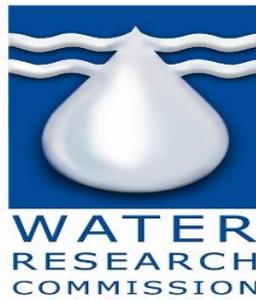




**PART A
INVITATION TO BID (SBD1)**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE WATER RESEARCH COMMISSION (WRC)					
RFQ/P NUMBER:	069/11/21-22	CLOSING DATE:	26 NOVEMBER 2021	CLOSING TIME:	24H00
DESCRIPTION OF GOODS/SERVICES	APPOINTMENT OF THE SERVICE PROVIDER FOR THE PROVISION OF TRAINING SERVICE: OCCUPATIONAL HEALTH AND SAFETY (OHS) ACT, OHS REPRESENTATIVES, FIRST AIDERS AND FIRE FIGHTERS				
BID RESPONSE DOCUMENTS MAY BE EMAILED TO: quotations@wrc.org.za (No hand delivered quotation or sent to a different email than the one specified shall not be accepted)					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	SCM		CONTACT PERSON	SCM	
TELEPHONE NUMBER	0127619300		TELEPHONE NUMBER	0127619300	
E-MAIL ADDRESS	quotations@wrc.org.za		E-MAIL ADDRESS	quotations@wrc.org.za	
SUPPLIER INFORMATION					
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	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) 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?	<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]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
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
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.					



**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:



**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 24h00

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 **24H00**

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

DESCRIPTION OF GOODS OR SERVICES:

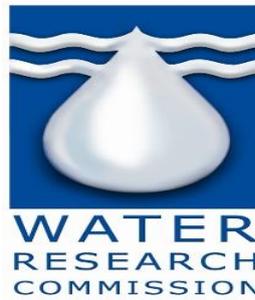
.....
 ...

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

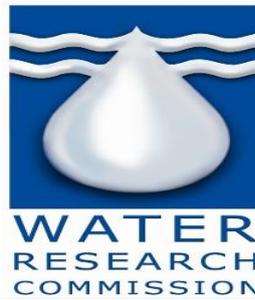
The legal person on whose behalf the Bidding Document is signed, has a relationship with persons/s person who is/are involved in the evaluation and or adjudication of the Bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts 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
Name of person/ director/ trustee/ shareholder/member:	
Name of State institution at which you or the person connected to the Bidder is employed	
Position occupied in the State institution	
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?	YES / NO
If so, furnish particulars as an attached schedule.	



Do you or any of the directors/ trustees/ shareholders/ members of the company have any interest in any other related companies whether or not they are bidding for this contract?	YES / NO
If so, furnish particulars as an attached schedule:	

SBD 6.1 PREFERENCE POINTS CLAIMED

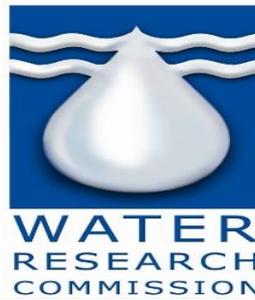
PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

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:

	POINTS
PRICE	
B-BBEE STATUS LEVEL OF CONTRIBUTION	
Total points for Price and B-BBEE must not exceed	100

- 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.
- 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.

2. DEFINITIONS

- 2.1. **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.2. **“B-BBEE status level of contributor”** 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;
- 2.3. **“bid”** 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;
- 2.4. **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.5. **“EME”** 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;
- 2.6. **“Functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- 2.7. **“prices”** includes all applicable taxes less all unconditional discounts;
- 2.8. **“proof of B-BBEE status level of contributor”** means:
- 2.8.1. B-BBEE Status level certificate issued by an authorized body or person;
 - 2.8.2. A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 2.8.3. Any other requirement prescribed in terms of the B-BBEE Act;
- 2.9. **“QSE”** means a qualifying small business 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;

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

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = 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		NO	
-----	--	----	--

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		NO	
-----	--	----	--

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 √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

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 (www.treasury.gov.za) 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.

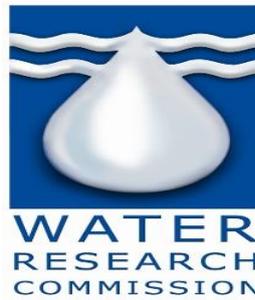
I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to Bids and contracts, Bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of 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.

SBD 3.1	<u>YES / NO</u>
SBD 4	<u>YES / NO</u>
SBD 6.1	<u>YES / NO</u>
SBD 8	<u>YES / NO</u>
SBD 9	<u>YES / NO</u>
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.

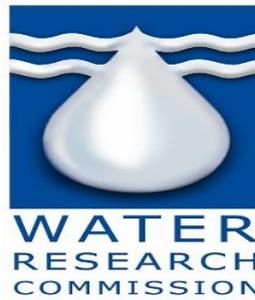
2. SCOPE OF WORK

WRC requires to train six staff members on the Occupational Health and Safety (OHS) Act and certify them as OHS Representatives, First Aiders and Fire Fighters.

3. SPECIFICATION/REQUIRED AND AREAS OF TRAINING AND CERTIFICATION

3.1 Occupational Health and Safety (OHS) Act and OHS Representatives (Three to Five days maximum)

- ✚ The Occupational Health and Safety (OHS) Act, OHS Representatives, First Aiding and Fire Fighting training must all be facilitated by the same service provider to ensure that all attendees are trained using the same content and materials.
- ✚ The duration of the Occupational Health and Safety (OHS) Act and OHS Representatives must be at least three to five days maximum.
- ✚ The service provider must include the Health and Safety representative course in the training so that upon completion of the training the six (6) staff members will be certified Health and Safety Representatives.
- ✚ The chosen service provider must provide catering for the attendees for the duration of the training i.e., breakfast and lunch..
- ✚ The successful service provider must be based in Pretoria and the overall Tshwane surroundings so that the employees don't have to commute long distance to get to the training facility.
- ✚ The training must be for a maximum period of three days and must take place preferably between January 2022 and mid-March 2022.



The training must include but not limited to the following components as part of the course content:

Health & Safety Representatives Course	Applying Safety, Health and Environment principles and procedures
- Explaining and the understanding of the Occupational Health and Safety Act 85 of 1993.	- Explaining and the understanding of the Occupational Health and Safety Act 85 of 1993.
- Understanding the various terminologies and definitions.	- Understanding the various terminologies and definitions.
- Duties of the employers (Sec 8) and employees (Sec 14) of the OHS Act 85 of 1993.	- Understanding the various terminologies and definitions.
- Safety Representatives (Sec 17) and their functions (Sec 18) of the OHS Act 85 of 1993.	- Safety Representatives (Sec 17) and their functions (Sec 18) of the OHS Act 85 of 1993.
- Safety Committees (Sec 19) and their functions (Sec 20) of the OHS Act 85 of 1993.	- Safety Committees (Sec 19) and their functions (Sec 20) of the OHS Act 85 of 1993.
- Identify Hazards, Effective workplace inspections	- Effectively identifying hazards, unsafe acts and unsafe conditions
- Case Study and assessment	<ul style="list-style-type: none"> - Effective HSE inspections at the workplace. - Variables that influence Occupational Health and Safety. Effective Communication, Safety Principles & Practices. - Effective HSE committee meetings and minute taking. - Environmental Awareness, Case Study and assessment.

Each service provider must submit the following:

- Profile of Training Facilitator with a minimum of 3 years training facilitation experience in Occupational, Health and Safety Act.
- The service provider must attach Course outline and duration of the training
- Experience in training in the above and organisation safety representatives
- Training delegates must be certified upon completion of training.



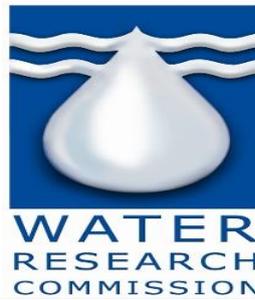
- Quotations should be based on cost per attendee
- The service providers to submit a minimum of three reference letters in relation to training facilitation experience in Occupational, Health and Safety Act.
- The providers must indicate the duration of the training.
- All providers to submit a company profile together with experience, qualifications, and accreditations of personnel.
- Service Providers should be in a position to provide valid certificates of competency in Occupational, Health and Safety that are issued by a person or organization approved by the chief inspector for this purpose.
- Certificate must be valid for at least two to three years and recognised by the Department of Labour and the Health and Welfare Sector Education and Training Authority (HWSETA)

3.2 First Aid Levels 1, 2 and 3 (Three to five days maximum)

The service provider must include the course outline for first aid levels 1, 2 and 3 so that upon completion of the training the six (6) staff members will be certified First Aiders. The chosen service provider must provide catering for the attendees for the duration of the training i.e., breakfast and lunch. The training must be for a maximum period of three to five days and must take place preferably between January 2022 and mid-March 2022. The first aid programmes must be aimed at members of the public and organizations complying with the Occupational Health and Safety Act (Act 85 of 1993) and must be combination course covering all three levels over a period of five days.

- ❖ During the course, participants must learn critical skills needed to attend to sick or injured persons until emergency medical services arrive to take over care and also learn how to manage bleeding, treat sprains and fractures, care for a person in shock as well as manage a patient who is choking or is in cardiac arrest.
- ❖ Use of an AED (automated external defibrillator) is included in the course. Participants of this course must receive a certificate which is valid for at least two to three years and recognised by the Department of Labour and the Health and Welfare Sector Education and Training Authority (HWSETA).
- ❖ The course must include both theory and practical to equip participants with both the knowledge and skill to perform lifesaving first aid. The training must include but not limited to the following components as part of the course content: First Aid Level 1 Courses content

First Aid Level 1 Courses content	First Aid Level 1 Courses content	First Aid Level 1 Courses content
Emergency Care	General Principals of First Aid.	General Principals of First Aid.
How to make an emergency call	Emergency Scene Management.	Emergency Scene Management.
Primary Surveys	Patient Assessment.	Patient Assessment.
Secondary Surveys	Cardiopulmonary Resuscitation.	Cardiopulmonary Resuscitation
Medical Emergencies	Choking, Shock, Injury Emergencies, Burns, Chest Injuries, Diabetes, Poisoning, Bites and stings	Choking, Shock, Dressing and Bandages, Injury Emergencies, Burns.



Injury Emergencies	Dressing, Bandages, HIV/Aids Basic Anatomy, Basic content of a First Aid Kit and Physiology.	Diabetes, Head and Spinal Injuries, Chest Injuries, Poisoning and Bites and stings.
Environmental Emergencies	Head and Spinal Injuries, Convulsions, Epilepsy, Environmental Emergencies and Transporting a patient.	Bites and stings, Environmental Emergencies, Water Emergencies, Emergency Childbirth, Convulsions and Epilepsy.
Cardio-Pulmonary Resuscitation	Eyes, ears and hand injuries.	Eyes, ears, and hand injuries, Transporting a patient, Basic Anatomy, HIV/Aids, and Physiology
First Aid Kit contents	Pelvic and abdominal injuries.	Pelvic and abdominal injuries.
How to treat a victim	Medical Emergencies.	Medical Emergencies and Basic content of a First Aid Kit.
Things to remember	Unconsciousness and Fainting.	Unconsciousness and Fainting.

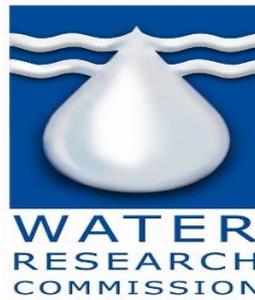
3.3 Basic Fire Training (one day maximum)

This must be a one (1) day instructor-led course, covering the basic fundamentals of Fire Fighting & Prevention.

- ❖ The purpose of this training intervention is to equip the participants with the relevant, basic information and skills to render immediate basic fire prevention and extinguishing techniques.
- ❖ Upon completion of this training participants must be able to demonstrate knowledge of working place fires, their probable causes, how to prevent them, how they are detected and how to apply emergency firefighting procedures.
- ❖ This training is designed for all employees responsible for workplace firefighting and appointed workplace firefighters, or persons who want to gain greater knowledge about workplace firefighting and basic fire prevention.
- ❖ It is useful to have a fire marshal complete this programme, as they act as the backup for the appointed workplace firefighter. Participants of this course must receive a certificate which is valid for at least two to three years and recognised by the Department of Labour and the Health and Welfare Sector Education and Training Authority (HWSETA).
- ❖ The training must include but not limited to the following components as part of the course content:

Basic Fire Fighting Course Content

- ✓ Fire Introduction
- ✓ Giving Warning of a Fire
- ✓ The Burning Process
- ✓ The Fire Tetrahedron
- ✓ Classes Of Fire, PPE, Water, Foam
- ✓ Extinguishing Mediums and Extinguishers
- ✓ Carbon Dioxide, Dry Chemical Powder
- ✓ How Fire Spreads, Fire Prevention and Fire Hose Reels
- ✓ Fire Equipment Requirements and Fire Hose Reels



- ✓ Methods Of Operation
- ✓ Operating Procedure
- ✓ Care And Maintenance of Fire Equipment
- ✓ Fire Buckets, Fire Blankets
- ✓ Lifting And Carrying Techniques and Getting Out Alive
- ✓ Fire Suppression with Hose and Hydrant Operations
- ✓ Types Of Fire Attacks and Emergency Plan Basics

We therefore require the quotation as per the Detailed Specification provided above.

4. INFORMATION SESSION

None

5. PERIOD / DURATION OF PROJECT / ASSIGNMENT

Three (03) to five (05) days

6. 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.

7. PREFERENTIAL PROCUREMENT POINTS ALLOCATION

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

8. EVALUATION CRITERIA

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

The received proposals will be evaluated in different phases in order to arrive to the final phase of bid award, and the phases will be as follows:

8.1 Phase One- Screening of the minimum requirements documents

8.2 Phase Two - Pre-qualification Evaluation

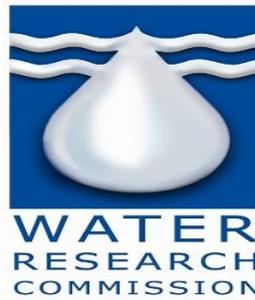
8.3 Phase three - Evaluation of bid responses using the scope of work/requirements

8.4 Phase four - Price and Preference (B-BBEE)

8.1 Phase One (1): Mandatory I Minimum Requirements Screening

In this phase All bids received will be verified for compliance and completeness of the submitted proposal per the below set of mandatory requirements. Bidders who fail to comply with the below requirements may be eliminated.

- Bid forms must be properly received on the bid closing date specified on the invitation, fully completed, dated and signed in ink.
- Bid forms must be properly fully completed, dated, signed in ink and initial every page of the bid.
- Submission of the bid document must be binded and is without tearing any pages off.



- Invitation to Bid (SBD 1) must be fully completed,
- Submission of a Valid SARS Tax Clearance Certificate together with Supplier SARS Tax Compliance Status Verification PIN to enable Water Research Commission to verify Tax Compliance status on SARS eFiling. \ NB: Bidders whom their Tax matters are not in order will not be considered for this bid.
- Submission of fully completed Pricing Schedule (Purchases - Goods - SBD 3.1),
- Submission of fully completed SBD 4 (Declaration of Interest),
- Submission of fully completed SBD 6.1 (Preference Claim Certificate),
- Submission of the original or certified B-BBEE Status Level Verification Certificate or original B-BBEE Sworn Affidavit in case of EME and QSE)
- Submission of fully completed SBD8 (Declaration of Bidders Past SCM Practice),
- Submission of fully completed SBD9 (Certificate of Independent Bid Determination),
- Business Registration Certificate e.g. CK 1, certificate of incorporation
- Familiarise yourself and Initial every page of the General Condition of Contract
- Submission of Central Supplier Database (CSD) Compliance History Report.

NB: Any bidders who did not sign and submit any of the requested documents may be disqualified.

8.2 Phase Two (2): Pre-Qualification Criteria

Bidders are required to submit the below listed requirements in order to comply with Phase two (2) of the evaluation; failure to comply with the pre-qualification shall lead to immediate elimination.

Only bidders who complied with the listed requirements will proceed to the next phase of evaluation.

Requirements	Requested document <i>attached</i> (YES) or <i>not attached</i> (NO)
	State the page or Annexure where the proof is attached
Profile of Training Facilitator with a minimum of 3 years training facilitation experience in Occupational, Health and Safety Act.	Page Number: _____ Annexure Number: _____
The service provider must attach a course outline of the training to be conducted and duration of the training.	Page Number: _____ Annexure Number: _____
Experience in training in the above and organisation safety representatives.	Page Number: _____ Annexure Number: _____
The service provider to submit a minimum of three signed reference letters in relation to training facilitation experience in Occupational, Health and Safety Act.	Page Number: _____ Annexure Number: _____
Service provider to submit a company profile together with experience, qualifications, and accreditations of	Page Number: _____ Annexure Number: _____



personnel.	
<p>Service Providers should be in a position to provide valid certificates of competency in Occupational, Health and Safety that are issued by a person or organization approved by the chief inspector for this purpose.</p> <p>Certificate must be valid for at least two to three years and recognised by the Department of Labour and the Health and Welfare Sector Education and Training Authority (HWSETA)</p>	<p>Page Number: _____</p> <p>Annexure Number: _____</p>

8.3. Phase Three (3) - Evaluation of bid responses using the scope of work/requirements:

The received bids will be evaluated against the requirements and any bidder that does not meet the requirement will be disqualified.

8.4. Phase Four (4) - Price and Preference (B-BBEE)

Service providers who comply with the requirements will be evaluated under Price and B-BBEE phase to determine the highest scoring bidder for recommendation.

9. 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.

10. STANDARD CONDITIONS OF THE TENDER

- Bidders must complete SBD 3.1, SBD 4, SBD 8 and SBD 9;**
- 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;
- WRC Supplier application form must be completed and signed (copy attached)
- It is the responsibility of prospective bidders to ensure that all bid documents are submitted before the closing time and date of the tender;
- The WRC reserves the right to award or not to award this contract;
- The WRC will enter into a formal contract with one successful bidder;
- 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.

11. CLOSING DATE AND TIME

- The closing date for the RFQ is **26 November 2021 @ 24h00**.
- Quotations should be sent to quotations@wrc.org.za to reach the WRC before 24h00 on the closing date and time.

12. ENQUIRIES

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