



26 March 2025

Dear Tenderer,

RFB NO.00452/2024: APPOINTMENT FOR SUPPLY AND DELIVERY OF PURIFIED WATER FOR NBCRFLI FOR A DURATION OF THIRTY-SIX (36) MONTHS

SUBJECT:

You are hereby invited to tender for the above-mentioned Service in accordance with the documents of enquiry contained herein.

Elucidation of the Enquiry

Should any part or parts of the enquiry require further explanation, be ambiguous or contradictory, elucidation prior to submission of your proposal, and is to be obtained from:

All Commercial and Technical queries:

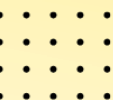
Gudani Mugabi, Tel: 011 703 7068 or e-mail: gudani.mugabi@nbcrcfi.co.za

Submission of Tender

Your tender is to be submitted in the manner described in the **Instructions to Tenderers** contained in **Section A** of the enquiry document by not later than the **15 April 2025 @12:00pm. Further to note the intention to tender closing date is 01 April 2025 @ 12:00pm. Failing to respond to intention to tender your submission will be disqualified.**

Yours faithfully

Nozililo Nzamela
Procurement Manager



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NATIONAL BARGAINING COUNCIL FOR THE ROAD FREIGHT AND LOGISTICS
INDUSTRY

RFB NO. 00452/2024 APPOINTMENT FOR SUPPLY AND DELIVERY OF PURIFIED
WATER FOR NBCRFLI FOR A DURATION OF THIRTY-SIX (36 MONTHS)

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**RFB00452/2024: APPOINTMENT FOR SUPPLY AND DELIVERY OF PURIFIED
WATER FOR NBCRFLI FOR A DURATION OF THIRTY-SIX (36) MONTHS**

SECTION A

**RFB NO. 00452/2024 APPOINTMENT FOR SUPPLY AND DELIVERY OF PURIFIED
WATER FOR NBCRFLI FOR A DURATION OF THIRTY-SIX (36) MONTHS**

INSTRUCTIONS TO TENDERERS

**RFB00452/2024: APPOINTMENT FOR SUPPLY AND DELIVERY OF PURIFIED
WATER FOR NBCRFLI FOR A DURATION OF THIRTY-SIX (36) MONTHS**

**NATIONAL BARGAINING COUNCIL FOR THE ROAD FREIGHT AND LOGISTICS
INDUSTRY**

**RFB NO. 452/2024 APPOINTMENT FOR SUPPLY AND DELIVERY OF PURIFIED
WATER FOR NBCRFLI FOR A DURATION OF THIRTY-SIX (36) MONTHS**

INSTRUCTIONS TO TENDERERS

**TENDERS THAT CONSIST OF ONE ORIGINAL MUST BE SENT VIA A LINK
THAT WILL BE PROVIDED**

BY THE TIME AND DATE STIPULATED IN THIS ENQUIRY

NB:TENDERS MUST NOT BE ADDRESSED OR DELIVERED TO INDIVIDUALS

1. CLARIFICATION OF ENQUIRY DOCUMENTS

Should there be doubt as to the meaning of the enquiry document; the Tenderer shall seek clarification before submitting a tender. All additional information supplied shall be made available to all other Tenderers. All queries shall be submitted by not later than **01 April 2025**.

2. AGREEMENT CONDITIONS

The Conditions of Contract shall be the Conditions of Contract contained in the enquiry document. The Tenderer may submit a tender containing proposed variations or qualifications to the Contract Conditions.

3. MAIN OFFER AND ALTERNATIVE PROPOSALS

Tenderers shall submit a main offer on the forms provided in accordance with the requirements set out in the enquiry.

Tenderers may in addition submit alternative offers, which shall clearly indicate either technical and/or financial advantages to the NBCRFLI.

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4. SUFFICIENCY OF TENDER

No alterations will be allowed once a tender has been submitted. In the event of any discrepancies occurring between the prices and particulars detailed by the Tenderer in the forms provided with the enquiry and those contained in any additional letter or document by the Tenderer, the former shall prevail.

5. TENDERER TO INFORM THEMSELVES FULLY

The Tenderer is to examine the scope of services provided. Should there be any doubt as to the meaning of the scope of services, or ambiguity as to the scope of the enquiry, the Tenderer is to immediately notify the NBCRFLI and have the matter rectified, otherwise it will be taken that the enquiry is fully understood, and no liability for errors will be admitted due to the foregoing.

6. EXTENSIONS TO TENDER CLOSING DATE

Under no circumstances will requests for extensions to the tender closing date be considered unless there are delays in providing additional information that is due from NBCRFLI.

7. REJECTION OF TENDERS

A tender may be rejected if: -

7.1 It is received after the time and closing date stipulated in the enquiry or a subsequent official amendment thereto.

7.2 It contains any omission, erasure, alteration, text addition or irregularity.

7.3 It does not include the required information necessary for proper comparison and evaluation.

7.4 It is not in accordance with the commercial and technical requirements of the evaluation.

8. CONFIDENTIALITY OF ENQUIRY DOCUMENTS

The enquiry document shall be treated as strictly confidential by the Tenderer.

Tenders received will be treated as confidential and no aspect of any tender will be disclosed to third parties by NBCRFLI.

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9. ACCEPTANCE OF TENDERS

The NBCRFLI reserves the right to reject any tender, or accept portions of tenders received, without being obliged to give reasons.

10. VALIDITY

Tenders shall remain open for acceptance for hundred and twenty (120) days from the closing date.

11. EXPENSE IN PREPARATION OF TENDERS

The NBCRFLI will not be responsible for any expenses or losses, which the Tenderer may incur in the preparation of the tender.

12. CONDITIONS UNDER WHICH TENDERS WILL BE CONSIDERED

No tender will receive consideration unless it is complete and in accordance with the requirements of this enquiry specification.

Should the Tenderer wish to offer services which in his opinion is considered an improvement arrangement or selection the Tenderer may submit such an offer as an alternative to the main offer.

13. SUBMISSION OF TENDERS

13.1 Tender - Soft Copy

An online link will be effected by the NBCRFLI specifically for the Service Providers who have submitted their details for the Intention to tender to be submitted to gudani.mugabi@nbcfrfi.co.za by the **01 April 2025 at 12:00 PM.**

RFB NO:	00452/2024
DESCRIPTION:	APPOINTMENT FOR SUPPLY AND DELIVERY OF PURIFIED WATER FOR NBCRFLI FOR A DURATION OF THIRTY-SIX (36) MONTHS
INTENTION TO TENDER:	01 APRIL 2025 AT 12:00 PM
CLARIFICATION QUESTIONS:	01 APRIL 2025 AT 12:00 PM
CLOSING DATE:	15 APRIL 2025 @12PM

The Tenderer shall prepare one original set of documents comprising the Tender and supplementary information

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14. EVALUATION

14.1 All tenders will be evaluated by a bid evaluation committee.

14.2 The evaluation of the bids will be done in a two-stage process:

14.2.1 The **first stage** will be the evaluation of bids on functionality.

14.2.2 The **second stage** of evaluation will be on the 80/20 principle, where 20 points are allocated for preference and 80 points for price only.

STAGE 1: FUNCTIONALITY – 100 Points

- A total point of **100** is allocated for Functionality.
- Tenderers shall score a minimum of **70** points on functionality from the submitted document and in conjunction with presentation to move on to the next stage where they will be evaluated on Price and Price and Preference Points.

15. EVALUATION CRITERIA

15.1 Functionality

CRITERIA	Rating					Weight	Total
	1	2	3	4	5		
The functionality proposal will be evaluated on a scale of 1-5 in accordance with the criteria below. The rating will be as follows; 0=Non submission; 1=poor; 2=Average; 3=Good; 4=Very Good and 5= Excellent.							
1. Functionality							
1.1 Proven Track Record of the Company (30 points)						30	
Proof of reference letters from previous clients demonstrating similar work which are not older than 10 years.							

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CRITERIA	Rating					Weight	Total
	1	2	3	4	5		
(Reference letter must indicate the name of organisation, project completed, contact name and number and date when work was performed) • 3 Letters – 5 • 2 Letters – 4 • 1 Letters – 3 • 0 Letters – 0							
1.2 Demonstrate National Footprint (30 Points) Letter confirming capability of the bidder (National Footprint /Partnership Agreement) to supply and deliver the required services in all 9 provinces/ NBCRFLI Regions. • Letter with the required information -5 • No Letter-0						30	
1.3 Due Diligence (30 Points) Confirm the availability of the water treatment facility (To be confirmed on site) • Water Treatment Facility-5 • No Water Treatment Facility-0						30	
1.4 Maintainance/Repairs (10 points) Project plan confirming turnaround times for maintenance and repairs of water coolers • 24 Hours after Reporting the breakdown-5 • 48 Hours after Reporting the breakdown-4 • 72 Hours after Reporting the breakdown-3 • 73 Hours and more-0						10	
TOTAL						100	
A minimum threshold of 70% is applicable							

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PREFERENCE POINTS

The evaluation will be on the 80/20 principle, where 20 is allocated for preference points as per specific goals and 80 points for price.

Preferential will be allocated as per table below:	80/20 Preference Point system
Specific goal	
Black Ownership	10
Black Women Ownership	3
Black Youth Ownership	3
Disability Ownership	4
Total Points allocated to Specific Goals	20

The percentage for functionality will be calculated as follows.

$$Ps = \frac{So}{Ms} \times AP$$

Where:

Ps = percentage scored for functionality by bid under consideration

So = total score of bid under consideration

Ms= maximum possible score, i.e., 5x **(a)** 100=

Ap = percentage allocated for functionality (in this bid = 100)

- i. The value scored for each criterion will be multiplied by the specified weight for the relevant criterion to obtain the marks scored for each criterion.
- ii. The scores for each criterion will be added to obtain the total score
- iii. This score will be converted to a percentage and only bidders that have met or exceeded the minimum qualifying score of 70 percent of 100 percent on functionality will be evaluated further.
- iv. Bidders not meeting a minimum qualifying score of 70 percent on functionality will be disqualified.

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Sub-Contracting

A tenderer will not be awarded points for BBBEE status level if it indicated in their proposal/tender document submitted that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for, unless the intended sub- contractor is an Exempted Micro Enterprise (EME) that has the capability and ability to execute the sub-contract.

A tenderer awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher BBBEE status level than the successful tenderer concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

The tenderer is required to provide information regarding sub-contracting on the schedule of proposed sub-contractors form as well as the schedule for transformation requirements in Section B of this enquiry.

General

During the evaluation process NBCRFLI may engage with one or more tenderers for clarification of their tender. Tenderers must also note that presentations may be required and as a result they must be always prepared when submitting their tender documents. Based on the results of the evaluation process, NBCRFLI will approve the awarding of the contract to the successful tenderer subject to a due diligence being conducted.

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SECTION B

RFB NO. 00452/2024

**APPOINTMENT FOR SUPPLY AND DELIVERY OF PURIFIED WATER FOR NBCRFLI
FOR A DURATION OF THIRTY-SIX (36) MONTHS**

FORM OF TENDER

NATIONAL BARGAINING COUNCIL FOR THE ROAD FREIGHT AND LOGISTICS

INDUSTRY

RFB NO. 00452/2024

**RFB NO. 452/2024 APPOINTMENT FOR SUPPLY AND DELIVERY OF PURIFIED
WATER FOR NBCRFLI FOR A DURATION OF THIRTY-SIX (36) MONTHS**

**RFB00452/2024: APPOINTMENT FOR SUPPLY AND DELIVERY OF PURIFIED
WATER FOR NBCRFLI FOR A DURATION OF THIRTY-SIX (36) MONTHS**

FORM OF TENDER

INDEX

A. Proposed Solution and Standard Forms

Item Title

1. Company's Profile and Proposed Solution
2. Tenderer's references
3. Schedule of Proposed Sub-Contractors
4. Alterations by Tenderer
5. BEE and Tax Clearance Certificate
6. Supplier Registration Form
7. Declaration of Interest

B. Financial Proposal

Item Title

1. Offer
2. Summary of Costs

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A. PROPOSED SOLUTION and STANDARDS FORMS

A 1. COMPANY PROFILE AND PROPOSED SOLUTION

Tenderers to provide the Company Profile and the Solution.

A.2 TENDERER'S REFERENCES

Tenderers to provide three (3) contactable references of relevant services carried out in the last ten years that best illustrate the experience of the tenderer. Use the below example.

Tenderers are requested to provide three (3) references of relevant services carried out in the last ten years that best illustrate the experience of the tenderer		
Using the format below, provide information on each assignment for which your firm/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.		
Assignment Name:		Country:
Location within Province:		Professional Staff Team Provided by Your Company/Entity (Profiles):
Name of Entity/Client:		Types of Funds Managed:
Address:		Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Fund:
Name of Associated Companies, If any:		No. of months of Professional Staff Provided by Associated Companies:
Comment:		

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A.3 SCHEDULE OF PROPOSED SUB-CONTRACTORS

The Tenderer shall detail below all Sub-contractors that he proposes to employ to render of any part of the Services, together with a description of the service he proposes to sub-contract. Notwithstanding the inclusion of any Sub-contractor herein, this shall be read in conjunction to clause 14 [Evaluation] above in Section A of this enquiry as well as the schedule for transformation requirements.

NAME	WORK TO BE SUB-CONTRACTED	APPROXIMATE VALUE

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A4. ALTERATIONS BY TENDERER

Should the Tenderer desire to make any departures from or modifications to the Conditions of Contract, Schedule of Prices, or to qualify his tender in any way, he shall set out his proposals clearly hereunder, or alternatively state them in a covering letter attached to his tender and referred to hereunder, failing which the tender will be deemed to be unqualified.

PAGE	CLAUSE OR ITEM	PROPOSED ALTERATIONS

**RFB00452/2024: APPOINTMENT FOR SUPPLY AND DELIVERY OF PURIFIED
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A.5 BEE AND TAX CLEARANCE CERTIFICATE

Tenderers are required to provide a valid BEE and Tax Clearance Certificate

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A.6 SUPPLIER REGISTRATION FORM

It is expected of tenderers who are not registered on the NBCRFLI's accredited Supplier Database to register using the prescribed form. Once the form is completed it may be submitted together with the tender. The NBCRFLI reserves the right not to award tenders to tenderers who are not registered on the Database.



SUPPLIER REGISTRATION FORM

All sections marked with an apteryx "" are compulsory to complete*

Please Note

- ◇ This form must be completed by all applicants wishing to register as suppliers on the NBCRFLI supplier database. Please reflect all the resources the firm has such as: Years of Experience, No of employees etc. Also reflect the expertise and experience that the company has. Other relevant additional documentation may also be attached. The NBCRFLI will determine the suitability of firms for entry into its database, based on the information provided.
- ◇ All sections of the application form must be completed in full.
- ◇ The application form is to be completed by the duly authorised official of the contracting firm.

Registration pre-requisites

- ◇ Proof of company registration and/or any other form of legal standing must be submitted.
- ◇ A *current and original* Tax Clearance Certificate from South African Receiver of Revenue Service [SARS] certifying that the taxes of the applicant are in order or that suitable arrangements have been made with SARS to bring them in order. The Tax Certificate will be reworded at the allocated space for the VAT number with the words "compulsory if turnover is more than R1, 000 000". Where the person is not required to be registered for VAT, the Receiver of Revenue will write issue the certificate with blank VAT reference number.
- ◇ Submit proof of Professional Registration with the relevant Professional Body.
- ◇ Submit Company composition on the form attached as Section "C" also referred to a CK1
- ◇ Attach Black Economic Empowerment (BEE) Strategy/Transformation Strategies/ strategies to empower the Disabled/physically challenged.
- ◇ Company Profile
- ◇ Proof of banking details

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A.7 DECLARATION OF INTEREST

DECLARATION OF INTERESTS (KINSHIP, RELATIONSHIP WITH PERSONS EMPLOYED BY NBCRFLI)

In terms of the Procurement Policy, no person or persons employed by the NBCRFLI may be awarded a bid by the Council.

Any legal person, or persons having a kinship with persons employed by the NBCRFLI including a blood relationship, may make an offer in terms of any bid invitation. In view of possible allegations of favouritism, should a resulting bid or part thereof be awarded to persons connected with or related to an employee of the NBCRFLI, it is required that the bidder or his/her authorized representative declare his position vis-à-vis the evaluating authority and/or take an oath declaring his/her interest, where—

- the legal person on whose behalf this application signed, has a relationship with persons/a person who are/is involved with the evaluation of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarer acts and persons who are involved with the evaluation of the bid.

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

Do you, or any person have any relationship (family, friend, other) with a person employed with the NBCRFLI or its Administration and who may be involved with the evaluation, preparation and/or adjudication of bids?

Yes/No

If so, state particulars

Are you or any other person connected with this application, employed the NBCRFLI?

Yes/No If so, state particulars

SIGNATURE OF DECLARER

DATE

POSITION OF DECLARER

NAME OF COMPANY OR APPLICANT

I/we, the undersigned (Print name/s)	
Signature/s	Date
Designation	

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B. FINANCIAL PROPOSAL

B.1 BID PRICE/OFFER

Having examined the Specifications and all other documentation contained in the Enquiry document for the above-named Services, we the undersigned, offer to carry out the whole of the said Services in conformity with the said Enquiry document, which includes all these documents for the sum of:

NOTE: REFER TO SUMMARY OF COSTS ATTACHED HERETO.

R..... (In words)
.....
.....
.....(INCLUDING 15% VAT)

We undertake to commence the Services on receipt of the NBCRFLI's representative's instruction to commence.

We agree to abide by the terms and conditions of this Tender for a period of 90 days from the closing date and undertake that it will not be withdrawn and shall remain open for acceptance by you up to the expiration of the said 90 days.

Unless and until a formal Agreement is prepared and executed, this Tender, together with your written acceptance thereof, shall constitute a binding Agreement between us.

Dated this..... day of year

Signature..... in the capacity of

Duly authorized to sign tenders for and on behalf of:

Bidder Name.....

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B.2 SUMMARY OF FEES

Summary of proposed fees.	
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SECTION C

**RFB NO.452/2024 APPOINTMENT FOR SUPPLY AND DELIVERY OF PURIFIED
WATER FOR NBCRFLI FOR A PERIOD OF 36 MONTHS
CONDITIONS OF AGREEMENT**

**(Any resultant Service Level Agreement will be subject to NBCRFLI's generic terms
and Conditions of Agreement)**

**The blank SLA must be downloaded from the NBCRFLI to familiarised with the
terms and conditions**

**RFB00452/2024: APPOINTMENT FOR SUPPLY AND DELIVERY OF PURIFIED
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SECTION D

SCOPE OF SERVICES

FOR

**RFB NO.452/2024 APPOINTMENT FOR SUPPLY AND DELIVERY OF PURIFIED
WATER FOR NBCRFLI FOR A PERIOD OF 36 MONTHS**

RFB00452/2024: APPOINTMENT FOR SUPPLY AND DELIVERY OF PURIFIED WATER FOR NBCRFLI FOR A DURATION OF THIRTY-SIX (36) MONTHS

SPECIFICATIONS

1. BACKGROUND

The organization that is today known as the National Bargaining Council for the Road Freight and Logistics Industry (NBCRFLI) has been in existence since 1946. The Council is governed by the Labour Relations Act of 1995, which allows employer and employee organizations to establish a bargaining council for an industry and area. Through collective bargaining, trade unions and employer organizations, which are party to the Council, are able to negotiate matters that are of mutual interest to the Road Freight and Logistics Industry. This approach allows for better regulation of matters which affect the industry as a whole, thereby enforcing minimum standards and conditions of employment within the Road Freight and Logistics Industry, which ultimately contributes to labour stability. The Council also supports its members through managing the industry's annual leave, sick leave, holiday bonus funds, and by providing health and wellness as well as dispute resolution management services.

2. THE OBJECTIVES OF THE REQUEST FOR BID

The primary objective is to appoint a service provider to Supply and delivery of purified water to National Bargaining Council for the Road Freight and Logistics Industry (NBCRFLI) Offices.

3. SCOPE OF SERVICES

CONSUMABLES

Consumable Description	Region/Branch	Quantity of 20l Bottles per month
Supply and Delivery of 20l Purified Water Bottles	Braamfontein	60
Supply and Delivery of 20l Purified Water Bottles	Pretoria	5
Supply and Delivery of 20l Purified Water Bottles	Cape Town	20
Supply and Delivery of 20l Purified Water Bottles	Kimberly	5
Supply and Delivery of 20l Purified Water Bottles	East London	11

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Consumable Description	Region/Branch	Quantity of 20l Bottles per month
Supply and Delivery of 20l Purified Water Bottles	Bloemfontein	5
Supply and Delivery of 20l Purified Water Bottles	Polokwane	5
Supply and Delivery of 20l Purified Water Bottles	Nelspruit	5
Supply and Delivery of 20l Purified Water Bottles	Rustenburg	5
Supply and Delivery of 20l Purified Water Bottles	Witbank	5
Supply and Delivery of 20l Purified Water Bottles	Klerksdorp	5
Supply and Delivery of 20l Purified Water Bottles	Port Elizabeth	5
Supply and Delivery of 20l Purified Water Bottles	Durban	20
Supply and Delivery of 20l Purified Water Bottles	Richards Bay	5
Supply and Delivery of 20l Purified Water Bottles	George	5
Supply and Delivery of 20l Purified Water Bottles	Newcastle	5

RENTALS

Product Description- Unit	Region/Branch	Quantity
Rental and Quarterly servicing of water coolers	Braamfontein	15
Rental and Quarterly servicing of water coolers	Pretoria	2
Rental and Quarterly servicing of water coolers	Cape Town	5
Rental and Quarterly servicing of water coolers	Kimberly	1
Rental and Quarterly servicing of water coolers	Bloemfontein	1
Rental and Quarterly servicing of water coolers	Polokwane	1
Rental and Quarterly servicing of water coolers	Nelspruit	1

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Product Description- Unit	Region/Branch	Quantity
Rental and Quarterly servicing of water coolers	Rustenburg	1
Rental and Quarterly servicing of water coolers	Witbank	1
Rental and Quarterly servicing of water coolers	Klerksdorp	1
Rental and Quarterly servicing of water coolers	Port Elizabeth	1
Rental and Quarterly servicing of water coolers	Durban	2
Rental and Quarterly servicing of water coolers	Richards Bay	1
Rental and Quarterly servicing of water coolers	George	1
Rental and Quarterly servicing of water coolers	Newcastle	1
Rental and Quarterly servicing of water coolers	East London	2
Supply and Deliver Box of Medium Polystyrene Cups (1000 per box)	All regions	As per request

4. CONDITIONS

NBCRFLI retains the right to cancel the order if there is any indication that the delivery lead-time commitment will not be met / breached – this is applicable before or after the expiration of the lead-time.

- NBCRFLI reserves the right to withdraw the award of this tender pending site visit/Contract will be signed subject to.
- The awarding of the tender will be confirmed after the site visit that will take place at the Water Treatment facility.