

RBA/Provision of purified water to RBN /2025/RFQ02 | Bid Guide

The overall intention of this tender guide is as follows;

1. Clarify the bidding process
2. Outlines:
 - How to prepare a bid
 - What documents are required
 - Where and how to submit the tender
3. Ensure compliance
 - It helps bidders meet all legal, regulatory, and procedural requirements to avoid disqualification.
4. Improve bid quality
 - By offering tips and best practices, it helps bidders create more competitive and compelling proposals.
5. Promote fair competition
 - It ensures all potential bidders have equal access to information, promoting transparency and fairness.

PREAMBLE:

Bidders are advised that changes have been made to the initial RFQ, which was previously cancelled. This revised bid is more inclusive and now allows participation from service providers who may not own water purification facilities but wish to partner with others or offer supply and delivery services.

Additionally, the administrative document requirements have been streamlined to improve accessibility. Bidders may choose to submit proposals for the supply of 500ml bottled water, 250ml sachet water, or both. Each category will be evaluated and awarded separately.

Please note that the administrative requirements for this bid have been relaxed and will no longer serve as automatic disqualifiers at the time of bid submission. However, bidders may still be requested to provide the relevant documents during the evaluation process.

Phase 1: Pre-qualification. Failure to submit the required pre-qualification documents will result in disqualification from the bidding process.	
Requirement	Comments
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.	1. If no proof of registration (i.e., letter from RBED), the bidder will be disqualified. 2. If the letter is 2 months old from the closing date of this bid (i.e., 31 st October 2025). The bidder will be disqualified. 3. Letters can be requested from Keolebogile.Letsatsi@bafokeng.com at RBED. 4. The bidder is responsible for initiating timely communication with RBED regarding the letter. RBN/A will not be held liable for any bidder's failure to request the letter within the required timeframe.



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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.	1. Bidders must submit either a valid water quality test report or a confirmation letter from the laboratory indicating that samples have been received for testing. Failure to submit either document will result in disqualification. 2. The confirmation letter must be issued by the laboratory where the samples were submitted. Letters from third parties or unrelated entities will not be accepted. 3. If the bidder fails to test any of the specified elements required by RBN/A, the bid will be disqualified.
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	1. Bidders must clearly and explicitly state the brand of water they intend to supply to RBN/A. If the bidder chooses to rely on SANBWA membership to waive the requirement for a water quality test report, it is their responsibility to ensure that the proposed brand is a registered member of the South African National Bottled Water Association (SANBWA). 2. RBN/A will verify the brand's membership status directly with SANBWA. 3. The bidder can use the below link to confirm SANBWA Members – SANBWA. 4. Bidders should be aware that should they opt for this option their bid might not be necessarily competitive from a pricing perspective.
Phase 2: Administrative compliance	
a) Company profile.	1. While failure to submit a company profile at the time of bid closing will not result in immediate disqualification, bidders are still required to provide this document. The company profile may be requested during the evaluation process, and its absence could affect the overall assessment of the bid.
b) CIPC confirmation of Company registration and Directors.	1. While failure to submit a company profile at the time of bid closing will not result in immediate disqualification, bidders are still required to provide this document. The company CIPC documents may be requested during the evaluation process, and its absence could affect the overall assessment of the bid.
c) Valid SARS Tax Compliance PIN.	1. Although it does not result in immediate disqualification the bidder is required to submit their company profile.



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	2. Bidder to note that RBN/A cannot engage with a service provider that is not tax compliant.
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 RFP.	1. While failure to submit a company profile at the time of bid closing will not result in immediate disqualification, bidders are still required to provide this document.
e) Original Bidder Resolution or Letter of authority or Letter of appointment authorizing the signatory of the Entity to sign the contract with RBA.	1. While failure to submit a company profile at the time of bid closing will not result in immediate disqualification, bidders are still required to provide this document.
f) Bank confirmation letter	1. Although it does not result in immediate disqualification the bidder is required to submit their Bank confirmation letters. 2. Bidders must ensure their bank confirmation letter is not older than 3 months from bid closing date.
Phase 4: Commercial - Price (80)	
Price	1. Bidders have an option to either bid for the 500ml bottled water or 250ml sachet or both. 2. Non submission of the bidder's price with result in disqualification