



Warning against tender scams: The WRC urges members of the public to report any suspicious Request for Quotation, Purchase Order or Letter of Award to its Fraud Hotline on 0800 227 007 or email: hotline@kpmg.co.za. If a request or procurement communication appears to be suspicious Suppliers are advised to contact the WRC Supply Chain Management office on 012 761 9300 to verify its authenticity

PART A INVITATION TO BID (SBD1)

RFQ/P NUMBER:	115/03/25-26	CLOSING DATE:	02 APRIL 2026	CLOSING TIME:	11h00
DESCRIPTION OF GOODS/SERVICES	<p style="text-align: center;">APPOINTMENT OF A SERVICE PROVIDER TO MANUFACTURE, SUPPLY, AND INSTALL INTERNAL SIGNAGE FOR THE WATER RESEARCH COMMISSION (WRC) NEW BUILDING</p> <p>Compulsory Site Visit</p> <ul style="list-style-type: none"> Attendance of site visit prior to submission of quotation is important Should the service provider wish to attend a site audit they must contact: SCM via email: quotations@wrc.org.za or Tel: 012 761 9300 Date: 26 March 2026 between 11:00 and 12:30. Please ask for Andre Lawrence at the gate to gain access to the site Please bring your hard hat and PPE to access construction site <p>NB: please note service providers may come for the site visit at their convenience during the above times</p> <p>Address: WRC offices at The Innovation Hub, 1 Mark Shuttleworth Street, Lynnwood, Pretoria, 0087</p>				
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)					
RFQ VALIDITY PERIOD: 90 DAYS					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Supply Chain Management		CONTACT PERSON	Supply Chain Management	
TELEPHONE NUMBER	012 761 9300		TELEPHONE NUMBER	012 761 9300	
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 SPECIFIC GOALS POINTS]					



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]
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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, 2022, 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 - SBD4, SBD6.1 (where applicable), 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.

SBD4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this 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:
.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 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.



.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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 consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying 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 of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

..... Signature Date
..... Position Name of bi

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



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

1.2 To be completed by the organ of state

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

(b) **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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:

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = 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:



80/20

or

90/10

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

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.)

Criteria	Weight	Sub-criteria
Total Price	80/100	Benchmark against lowest quote
Specific Goal	20/100	<p>Specific Goals points will be awarded to bidders according to their size of the firm as follows:</p> <ul style="list-style-type: none"> • Woman owned Business or Youth Owned Businesses or Businesses owned by people with disabilities:



		<p>a. 10 points to be awarded to Woman owned Business or Youth Owned Businesses or Businesses owned by people with disabilities (30% and above ownership %).</p> <ul style="list-style-type: none"> • B-BBEE Certificate: <ul style="list-style-type: none"> a. 10 points to be awarded to bidders based on the BBEE status level of contributor as indicated in the BBEE accreditation certification in line with the table indicated below. <table border="1"> <thead> <tr> <th>BBBEE LEVELS</th> <th>SCORES</th> </tr> </thead> <tbody> <tr> <td>Level 1</td> <td>10</td> </tr> <tr> <td>Level 2</td> <td>8</td> </tr> <tr> <td>Level 3</td> <td>6</td> </tr> <tr> <td>Level 4</td> <td>4</td> </tr> <tr> <td>Level 5</td> <td>2</td> </tr> </tbody> </table>	BBBEE LEVELS	SCORES	Level 1	10	Level 2	8	Level 3	6	Level 4	4	Level 5	2
BBBEE LEVELS	SCORES													
Level 1	10													
Level 2	8													
Level 3	6													
Level 4	4													
Level 5	2													

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 - Woman owned enterprises or Youth Owned enterprises or enterprises owned by people with disabilities (30% and above ownership %) and B-BBEE Status Level Of Contributor	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)
Woman owned enterprises or Youth Owned enterprises or enterprises owned by people with disabilities (30% and above ownership %)	10 Points	
B-BBEE Status Level	10 Points	
1	10	
2	8	
3	6	
4	4	
5	2	
Non-compliant contributor	0	

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:



PART D TERMS OF REFERENCE / SCOPE OF WORK

1. BACKGROUND AND INTRODUCTION

The WRC operates as legislated by the Water Research Act (Act 34 of 1971) and is an entity of national importance to ensure water security, support to the DWS and water sector stakeholders through funding of research entities (universities, consultants and SMMEs). The Primary Function of the WRC is to (1) Promote coordination, cooperation, and communication in water research; (2) Establish water research needs and priorities; (3) Stimulate and fund water research according to priority; (4) Promote the effective transfer of information and technology; and (5) Enhance knowledge and capacity building within the water sector.

2. SCOPE OF WORK: REQUIREMENT / SPECIFICATION

The objective of this request for quotation is to manufacture, supply, and install internal signage for the Water Research Commission (WRC) new building in Innovation Hub. This includes office door signs, boardroom signage, meeting room signage, kitchen and ablution signage, reception signage, functional room signage, and wayfinding signage.

2.1 Solution must satisfy the following need:

Manufacture, supply, and install signage for internal and external including:

- Offices
- Boardrooms
- Meeting rooms Reception areas
- Waiting areas
- Kitchens
- Parking Area
- Functional rooms (Server Room, Store Room, Control Room, Resource Centre, Printing Room, Workshop/Conference Room.)
- Provide wayfinding signage to guide staff and visitors to key internal areas.
- Ensure signage aligns with the WRC colour code
- Supply material samples, shop drawings, typography layout, and installation methodology for approval prior to production.
- Provide all labour, tools, materials, equipment, and fixings needed for installation.

2.2 Minimum Technical Specifications

- **Material:** Aluminium Composite Panel (ACP) or equally durable indoor & outdoor signage substrate.
- **Finish:** Smooth, durable, anti-glare laminate with UV-stable inks.
- **Print:** High-contrast vinyl print.
- **Typography:** Clear sans-serif font (Arial/Helvetica).
- **Mounting:** VHB/Hi-Bond double-sided tape, concealed pins, or appropriate fixings depending on surface.
- **Silver vinyl backing** required for glass-mounted signs.
- **Accessibility:** Braille/tactile lettering where required.



2.3 Signage Categories

- **Office door signs**
- **Boardroom and meeting room signs** (Congo, Zambezi, Lualaba, Acqua, Voda, Nile, Kasai, Moedi, Madi,)

Functional rooms:

- Server Room
- Ups rooms
- Control Room
- Resource Centre
- Wellness Room
- Printing Rooms
- Workshop/Conference Room
- Store Rooms

Shared areas:

- Reception
- Waiting Area
- Hot Desk Meeting Rooms
- Kitchen signages
- **Wayfinding signage** (directional arrows + labels)

Disclaimer signage

The supplier must produce and install disclaimer signage with the following wording:

- **2x** Parking Disclaimer Notice – “Parking at Your Own Risk” stickers A3 (297×420 mm) Chromadek or ACP Mounted at basement
- **1 x** Standing Board – Reception Outdoor Entrance metal with 2 poles A1 size (594×841 mm) Standing aluminium frame for placement at front parking

Disclaimer

The Water Research Commission (WRC), its employees, agents, service providers and/or contractors do not accept or take any responsibility or liability for the safe custody of, or damage to, any vehicle or articles therein, nor for any injury or loss to any person and/or property, whether direct or indirect, including but not limited to any negligent act or any cause whatsoever.

All vehicles parked are at the risk of the owner or driver.

All persons entering the premises do so at their own risk.

No smoking is permitted except in designated smoking areas.

The terms of this notice are severable. Should any legislation restrict or prohibit the effect of a part of this notice, such restriction or prohibition shall not invalidate the balance of this notice.



RIGHT OF ADMISSION IS RESERVED.

1x Access Control Disclaimer Sign silver colour (This Act is called the Control of Access to Public Premises and Vehicles Act, 1985) A1 size ACP To be mounted near access control Gate

A1. Office & Shared Spaces Signage (All must include room name + WRC logo)				
Category	Room Names / Examples	Qty	Size (Suggested)	Material
Office Signs	REC, WAIT, EA, SRM Offices, CEO Suite, Corporate Services Offices, Finance Offices	56	240×120 mm	ACP / Indoor signboard
Reception Area	Reception Identification Sign	1	400×200 mm	ACP
Waiting Area	Waiting Area Sign	1	240×120 mm	ACP
Kitchen Signs	Kitchen	2	300×150 mm	ACP
Ablution Signs	Male, Female	2	300×150 mm	ACP
Accessible Restroom	Accessible Toilet	1	300×150 mm	ACP + Icon
Pods / Booths	Cell Pods, Booths	3	200×100 mm	ACP
Hot Desk Meeting Rooms	HDM (Ground & First Floor)	2	240×120 mm	ACP
A2. Boardroom & Meeting Rooms (Updated)				
Boardroom / Meeting Room Name	Floor	Qty	Size	Material
Acqua	First Floor	1	320×150 mm	ACP
Voda	First Floor	1	320×150 mm	ACP
Nile	First Floor	1	320×150 mm	ACP
Kasai	First Floor	1	320×150 mm	ACP
Moedi	First Floor	1	300×150 mm	ACP
Madi	First Floor	1	300×150 mm	ACP
Zambezi	Ground Floor	1	320×150 mm	ACP
Congo	Ground Floor	1	320×150 mm	ACP
Lualaba	Ground Floor	1	300×150 mm	ACP



Total Meeting/Boardroom Signs: 9				
A3. Functional Room Signage				
Functional Room	Qty	Size	Material	Logo Requirement
Server Room	1	300×150 mm	ACP	Optional
Store Room	2	240×120 mm	ACP	Optional
Control Room	1	300×150 mm	ACP	Optional
Card Room	1	240×120 mm	ACP	Optional
Sick Room + Sick Bed	2	240×120 mm	ACP	Optional
Resource Centre	1	320×150 mm	ACP	Yes
Printing Room	1	240×120 mm	ACP	Optional
Workshop / Conference Room	1	300×150 mm	ACP	Yes
Functional Room Signage:10				
A4. Wayfinding Signage (Directional Signs)				
Description	Qty	Size	Material	Logo Requirement
Directional arrows (→ Boardrooms / ← Kitchen / → Ablutions / ↑ Offices)	6	350×120 mm	ACP	Yes – WRC logo bottom right
Floor indicator signs (GROUND FLOOR / FIRST FLOOR)	2	400×150 mm	ACP	Yes
Shared Facility Directions (Resource Centre, Server, Pods)	3	300×120 mm	ACP	Yes
A5 Parking Disclaimer Signage				
Type	Qty	Size	Material	Notes
Parking Notices – “Parking at Your Own Risk” stickers	2	A3 (297×420 mm)	Chromadek or ACP	Mounted at basement/official entry



Standing Board – Reception Outdoor Entrance metal with 2 poles	1	A1 size (594×841 mm)	Standing aluminium frame	For placement at front parking entrance
Access Control Disclaimer Sign white background colour	1 × A1 Standing Board with 2 poles (Parking at Your Own Risk)	1	ACP	To be mounted at the main entrance/access point must have WRC logo: “SECURITY NOTICE Access and egress to the premises are controlled in terms of the Control of Access to Public Premises and Vehicles Act 53 of 1985. All the persons entering the premises shall be subjected to electronic/physical search; the vehicle and/or possessions are subjected to physical inspection. The WRC security reserves the right to allow and deny access to the premises subject to compliance with the security regulations and/or measures. By order: The CEO Water Research Commission
Signage Type	Description	Quantity		
Office Door Signs	All individual offices	56		



	on Ground & First Floor			
Boardroom / Meeting Room Signs	Acqua, Voda, Nile, Kasai, Moedi, Madi, Zambezi, Congo, Lualaba	9		
Functional Room Signs	Server Room, Storerooms, Control Room, Card Room, Sick Room, Sick Bed, Resource Centre, Printing Room, Workshop/Conference, Pods, Hot Desk Rooms	15		
Kitchen Signs	Kitchens GF & FF	2		
Ablution Signs	Male, Female, Accessible	3		
Wayfinding / Directional Signs	Arrows, floor indicators, facility directions	11		
Disclaimer Signs (FINAL)	2 x A3 "At Your Own Risk" stickers	2		

A6. WRC Logo Requirement for All Open Spaces

All signage displayed in shared/open spaces (Reception, Waiting Areas, Kitchens, Ablutions, Wayfinding, Resource Centre, Shared Corridors, Boardrooms) MUST include the official WRC Logo in the top

2.4 Quantity summary

- Ground Floor signage: **15 rooms**
- First Floor signage: **41 rooms**
- Shared/functional areas: **8 rooms**
- **Total Internal Signage Estimated: ±58 signs**
- (Final quantity subject to site verification.)

2.5 WARRANTY & INSTALLATION

- 12-month workmanship warranty
- 24-month material durability warranty
- Installation must comply with WRC building access and safety protocols
- Supplier must replace any defective signage at no cost during warranty period



COMPULSORY SITE VISIT

- Attendance of site visit prior to submission of quotation is important
- Should the service provider wish to attend a site audit they must contact: SCM via email: quotations@wrc.org.za or Tel: 012 761 9300
- **Date: 26 March 2026** between 11:00 and 12:30. Please ask for **Andre Lawrence** at the gate to gain access to the site
- Please bring your **hard hat and PPE** to access construction site

NB: please note service providers may come for the site visit at their convenience during the above times

Service delivery location:

Address: WRC offices at The Innovation Hub, 1 Mark Shuttleworth Street, Lynnwood, Pretoria, 0087.

3. EVALUATION PHASES

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

- 3.1. Phase One – Screening of the minimum requirements documents
- 3.2. Phase two – mandatory requirements
- 3.2. Phase three – Specification compliance
- 3.3. Phase three – Price and Preference (Specific goals)

3.1 Phase One (1): Screening of the minimum requirements documents

In this phase All bids received will be verified for compliance and completeness of the submitted proposal per the below administrative requirements.

- Bid forms must be properly received on the bid closing date and time specified on the invitation, fully completed, dated.
- 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 SBD 4 (Declaration of Interest),
- Submission of fully completed SBD 6.1 (Preference points Claim for Specific goals),
- 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 Central Supplier Database (CSD) Compliance History Report.

3.2. Phase Two (2): Mandatory requirements

The successful service provider must meet the following mandatory requirements:



No	Mandatory requirements	Comply	Not Comply
3.2.1	Three (3) reference letters for similar signage installations NB: Appointment letters or purchase orders will not be accepted		
3.2.2	Portfolio of previous indoor signage work		
3.2.3	Project list (past 3–5 years) including client name, value, and description		
3.2.4	Company profile showing capability, resources, and experience		
3.2.5	Site visit attendance		

NB: bidders who do not comply with the mandatory requirements above will be disqualified

3.3. Phase Three (3): Specification compliance

Service providers submitting price quotations / proposals will be checked against the specification to ascertain compliance. Service providers who fail to fully comply with the specification requirements will be eliminated.

3.4. Phase Four (4): Price and Preference (Specific goals) Evaluation

Service providers who comply with set evaluation requirements will be evaluated under Price and Preference (Specific goals) phase.

List the specific goals applicable to this RFQ:

Criteria	Weight	Sub-criteria
Total Price	80/100	Benchmark against lowest quote
Specific Goal	20/100	<p>Specific Goals points will be awarded to bidders according to their size of the firm as follows:</p> <ul style="list-style-type: none"> • Woman owned Business or Youth Owned Businesses or Businesses owned by people with disabilities: <ul style="list-style-type: none"> a. 10 points to be awarded to Woman owned Business or Youth Owned Businesses or Businesses owned by people with disabilities (30% and above ownership %). • B-BBEE Certificate: <ul style="list-style-type: none"> a. 10 points to be awarded to bidders based on the BBEE status level of contributor as indicated in the BBEE accreditation certification in line with the table indicated below.



			BBBEE LEVELS	SCORES	
			Level 1	10	
			Level 2	8	
			Level 3	6	
			Level 4	4	
			Level 5	2	

4. PRICING SCHEDULE

The price quotations must be inclusive of all applicable taxes (including VAT):

Note

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

5. PERIOD / DURATION OF PROJECT / ASSIGNMENT

Once-off

6. PAYMENT:

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

7. STANDARD CONDITIONS OF THE TENDER

- i. **Bidders must complete SBD 4, SBD 6.1,**
- ii. Bidders must also submit a **valid tax clearance certificate**; and a **valid B-BBEE certificate** (original or certified copy) to the WRC offices PRIOR or by the closing date, if the WRC is not already in possession of these certificates;
- iii. It is the responsibility of prospective bidders to ensure that all bid documents are submitted before the closing time and date of the tender;
- iv. The WRC reserves the right to award or not to award this contract;
- v. The WRC will enter into a formal contract with one successful bidder;
- vi. The WRC reserves the right to terminate the contract should the performance of the service provider be unsatisfactory;
- vii. Bids received after closing time and date will be classified as **LATE** and will **NOT** be considered;
- viii. Although adequate thought has been given in the drafting of this document, errors may occur which the WRC will not be responsible for;
- ix. 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;
- x. 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; where applicable
- 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.

8. CLOSING DATE AND TIME

- The closing date for the RFQ is the **DATE 02 April 2026 @ 11h00**.
- Quotations should be sent to quotations@wrc.org.za to reach the WRC before **11h00** on the closing date and time.

9. ENQUIRIES

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