPPORTUNITIES THAT MIGHT BE RELEVANT TO THEIR LINE OF BUSINESS



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Enquiries: J. Lekekiso
Telephone: 082 908 2896
Reference: 4/3

Specification sheet for mass metrology calibrations of laboratory mass pieces

Table 1: Description of mass metrology calibrations for mass pieces

Nominal value (g)	Quantity
① Mass piece set 12 with 9 mass pieces calibrated at 5 decimal places	
0.001	1
0.002	1
0.005	1
0.010	1
0.020	1
0.050	1
0.100	1
0.200	1
0.500	1
② Mass piece set 10 with 19 mass pieces calibrated at 5 decimal places	
0.0010	1
0.0020	1
0.0050	1
0.0100	1
0.0200	1
0.0500	1
0.1000	1
0.2000	1
0.5000	1

1.0000	1
2.0000	2
5.0000	1
10.000	1
20.000	2
50.000	1
200.000	1
500.000	1

3

Mass piece set 13 with 13 mass pieces calibrated at 4 decimal places	
0.0500	1
0.1000	1
0.2000	1
0.5000	1
1.0000	1
2.0000	1
5.0000	1
10.000	1
20.000	1
50.000	1
100.000	1
200.000	1
500.000	1

4

Mass piece set 14 with 13 mass pieces calibrated at 4 decimal places	
0.0500	1
0.1000	1
0.2000	1
0.5000	1

1.0000	1
2.0000	1
5.0000	1
10.000	1
20.000	1
50.000	1
100.000	1
200.000	1
500.000	1
The supplier responsible for calibrations must be accredited for all the mass pieces/weights required. Subcontracting is not required.	
The facility responsible for the calibration of mass pieces/weights must collect the mass pieces and return them after calibrations at the following address: Resource Quality Information Services, Kwa-Mhlanga Road, Roodeplaatsdam, Pretoria, 0001.	

MANDATORY REQUIREMENTS		
Bidders must adhere to all the below mentioned requirements. Bids with deviations from the requirements/conditions SHALL be disqualified from further consideration.		
DESCRIPTION	DETAILS OF OFFER INDICATE COMPLIANCE BY A TICK (✓)	
	YES	NO
The facility responsible for the calibrations of mass pieces/weights must be accredited through SANAS or International Institution for calibration work in mass metrology. Please include a copy of SANAS or International Institution certificate of accreditation and schedule of accreditation.		

Submitted by: Lizzy Mokwena

Signature: *L. Mokwena*
DATE 11-11-2025

SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of institution	State

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:

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

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

a) The applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

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

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of 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:

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

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{min} = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

$$Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- 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	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women	5	
People with disability	5	
Youth (35 and below)	5	
Location of enterprise (Province)	2	
B-BBEE status level contributors from level 1 to 2 which are QSE or EME	3	
Total points for SPECIFIC GOALS	20	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

- 4.6. 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.

 SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME:
DATE:
ADDRESS:

