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FQ/SM 76/27

SUPPLY AND DELIVERY OF GOODS

SUPPLY, DELIVERY AND OFFLOADING OF WATER AND WASTEWATER TREATMENT AND DISINFECTION CHEMICALS

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PART A: INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE STELLENBOSCH MUNICIPALITY					
FQ NUMBER:	**76/27**	CLOSING DATE:	**08 OCTOBER 2026**	CLOSING TIME:	**14:00**
DESCRIPTION	**SUPPLY, DELIVERY AND OFFLOADING OF WATER AND WASTEWATER TREATMENT AND DISINFECTION CHEMICALS**				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)* **Stellenbosch Municipality, Town Hall Complex, Plein Street, Stellenbosch.**					

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		**OR**	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE OR ORIGINAL SWORN AFFIDAVIT [TICK APPLICABLE BOX]	☐ Yes ☐ No		CONTRIBUTOR FACTOR (1 – 20)		
LOCALITY [TICK APPLICABLE BOX]	☐ Yes ☐ 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?	☐Yes ☐No [IF YES ENCLOSE PROOF]	**ARE YOU A FOREIGN BASED SUPPLIER FOR** THE GOODS /SERVICES /WORKS OFFERED?	☐Yes ☐ No [IF YES, ANSWER PART B:3]
CRS no	TOTAL BID PRICE (Brought forward from MBD 3.1)		**R**
SIGNATURE OF BIDDER		DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED			

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		**TECHNICAL INFORMATION MAY BE DIRECTED TO:**	
DEPARTMENT	FINANCE – SCM	DEPARTMENT	Infrustructure services
CONTACT PERSON	Adeline Ramadie	CONTACT PERSON	Retief Ras
TELEPHONE NUMBER	021 808 8719	TELEPHONE NUMBER	021 808 8258
E-MAIL ADDRESS	Adeline.ramadie@stellenbosch.gov.za	E-MAIL ADDRESS	Retief.Ras@stellenbosch.gov.za

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 ONLINE**

1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE STELLENBOSCH SUPPLY CHAIN MANAGEMENT POLICY, THE STELLENBOSCH PREFERENTIAL PROCUREMENT POLICY,THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.

2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.

2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.

2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.

2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.

2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO

3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO

3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO

3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ 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 ABOVE.

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.

THE MUNICIPALITY RESERVES THE RIGHT TO ACCEPT ALL, SOME, OR NONE OF THE BIDS SUBMITTED EITHER WHOLLY OR IN PART — AND IT IS NOT OBLIGATED TO ACCEPT THE LOWEST BID.

SIGNATURE OF BIDDER: ……

CAPACITY UNDER WHICH THIS BID IS SIGNED: ……

DATE: ……

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PART B: TECHNICAL SPECIFICATIONS, PRICING SCHEDULE AND CHECKLIST

11. Technical specifications
12. Pricing schedule (MBD 3.1)

CHECK LIST FOR COMPLETENESS OF BID DOCUMENT

The bidder is required to complete the following checklist in order to ensure that the necessary documentation, as required, is attached to this bid document and that all declarations are signed by the bidder:

(*Mark with "X" where applicable)

Items to be checked	Yes	No	Comments
1. Completed and signed MBD 1			
2. Authority to sign bid			
3. Completed the pricing schedule (MBD 3.1)			
4. Completed and signed declaration of interest (MBD 4)			
5. Completed and signed declaration in order to claim preference points (MBD 6.1) and attached a certified copy or original B-BBEE certificate as well as proof of address to claim locality points Copy of the B-BBEE Certificate issued by a Verification Agency accredited by SANAS or the original Sworn Affidavit must be attached (NB! BBBEE CERTIFICATES CAN BE VERIFIED WITH THE VERIFICATION AGENCY BUT A SWORN AFFIDAVIT MUST BE AN ORIGINAL AND NOT A COPY TO BE ELIGIBLE FOR BBBEE POINTS)			
6. Completed and signed declaration of bidder's past supply chain management practices (MBD 8)			
7. Completed and signed certificate of independent bid determination (MBD 9)			
8. Completed and signed certificate for municipal services and payments to service providers and attached a copy of your municipal account which is not older than 90 days			
9. Signed declaration for understanding and complying with technical specifications			
10. Bidder to initial every page of this bid document			

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)……CERTIFY THAT THE INFORMATION FURNISHED ON THIS CHECK LIST IS TRUE AND CORRECT.

…….. **……**

Name (print) **Signature**

……. **……**

Position **Date**

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YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF STELLENBOSCH MUNICIPALITY

REQUEST FOR FORMAL QUOTATION NUMBER: 76/27

REQUEST QUOTATION DESCRIPTION: SUPPLY, DELIVERY AND OFFLOADING OF WATER AND WASTEWATER TREATMENT AND DISINFECTION CHEMICALS

CLOSING DATE: 08 OCTOBER 2026

TIME: 14:00

Bid documents can be obtained from the Supply Chain Management Unit, 1ST floor, Plein Street , Stellenbosch 08h00 and 15:00. A non-refundable fee of R50-00 is payable to Stellenbosch Municipality. Alternatively, the bid documents can be downloaded from our website at www.stellenbosch.gov.za by following the Supply Chain Management link.

Enquiries can be directed as follows:

Type of enquiry	Contact person	Tel no	Email address
Bidding procedures and documents	Adeline Ramadie	021 808 8719	Adeline.ramadie@stellenbosch.gov.za
Technical enquiries	Retief Ras	021 808 8258	Retief.ras@stellenbosch.gov.za

Bids may only be submitted on the bid documentation provided by the municipality and must remain valid for 90 days after bid closing.

Bids must be submitted in a sealed envelope. The quotation number and quotation description must appear on the outside of the envelope. Bidders that fail to adhere to this requirement will be disqualified at the bid opening.

Bids must be deposited in the **bid box**, located at the entrance of the Municipal Offices of Stellenbosch Municipality, Ground floor, Plein Street , Stellenbosch, by no later than the date and time as specified above. This quotation box is open 24/7. Telephonic, telex, facsimile, e-mail and late bids will not be accepted.

Bids will be opened in public in the Supply Chain Management Conference room at the 1st Floor , Room 101B, Plein Street , Stellenbosch. The lowest, only or any bid shall not necessarily be accepted and the municipality reserves the right to accept any part of the bid or to withdraw the invitation to bid.

This bid shall be evaluated on the 80/20 preference points system in terms of the Stellenbosch Preferential Procurement Policy effective from 16 January 2023 in accordance with the Preferential Procurement Regulations that was promulgated by the Minister of Finance on 04 November 2022 in Government Gazette No 47452

Prospective bidders must familiarise themselves with the content of Stellenbosch Municipality's Supply Chain Management Policy and must be registered on the **Central Supplier Database (CSD)** if they wish to conduct business with the municipality. The General Conditions of Contract is applicable.

GM METTLER
STELLENBOSCH MUNICIPALITY

AUTHORITY TO SIGN A BID

SOLE PROPRIETOR (SINGLE OWNER BUSINESS) AND NATURAL PERSON

I, _____, the undersigned, hereby confirm that I am the sole owner

of the business trading as _____.

OR

I, _____, the undersigned, hereby confirm that I am submitting this tender in my capacity as natural person.

SIGNATURE:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

COMPANIES AND CLOSE CORPORATIONS

If a Bidder is a COMPANY, a certified copy of the resolution by the board of directors, duly signed, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is, before the closing time and date of the bid

In the case of a CLOSE CORPORATION (CC) submitting a bid, a resolution by its members, authorizing a member or other official of the corporation to sign the documents on their behalf, shall be included with the bid.

PARTICULARS OF RESOLUTION BY BOARD OF DIRECTORS OF THE COMPANY/MEMBERS OF THE CC

Date Resolution was taken	
Resolution signed by (name and surname)	
Capacity	
Name and surname of delegated Authorised Signatory	
Capacity	
Specimen Signature	

Full name and surname of ALL Director(s) / Member (s)			

Is a CERTIFIED COPY of the resolution attached?	YES		NO	

SIGNED ON BEHALF OF COMPANY / CC:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

1. Taxes and duties

1.1. A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

1.2. A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

1.3. No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order.

1.4. No contract shall be concluded with any bidder whose municipal rates and taxes and municipal services charges are in arrears.

2. Transfer of contracts

The contractor shall not abandon, transfer, cede, assign or sublet a contract or part thereof without the written permission of the purchaser.

3. Amendment of contracts

No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.

4. Prohibition of restrictive practices.

4.1. In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is / are or a contractor(s) was / were involved in collusive bidding.

4.2. If a bidder(s) or contractor(s) based on reasonable grounds or evidence obtained by the purchaser has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in section 59 of the Competition Act No 89 0f 1998.

4.3. If a bidder(s) or contractor(s) has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

General Conditions of Contract (revised July 2015)

GENERAL CONDITIONS

1. Sealed FQ's, with the **"FQ Number and Title"** clearly endorsed on the envelope, must be deposited in the **tender box** at the offices of the Stellenbosch Municipality, Plein Street, Stellenbosch.
2. The tender must be lodged by the Tenderer in the tender box in the Main Hall Entrance, Stellenbosch Municipal Offices, Plein Street, Stellenbosch

PLEASE NOTE:

2.1. FQ's that are deposited in the incorrect box will not be considered.

2.2. Mailed, telegraphic or faxed FQ's will not be accepted.

2.3. Documents may only be completed in non-erasable ink.

2.4. The use of correction fluid/tape is not allowed.

2.4.1. In the event of a mistake having been made, it shall be crossed out in ink and be accompanied by an initial at each and every alteration.

2.4.2. Alterations or deletions not signed by the Tenderer may render the tender invalid.

2.5. All bids must be submitted in writing on the official forms supplied (not to be re-typed)

2.6. All prices shall be quoted in South African currency and be **INCLUSIVE of VAT.**

2.7 It is a requirement of this contract that the amount of value-added tax (VAT) must be shown clearly on each invoice.

2.8 The amended Value-Added Tax Act requires that a Tax Invoice for supplies in excess of R5 000 should, in addition to the other required information, also disclose the VAT registration number of the recipient, with effect from 08 January 2016. The VAT registration number of the Stellenbosch Municipality is **4700102181.**

3. Any FQ received after the appointed time for the closing of FQ's shall not be considered but shall be filed unopened with the other FQ's received or may be returned to the Tenderer at his request.
4. FQ's may not be telefaxed to the Municipality and therefore any FQ's received by fax will **not** be considered.
5. FQ's shall be opened in public at the Stellenbosch Municipal Offices as soon as possible after the closing time for the receipt of tenders.
6. The Municipality shall have the right to summarily disqualify any Tenderer who, either at the date of submission of this tender or at the date of its award, is indebted to the Municipality in respect of any rental, levies, rates and/or service charges; ALTERNATIVELY;

6.1. That an agreement be signed whereby the Tenderer agrees that a percentage or fixed amount at the discretion of the Municipality, be deducted from payments due to him for this tender, until the debt is paid in full.

6.2. The tenderer shall declare **all** the Municipal account numbers in the Stellenbosch Area for which the enterprise or the proprietors or directors in their personal capacity is/ are responsible or co-responsible.

7. This bid will be evaluated and adjudicated according to the following criteria:

7.1. Relevant specifications

7.2. Value for money

7.3. Capability to execute the contract

7.4. PPPFA & associated regulations

7.5. Stellenbosch Municipality Preferential Procurement Policy and SCM Policy

MBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state[1].
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid:

3.1.	**Full Name of bidder or his or her representative**	
3.2.	**Identity Number**	
3.3.	**Position occupied in the Company (director, shareholder [2] etc.)**	
3.4.	**Company Registration Number**	
3.5.	**Tax Reference Number**	
3.6.	**VAT Registration Number**	

3.7.	**Are you presently in the service of the state?**	**YES**		**NO**	
3.7.1.	If so, furnish particulars:				
3.8.	**Have you been in the service of the state for the past twelve months?**	**YES**		**NO**	
3.8.1.	If so, furnish particulars:				

[1] *MSCM Regulations: "in the service of the state" means to be –*

a. a member of –
i. any municipal council;
ii. any provincial legislature; or
iii. the National Assembly or the National Council of Provinces;
b. a member of the board of directors of any municipal entity;
c. an official of any municipality or municipal entity;
d. an employee of 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);
e. an executive member of the accounting authority of any national or provincial public entity; or
f. an employee of Parliament or a provincial legislature.

[2] *"Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.*

3.9.	**Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?**	**YES**		**NO**	
3.9.1.	If so, furnish particulars:				
3.10.	**Are you aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?**	**YES**		**NO**	
3.10.1.	If so, furnish particulars:				
3.11.	**Are any of the company's directors, managers, principal shareholders or stakeholders in the service of the state?**	**YES**		**NO**	
3.11.1.	If so, furnish particulars:				
3.12.	**Is any spouse, child or parent of the company's directors, managers, principal shareholders or stakeholders in the service of the state?**	**YES**		**NO**	
3.12.1.	If so, furnish particulars:				
3.13.	**Do you or any of the directors, trustees, managers, principal shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?**	**YES**		**NO**	
3.13.1.	If so, furnish particulars:				

3.14.	Please provide the following information on ALL directors/shareholders/trustees/members below:		
Full Name and Surname	**Identity Number**	**Personal Income Tax Number**	**Provide State[3] Employee Number**

NB:

a) **PLEASE ATTACH CERTIFIED COPY(IES) OF ID DOCUMENT(S)**

b) **PLEASE PROVIDE PERSONAL INCOME TAX NUMBERS FOR ALL DIRECTORS / SHAREHOLDERS / TRUSTEES / MEMBERS, ETC.**

4. DECLARATION

I, the undersigned (name) _____, certify that the information furnished in paragraph 3 above is correct.

I accept that the state may act against me should this declaration prove to be false.

SIGNATURE		DATE	
NAME OF SIGNATORY			
POSITION			
NAME OF COMPANY			

[3] *MSCM Regulations: "in the service of the state" means to be –*

a. a member of –
  i. any municipal council;
  ii. any provincial legislature; or
  iii. the National Assembly or the National Council of Provinces;
b. a member of the board of directors of any municipal entity;
c. an official of any municipality or municipal entity;
d. an employee of 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);
e. an executive member of the accounting authority of any national or provincial public entity; or
f. *an employee of Parliament or a provincial legislature.*

MBD6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 – PURCHASES/SERVICES 80/20

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, 2022 and the Stellenbosch Preferential Procurement Policy 2026/2027

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 and any other applicable preference

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

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

1.2

(a) The value of this bid is estimated to not exceed R300 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable

1.3 Points for this bid shall be awarded for:

(b) Price;

(c) B-BBEE Status Level of Contributor. and

(d) Locality of supplier

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	10
LOCALITY (See definitions)	10
Total points for Price and Preferences 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 Failure on the part of a bidder to submit proof of Locality together with the bid, will be interpreted to mean that preference points for Locality are not claimed.

1.7 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

(a) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

(b) "**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;

(c) **"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;

(d) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

(e) **"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;

(f) **"functionality"** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.

(g) "**Locality**" means the local suppliers and/or service providers that business offices are within the Municipal area of Stellenbosch (WC024).

(h) **"price"** includes all applicable taxes less all unconditional discounts;

(i) **"proof of B-BBEE status level of contributor"** means:

1) B-BBEE Status level certificate issued by an authorized body or person;

2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;

3) Any other requirement prescribed in terms of the B-BBEE Act;

(j) **"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;

(k) "**Specific goals**" means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994;

(l) **"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. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

4. POINTS AWARDED FOR PRICE

4.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

4.2 FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME-GENERATING PROCUREMENT

4.3 POINTS AWARDED FOR PRICE

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

80/20

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmax = Price of highest acceptable bid

5. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

5.1 In terms of Regulation 4 (2) and 5 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining a specific goal specified for the tender

5.2 The tendering conditions will stipulate the specific goals, as contemplated in section 2(1)(d)(ii) of the Preferential Procurement Act, be attained.

5.3 A maximum of 20 points (80/20 preference points system), must be allocated for specific goals. These goals are :

(a) contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender or disability;

(b) Promotion of enterprises located in the municipal area (WCO24)

5.4 Regarding par 5.3 (a) at least 50% of the 20 points must be allocated to promote this goal and points will be allocated in terms of the BBBEE scorecard as follows.

B-BBEE Status Level of Contributor	Number of Points for 80/20 Preference Points System
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

5.5 A tenderer must submit proof of its BBBEE status level contributor.

5.6 A tenderer failing to submit proof of BBBEE status level of contributor –

5.6.1 may only score in terms of the 80-point formula for price; and

5.6.2 scores 0 points out of 10/5 BBBEE status level of contributor, which is in line with section 2 (1) (d) (i) of the Act, where the supplier or service provider did not provide proof thereof.

5.7 Regarding par 5.3 (b) a maximum of 50% of the 20 points must be allocated to promote this goal. Maximum points will be allocated as follows.

Locality of supplier	Number of Points for 80/20 Preference Points System
Within the boundaries of the municipality	10
Outside of the boundaries of the municipality	0

The maximum will be proportionately adjusted depending on the number of points allocated for this goal. E.G., 40% will equate to 8 points.

6. BID DECLARATION

6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution and/or Locality must complete the following:

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

7.1 B-BBEE Status Level of Contributor: . = ……(maximum of 10 points)

(Points claimed in respect of paragraph 7.1 must be substantiated by relevant proof of B-BBEE status level of contributor.)

7.2 Within the boundaries of Stellenbosch Municipality (WC024)?

YES		NO	

Locality of supplier: = …… (10 points)

Address - ……

……

……

(Points claimed in respect of paragraph 7.2 must be substantiated by relevant proof that the business premises is situated in the Municipal area of Stellenbosch (WC024). A valid municipal account or proof of valid lease agreement must be attached)

8. SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted?

(***Tick applicable box***)

YES		NO	

8.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted.....%
ii) The name of the sub-contractor……..
iii) The B-BBEE status level of the sub-contractor.....
iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise

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		

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

9.1 Name of company/firm:…….

9.2 VAT registration number:……

9.3 Company registration number:……

9.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

……

……

9.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[*TICK APPLICABLE BOX*]

9.7 MUNICIPAL INFORMATION

Municipality where business is situated: …….

Registered Account Number: ……

Stand Number:…….

9.8 Total number of years the company/firm has been in business:……

9.9 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:

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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

iv) If the B-BBEE status level of contributor/Locality points 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 –

(a) disqualify the person from the bidding 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 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

(e) forward the matter for criminal prosecution.

SIGNATURE OF BIDDER(S):			
WITNESS 1:		WITNESS 2:	
DATE:			
ADDRESS:			

PLEASE COMPLETE IN FULL YOUR OWN AFFIDAVIT TO CLAIM POINTS

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE – GENERAL (DRAFT EXAMPLE)

(DO NOT USE. USE NEW/APPLICABLE TEMPLATE)

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.

2. I am a Member / Director / Owner (**Select one**) of the following enterprise and am duly authorised to act on its behalf: NB!

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Vat Number (If applicable)	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"
Definition of "Black Designated Groups"	"Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National YouthCommission Act of 1996; (c) Black people who are persons with disabilities as defined inthe Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a militaryveteran in terms of the Military Veterans Act 18 of 2011;"

DRAFT - DO NOT USE

3. I hereby declare under Oath that:

- The Enterprise is_____% Black Owned using the flow-through principle as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is_____% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is_____% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
    - Black Youth % =_____%
    - Black Disabled % =_____%
    - Black Unemployed % =_____%
    - Black People living in Rural areas % =_____%
    - Black Military Veterans % =_____%
- Based on the Audited Financial Statements/Financial Statements and other information available on the latest financial year-end of_____(DD/MM/YYYY), the annua NB! Revenue was R10,000,000.00 (Ten Million Rands) or less
- Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	**Level One** (135% B-BBEE procurement recognitionlevel)	
At least 51% Black Owned	**Level Two** (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	**Level Four** (100% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature:_____

Date :_____

NB! ORIGINALLY CERTIFIED/ NOT COPY

_____

Commissioner of Oaths

Signature & stamp

Date

DRAFT – DO NOT USE

MBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This Municipal Bidding Document must form part of all bids invited.
2. It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be rejected if that bidder, or any of its directors have:-
   a) abused the municipality's/municipal entity's supply chain management system or committed any improper conduct in relation to such system;
   b) been convicted for fraud or corruption during the past five years;
   c) willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
   d) been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).

4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

ITEM	QUESTION	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the audi alteram partem rule was applied).	**Yes**	**No**
4.1.1	If so, furnish particulars:		
4.2	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)? (To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	**Yes**	**No**
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	**Yes**	**No**
4.3.1	If so, furnish particulars:		

4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality/municipal entity, or to any other municipality/municipal entity, that is in arrears for more than three months	**Yes**	**No**
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality/ municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	**Yes**	**No**
4.5.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED

…….
(FULL NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT. I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME BY THE MUNICIPALITY SHOULD THIS DECLARATION PROVE TO BE FALSE.

…… **…….**
SIGNATURE **DATE**

…… **…….**
POSITION **NAME OF BIDDER**

DECLARATION: CERTIFICATE FOR MUNICIPAL SERVICES AND PAYMENTS TO SERVICE PROVIDERS

PART A: PROPERTY OWNED BY ENTERPRISE OR DIRECTORS
Please complete the following if property is owned by the enterprise, the proprietors, directors or partners in their personal capacity, obtain the confirmation of the relevant municipality and attach a copy of their municipal account(s) which are not older than 90 days. (Refer MBD 4 paragraph 4)
Name of account holder: …… Account number: …… Name of account holder: …… Account number: …… Name of account holder: …… Account number: ……

PART B: PROPERTY LEASED BY ENTERPRISE OR DIRECTORS
Please attach a sworn affidavit or a copy of your lease agreement if the property is leased by the enterprise or the proprietors or directors in their personal capacity, for which the aforementioned is not responsible for payment of municipal rates and taxes.

PART C: WHERE PROPERTY IS NOT OWNED OR LEASED BY ENTERPRISE OR DIRECTORS
Please attach a sworn affidavit from the proprietor or director of the enterprise confirming that the enterprise does not own or lease any property and that the aforementioned is not responsible for payment of any municipal rates and taxes.

I,……., the undersigned, certify that the information furnished on this declaration form is correct and that I/we have no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 90 days.

…… ……

Signature for and on behalf of the bidder Date

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Municipal Bidding Document (MBD) must form part of all bids[1] invited.

2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).[2] Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:

   a. take all reasonable steps to prevent such abuse;

   b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and

   c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:-

[1] Includes price quotations, advertised competitive bids, limited bids and proposals.
[2] Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

_____
(Bid Number and Description)

in response to the invitation for the bid made by **Stellenbosch Municipality**

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf

of: _____ that:
(Name of Bidder)

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

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

8. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;

9. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;

10. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, 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.

11. 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[3] will not be construed as collusive bidding.

12. In particular, without limiting the generality of paragraphs 6 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.

[3] 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.

13. 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.

14. 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.

15. 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.

…… ……

SIGNATURE **DATE**

…… ……

POSITION **NAME OF BIDDER**

RESPONSIVENESS AND EVALUATION CRITERIA

1. **RESPONSIVENESS CRITERIA**

No bid will be considered by Stellenbosch Municipality unless it meets the following responsiveness criteria (for the bid to be considered responsive, the bid must meet the following requirements):

a) Bidders must ensure that they are registered on the Central Supplier Database (CSD), if they wish to conduct business with the Municipality.

b) Enquiries regarding the above can be directed to:

Contact persons	Tel no	Email address
Nicolene Hamilton	021 8088594	Nicolene.hamilton@stellenbosch.gov.za

2. Stellenbosch Municipality will reject a bid in terms of the following:

a) If any municipal rates and taxes or municipal service charges owed by the bidder or any of its directors to this of any other municipality or municipal entity, are in arrears for more than three months (90 days).

b) The name of the company of any of its director(s) names appear on the list of Tender Defaulters or restricted suppliers as published by National Treasury.

3. The following completed documents must be submitted or provided as part of the bid submission:

a) Copy of the B-BBEE Certificate issued by a Verification Agency accredited by SANAS or the

original Sworn Affidavit must be attached

(NB! BBBEE CERTIFICATES CAN BE VERIFIED WITH THE VERIFICATION AGENCY BUT A SWORN AFFIDAVIT MUST BE AN ORIGINAL AND NOT A COPY TO BE ELIGIBLE FOR BBBEE POINTS)

A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification certificate for every separate bid.

b) Completed and signed declaration of interest form (MBD 4).

4. No bids will be accepted unless the bid documentation as issued by the municipality is utilised.

5. The awarding of this bid is subject to the following:

a) Relevant technical specifications as stated in this bid document;
b) Attendance of compulsory site meetings, as may be applicable;
c) Proper completion of this bid document and signing of declarations
d) Documents as indicated in MBD 1.
e) Any special conditions of contract as stipulated in this bid document.

6. Persons aggrieved by decisions or actions taken in the implementation of this supply chain management system, may lodge within 14 days of the decision or action, a written objection or complaint against the decision or action.

7. **Inducements, rewards, gifts and favours to municipalities, officials and other role players**

a) No person who is a provider or prospective provider of goods or services, or a recipient or prospective recipient of goods disposed or to be disposed of may either directly or through a representation intermediary promise, offer or grant any inducement or reward to the Stellenbosch Municipality for or in connection with the award of a contract;

b) The accounting officer must promptly report any alleged contravention of subparagraph

(1) to the National Treasury for considering whether the offending person, and any representative or intermediary through which such person is alleged to have acted, should be listed in the National Treasury's database of persons prohibited from doing business with the public sector.

8. **Telephonic, facsimile, electronic/ emailed and late bids will not be accepted.**

9. Bids shall be declare invalid, and shall be endorsed and recorded as such in the bid opening record by the responsible official to open the bid, in the following instances:
   a) If the bid is not sealed;
   b) if the bid including the bid price amount, where applicable is not submitted on the official pricing schedule;
   c) if the bid is not completed in non-erasable ink; or
   d) NO correction fluid/tape may be used
   e) if the name of the bidder is not stated, or is indecipherable

10. A bid will not be invalidated if the amount in words and the amount in figures do not correspond, in which case the amount in words shall be read out at the bid opening and shall be deemed to be the bid amount.

11. The official bid document must be fully completed in indelible ink.

12. All requested relevant and/ or additional documentation such as compliance certificates, professional registration, artisan qualification, etc., must be attached behind the bid document.

13. If the entity submitting a bid is a joint venture or consortium or partnership, each party to that formation must submit all the above information.

14. The bidder must adhere to the pricing instructions.

15. The Bidder's details must be provided.

16. The necessary document authorising the representative to sign and submit the bid on the bidder's behalf must be completed and signed.

17. The bid must comply with all the minimum technical specifications.

18. Alternative offers may be submitted by the bidder. The municipality is under no obligation to accept alternative offers.

19. **EVALUATION OF BIDS**

   a) All bids received shall be evaluated in terms of the Municipal Supply Chain Management Regulations, the Preferential Procurement Policy Framework Act no 5 of 2000, the Stellenbosch Preferential Procurement Policy of 2026/2027 in accordance with Preferential Procurement Regulations of 2022.

   b) The municipality reserves the right to accept all, some, or none of the bids submitted — either wholly or in part — and it is not obligated to accept the lowest bid.

PART C: TECHNICAL SPECIFICATIONS AND PRICING SCHEDULE

The following minimum specifications are applicable and must be complied with.

NB:	Service providers are required to read and study the specification, its general condition of contract, as well as the instructions to them very carefully before submitting their offers.

All bids received shall be evaluated in terms of the Municipal Supply Chain Management Regulations, the Preferential Procurement Policy Framework Act no 5 of 2000, the Stellenbosch Preferential Procurement Policy of 2026/2027 in accordance with Preferential Procurement Regulations of 2022.

SUPPLY, DELIVERY AND OFFLOADING OF WATER AND WASTEWATER TREATMENT AND DISINFECTION CHEMICALS SCOPE:

This contract is for the supply and delivery of process and other chemicals in accordance with the requirements of this document and as detailed in the Schedule of Rates. Stellenbosch Municipality intend to appoint one service provider per chemical to provide the specific chemicals as per the pricing schedule.

Service sites are within the Stellenbosch Municipal area (WC024 area):

LOCATION OF STELLENBOSCH WASTEWATER TREATMENT PLANT

Stellenbosch Municipality		
Treatment Works	***Location***	***GPS***
Stellenbosch Wastewater Treatment Works	*Access from Adam Tas Rd, into Vredenburg Road*	*Long: 18.82488* *Lat: -33.94312*
Idas Vally Water Treatment Works	*Cnr of Dahlia St & Botmanskop Way, Idas Vally.*	*Long:*18.888263 *Lat :* -33.924584

1. SAFETY:

1.1.1. The tenderer must comply with the relevant conditions of the Occupational Health and Safety Act.

1.1.2. The tenderer must provide emergency contact details of a responsible person who can deal with any situation arising from a delivery or any other problem directly linked to the use of the chemical supplied.

1.1.3. The tenderer shall provide proof that the chemicals which are to be supplied under the proposed contract have been certified as being safe for the use in drinking water applications. Such proof shall be obtained from a reputable national or international organization.

2. TRANSPORT AND DELIVERY OF CHEMICALS

2.1.1. Tendered prices must include for the supply, delivery and offloading of the chemicals in the respective sites.

2.1.2. Items must be delivered in working hours within 2 working days of placing of the official order.

2.1.3. Deliveries to reach sites during normal working hours between the hours of 08H00 and 16H00, unless otherwise agreed by the Superintendent/Manager of the Works.

2.1.4. Tenderers must acquaint themselves with the condition of the access roads/delivery points to ensure effective deliveries.

2.1.5. Tenderers must take note that there are no lifting and offloading equipment on any of the delivery sites. Tenderers must make use of their own equipment and manpower for offloading.

NOTE: ***Tender prices must include all delivery, offloading and stacking costs.***

3. AWARDING OF TENDERS

Tenderers may tender for the supply and delivery of any one of the chemicals or all the items. The intention is to appoint one service provider per chemical.

4. TRANSPORT AND DELIVERY OF CHEMICALS

4.1.1. The successful tenderer must submit a certificate of analysis with every delivery.

4.1.2. The successful Tenderer shall give timeous notice to the Superintendent Water Treatment if unable to provide the product tendered.

5. GENERAL

Stellenbosch Municipality may accept or reject any tender offer and may cancel the tender process or reject all tender offers at any time before the formation of a contract. Stellenbosch Municipality may, prior to the award of the tender, cancel a tender if:

(a) due to changed circumstances, there is no longer a need for the services, works or goods requested; or

(b) funds are no longer available to cover the total envisaged expenditure; or

(c) no acceptable tenders are received; or

(d) there is a material irregularity in the tender process.

Stellenbosch Municipality shall not accept or incur any liability to a tenderer for such cancellation or rejection, but will give written reasons for such action upon receiving a written request to do so.

6. MATERIAL SPECIFICATIONS

MS. 1 POLYELECTROLYTE

MS. 2 SODIUM HYPOCHLORITE

MS. 3 CALCIUM HYPOCHLORITE (CHIPS & TABLETS)

MS. 4 LIQUID ALUMINIUM SULPHATE

MS. 5 WHITE HYDRATED LIME

MS. 6 SODIUM ALUMINATE

MS. 7 CAUSTIC SODA

MS. 8 CITRIC ACID

MS.1 SUPPLY AND DELIVERY OF POLYELECTROLYTE FOR WASTEWATER TREATMENT

1. INTRODUCTION

Polyelectrolyte is a high molecular mass powdered polyacrylamide used as a coagulant that enhances the dewatering process of sludge at the specified WWTW's. The thickened sludge is dewatered using a mechanical belt-press. The dewatered sludge is disposed of either to landfill or land application and the recovered water is returned to the heads of the works.

The polyelectrolyte must comply to the following:

2. SPECIFICATION FOR THE CHEMICAL

SUPPLY AND DELIVERY OF POLYELECTROLYTE **Please submit data sheet and recent certificate of analysis.**	
COMPOSITION	**AMOUNT**
Appearance	**white granular solid**
Molecular weight	**8-12 million medium**
Granule	**20 - 100 mesh**
Solid content	**90% minimum**
Cationic degree	**50-60% medium**
Dissolving time	**1 hours maximum (25°C)**
Insoluble	**0.5% maximum**
Monomer free	**0.05% maximum**
Residual Acrylamide (Monomer free)	**0.1%maximum**

2. MARKING

Package marking (on individual bags) to include:

- Hazard identification
- Handling instructions including appropriate PPE
- Storage instructions
- Batch number
- Date of manufacture
- Date of expiration

3. SAFETY

Offloading personnel should always wear appropriate PPE prescribed by the MSDS for the specific chemical.

MSDS to be available with every delivery.

4. CHEMICAL SPILLS

All chemical spills should be reported to the plant superintendent.

5. OFF LOADING

Supplier should provide own labour for the offloading of the 25 kg bags.

Chemical should be neatly packed in a designated area.

6. HOUSEKEEPING

After offloading the specific area should be cleaned by the supplier to the same standard as to which it was before the offloading of the chemical.

7. GENERAL

The successful supplier must give a chemical analysis of each batch being delivered. Any batch that is delivered that does not comply with the set spec will be discarded and the suppliers will be responsible to collect the inferior batch.

MS. 2 SUPPLY AND DELIVERY OF SODIUM HYPOCHLORITE

1. QUALITY

The product used must conform to the following classifications, physical proof and Safety Data Sheet must be provided in this document.

SUPPLY AND DELIVERY OF SODIUM HYPOCHLORITE **Please submit data sheet and recent certificate of analysis.**	
COMPOSITION	**DESCRIPTION**
Appearance	**Yellowish liquid which may contain amount of precipitate**
Chlorine Content	**11.8% - 12.5% m/v (as free chlorine) Manufactured to a specification of not less than 11.8%**
Alkalinity	**1.0 – 2.0% m/v (as NaOH)**
S.G. @ 20°C	**1.2 g/ml maximum**
Packing size:	**Flowbin**

2. MARKING

Marking on containers must stipulate Sodium Hypochlorite: batch number, gross mass in kg, nett mass in kg, date of manufacture, appropriate hazard label.

3. STORAGE

Keep containers in well-ventilated area, away from acids.

4. CHEMICAL SPILLS

All chemical spills should be reported to the plant superintendent.

5. HOUSEKEEPING

After offloading the specific area should be cleaned by the supplier to the same standard as to which it was before the offloading of the chemical.

6. GENERAL

The successful supplier must give a chemical analysis of each batch being delivered. Any batch that is delivered that does not comply with the set spec will be discarded and the suppliers will be responsible to collect the inferior batch.

7. FACILITIES

The Water Treatment Section needs to be able to inspect and audit the Tenderer's Manufacturing, Batching and Storage facilities, as well as the Transporter's facilities. Details of the Record keeping, Quality Control, Safety, Health, Risk and Environmental Protection Controls. Documentation and proofs will be required.

8. COMPLIANCE

To ensure that international standards are maintained, the Stellenbosch Municipality together with its suppliers must, amongst other, things concentrate on the following points:

- quality assurance must be closely monitored
- inspection and testing must be carried out on all raw materials, work-in-progress and at final completion
- quality records must be maintained for reference by any credible external body
- standards for packaging, storage and handling of products to be maintained
- products to be identifiable and traceable
- controlling and disposing of non-conformed products to be defined
- settling of disputes and claims arising from non-conforming products received and supplied to be defined
- authorisation of product released to be clear
- letters of compliance to be submitted with products when requested or when necessary
- pre-arranged site surveys of suppliers premises to be conducted at regular intervals

Tenderers are to careful consider the above points, many of which may already be strictly adhere to and others may need your attention. The manufacturer of the sodium hypochlorite shall be ISO 9001 and ISO 14001 certified.

9. SAFETY

- Offloading personnel should always wear appropriate PPE prescribed by the MSDS for the specific chemicals.
- While delivering the liquid sodium hypochlorite, the tenderer and his transport sub-contractor are to comply with the appropriate safety regulations, which will be rigorously enforced at the treatment plant.
- The tenderer is to describe, in the covering letter, the resources available to him to support himself, the Council and the local community in the event of spillage from the delivery vehicle's load, *en route* to, or at the treatment plants. (eg. Emergency HAZCHEM response)
- The tenderer is required to provide appropriate safety notices, describing the agreed safe procedure to be adopted at the off-loading points as well as HAZCHEM safety information.

- An emergency service dedicated to serve the Stellenbosch Municipal area, must be available at all times. This emergency service should incorporate a fully trained team with equipment designed to effectively deal with potential sodium hypochlorite emergency situations at any of the Council's installations and which should be available at all times. The cost of such a service should be included in the price of the product.
- Material Safety Data Sheets (MSDS) must be provided prior to delivery to site.

10. GENERAL

- There must be sufficient stock available for items that are used regularly or that are essential for operations.
- The Stellenbosch Municipality must be a high priority customer and must be treated as such, in other words when a request is submitted to a contractor/supplier, fast response between 3 to 5 days is expected.

MS.3 SUPPLY AND DELIVERY OF CALCIUM HYPOCHLORITE

1. QUALITY

The product used must conform to the following classifications, physical proof and Safety Data Sheet must be provided in this document.

SUPPLY AND DELIVERY OF CALCIUM HYPOCHLORITE (Granular, Tablets, Chips) Please submit data sheet and recent certificate of analysis.	
COMPOSITION	**DESCRIPTION**
Synonyms	**Hypochlorous Acid, Calsium Salt, Lasntin, Chlorinated Lime**
Cas No:	**7778-54-3**
Chemical Formula	**$Ca(OCl)_2$**
$Ca(OCl)_2$ min % (%m/m)	**≥63% min**
Moisture (H_2O) (%m/m)	**≤12% max**
Packing size:	**20 kg, 25 kg containers**
Format:	**Granular**
	Tablets: 150g – 250g
	Chips: 20g – 50g

2. MARKING

Marking on containers must stipulate Calcium Hypochlorite: batch number, gross mass in kg, nett mass in kg, date of manufacture, appropriate hazard label.

3. STORAGE

Keep containers in well-ventilated area, away from acids.

4. CHEMICAL SPILLS

All chemical spills should be reported to the plant superintendent.

5. HOUSEKEEPING

After offloading the specific area should be cleaned by the supplier to the same standard as to which it was before the offloading of the chemical.

6. GENERAL

The successful supplier must give a chemical analysis of each batch being delivered. Any batch that is delivered that does not comply with the set spec will be discarded and the suppliers will be responsible to collect the inferior batch.

7. FACILITIES

The Water Treatment Section needs to be able to inspect and audit the Tenderer's Manufacturing, Batching and Storage facilities, as well as the Transporter's facilities. Details of the Record keeping, Quality Control, Safety, Health, Risk and Environmental Protection Controls. Documentation and proofs will be required

8. COMPLIANCE

To ensure that international standards are maintained, the Stellenbosch Municipality together with its suppliers must, amongst other, things concentrate on the following points:

- quality assurance must be closely monitored
- inspection and testing must be carried out on all raw materials, work-in-progress and at final completion
- quality records must be maintained for reference by any credible external body
- standards for packaging, storage and handling of products to be maintained
- products to be identifiable and traceable
- controlling and disposing of non-conformed products to be defined

- settling of disputes and claims arising from non-conforming products received and supplied to be defined
- authorisation of product released to be clear
- letters of compliance to be submitted with products when requested or when necessary
- pre-arranged site surveys of suppliers premises to be conducted at regular intervals

9. SAFETY

- Offloading personnel should always wear appropriate PPE prescribed by the MSDS for the specific chemicals.
- While delivering the Calcium Hypochlorite, the tenderer and his transport sub-contractor are to comply with the appropriate safety regulations, which will be rigorously enforced at the treatment plant.
- The tenderer is to describe, in the covering letter, the resources available to him to support himself, the Council and the local community in the event of spillage from the delivery vehicle's load, *en route* to, or at the treatment plants. (eg. Emergency HAZCHEM response)
- The tenderer is required to provide appropriate safety notices, describing the agreed safe procedure to be adopted at the off-loading points as well as HAZCHEM safety information.
- An emergency service dedicated to serve the Stellenbosch Municipal area, must be available at all times. This emergency service should incorporate a fully trained team with equipment designed to effectively deal with potential Calcium Hypochlorite emergency situations at any of the Council's installations and which should be available at all times. The cost of such a service should be included in the price of the product.
- The tender sample will be used throughout the tender period as the reference quality standard for the quality and manufacturing source of the Calcium Hypochlorite. For the sake of clarity, this means that if the tenderer is not the manufacturer, the tenderer is not at liberty to change manufacturers or sources of the Calcium Hypochlorite during the tender period
- Material Safety Data Sheets (MSDS) must available prior to delivery to site.

MS.4 SUPPLY AND DELIVERY OF ALUMINUM SULPHATE FOR WATER TREATMENT

1. INTRODUCTION

Liquid aluminium sulphate is used for the removal of humic and other dissolved and suspended materials in the raw water at the Stellenbosch Municipality's Paradyskloof WTW. This tender caters for the supply of liquid aluminium sulphate for the treatment of water at this site. It must be clearly understood that the tendered prices must include the cost of all arrangements necessary for the actual delivery of the goods into the relevant site, including the cost of transportation, if applicable.

Humic removal is an important element of the water treatment process, ensuring that water leaving the treatment works is safe and its purity meet the needs of the consumers and complies with legislated standard**s.**

2. SAMPLING AND ANALYSIS

In cases of dispute, sampling and analysis shall be in accordance with the Stellenbosch Municipality's practices.

3. DELIVERY CONSTRAINTS

3.1 Suppliers are to familiarize themselves with the Paradyskloof WTW and access to the plant in order that satisfactory delivery by road tankers can be confirmed. Confirmation of this must be noted in the tender covering letter.

3.2 Prior to filling any bulk tank or tanker with Aluminium Sulphate liquid destined for the Paradyskloof WTW a Cleanliness Certificate for the tank or tanker and piping, pumps and valves used must be issued, signed off and filed for audit purposes, so as to eliminate the risk of contamination of the Aluminium Sulphate liquid.

3.3 After filling of the tanker is complete and before the tanker leaves the manufacturing plant, the inlet hatch and the outlet caps on the tanker are to be sealed. The seals are only to be broken once the tanker is ready for off-loading and there is an appointed Council official in attendance to witness the breaking of the seals.

3.4 Delivery tankers are to have drip and leak free self-powered transfer pumps.

3.5 Delivery tankers are to be equipped with “Dry-break” couplings to match the couplings at the treatment plant. No spillage at the transfer points will be tolerated.

3.6 Tankers used for delivering liquid aluminium sulphate should preferably be dedicated to the supply of aluminium sulphate to prevent contamination. If a non-dedicated tanker is used, then a Cleanliness Certificate must be provided with each delivery of aluminium sulphate, certifying the fact that the tanker has been inspected after it has been thoroughly cleaned to remove any trace of the previous contents.

3.7 Provision for week-end deliveries should be made, but would only be utilized in the case of operational emergencies.

3.8 While delivering and transferring the aluminium sulphate, the supplier and his transport sub-contractor are to comply with the appropriate safety regulations, which will be rigorously enforced at the treatment plant.

3.9 Under normal routine operation, the supplier must be able to make deliveries to the respective plant within 5 days after receipt of an order. In the case of emergencies, which will be rare, the supplier must be able to make emergency deliveries (1 tanker load) within 1 day of receipt of request/order.

3.10 Water demand in the Stellenbosch Municipality area varies significantly with the seasons and therefore so does the requirement for aluminium sulphate.

4. QUALITY

The liquid aluminium sulphate must be suitable for use in drinking water treatment and meet the requirements of the Stellenbosch Municipality specification as well as SABS 50878 – 2008 Chemicals used for treatment of water intended for human consumption – Aluminium Sulphate: Grade 1 (no iron content).

4.1 In the event of contaminated or sub-specification product being delivered to the plant, the supplier will bear the cost of removing the liquid aluminium sulphate from Council property and disposing of the solution. Verifiable documented evidence of the legally compliant and environmentally safe disposal of the nonconforming product must be submitted to the Treatment Plant Superintendent. All consequential costs as a result of the off-loading of the contaminated product will also be for the supplier's account.

4.2 In the event of contaminated or sub-specification product being delivered the treatment plant the supplier will also bear the cost of flushing, cleaning, repairing, replacing (at the Stellenbosch Municipality's discretion) and re-commissioning all pipelines, pumps and equipment, flow and mass measuring systems and/or other valves and appurtenances.

4.3 The liquid aluminium sulphate provided shall conform to as well as SABS 1241 – 2002 Standard Specification for Aluminium Sulphate: Grade 1 (very low iron content).

5. SPECIFICATION FOR THE CHEMICAL

SUPPLY AND DELIVERY OF LIQUID ALUMINIUM SULPHATE **Please submit data sheet and recent certificate of analysis.**	
COMPOSITION	**AMOUNT**
Concentration:	**7.00% to 7.30% as Al_2O_3 (m/m).**
Iron content:	**0.07 m/m maximum as Fe**
Density:	**1.27 – 1.30 g/cm**
Viscosity:	**50-100 Centipoise**
Insoluble matter:	**0.10% m/m**
pH:	**2.4 - 2.8**
Vapour pressure:	**< 15.7 kPa**

4.4 The liquid aluminium sulphate shall not contain any toxic or other substance that could taint, contaminate or detrimentally alter in any way the water treated at the plants. The presence of detectable taste and/or odour inducing contaminants in the liquid aluminium sulphate supplied may result in the Council refusing to accept further shipments until such problems are rectified and that the purging of the on-site installation/s be effected at the successful supplier's own cost.

4.5 A Certificate of Analysis must accompany each and every tanker load delivered. (Not to be confused with a Certificate of Conformance).

5. FACILITIES

The Water Treatment Section must be able to inspect and audit the supplier's Manufacturing, Batching and Storage facilities, as well as the Transporter's facilities. Details of the Record keeping, Quality Control, Safety, Health, Risk and Environmental Protection Controls are needed. Documentation and proofs will be required.

6. COMPLIANCE

6.1 To ensure that international standards are maintained, the Stellenbosch Municipality together with its suppliers must, amongst other things, concentrate on the following points:

- quality assurance must be closely monitored
- inspection and testing must be carried out on all raw materials, work-in-progress and at final completion
- quality records must be maintained for reference by any credible external body
- standards for packaging, storage and handling of products to be maintained
- products to be identifiable and traceable
- controlling and disposing of non-conformed products to be defined
- settling of disputes and claims arising from non-conforming products received and supplied to be defined
- authorisation of product released to be clear
- letters of compliance to be submitted with products when requested or when necessary
- pre-arranged site surveys of suppliers premises to be conducted at regular intervals.

Tenderers are to carefully consider the above points, many of which may already be strictly adhere to and others may need your attention. The manufacturer of Aluminium Suphate must be ISO 9001 and ISO 14001 certified. Please provide proof of certification with the tender submision.

7. SAFETY

7.1 Offloading personnel should always wear appropriate PPE prescribed by the MSDS for the specific chemicals.

7.2 While delivering the liquid aluminium sulphate, the tenderer and his transport sub-contractor are to comply with the appropriate safety regulations, which will be rigorously enforced at the treatment plant.

7.3 The tenderer must describe, in the covering letter, the resources available to him to support himself, the Council and the local community in the event of spillage from the delivery vehicle's load, en route to, or at the treatment plants. (eg. Emergency HAZCHEM response)

7.4 The tenderer is required to provide appropriate safety notices, describing the agreed safe procedure to be adopted at the off-loading points as well as HAZCHEM safety information.

7.5 An emergency service dedicated to serve the Stellenbosch Municipal area, must be available at all times. This emergency service should incorporate a fully trained team with equipment designed to effectively deal with potential aluminium sulphate emergency situations at any of the Council's

installations and which should be available at all times. The cost of such a service must be included in the price of the product.

7.6 A Safety Plan covering the Transport, Handling, Emergency Procedures, Security of Supply Contingency Measures, Safe Disposal of non-compliant product and other relevant information such as officials' names and contact numbers must be provided to the Council for acceptance within one month of the commencement of the tender. Once accepted, copies of the Safety Plan must be supplied to the Paradyskloof WTW.

7.7 The tender sample (if requested) will be used throughout the tender period as the reference quality standard for the quality and manufacturing source of the liquid aluminium sulphate. For the sake of clarity, this means that if the tenderer is not the manufacturer, the tenderer is not at liberty to change manufacturers or sources of the liquid aluminium sulphate during the contract period.

7.8 Material Safety Data Sheets (MSDS) must be provided prior to delivery to site.

MS. 5 SUPPLY AND DELIVERY OF WHITE HYDRATED LIME FOR WATER TREATMENT

1. QUALITY

White Hydrated Lime (crystalline powder)

Hydrated lime is a critical chemical used at the Paradyskloof and Stellenbosch Treatment Plants to adjust the pH and alkalinity of the water at various stages in the treatment process to ensure that the final product supplied continuously meets the legislated SANS 241:2015 drinking water quality standards.

It is important that there are no chemical supply shortages to the various Treatment Plants and that the quality of the hydrated lime continuously meets the purity grade specified.

2. SPECIFICATION FOR THE CHEMICAL

SUPPLY AND DELIVERY OF WHITE HYDRATED LIME **Please submit data sheet and recent certificate of analysis.**	
COMPOSITION	**AMOUNT**
$Ca(OH)_2$	**> 91% (m/m)**
Available Lime as CaO Typical	**Min 68% (m/m)**
CaCO3	**< 4% (m/m)**
SiO2	**< 1.1% (m/m)**
Sulphur (S)	**< 0.03% (m/m)**
Mg, as MgO	**< 1.8% (m/m)**
Iron (Fe)	**< 0.08% (m/m)**

Aluminium (Al2O3)	**< 0.4% (m/m)**
Manganese (Mn)	**<40 ppm**
Cobalt (Co)	**< 50 ppm**
Zinc (Zn)	**< 50 ppm**
Nickel (Ni)	**< 50 ppm**
Copper (Cu)	**< 15 ppm**
Chromium (Cr)	**< 50 ppm**
Particle size	**< 5% retained on 106 ppm**
Free Moisture	**< 1% (m/m)**

3. MARKING

Package marking to include:

- Hazard identification
- Handling instructions including appropriate PPE
- Storage instructions

4. SAFETY

Offloading personnel should always wear appropriate PPE prescribed by the MSDS for the specific chemical.

5. CHEMICAL SPILLS

All chemical spills should be reported to the plant superintendent.

6. OFF LOADING

Supplier should provide own labour for the offloading of the 20 kg bags.

Chemical should be neatly packed in a designated area.

The bags should stacked not more than 8 high on a pallet.

7. HOUSEKEEPING

After offloading the specific area should be cleaned by the supplier to the same standard as to which it was before the offloading of the chemical. Broken lime bags should be thrown either in a container or in the lime hopper with the assistance of the operator on duty.

8. GENERAL

The successful supplier must give a chemical analysis of each batch being delivered. Any batch that is delivered that does not comply with the set spec will be discarded and the suppliers will be responsible to collect the inferior batch.

MS. 6 SODIUM ALUMINATE

1. INTRODUCTION

Liquid sodium aluminate lye is used as a secondary coagulant for the removal of humic and vulvic acids, other dissolved organics as well as suspended materials in the raw water at the Stellenbosch Municipality's Paradyskloof Water Treatment Works. This tender caters for the supply of sodium aluminate lye for the treatment of water at this site. It must be clearly understood that the tendered prices must include the cost of all arrangements necessary for the actual delivery of the goods into the relevant site, including the cost of transportation, if applicable.

Humic and vulvic acid removal is an important element of the water treatment process, ensuring that water leaving the treatment works is safe and its purity meet the needs of the consumers and complies with legislated standards as per SANS 241.

2. SAMPLING AND ANALYSIS

In cases of dispute, sampling and analysis shall be in accordance with the Stellenbosch Municipality's practices.

3. DELIVERY CONSTRAINTS

3.1 Suppliers are to familiarize themselves with the Paradyskloof WTW and access to the plant in order that satisfactory delivery by road tankers can be confirmed. Confirmation of this must be noted in the tender covering letter.

3.2 Prior to filling any bulk tank or tanker with sodium aluminate lye liquid destined for the Paradyskloof WTW a Cleanliness Certificate for the tank or tanker and piping, pumps and valves used must be issued, signed off and filed for audit purposes, so as to eliminate the risk of contamination of the sodium aluminate lye liquid.

3.3 After filling of the tanker is complete and before the tanker leaves the manufacturing plant, the inlet hatch and the outlet caps on the tanker are to be sealed. The seals are only to be broken once the

tanker is ready for off-loading and there is an appointed Council official in attendance to witness the breaking of the seals.

3.4 Delivery tankers are to have drip and leak free self-powered transfer pumps.

3.5 Delivery tankers are to be equipped with "Dry-break" couplings to match the couplings at the treatment plant. No spillage at the transfer points will be tolerated.

3.6 Tankers used for delivering liquid sodium aluminate lye should preferably be dedicated to the supply of sodium aluminate lye to prevent contamination. If a non-dedicated tanker is used, then a Cleanliness Certificate must be provided with each delivery of sodium aluminate lye, certifying the fact that the tanker has been inspected after it has been thoroughly cleaned to remove any trace of the previous contents.

3.7 Provision for week-end deliveries should be made, but would only be utilized in the case of operational emergencies.

3.8 While delivering and transferring the sodium aluminate lye, the supplier and his transport sub-contractor are to comply with the appropriate safety regulations, which will be rigorously enforced at the treatment plant.

3.9 Under normal routine operation, the supplier must be able to make deliveries to the respective plant within 5 days after receipt of an order. In the case of emergencies, which will be rare, the supplier must be able to make emergency deliveries (1 tanker /load) within 1 day of receipt of request/order.

3.10 Water demand in the Stellenbosch Municipality area varies significantly with the seasons and therefore so does the requirement for sodium aluminate lye.

4. QUALITY

4.1 The liquid sodium aluminate lye must be suitable for use in drinking water treatment and meet the requirements of the Stellenbosch Municipality specification.

4.2 In the event of contaminated or sub-specification product being delivered to the plant, the supplier will bear the cost of removing the liquid sodium aluminate lye from Council property and disposing of the solution. Verifiable documented evidence of the legally compliant and environmentally safe disposal of the nonconforming product must be submitted to the Treatment Plant Superintendent. All consequential costs as a result of the off-loading of the contaminated product will also be for the supplier's account.

4.3 In the event of contaminated or sub-specification product being delivered the treatment plant the supplier will also bear the cost of flushing, cleaning, repairing, replacing (at the Stellenbosch Municipality's discretion) and re-commissioning all pipelines, pumps and equipment, flow and mass measuring systems and/or other valves and appurtenances.

4.4 The liquid sodium aluminate lye must comply to the following specifications:

5. SPECIFICATION FOR THE CHEMICAL

SUPPLY AND DELIVERY OF SODIUM ALUMINATE LYE **Please submit data sheet and recent certificate of analysis.**	
COMPOSITION	**AMOUNT**
colour	**straw opaque viscous liquid**
aluminium concentration as Al2O3	**19.0 to 21.3%**
sodium oxide as Na2O	**19.0 to 21.0%**
iron as Fe	**0.05% max**
insoluble matter :	**0. 2%**
density at 20% :	**1.400 to 1.600 g/cm^3**
Product stability	**no visible white deposit of aluminium oxide (Al_2O_3) for a period of 6 months**

5.1 The liquid sodium aluminate lye shall not contain any toxic or other substance that could taint, contaminate or detrimentally alter in any way the water treated at the plants. The presence of detectable taste and/or odour inducing contaminants in the liquid aluminium sulphate supplied may result in the Council refusing to accept further shipments until such problems are rectified and that the purging of the on-site installation/s be affected at the successful supplier's own cost.

5.2 A Certificate of Analysis must accompany each and every tanker load delivered. (Not to be confused with a Certificate of Conformance).

6. FACILITIES

The Water Treatment Section must be able to inspect and audit the supplier's Manufacturing, Batching and Storage facilities, as well as the Transporter's facilities. Details of the Record keeping, Quality Control, Safety, Health, Risk and Environmental Protection Controls are needed. Documentation and proofs will be required.

7. COMPLIANCE

To ensure that international standards are maintained, the Stellenbosch Municipality together with its suppliers must, amongst other things, concentrate on the following points:

- quality assurance must be closely monitored
- inspection and testing must be carried out on all raw materials, work-in-progress and at final completion
- quality records must be maintained for reference by any credible external body
- standards for packaging, storage and handling of products to be maintained
- products to be identifiable and traceable
- controlling and disposing of non-conformed products to be defined
- settling of disputes and claims arising from non-conforming products received and supplied to be defined
- authorisation of product released to be clear
- letters of compliance to be submitted with products when requested or when necessary
- Pre-arranged site surveys of suppliers premises to be conducted at regular intervals.

Tenderers are to carefully consider the above points, many of which may already be strictly adhere to and others may need your attention. The manufacturer of the sodium aluminate lye shall be ISO 9001 and ISO 14001 certified. Please provide proof of certification with the tender submission.

8. SAFETY

8.1 Offloading personnel should always wear appropriate PPE prescribed by the MSDS for the specific chemicals.

8.2 While delivering the liquid aluminium sulphate, the tenderer and his transport sub-contractor are to comply with the appropriate safety regulations, which will be rigorously enforced at the treatment plant.

8.3 The tenderer must describe, in the covering letter, the resources available to him to support himself, the Council and the local community in the event of spillage from the delivery vehicle's load, en route to, or at the treatment plants. (eg. Emergency HAZCHEM response)

8.4 The tenderer is required to provide appropriate safety notices, describing the agreed safe procedure to be adopted at the off-loading points as well as HAZCHEM safety information.

8.5 An emergency service dedicated to serve the Stellenbosch Municipal area, must be available at all times. This emergency service should incorporate a fully trained team with equipment designed to effectively deal with potential sodium aluminate lye emergency situations at any of the Council's installations and which should be available at all times. The cost of such a service must be included in the price of the product.

8.6 A Safety Plan covering the Transport, Handling, Emergency Procedures, Security of Supply Contingency Measures, Safe Disposal of non-compliant product and other relevant information such as officials' names and contact numbers must be provided to the Council for acceptance within one month of the commencement of the tender. Once accepted, copies of the Safety Plan must be supplied to the Paradyskloof WTW.

8.7 The tender sample (if requested) will be used throughout the tender period as the reference quality standard for the quality and manufacturing source of the liquid aluminium sulphate. For the sake of clarity, this means that if the tenderer is not the manufacturer, the tenderer is not at liberty to change manufacturers or sources of the liquid sodium aluminate lye during the contract period.

8.9 Material Safety Data Sheets (MSDS) must be provided prior to delivery to site.

8.10 Training in the safe handling of your product must be provided to the relevant Stellenbosch Municipality staff, free of charge, as may requested.

9. PACKAGING

1.5 m^3 IBC with isolating valve and fitted with a screwable lid to close. The lid should be able to vent.

10. MARKING

10.1 Marking on containers must stipulate Sodium Aluminate: batch number, gross mass in kg,net mass in kg,date of manufacture, appropriate hazard label.

11. STORAGE

11.1 Keep containers in a well – ventilated area, away from acids.

12. GENERAL

12.1 There must be sufficient stock available for items that are used regularly or that essential for operations.

12.2 The Stellenbosch Municipality must be a high priority customer and must be treated as such, in other words when a request is submitted to a contractor/supplier, fast response is expected.

12.3 After offloading the specific area should be cleaned by the supplier to the same standard as to which it was before the offloading of the chemical.

12.4 The successful supplier must give a chemical analysis of each batch being delivered. Any batch that is delivered that does not comply with the set spec will be discarded and the suppliers will be responsible to collect the inferior batch

MS. 7 CAUSTIC SODA

The product used must conform to the following classifications, physical proof and Safety Data Sheet must be provided in this document.

SUPPLY AND DELIVERY OF CAUSTIC SODA **Please submit data sheet and recent certificate of analysis.**	
COMPOSITION	**AMOUNT**
Concentration:	**40% - 45% NaOH (m/m).**
Impurities:	**<0.5% (m/m)**
Density:	**1.5 – 1.55 g/cm^3 @ 20°C**
Viscosity:	**39 - 57 Centipoise**
pH:	**14**
Vapour pressure:	**3 mmHg @ 37°C**

1. MARKING

Marking on containers must stipulate Sodium Hydroxide: batch number, gross mass in kg, nett mass in kg, date of manufacture and appropriate hazard label.

2. STORAGE

Keep containers in well-ventilated area, away from acids.

3. CHEMICAL SPILLS

All chemical spills should be reported to the plant superintendent.

4. HOUSEKEEPING

After offloading the specific area should be cleaned by the supplier to the same standard as to which it was before the offloading of the chemical.

5. GENERAL

The successful supplier must give a chemical analysis of each batch being delivered. Any batch that is delivered that does not comply with the set spec will be discarded and the suppliers will be responsible to collect the inferior batch.

6. FACILITIES

The Water Treatment Section needs to be able to inspect and audit the Tenderer's Manufacturing, Batching and Storage facilities, as well as the Transporter's facilities. Details of the Record keeping, Quality Control, Safety, Health, Risk and Environmental Protection Controls. Documentation and proofs will be required

7. COMPLIANCE

To ensure that international standards are maintained, the Stellenbosch Municipality together with its suppliers must, amongst other, things concentrate on the following points:

- quality assurance must be closely monitored
- inspection and testing must be carried out on all raw materials, work-in-progress and at final completion
- quality records must be maintained for reference by any credible external body
- standards for packaging, storage and handling of products to be maintained
- products to be identifiable and traceable
- controlling and disposing of non-conformed products to be defined
- settling of disputes and claims arising from non-conforming products received and supplied to be defined
- authorisation of product released to be clear
- letters of compliance to be submitted with products when requested or when necessary
- pre-arranged site surveys of suppliers premises to be conducted at regular intervals

Tenderers must consider the above points, many of which may already be strictly adhere to and others may need your attention. The manufacturer of caustic soda shall be ISO 9001 and ISO 14001 certified. Please provide proof of certification with tender submission.

8. SAFETY

- Offloading personnel should always wear appropriate PPE prescribed by the MSDS for the specific chemicals.
- While delivering the Sodium Hydroxide, the tenderer and his transport sub-contractor are to comply with the appropriate safety regulations, which will be rigorously enforced at the treatment plant.
- The tenderer is to describe, in the covering letter, the resources available to him to support himself, the Council and the local community in the event of spillage from the delivery vehicle's load, *en route* to, or at the treatment plants. (eg. Emergency HAZCHEM response)
- The tenderer is required to provide appropriate safety notices, describing the agreed safe procedure to be adopted at the off-loading points as well as HAZCHEM safety information.

- An emergency service dedicated to serve the Stellenbosch Municipal area, must be available at all times. This emergency service should incorporate a fully trained team with equipment designed to effectively deal with potential Calcium Hypochlorite emergency situations at any of the Council's installations and which should be available at all times. The cost of such a service should be included in the price of the product.
- A Safety Plan covering the Transport, Handling, Emergency Procedures, Security of Supply Contingency Measures, Safe Disposal of non-compliant product and other relevant information such as officials' names and contact numbers must be provided to the Council for acceptance before any deliveries to site. Once accepted, copies of the Safety Plan must be supplied.
- The tender sample will be used throughout the tender period as the reference quality standard for the quality and manufacturing source of the Sodium Hydroxide.
- Material Safety Data Sheets (MSDS) must be provided prior to delivery to site.
- Training in the safe handling of your product must be provided to the relevant Stellenbosch Municipality staff, free of charge, as may requested.

MS. 8 CITRIC ACID

1. PHYSICAL AND CHEMICAL PROPERTIES

SPECIFICATION FOR THE CHEMICAL

SUPPLY AND DELIVERY OF CITRIC ACID **Please submit data sheet and recent certificate of analysis.**	
COMPOSITION	**AMOUNT**
Form	**Crystalline - monohydrate**
Colour	**White**
Odour	**Odourless**
Odour threshold	**Not determined.**
pH-value (100 g/l) at 20 °C	**1,6**
Melting point/Melting range	**153 °C**
Ignition temperature	**1010 °C**
Decomposition temperature	**Not determined.**

Self-igniting	**Product does not present an explosion hazard**
Density at 20 °C	**1,542 g/cm³**
Bulk density at 20 °C	**900 kg/m³**
Solubility in / Miscibility with water at 20 °C	**600 g/l**

2. MARKING

Package marking to include:

Hazard identification

Handling instructions including appropriate PPE

Storage instructions

3. SAFETY

Offloading personnel should always wear appropriate PPE prescribed by the MSDS for the specific chemical.

4. CHEMICAL SPILLS

All chemical spills should be reported to the plant superintendent.

5. OFF LOADING

Supplier should provide own labour for the offloading of the 20 kg bags.

Chemical should be neatly packed in a designated area.

The bags should stacked not more than 8 high on a pallet.

6. HOUSEKEEPING

After offloading the specific area should be cleaned by the supplier to the same standard as to which it was before the offloading of the chemical.

7. GENERAL

The successful supplier must give a chemical analysis of each batch being delivered. Any batch that is delivered that does not comply with the set spec will be discarded and the suppliers will be responsible to collect the inferior batch.

8. INFORMATION SCHEDULES

SUPPLY LOGISTICS INFORMATION

This section is used to determine the supply logistics of the citric acid to be delivered to the Stellenbosch Wastewater Treatment Plant. If the tenderer is not the manufacturer or transporter of the product, proof of agreements, certificates and contract arrangements, etc., must preferably be submitted with the tender or within 7 days from date of request.

10. GENERAL

- There must be sufficient stock available for items that are used regularly or that are essential for operations.
- A delivery time of less than **5 working days** is expected when order is placed. Confirmation to be provided at tender stage.

Evaluation (FQ RETURNABLE)

The following must be provided for each chemical during the tender stage. Failure to supply the required information will result in a non-responsive bid:

1. ISO 9001 Certificate
2. ISO 14001 Certificate
3. Technical data sheet of product (showing properties)/typical certificate of analysis for product offer.

The following must be completed in full by institutions where previous similar services/goods have been delivered.

Submit completed forms along with your bid.

Name of Company providing reference	
Name and Surname of person who completed reference	
Capacity of person who completed reference	
Contact Telephone Number	
Contact Email Address	
Reference Supplied for	Name of Service Provider/Bidder
Contract description and value if service was provided in terms of a tender.	

The above-mentioned Service Provider is known to me and has **SUPPLIED, DELIVERED AND OFFLOADED WATER AND WASTEWATER TREATMENT AND DISINFECTION CHEMICALS** to the value of R300 000 **Please specify which of the goods/services mentioned above were delivered:**

……
……
……
……
……
……

Signed		STAMP
Date		

NONE COMPLIANCE TO SPECIFICATIONS WILL INVALIDATE YOUR OFFER

Note: It should be noted that the service will commence in 2026/2027 financial year.

Does your offer comply with these specifications? - Indicate YES or **NO**

1.1 Bidder's declaration

I, _____ (bidder's name) representative of _____(company name) hereby confirm reading and understanding above mentioned requirements of this tender and is in full agreement with these terms and conditions.

Signature: _____

Date: _____

RIGHTS OF THE MUNICIPALITY

The Municipality reserves the right to accept any quote or part thereof and may adjust the extent of the job.

The approved bidder must sign an indemnity form to accept the responsibility for any damages, loss of life, injuries or loss caused by his/their action to any municipal property, equipment or accessories. All insurances to cover the above mentioned, are for the contractors account. Successful contractors will indemnify the municipality against any claim that may arise from their operations.

Disclaimer: I hereby exempt Stellenbosch Municipality against any claim(s) for damages that may arise in the execution of thus formal quotation/tender/quotations in accordance with the Occupational Health and Safety (OHS) Act and its associated regulations.

Signed: ……

Date: …….

I, the undersigned, for and on behalf of the bidder, hereby confirm that I/we understand the information as stated above and that I/we will comply with all of the above.

……..	…….
Name (print)	**Signature**
……..	……..
Capacity	**Date**

In the event of any deviation from the minimum specifications, the bidder must attach details thereof to this bid document.

MBD 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

Name of bidder: ……	**Quotation number:** ……
Closing Time: ……	**Closing Date:** ……

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

NOTE:

1. Only firm prices will be accepted. Non-firm prices will not be considered.
2. All delivery costs MUST be included in the bid price, for delivery at the prescribed destination.
3. Document MUST be completed in non-erasable black ink.
4. NO correction fluid/tape may be used.
   a. In the event of a mistake having been made, it shall be crossed out in ink and be accompanied by an initial at each and every alteration.
5. The Bidder MUST indicate whether he/she/the entity is a registered VAT Vendor or not.
   a. In the case of the Bidder not being a registered VAT Vendor, both columns (amount/rate excluding AND including VAT) must reflect the same amount.

PRICING SCHEDULE
RATES per unit (inclusive of 15% VAT)

#.	Description	Unit of measurement:	Estimated Qty	Price (per unit, incl VAT)
MS.1	Rate; Poly electrolyte for sludge dewatering	kg	1000 kg	R
MS.2	Rate; Sodium hypochlorite (1000 L flowbin)	kg	2400 kg	R
MS.3.1	Rate; Calcium hypochlorite (tablets)	kg	2200 kg	R
MS.3.2	Rate; Calcium hypochlorite (Chips)	kg	1250 kg	R
MS. 4	Rate; Liquid Aluminium Sulphate	kg	15 000 kg	R
MS. 5	Rate; Hydrated Lime	kg	1 000 kg	R
MS. 6	Rate; Sodium Aluminate	kg	7 500kg	R
MS. 7	Rate; Caustic Soda (25l/36kg polycan)	kg	1 000kg	R
MS. 8	Rate; Citric Acid	Kg	1 000kg	R

1. The municipality reserve the right to adjust the quantities based on prices received and required quantities when order is placed.
2. Orders will be placed to ensure most cost effective option for the municipality.
3. If the lead time is excessive, the Municipality reserves the right to please the order with a supplier with a shorter lead time.
4. Should the award and appeal of tender BSM 59/26 be concluded before the FQ can be awarded, the tender will get preference above this FQ.

NB: **Stellenbosch Municipality reserve the right to downward adjust the scope of work/ quantity required to stay within its budget, R300 000 threshold applicable.**

Note: **All cost must be included in price, and prices must be firm for the duration of the project within the above-mentioned threshold.**

** ”all applicable taxes” includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

- **Does offer comply with specification?** **YES/NO**
- **If not to specification, indicate deviation(s)** **……**
-
- **Is price firm for duration of contract** **YES/NO**
-
- **Period required for service delivery** **……..**

VALUE ADDED TAX

The amended Value-Added Tax Act requires that a Tax Invoice for supplies in excess of R5 000 should, in addition to the other required information, also disclose the VAT registration number of the recipient, with effect from 08 January 2016.

The VAT registration number of the Stellenbosch Municipality is **4700102181**