



**WATER  
RESEARCH  
COMMISSION**

**PART A INVITATION TO  
BID (SBD1)**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE WATER RESEARCH COMMISSION (WRC)</b>					
RFQ/P NUMBER:	<b>009/04/19-20</b>	CLOSING DATE:	<b>10 MAY 2019</b>	CLOSING TIME:	<b>11:00AM</b>
DESCRIPTION OF GOODS/SERVICES	<b>APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE COURIER SERVICES</b>				
<b>BID RESPONSE DOCUMENTS MAY BE EMAILED TO: <a href="mailto:quotations@wrc.org.za">quotations@wrc.org.za</a> (No hand delivered quotation or sent to a different email than the one specified shall not be accepted)</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	<b>SILAI MALISHA</b>		CONTACT PERSON	<b>LAWRENCE CHAUKE</b>	
TELEPHONE NUMBER	<b>012 761 9393</b>		TELEPHONE NUMBER	<b>012 761 9334</b>	
E-MAIL ADDRESS	<a href="mailto:silaim@wrc.org.za">silaim@wrc.org.za</a>		E-MAIL ADDRESS	<a href="mailto:lawrencec@wrc.org.za">lawrencec@wrc.org.za</a>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3 ]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b>					



**WATER  
RESEARCH  
COMMISSION**

**PART B**

**TERMS AND CONDITIONS FOR BIDDING**

**1. BID SUBMISSION:**

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED- (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

**2. TAX COMPLIANCE REQUIREMENTS**

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g. company resolution)

DATE: .....



WATER  
RESEARCH  
COMMISSION

**PART C**

**STANDARD BIDDING DOCUMENTS**

(SBD FORMS – SBD3.1, SBD4, SBD6.1 (where applicable), SBD8 and SBD9 should be fully completed and signed by the supplier/service provider). WRC reserves the right not to accept/eliminate/disqualify a quotation not accompanied by the completed prescribed SBD forms.

**SBD 3.1**

**PRICING SCHEDULE – FIRM PRICES  
(PURCHASES)**

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

NAME OF BIDDER: .....	RFQ/P NO.....
CLOSING DATE.....	CLOSING TIME <b>11:00</b>

OFFER TO BE VALID FOR **90** DAYS FROM THE CLOSING DATE OF RFQ/P.

**DESCRIPTION OF GOODS OR SERVICES:** .....

Item No.	QTY.	DESCRIPTION	PRICE (excl. VAT)

- Brand and model .....
- Country of origin .....
- Does offer comply with specification? \*YES/NO
- If not to specification, indicate deviation(s) .....
- Period required for delivery .....
- \*Delivery: Firm/not firm
- Delivery basis (all delivery costs must be included in the bid price) .....

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

**NB: This form is attached for you to furnish but please provide us with a Firm Price. You are also permitted to attach your own pricing schedule.**

**SBD 3.1 PRICING SCHEDULE – FIRM PRICES (PURCHASES)**

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING**



**PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

NAME OF BIDDER: ..... RFQ/P NO.....

CLOSING DATE..... CLOSING TIME **11:00**

OFFER TO BE VALID FOR **90** DAYS FROM THE CLOSING DATE OF RFQ/P.

**DESCRIPTION OF GOODS OR SERVICES:**

.....  
 ...  
 .....

Item No.	QTY.	DESCRIPTION	PRICE (excl. VAT)

- Brand and model .....
- Country of origin .....
- Does offer comply with specification? \*YES/NO
- If not to specification, indicate deviation(s) .....
- Period required for delivery .....  
 \*Delivery: Firm/not firm
- Delivery basis (all delivery costs must be included in the bid price) .....

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

**NB: This form is attached for you to furnish but please provide us with a Firm Price. You are also permitted to attach your own pricing schedule.**



## SBD 4 - DECLARATION OF INTEREST WITH GOVERNMENT

Any legal person, including persons employed by the State (meaning any national or provincial department; national or provincial public entity; or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999); any municipality or municipal entity; provincial legislature; national Assembly or the national Council of provinces; or Parliament), or persons having a kinship with persons employed by the State, including a blood relationship, may make an offer or offers in terms of this invitation to Bid (includes an advertised competitive Bid, a limited Bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting Bid, or part thereof, be awarded to persons employed by the State, or to persons connected with or related to them, it is required that the Bidder or his/her authorised representative, declare his/her position in relation to the evaluating/adjudicating authority where:

The Bidder is employed by the State; and/or

The legal person on whose behalf the Bidding Document is signed, has a relationship with persons/s person who is/are involved in the evaluation and or adjudication of the Bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and/or adjudication of the Bid.

In order to give effect to the above, the following questionnaire must be completed and submitted with this Bid:

Full Name of Bidder or his/her representative
Identity Number:
Position occupied in the Company (director, trustee, shareholder, member):
Registration number of company, enterprise, close corporation, partnership agreement
Tax Reference Number:
VAT Registration Number:
The names of all directors/trustees/shareholders/members, their individual identity numbers, tax reference numbers and, if applicable, employee/PERSAL numbers must be indicated in a separate



schedule including the following questions:	
Schedule attached with the above details for all directors/members/shareholders	
Are you or any person connected with the Bidder presently employed by the State? If so, furnish the following particulars in an attached schedule	YES / NO
<del>Name of person/ director/ trustee/ shareholder/member:</del> <del>Name of State institution at which you or the person connected to the Bidder is employed</del> <del>Position occupied in the State institution</del> Any other particulars:	
If you are presently employed by the State, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?	YES / NO
If Yes, did you attach proof of such authority to the Bid document? If No, furnish reasons for non-submission of such proof as an attached schedule (Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the Bid.)	
Did you or your spouse or any of the company's directors/ trustees /shareholders /members or their spouses conduct business with the State including any business units of the National Research Foundation in the previous twelve months?	YES / NO
If so, furnish particulars as an attached schedule: Do you, or any person connected with the Bidder, have any relationship (family, friend, other) with a person employed by the State and who may be involved with the evaluation and or adjudication of this Bid?	
If so, furnish particulars as an attached schedule.	

Do you or any of the directors/ trustees/ shareholders/ members of the company YES / NO



have any interest in any other related companies whether or not they are bidding for this contract?	
If so, furnish particulars as an attached schedule:	

**SBD 6.1 PREFERENCE POINTS CLAIMED**

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS, AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

**1. GENERAL CONDITIONS**

- 1.1. The following preference point systems are applicable to all bids:
  - 1.1.1. the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
  - 1.1.2. The 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2.
  - 1.2.1. The value of this bid is estimated to exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the ..... preference point system shall be applicable; or
  - 1.2.2. Either the 80/20 or 90/10 preference point system will be applicable to this tender (delete whichever is not applicable for this tender).
  - 1.2.3. Either the 80/20 or 90/10 preference point system will be applicable to this tender (delete whichever is not applicable for this tender).
- 1.3. Points for this bid shall be awarded for:
  - 1.3.1. Price; and
  - 1.3.2. B-BBEE Status Level of Contributor.
- 1.4. The maximum points for this bid are allocated as follows:





	<b>POINTS</b>
<b>PRICE</b>	
<b>B-BBEE STATUS LEVEL OF CONTRIBUTION</b>	
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>
<p>1.5. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.</p> <p>1.6. Water Research Commission reserves the right to require either of a bidder, before a bid is adjudicated or at any time subsequently, to substantiate any claim concerning preferences, in any manner required by Water Research Commission.</p> <p><b>2. DEFINITIONS</b></p> <p>2.1. <b>“B-BBEE”</b> means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;</p> <p>2.2. <b>“B-BBEE status level of contributor”</b> means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;</p> <p>2.3. <b>“bid”</b> means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;</p> <p>2.4. <b>“Broad-Based Black Economic Empowerment Act”</b> means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);</p> <p>2.5. <b>“EME”</b> means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;</p> <p>2.6. <b>“Functionality”</b> means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.</p> <p>2.7. <b>“prices”</b> includes all applicable taxes less all unconditional discounts;</p> <p>2.8. <b>“proof of B-BBEE status level of contributor”</b> means:</p> <p style="margin-left: 20px;">2.8.1. B-BBEE Status level certificate issued by an authorized body or person;</p> <p style="margin-left: 20px;">2.8.2. A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;</p> <p style="margin-left: 20px;">2.8.3. Any other requirement prescribed in terms of the B-BBEE Act;</p> <p>2.9. <b>“QSE”</b> means a qualifying small business enterprise in terms of a code of good practice on</p>	

black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

2.10. “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

### 3. POINTS AWARDED FOR PRICE

#### 3.1. THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$80/20 \qquad \qquad \qquad \text{or} \qquad \qquad 90/10$$

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

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

### 4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1. In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must 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)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

### 5. BID DECLARATION

5.1. Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:



**6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

6.1. B-BBEE Status Level of Contributor: = ..... (maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

**7. SUB-CONTRACTING**

7.1. Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1. If yes, indicate:

7.1.1.1. What percentage of the contract will be subcontracted.....%

7.1.1.2. The name of the sub-contractor.....

7.1.1.3. The B-BBEE status level of the sub-contractor.....

7.1.1.4. Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1.5. Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
<b>Black people</b>		
<b>Black people who are youth</b>		
<b>Black people who are women</b>		
<b>Black people with disabilities</b>		
<b>Black people living in rural or underdeveloped areas or townships</b>		
<b>Cooperative owned by black people</b>		
<b>Black people who are military veterans</b>		
<b>OR</b>		
<b>Any EME</b>		
<b>Any QSE</b>		

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1. Name of company/firm: .....

8.2. VAT registration number: .....

8.3. Company registration number.....

8.4. TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium



One-person business/sole propriety

Close corporation

Company

(Pty) Limited

[TICK APPLICABLE BOX]

8.5. DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....  
.....  
.....  
.....

8.6. COMPANY CLASSIFICATION

Manufacturer

Supplier

Professional service provider

Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7. Total number of years the company/firm has been in business: .....

8.8. I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

8.8.1. The information furnished is true and correct;

8.8.2. The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

8.8.3. In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

8.8.4. If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

8.8.4.1. disqualify the person from the bidding process;

8.8.4.2. recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

8.8.4.3. 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;

8.8.4.4. recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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  
 8.8.4.5. Forward the matter for criminal prosecution.

**SBD 8 - DECLARATION OF BIDDER'S PAST SCM PRACTICES**

Is the Bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? If Yes, furnish particulars as an attached schedule:	YES / NO
Is the Bidder or any of its directors listed on the Register for Tender Defaulters in terms of Section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? If Yes, furnish particulars as an attached schedule:	YES / NO
Was the Bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years? If Yes, furnish particulars as an attached schedule:	YES / NO
Was any contract between the Bidder and any Government entity terminated during the past five years because of failure to perform on or comply with the contract? If Yes, furnish particulars as an attached schedule:	YES / NO
The Database of Restricted Suppliers and Register for Tender Defaulters resides on the National Treasury's website ( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) and can be accessed by clicking on its link at the bottom of the home page.	

**SBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting this Bid in response to the invitation for the Bid made by the National Research Foundation, do hereby make the following statements that I certify to be true and complete in every respect:

I have read and I understand the contents of this Certificate;

I understand that the Bid will be disqualified if this Certificate is found not to be true and complete in every respect;



I am authorised by the Bidder to sign this Certificate, and to submit the Bid, on behalf of the Bidder;

Each person whose signature appears on the Bid has been authorised by the Bidder to determine the terms of, and to sign, the Bid on behalf of the Bidder;

For the purposes of this Certificate and the accompanying Bid, I understand that the word “competitor” shall include any individual or organisation, other than the Bidder, whether or not affiliated with the Bidder, who:

- a) Has been requested to submit a Bid in response to this Bid invitation;
- b) Could potentially submit a Bid in response to this Bid invitation, based on their qualifications, abilities or experience; and
- c) Provides the same goods and services as the Bidder and/or is in the same line of business as the Bidder

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 (meaning an association of persons for combining their expertise, property, capital, efforts, skill, and knowledge in an activity for the execution of the bid) will not be construed as collusive bidding.

In particular, without limiting the generality of paragraphs above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

- a) Prices;
- b) Geographical area where product or service will be rendered (market allocation);
- c) Methods, factors or formulas used to calculate prices;
- d) The intention or decision to submit or not to submit, a Bid;
- e) The submission of a Bid which does not meet the specifications and conditions of the Bid; or
- f) Bidding with the intention not to win the Bid.

In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this Bid invitation relates.

The terms of this 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 the bid or to the signing of the contract.



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

**COMPANY SIGNATURE CERTIFYING ALL SBD FORMS**

We are submitting a bid/quotation for the RFQ/P described under the TOR. The signature below confirms the completed SBD forms as correct and true.

<b>SBD 3.1</b>	<b><u>YES / NO</u></b>
<b>SBD 4</b>	<b><u>YES / NO</u></b>
<b>SBD 6.1</b>	<b><u>YES / NO</u></b>
<b>SBD 8</b>	<b><u>YES / NO</u></b>
<b>SBD 9</b>	<b><u>YES / NO</u></b>
Completed by:	
Signature:	
Company Name:	
Contact Telephone Number:	
Date:	
Company Stamp:	



## **PART D**

### **TERMS OF REFERENCE / SCOPE OF WORK / SPECIFICATION (to be attached or included under part C)**

#### **1. BACKGROUND**

The Water Research Commission (WRC) is a national entity established in terms of the Water Research Act (Act No 34 of 1971), to coordinate and fund water research in South Africa.

#### **2. SCOPE OF WORK**

To enable the WRC to deliver documents in a timeous manner, various documents and assets need to be couriered in the following areas:

- Nationwide, including outside major centers of South Africa
- Africa
- International

#### **3. SPECIFICATION/REQUIRED**

The following services are required for documents or assets to be collected from and delivered at any office of the WRC:

- Same day delivery: A door to door express service where collection is made from any office of the WRC immediately after a call has been made and delivered the same day to its destination
- Urgent pre 09:00 delivery: Where urgent documents or assets need to be delivered before 09:00 the following morning.
- Overnight Courier: For less important shipments of documents and or assets to be delivered before 17:00 the following day
- Budget or Economic service: For larger less important shipments that should be delivered between 24-48 hours after being collected from any office of the WRC
- Deliver parcels over weekends.**
- Deliver parcels on Public Holidays.**
- Do overnight door-to-door deliveries by 13:00 (ON 2 Schedule) on the next business day deliveries of parcel.**





## **International Courier Service**

All services listed should be available on weekends, after hours and international courier.

Various types of documents, assets and other items, of which examples are listed below, need to be couriered between employees and customers, as well contracted researchers of the WRC:

- Internal documentation i.e. employee pay slips, internal memorandums; magazines and letters (all internal documentation are considered to be confidential)
- External documentation to/from service providers i.e. contracts, letters, research deliverables etc. (all external documentation are considered to be confidential)
- External orders (magazines, research reports, books, posters, maps, DVDs)
- Bulk orders (exhibition stands, banners, magazine stands, promotional items, exhibition material)
- Any type of computer equipment
- Sim cards (not activated)

## **TRACKING FACILITY**

The service provider must avail the following facilities in place to keep track of the WRC parcels: -

- Internet tracking on all shipments sent from any office of the WRC.
- E-mail facility for communication purposes between WRC and the service provider.
- The service provider will give an accounts breakdown – Comparing of all transactions on invoices, waybills and delivery notes at the end of every month.

## **INSURANCE**

- The service provider must have the capability to provide adequate insurance cover upon request from WRC
- The service provider shall make a general provision for insurance cover, in respect of third-party liability cover.

## **CONTINGENCY PLAN**

- The service provider must have the capability to replace personnel assigned to the contract at short notice.
- The service provider must have the capability to continue with the service in case of a total breakdown of an electronic system.



## QUALITY STANDARDS

- The service provider must have minimum service standards for courier services of two years.
- The service provider must have a standard operational plan for this service in place.

## OUTPUT

- Economic (3-4 day) delivery of consignments (including boxes, banners, exhibition stands) of an average weight of 200 kg to major centers (e.g. Durban, Cape Town, and Johannesburg) around four times a year.
- Economic (3-4 day) delivery of consignments (including boxes, L 30 cm, H 30 cm, W 20 cm) of an average weight of 100 kg to major centers eight times a year
- Economic delivery (3-4 day) of 40 x 25kg (L 30 cm, H 30 cm, W 20 cm) boxes containing documentation to the country's major libraries 4 times a year
- Same day delivery of documentation up to 2 kg (estimated 15 times a month)
- Economic delivery of parcels of documents (A4 and A3) over 3 kg (nationally and internationally), around 20 a month
- Economic delivery of parcels of documents less than 3 kg (A4 and A3) (nationally and internationally), around 20 a month
- Next day delivery of contracts (around 100 a year)

## 4. MANDATORY REQUIREMENTS

### A.1

The bidder must be able to provide WRC with same day delivery service.	Comply	Not Comply
<b>Substantiate / Comments</b>		

### A.2

	<b>Comply</b>	<b>Not Comply</b>
The bidder must be able to attend to urgent pre 09:00 the following day deliveries.		
<b>Substantiate / Comments</b>		

### A.3

	<b>Comply</b>	<b>Not Comply</b>
The bidder must provide WRC with overnight courier pre 17:00 the following day deliveries.		



**Substantiate / Comments**

**A.4**

	<b>Comply</b>	<b>Not Comply</b>
The bidder must provide to WRC budget or economic service delivery within 24 to 48 hours.		
<b>Substantiate / Comments</b>		

**A.5**

	<b>Comply</b>	<b>Not Comply</b>
The bidder must provide the WRC with the international courier service.		
<b>Substantiate / Comments</b>		

**A.6**

	<b>Comply</b>	<b>Not Comply</b>
The bidder must provide all services listed above on weekends; after hours and international courier.		
<b>Substantiate / Comments</b>		

**A.7**

	<b>Comply</b>	<b>Not Comply</b>
The bidder must provide WRC with online track and trace of deliveries and the service must be available to designated WRC employees.		
<b>Substantiate / Comments</b>		

**A.8**

	<b>Comply</b>	<b>Not Comply</b>
The bidder must ensure that all goods are insured with an insurance company.		



**Substantiate / Comments**

**5. PREFERENTIAL PROCUREMENT POINTS ALLOCATION**

The Preferential Procurement Regulations points to be allocated to this RFQ is: **80/20**

**6. EVALUATION CRITERIA**

The tender will be evaluated in accordance with the PPPFA 80/20 principle against the following Criteria.

Note: Functionality scoring will be on the sliding scale as per the below table:

<b>SCORE</b>	<b>DESCRIPTION</b>
<b>1</b>	Poor
<b>2</b>	Average
<b>3</b>	Good
<b>4</b>	Very Good
<b>5</b>	Excellent

**Technical evaluation criteria:**

<b>No</b>	<b>Element</b>	<b>WEIGHTING</b>
1.	<p><b>Knowledge and Experience</b> in undertaking courier services. (Attach relevant Company Profile)</p> <ul style="list-style-type: none"> <li>□ Profile to cover footprint, scope of services, years of operation, company organogram, fleet. (Points to be allocated per item listed above.)</li> </ul>	30
2	<p><b>Service Standards:</b> The service provider must have a standard operational plan for this service in place. (please attach the operational plan)</p> <p>(Points to be allocated for presence of operational plan.)</p>	20
3	<p><b>Capability</b> (provide the short profile on the experience of the team who will be handling the assignment).</p> <p>(Points to be allocated for presence of team profiles)</p>	10



No	Element	WEIGHTING
4	<p><b>Contingency plan</b> (Service provider must illustrate the capability to replace personnel assigned to the contract at short notice).</p> <p>(Points to be allocated for presence of contingency plan)</p>	20
4	<p>References</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Attach 5 signed reference letters on client letterhead)</li> </ul> <p>(Points to be allocated for the presence of each signed reference letter on client letterhead)</p>	20
<b>FUNCTIONALITY</b>		100

**NB:** Service providers are expected to meet a **minimum threshold of 75%** on the above technical requirements in order to progress to the next phase of evaluation.

## 7. PRICING

The RFQ will be evaluated in terms of the Preferential Procurement Regulations (2011).

**Note:**

- Fees must be quoted in South African Rand.
- Price(s) quoted must be firm and inclusive of VAT where applicable.

Courier service providers to provide rates for the following example of services required:

Courier Services Required	Price (R)
<input type="checkbox"/> Economic (3-4 day) delivery of consignments (including boxes, banners, exhibition stands) of an average weight of 200 kg to major centers (e.g. Durban, Cape Town, and Johannesburg) around four times a year.	R
<input type="checkbox"/> Economic (3-4 day) delivery of consignments (including boxes, L 30 cm, H 30 cm, W 20 cm) of an average weight of 100 kg to major centers eight times a year	R
<input type="checkbox"/> Economic delivery (3-4 day) of 40 x 25kg (L 30 cm, H 30 cm, W 20 cm) boxes containing documentation to the country's major libraries 4 times a year	R



<input type="checkbox"/> Same day delivery of documentation up to 2 kg (estimated 15 times a month)	R
<input type="checkbox"/> Economic delivery of parcels of documents (A4 and A3) over 3 kg (nationally and internationally), around 20 a month	R
<input type="checkbox"/> Economic delivery of parcels of documents less than 3 kg (A4 and A3) (nationally and internationally), around 20 a month	R
<input type="checkbox"/> Next day delivery of contracts (around 100 a year)	R
<input type="checkbox"/> Economic (3-4 day) delivery of consignments (including boxes, banners, exhibition stands) of an average weight of 200 kg to major centers (e.g. Durban, Cape Town, and Johannesburg) around four times a year	R
Total Price (Excluding Vat)	R
VAT (15%)	R
Total Price (Including Vat)	R

## 8. INFORMATION SESSION

None

## 9. PERIOD / DURATION OF PROJECT / ASSIGNMENT

One (01) Year.

## 10. PAYMENT:

The WRC will be invoiced monthly according to the amount of services rendered payment will be affected 30 days from the date of the invoice.

## 11. STANDARD CONDITIONS OF THE TENDER

- i. **Bidders must complete SBD 3.1, SBD 4, SBD 6.1, SBD 8 and SBD 9;**
- ii. Bidders must also submit a **valid and original tax clearance certificate**; and a **valid B-BBEE certificate** (original or certified copy) to the WRC offices PRIOR to the closing date, if the WRC is not already in possession of these certificates;
- iii. WRC Supplier application form must be completed and signed (copy attached)
- iv. It is the responsibility of prospective bidders to ensure that all bid documents are submitted before the closing time and date of the tender;
- v. The WRC reserves the right to award or not to award this contract;
- vi. The WRC will enter into a formal contract with one successful bidder;



- vii. The WRC reserves the right to terminate the contract should the performance of the service provider be unsatisfactory;
- viii. Bids received after closing time and date will be classified as **LATE** and will **NOT** be considered;
- ix. Although adequate thought has been given in the drafting of this document, errors may occur which the WRC will not be responsible for;
- x. Any change of information provided in the tender document that may affect delivery of the service should be brought to the WRC's attention as soon as possible. Failure to comply with this may result in the contract being terminated;
- xi. Service providers presenting information intentionally incorrectly or fraudulently will be disqualified;
- xii. Service providers who have been declared insolvent and wish to do business with the WRC must have been rehabilitated and provide the necessary proof thereof;
- xiii. The WRC reserves the right to award, cancel or partially award this contract.
- xiv. The National Treasury General Conditions of Contract will be applicable to this tender (available on the National Treasury website);
- xv. Bidders must complete and attach all relevant standard bid document;
- xvi. All prices quoted must be VAT inclusive;
- xvii. Only those bidders, who have met the minimum functional criteria, as stipulated above, may be invited to present their proposal as required. Please note that bidders, who may be invited for presentations, may have their technical scores re-evaluated.
- xviii. For those bidders who have met the minimum functional criteria, as stipulated above, the WRC has the right to visit the business premises to verify the information provided in the tender documents; please note that bidders who may have their premises inspected, may have their technical scores re-evaluated.
- xix. Short-listed companies could be invited to present and discuss their proposals.
- xx. A service level agreement will be entered into between the WRC and the successful respondent.

## 12. CLOSING DATE AND TIME

- The closing date for the RFQ is **10 May 2019 @ 11h00AM**.
- Quotations should be sent to [quotations@wrc.org.za](mailto:quotations@wrc.org.za) to reach the WRC before 11h00am on the closing date and time.

## 13. ENQUIRIES

- For any technical enquiries and commercial enquiries please contact: the WRC Supply Chain Unit at [quotations@wrc.org.za](mailto:quotations@wrc.org.za)