

RFQ NUMBER	RBA/Provision of purified water to RBN /2025/RFQ02	
OBJECTIVE OF BID:	Appointment of services providers for the provision of purified water to RBN for a period of 12 Months with an option to renew for a year.	
DESCRIPTION OF SERVICES:	Provisions of water to the RBN/A	
ISSUE DATE:	21 October 2025	
COMPULSORY BRIEFING SESSION	NOT APPLICABLE	
RFQ CLOSING DATE AND TIME:	31 October 2025	12H00
PROPOSAL TO BE EMAILED TO	Thuto.Makgahlela@bafokeng.com	
RFQ VALIDITY PERIOD:	90 CALENDAR DAYS FROM CLOSING DATE	
ENQUIRIES: PROCUREMENT SPECIALIST	Thuto.Makgahlela@bafokeng.com	

1. INTRODUCTION

The Royal Bafokeng Nation (“RBN”), administered through the Royal Bafokeng Administration (“RBA”) (RBN/A), is a traditional community-based in the Rustenburg Valley in the North West Province, South Africa. The RBN area falls within the Rustenburg Local Municipality (“RLM”) and comprises 29 villages, organised into 5 regions over a land size ranging from 1200 to 1400 km². The area is home to approximately 128 000 people according to the latest count from PULA (i.e. Population and Use of Land Audit, an independent census conducted within the RBN boundary) of those, 67% are descendants of the Bafokeng, whilst 33% are Non-Bafokeng. The RBN has properties such as Schools, Clinics, Administrative Offices, Halls, Water infrastructures, etc.

The Royal Bafokeng Nation (RBN) is seeking to establish a long-term contract for the provision of mineral water services to support the organisation’s operational needs on an as-needed basis. This initiative aims to ensure timely and efficient management of sourcing events, while accommodating the organisation’s evolving requirements over time.

2. BACKGROUND

Currently, the Royal Bafokeng Nation Administration (RBN/A) does not have a formal contract in place for the provision of mineral water services. As a result, business units are required to source quotations on an ad hoc basis, which has proven to be both time-consuming and administratively burdensome. This fragmented approach often delays the timely arrangement of water that presents difficulties for stakeholders

To address this challenge, the Request for Quotation (RFQ) seeks to streamline the procurement process by establishing a long-term water contract.

3. OBJECTIVE OF THE BID

The purpose of this bid is to appoint service provider(s) from the Royal Bafokeng Nation who will supply and deliver 500ml bottled water and 250ml sachet water to RBN. The appointed providers will be responsible for delivering the packaged water to the organisation on a rotational basis over a twelve (12) months period with an option to renew for a year.

4. SCOPE OF WORK

Purify water and package it in 500ml bottles and 250ml sachets as required, ensuring full compliance with SANS 241:2015 water quality standards.

5. PRICING SCHEDULE

Bidders may submit proposals for either the 500ml bottled water, the 250ml sachet water, or both. Each water size will be evaluated independently, and the bid will be awarded separately for each category.

Nr.	Description	Qty	Price Excl. Vat
1.	Water bottle 500ml	1	R.....
2.	Water sachet 250ml	1	R.....

- The submitted proposal must reflect a fixed cost, which shall remain unchanged for the 12 months period.

5.1 Timeframe

Table 1 below highlights the projects timelines and may be adjusted as and when the need arises to do so.

Action	Responsibility	Date
Deadline for clarification questions	Service providers	27 October 2025
Deadline for responses to questions	RBN/A	28 October 2025
Closing date of bid submission	Service providers	31 October 2025
Successful bidder appointed	RBN/A	07 November 2025
Commencement of services	Service provider	17 November 2025

Table 1 - Timelines

6. EVALUATION

The bid will be evaluated as follows;

- Phase 1:** Pre-qualification.
- Phase 2:** Administrative compliance
- Phase 3:** Commercial - Price (100)

6.1 Phase 1 - Pre-qualification

The bidder is required to comply fully with the Pre-qualification criteria. Failure to comply **with the administrative compliance will result in the disqualification** of the bid. The following must be submitted with the bid.

- a) Only bidders registered with Royal Bafokeng Enterprise Development (RBED) will be eligible for consideration. Proof of registration on the RBED database must be included/submitted with the bid. A letter **not older than two months** from the closing date of this bid will be acceptable.
- b) A water test report from reputable lab must be submitted with the bid. The water test must test for the following;
 1. pH test
 2. Electrical conductivity test
 3. Turbidity test
 4. Fluoride test
 5. Nitrate test
 6. E-coli test
 7. Total cauliform test and
 8. Total plate count test.

Note 1: In the event that the bidder does not have a test report. The bidder is required to submit proof that they have submitted their water to a lab. Such proof must be provided by the laboratory in which the samples have been submitted to.

OR

If the water brand proposed for supply to RBN/A is a registered member of the South African National Bottled Water Association (SANBWA), the bidder is not required to submit a water quality test report. However, the bidder must provide a formal letter confirming the brand that will be supplied to RBN/A. Should the proposed brand not be affiliated with SANBWA, the bidder will be disqualified. RBN/A will verify the brand's membership status directly with SANBWA.

6.2 Phase 2 - Administrative Compliance

The following documents should be submitted with the bid to evaluate adequately, namely;

- a) Company profile.
- b) CIPC confirmation of Company registration and Directors.
- c) Valid SARS Tax Compliance PIN.
- d) **Original and valid and / or certified** copy of B-BBEE status level certificate or sworn affidavits must be valid at the time of the closing of the RFQ.
- e) Original Bidder Resolution or Letter of authority or Letter of appointment authorizing the signatory of the Entity to sign the contract with RBA.

f) Bank confirmation letter.

Note: Non-submission of supporting documents at the time of bid closing will not result in automatic disqualification. However, if RBN/A requests the documents and the bidder fails to provide them within the timeframe requested, the bidder will be disqualified from the bidding process.

In the case of the BBBEE certificate or sworn affidavit, failure to submit at the time of bid closing will not lead to disqualification. However, the bidder will receive zero (0) points for the preferential scoring criteria applicable to the project.

6.3 Phase 3 - Price

Commercial: Price (100)

7. CONDITION OF THE BID

- 7.1 RBN/A reserves the right to award the contract to multiple service providers, depending on the volume of water required. A rotational system will be implemented and closely monitored to ensure equitable distribution of opportunities among appointed providers.
- 7.2 Orders will be placed strictly based on actual requirements and will do so only as and when the need arises.
- 7.3 The provision of water shall be limited to the Royal Bafokeng Civic Centre and any other associated entities.
- 7.4 Only bidders whose operations are based within the Royal Bafokeng region will be considered for this contract.
- 7.5 The successful bidder(s) shall enter into a formal Service Level Agreement with RBN/A upon award of the contract.
- 7.6 The service provider is required to have a capacity to supply at least 500 bottles (i.e., 500ml) of water per day.
- 7.7 No deposits or advance payments will be made for services rendered under this contract.
- 7.8 RBN/A reserves the right to conduct water quality testing at its discretion and as deemed necessary.
- 7.9 RBN/A reserves the right to perform unannounced audits of the service provider's facility (i.e., spot audits) without prior notice should the service provider be responsible for the water purification.

8. CONFIDENTIALITY

No information or documentation may be used for any purpose other than providing for an RFQ proposal to RBN/A, and no copies of any document may be made, except with prior written approval from RBN/A.

The successful bidders and staff will be required to sign a non-disclosure agreement.

RBN respects your privacy. The processing, handling, and storage of your personal information will be conducted in accordance with the Protection of Personal Information Act, 4 of 2013.

9. CONTRACTUAL ARRANGEMENT

The service provider is required to enter into a service level agreement (SLA) with RBN/A to perform all functions as set out in the project specification.

10. FINANCIAL IMPLICATIONS

- 10.1 No service will be provided to RBN/A before an official order has been issued to the supplier or service provider.
- 10.2 The service provider should be aware that RBN/A only pays after the services have been rendered.
- 10.3 Payments will be done within thirty (30) days of receipt of a valid invoice duly supported by all requisite documents, in accordance with the Service Level Agreement.

11. SUPPLIER DUE DILIGENCE

- 11.1 RBN/A reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period.
- 11.2 Bidders must note that, RBN/A will conduct verification on the information submitted and any misrepresentation will result in an automatic disqualification.

12. SUBMISSION OF BIDS DOCUMENTS

- 12.1 Bidders are strongly advised to submit their bids well in advance to accommodate any unforeseen circumstances that may cause delays.
- 12.2 RFQ submission shall be emailed to Thuto.Makgahlela@bafokeng.com prior to the below-mentioned closing date and time with the email heading: **Provision of Purified Water Services**
- 12.3 The closing date of this RFQ is **31st October 2025 at 12h00**

13. COST OF BIDDING

The bidder shall bear all costs associated with the preparation and submission of its bid, and RBN/A will not be held responsible for these costs, regardless of the conduct or outcome of the RFQ process.

14. PRICE OR FEES NEGOTIATION

RBN/A negotiate the price or fees with the preferred bidder during a competitive bidding process.

15. LATE BIDS

Bids received after the closing date and time will not be accepted for consideration. Bids documents should be submitted **before 12h00** on the **31st October 2025** (i.e., closing date)

16. NON-COMMITMENT

RBN/A is not bound to accept any of the bids submitted. RBN/A reserves the right to withdraw or amend this RFQ by notice in writing to all parties who have received the RFQ prior to the closing date. The cost of preparing of bids will not be reimbursed.

17. FRAUD AND CORRUPTION

All prospective service providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act (No 12 of 2004) and any other applicable legislation.

18. BID AND TECHNICAL ENQUIRIES / CLARIFICATION OF RFQ DOCUMENTS

RBN/A will respond in email to any request for clarification of the RFQ documents which it receives no later than the **31st October 2025**

Faxed bids will not be accepted

All enquiries related to the technical content of the Terms of Reference as well as the bid enquires may be directed in writing to the official(s) listed below:

19. RFQ QUERIES

All RFQ queries must be addressed to:

Mr. Thuto Makgahlela

Email: Thuto.Makgahlela@bafokeng.com

20. VALIDITY OF RFQ SUBMISSION

The RFQ submission shall be held valid for **ninety (90) days** after the closing date.

21. SERVICE LEVEL AGREEMENT

RBN/A will require the service provider to enter into a Service Level Agreement that may define certain deliverables and time frames.

22. CERTIFICATE OF ACQUAINTANCE WITH BID DOCUMENTS

I/We of do hereby certify (Name of Company) that I/we acquainted myself/ourselves with the contents of all the documents listed in the Schedule of Bid Documents, as laid down by The RBA for carrying out of the proposed work/service(s).

SIGNED AT on this day of 20.....

SIGNATURE :

NAME OF DELEGATED SIGNATORY :
(PRINT) in his capacity of

DESIGNATION OF SIGNATORY :
(PRINT) who warrants his authority to sign on behalf of the bidding company