



RFP 21/2019

**SPECIFICATIONS FOR THE SUPPLY,
INSTALLATION AND MAINTENANCE OF FREE
STANDING HOT AND COLD WATER
DISPENSERS AND SUPPLY AND DELIVERY
OF PACKAGED WATER TO SARS OFFICES ON
AN “AS AND WHEN” BASIS,
COUNTRYWIDE.**

1. INTRODUCTION:

- 1.1 The South African Revenue Service (SARS) is inviting bids for the supply, installation and maintenance of free standing hot and cold water dispensers and supply and delivery of packaged water on an “as and when” basis to SARS Offices (Annexure A), countrywide. SARS intends to award the contract on a cluster basis and reserves the right to award to more than one service provider.
- 1.2 SARS reserves the right to add or remove any of the listed as listed in Annexure A during the contract period, without prior notice.
- 1.3 The technical specifications of the required services are contained in this document and represent the minimum requirements of SARS. It is the responsibility of the service provider(s) to identify any discrepancies and advise SARS in the latest technology and developments with regard to the use and applications in respect of the supply of packaged water, especially with regard to the environmental impact this service could have.
- 1.4 Refer to Annexure A for average monthly packaged water deliveries as per office. *Note: These figures are merely a guide to demonstrate the quantities that could be ordered on a monthly basis and by no means are accurate or binding. It will be used for comparative purposes only.*
- 1.5 In the event of unsatisfactory service being rendered by the successful bidder(s), SARS reserves the right to terminate such a contract at any given time, with one month’s notice. SARS will not bear any responsibility or liability if such a contract is terminated prematurely.

2. SCOPE OF SERVICE:

- 2.1 The service will include the supply, installation and maintenance of free standing hot and cold water dispensers and the supply and delivery of packaged water on an “as and when” required basis to SARS Offices, countrywide. SARS reserves the right to award the contract to more than one service provider.

3. OUTSOURCING REQUIREMENTS:

3.1 TERM OF CONTRACT

The successful bidders(s) will be appointed for a period of **36 (thirty six)** months.

3.2 OCCUPATIONAL HEALTH AND SAFETY

All personnel of the successful bidder(s) will be subject to total adherence to all SARS’s safety, health and security requirements, policies and procedures which applies to this type of service.

4. DEFINITIONS:

4.1 In this document, unless inconsistent with the context, the words and expressions have the following meanings and similar expressions will have corresponding meanings:

- **“Best Before”** – means the date that the food/ water is no longer in its perfect shape from that **date**. It may just lose its freshness, taste, aroma or nutrients. It does not necessarily mean that the food is no longer safe to eat. **Best before date** is basically a quality indicator;
- **“Act”** – means the Foodstuffs, Cosmetics and Disinfectants Act number, 1972 (Act No. 54 of 1972) for the control of the sale, manufacture and importation of foodstuffs, cosmetics and disinfectants; and to provide for incidental matters;
- **“Packaged Water”** - means water that is packed in hermetically sealed containers of various forms, capacities and approved safe and suitable materials and which is intended as a foodstuff for human consumption which –
 - (i) is a colourless, odourless and tasteless liquid that may contain carbon dioxide, naturally occurring or intentionally added; and
 - (ii) shall not contain added sugars, sweeteners, additives; infuse aromas, ingredients, flavourings, alcohol, any other foodstuffs or nutrients – excluding in the case of prepared water only, added minerals.
- **“COIDA”** – means the Compensation for Occupational Injury and Disease Act 1999, (Act No. 130 of 1999);
- **“UIF”** - means the Unemployment Insurance Fund established by section 4 of the Unemployment Insurance Act, No. 4 of 2002
- **“PAYE”** – means Pay-as-you-earn tax as levied in terms of Income Tax Act No. 58 of 1962;
- **“Workman’s Compensation”** - means the form of insurance providing wage replacement and medical benefits to employees injured in the course of employment in exchange for mandatory relinquishment of the employee's right to sue their employer for the tort of negligence;
- **NRCS Regulation VB 8055** – Compulsory specification for electrical and electronic apparatus; and
- **Regulations relating to all packaged water** – GNR 718 of July 2006.

5. MISCELLANEOUS:

5.1 Bidders must give an indication of the following in their bid submissions:

- Lead time to mobilize;

- Statutory and legislative compliance with regard to the supply of water as well as other applicable labour and tax legislation; and
- Any other requirements/ shortcomings not addressed in this document or alternative more cost effective, environmentally friendly and sustainable methods of water supply.

6. SPECIFICATIONS:

6.1 Any further elaboration or explanations on a particular line item must be made on separate attachments to the Bidder's bid submission. In such cases the correct cross-reference must be made as comments opposite that particular paragraph as well as on the applicable attachment(s).

7. INSTRUCTIONS

7.1 Free Standing Water Dispensers

- 7.1.1 The successful bidder will supply, install and maintain free standing water dispensers in designated areas of SARS Office Buildings that dispense hot and cold water via a plastic bottle. The capacity of the packaged water bottles must be at least 19 litres.
- 7.1.2 All water dispensing equipment will be cleaned/ sanitized with the filters replaced every (6) six months from the date of delivery.
- 7.1.3 The successful Bidder will use environmentally friendly chemical (bleach, etc.) to thoroughly sanitize, clean and disinfect all the internal working components of the water dispenser.
- 7.1.4 Proof that the water dispenser complies with the **NRCS Regulation VB 8055 –** Compulsory specification for electrical and electronic apparatus must be submitted.

7.2 General Requirements

- 7.2.1 SARS reserves the right to test the supplied water for compliance to the minimum specifications as contained in the Foodstuffs Cosmetics and Disinfectants Act, 1972 (Act no. 54 of 1972), Regulation GNR718 of July 2018.
- 7.2.2 The packaged water is to be delivered to site "as and when" required by the individual SARS office/ site.
- 7.2.3 The Successful Bidder will remove all empty water bottles and credit SARS for returned bottles.

7.3 Staff

- 7.3.1 The Successful Bidder will provide its own management and staff.
- 7.3.2 The Successful Bidder will ensure that all Bidders' staff are adequately trained and/ or undergo training according to a recognised training program **prior** to the commencement of the contract.

- 7.3.3 The Successful Bidder will ensure that the Bidder's staff is neatly dresses in a uniform supplied by the Bidder at his/ her costs, so that the Bidder's staff can be clearly identified from other contractor's staff on SARS premises.

SARS reserves the right to order the immediate removal of any staff member that does not adhere to this requirement.

- 7.3.4 The Successful Bidder must comply with all the relevant employment legislation and applicable bargaining council agreements i.e. UIF, PAYE, Workman's Compensation, etc.
- 7.3.5 SARS reserves the right to inspect the Successful Bidder's site and water preparation and storage facilities on a regular basis to ensure the Bidder's compliance with the requirements of this RFP.

7.4 Security

- 7.4.1 The Successful Bidder's staff will adhere to all applicable to all SARS Health, Safety and Security Policies and Procedures. (Copies will be supplied to the successful Bidder/s upon appointment).

7.5 Ownership/ Storage

- 7.5.1 SARS will provide storage for extra bottles. Only the requested amount of packaged water bottles is to be delivered to site.
- 7.5.2 SARS will not bear any responsibility or liability for loss or damage to any of the Successful Bidder's inventory that is left on SARS's premises.
- 7.5.3 SARS will not bear any costs associated with lost empty bottles upon conclusion of the contract. The onus lies with the Service Provider to remove all empty bottles during the term of the contract.
- 7.5.4 SARS will not bear any costs for the uninstallation and removal of the hot and cold water dispensers upon conclusion of the contract. The cost of uninstallation and removal of the water dispensers is the responsibility of the Service Provider.

7.6 Safety Regulation

7.6.1 Acts and Regulations

The Successful Bidder will ensure that all work performed and all vehicles, plant and equipment bought onto or used on site complies with the Occupational Health and Safety Act, 1993 (Ac no 85 of 1993) as well as the Compensation for Occupation Injury and Disease Act, 1993 (Act no 130 of 1993).

- 7.6.2 The Successful Bidder must ensure that the packaged water supplied is tested regularly at a laboratory that complies with the latest SANNAS Regulation, as amended from time to time.

7.7 General

- 7.7.1 SARS reserves the right to accept more than one bid from the most economical and/or convenient point of supply. SARS also reserves the right to accept the Bid as a whole or partially or not at all.
- 7.7.2 SARS also reserves the right to request further references from Bidders.
- 7.7.3 A list of SARS Offices/ sites that intends to participate in the contract are attached as Annexure A
- 7.7.4 Deliveries must be made during normal “business hours” i.e.08:00 to 16:00 and delivered to the SARS employee responsible for the specific site’s packaged water.

Annexure A

SARS sites and estimated quantities included in this contract

Region	Office	No. of rentals	Estimated no. of bottles
Cluster A – Northern and Western Cape			
Northern Cape	Nakop Border Post	1	20
Northern Cape	Vioolsdrift Border Post	3	25
Western Cape	Sable Centre (Belleville)	6	180
Northern Cape	Alexander Bay	1	10
Cluster B – North West			
North West	Ramatlabama Border Post	5	40
North West	Skilpadshek Border Post	6	64
North West	Kopfontein Border Post	6	50
Cluster C - Mpumalanga			
Mpumalanga	Mahamba Border Post	3	12
Mpumalanga	Oshoek Border Post	2	30
Mpumalanga	Nerston Border Post	1	12
Mpumalanga	Jeppes Reef Border Post	4	20
Mpumalanga	Lebombo Border Post	15	60
Mpumalanga	Mananga Border Post	4	20
Cluster D - Limpopo			
Limpopo	Beitbridge Border Post	12	200
Limpopo	Groblersbridge Border Post	7	60
Cluster E – KwaZulu Natal			
Kwa Zulu Natal	Golela Border Post	2	50
Kwa Zulu Natal	Trescon Building (Durban)	4	60
Kwa Zulu Natal	Quachas Nek Border Post	1	10
Cluster F – Free State			
Free State	Ficksburg Border Post	5	30
Free State	Caledonspoort Border Post	3	10
Free State	Maseru Bridge Border Post	8	40
Free State	Van Rooyens Hek Border Post	3	10
Cluster G - Gauteng			
Gauteng	Head Office Lehae Le SARS	1	6
Gauteng	Alberton Campus (Alberton)	6	100
Gauteng	Doringkloof (Centurion)	4	100
Gauteng	Springs	2	12

Note: The information is included for comparative purposes and should in no way be regarded as a guarantee of any prospective business. SARS reserves the right to add to, or remove any of the above-mentioned offices.