



## REQUEST FOR QUOTATIONS (RFQ)/ PROPOSALS (RFP) PROCUREMENT OF GOODS AND SERVICES

### DESCRIPTION OF WORK

**OPERATION AND MAINTENANCE OF THE WASTE-WATER TREATMENT  
PLANT (WWTP) AT EKANDUSTRIA INDUSTRIAL PARK FOR A PERIOD OF  
THREE (3) MONTHS.**

### QUOTATION DETAILS

QUOTATION NUMBER: WWTP- 26/01

**CLOSING Date: 22 JULY 2025**  
**Time: 16:00 pm**

**Compulsory Site Visit:**

Yes

No

**If Yes, Date and time of compulsory briefing  
session:**

**Date:**    **Time:** n/a

### DETAILS OF RESPONDENT

**Name of bidder:** .....

*Please indicated whether it is the original or copy, tick the applicable block*

ORIGINAL

COPY

## **REQUEST FOR QUOTATIONS (RFQ)**

### **1. GENERAL CONDITIONS OF THE RFQ:**

- 1.1. The 80/20 evaluation criteria for requirements with a Rand value of up to R50 000 000.00 (all applicable taxes included) will be used for this bid.
- 1.2. The value of this bid is estimated not to exceed R1 000 000.00 (all applicable taxes included).
- 1.1 Submit proof of Central Suppliers Database registration (**To be used to verify company information, including SARS tax status**)
- 1.2 Fully comply with the scope of work / service or (**Attached Scope of work / service**).
- 1.3 Submit valid quotation with company details including price, company address, registration number, VAT number (if applicable) and price fluctuation (**OR Attached Bill of Quantity**)
- 1.4 Complete Preference Point claim form in terms of the Preferential Procurement Regulations 2022
- 1.5 Complete declaration with regards to company/ Firm
- 1.6 Complete declaration certificate for local production and content
- 1.7 Complete declaration of bidders past supply chain management practices
- 1.8 Complete the Certificate of independent bid determination
- 1.9 Complete the declaration of Interest
- 1.10 This bid will **NOT** be evaluated on functionality

### **2. SCOPE OF WORK / SERVICE OR ITEM(S) REQUIRED ( or separate document outlining the detailed specifications to be attached here)**

No.	Scope of Work/ Services / Deliverables
1.	OPERATION AND MAINTENANCE OF THE WASTE-WATER TREATMENT PLANT (WWTP) AT EKANDUSTRIA INDUSTRIAL PARK FOR A PERIOD OF THREE (3) MONTHS.

## **SUBMISSION OF PROPOSALS AND ENQUIRIES MUST BE DIRECTED TO THE FOLLOWING EMAIL:**

[scm@mega.gov.za](mailto:scm@mega.gov.za)

### **Late submissions**

**MEGA will not consider any late request for quotations (s).**

## SCOPE OF WORK/SERVICE

The winning bidder will be expected to undertake the following services:

- 1.1. Maintaining the Waste-Water Treatment Plant (WWTP) and networks, including attending to incidental emergencies.
- 1.2. Monthly wastewater quality monitoring, sampling and testing.
- 1.3. Daily operation and monitoring of the WWTP site, including management of the WWTW asset.
- 1.4. Providing monthly, quarterly and, where applicable, annual reports to the relevant MEGA management office.
- 1.5. Achieving Green drop status in treatment quality- **Refer to DWA compliance requirements.**
- 1.6. Attending regular and/or monthly on-site meetings with the facilities management company and/or designated MEGA official/s to monitor status and functioning of the WWTW.
- 1.7. Providing standby personnel for emergency purposes.
- 1.8. Listing and providing critical maintenance equipment and tools.
- 1.9. Providing information on pipe leaks/damage as per the standard reporting format monthly.
- 1.10. Providing emergency call-out system, i.e. telephone/cellphone numbers of contactable personnel, and ensure that the emergency turnaround time is 24 hours.
- 1.11. Providing materials relevant for treatment works maintenance. Such materials may be stored at the WWTW at the discretion of the service provider.

## PROFILE OF THE BIDDING ENTITY

Prospective tenderers may submit bids as single entities or may enter into consortia or sub-contracting arrangements, but must nevertheless offer the range of skills, resources and experience to comprehensively respond to the requirements of this bid.

The individual team members' skills and experience in combination with the organizational experience will be reflected as the tendering entity's skills and experience. The tenderer will be held accountable for ensuring project deliverables and for the professional conduct as well as integrity of its team members. The tenderer is expected to ensure compliance and proper functioning of the facility.

The Tenderer must, amongst other things, demonstrate the following:

- a) Internal professional capacity (through appropriately qualified personnel) and experience in similar projects and programmes;

- b) Knowledge of national and international best practices;
- c) Knowledge of the wastewater treatment plant operations; and
- d) Possession of the necessary multi-disciplinary technical capability to execute all phases of the works.

*Note: A lead team member may perform more than one (1) function but must then be able to meet the requirements for each of the roles for which the team member is proposed for.*

## EVALUATION CRITERIA

The two-stage tender evaluation and awarding process will be used to adjudicate the tender documents that will be submitted by potential bidders. The stages are described as follows:

- a) Stage 1 - Responsiveness assessment: Tenders evaluated for responsiveness based on the mandatory requirements stated.
- b) Stage 2 – Quantitative assessment: Financial offer (tender price) and special goals

<b>MANDATORY REQUIREMENTS</b>	
<b>(Failure to meet the below requirement(s), the bidder will be disqualified)</b>	
1.	<p><b>Detailed Proposal that outlines:</b></p> <ul style="list-style-type: none"> <li>a) The operation and monitoring of the Wastewater Treatment site</li> <li>b) Execution Plan including Detailed Organogram Showing Project team members and their roles</li> <li>c) Monitoring quality, sampling and testing protocols</li> <li>d) Occupational Health &amp; Safety (OHS) protocols at the WWTP</li> <li>e) Risk and mitigation measures</li> <li>f) Operating and maintenance services</li> </ul>
2.	<p>A letter of Good Standing, issued by the <b>Compensation Fund</b> in terms of the Compensation for Occupational Injuries and Diseases Act (COIDA), 1993 must be attached. The certificate must be valid as at the closing date of the bid. <b>A letter of intent will not be accepted</b></p>
3.	<p><b>Joint Venture:</b> Joint Venture agreement to be attached and signed by all parties.</p>

4.	Fully completed pricing schedule
5.	CV's and Certified educational qualifications of professional personnel
6.	<b>CIDB Grading – 2 ME or higher</b>

\* Bidders who submit information that is fraudulent, factually untrue or inaccurate will be disqualified.

## ESTIMATED COST OF OPERATING AND MAINTAINING THE WWTW FOR THREE MONTHS

Item No.	Description	Unit	Qty	Rate	Amount
1.	<b>Section 1: Administration / Contract Compliance</b>				
1.1	<b><u>Fixed monthly charges</u></b>				
1.1.1	<b>Legal and Contractual requirements</b>	Sum	1		
1.1.2	<b>Site/Operator Facilities</b>				
	a) Office / storage requirements	Sum	1		
1.1.3	<b>Operation and maintenance of the facility for 3 months</b>				
1.1.4	<b>Waste Quality Monitoring, Sampling &amp; Testing</b>	Sum	1		
	a) Routine Tests to be done (number/month) (rate to include all consumable items i.e. additional glassware, chemicals, etc.).				
1.1.5	<b>Data Logging / Record Keeping</b>				
	a) Provision for the recording of rainfalls, site / miscellaneous occurrences, water test / sampling results etc. by the Operator	Sum	1		
1.1.6	<b>Operating Manual</b>				
	a) Preparation of an Operating Manual covering the full spectrum of site / equipment operations and maintenance requirements	Sum	1		
1.1.7	<b>Handover of Site after 3 months</b>				
	a) Allowance for other miscellaneous requirements associated within handover of site (Tenderer to specify)	Sum	1		
			1		
1.1.8	<b>Site Security</b>				
	a) Security Personnel	Sum	1		
	b) Any additional Security measures/Equipment.	Sum	1		
1.1.9	<b>Company and Head Office overheads</b>				
	a) General Administration	Sum	1		
	b) other (Tenderer must specify)	Sum	1		
1.1.1	<b>Remedial Work</b>				
0	a) Maintenance Filter	Sum	1		
	b) Electrician	Sum	1		
	c) Fitter/Electrician Assistant	Sum	1		
	d) Casual Labour	Sum	1		
	e) Other specialised work (Tenderer must specify)	Sum	1		

Item No.	Description	Unit	Qty	Rate	Amount
2	<b>Section 2: ROUTINE OPERATING AND MAINTENANCE RELATED ITEMS</b>				
2.1	Staff and Personnel (Tenderer to submit minimum qualifications of suitable persons to be appointed) a) Site Supervisor b) Plant Operator/s c) Labourer d) Other (Tenderer must specify)	3 months			
2.2	Other Personnel (Tenderer must specify) a) Store man b) Driver c) Other (Tenderer must specify)	3 months			
2.3	<b>Tools Equipment</b> a) Allowance for the hire specific tools and equipment necessary to undertake the maintenance tasks as specified. <b>Tenderer to specify</b> b) Allowance for the purchase of specific tools and equipment necessary to undertake the maintenance tasks as specified. <b>Tenderer to specify</b>	Sum	1		
2.4					
2.4.1	<b>Routine Maintenance Services</b>		1		
2.4.2	General administrative tasks associated with the operation and maintenance of the site.		1		
2.4.3	Routine maintenance of all existing grounds and security fencing as specified.	Sum	1		
	Routine maintenance of all existing plant and equipment as specified.	Sum			
2.5					
2.5.1	<b>Consumables</b> All consumables deemed necessary to carry out maintenance tasks specified e.g. Lubricating oil, grease, paint etc.	Sum	1		
2.6		Sum			
2.6.1	<b>Chlorination System</b>		1		
2.6.2	Chlorine		1		
2.6.3	Hire chlorine cylinders		1		
2.6.4	Hire chlorine tanks and cradle		1		

2.7 2.7.1	Hire containers (only where applicable)  <b>Removal of Screenings</b> Clearing of the skip monthly and removal of all screenings to an approved Landfill Site	Sum Sum Sum Sum  Sum	1		
<b>TOTAL AMOUNT FOR THREE (3) MONTHS EXCLUDING VAT</b>		<b>R</b>			
<b>VAT AMOUNT @15%</b>		<b>R</b>			
<b>TOTAL FIXEDTENDER AMOUNT FOR THREE MONTHS</b>		<b>R</b>			



## **STANDARD BIDDING DOCUMENTS**

## BIDDER'S DISCLOSURE- SBD 4

### 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 interest<sup>1</sup> 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 State institution

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<sup>1</sup> 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.

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:

.....  
.....

### **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 consortium<sup>2</sup> 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.

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<sup>2</sup> 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.

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 bidder

## SBD 6.1

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

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

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

#### 1. GENERAL CONDITIONS

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

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

#### 1.2 To be completed by the organ of state

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

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

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

#### 1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	
Enterprise owned by Black people	4
Enterprise owned by Women	4
Enterprise owned by Youth	4
Enterprise owned by Disabled	4
Enterprise owned by SMME's-QSE and EME	4
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

- 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:

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

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:

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

Where

- Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmax = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

***(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)***

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)***

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprise owned by Black people	N/A	4	N/A	
Enterprise owned by Women	N/A	4	N/A	
Enterprise owned by Youth	N/A	4	N/A	
Enterprise owned by Disabled	N/A	4	N/A	
Enterprise owned by SMME's-QSE and EME	N/A	4	N/A	

#### 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:** .....

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