Warning against tender scams: The WRC urges members of the public to report any suspicious Request for Quotation, Purchase Order or Letter of Award to its Fraud Hotline on 0800 214 777 or email: hotline@kpmg.co.za . If a request or procurement communication appears to be suspicious Suppliers are advised to contact the WRC Supply Chain Management office on 012 761 9300 to verify its authenticity

PART A
INVITATION TO BID (SBD1)

RFQ/P NUMBER:	**043/08/26-27**	CLOSING DATE:	**25 AUGUST 2026**	CLOSING TIME:	**11h00**
DESCRIPTION OF GOODS/SERVICES	**APPOINTMENT OF A QUALIFIED AND EXPERIENCED SERVICE PROVIDER FOR THE SUPPLY AND INSTALLATION OF SILVER REFLECTIVE WINDOW FILM TO DESIGNATED GLAZING PANELS AT THE NEW WRC BUILDING.** **Compulsory Site Visit** • Attendance of site visit prior to submission of quotation is important • Should the service provider wish to attend a site audit they must contact: SCM via email: quotations@wrc.org.za or Tel: 012 761 9300 • **Date and time: 21 August 2026** at 10:00 **to** 11:00. • Please bring your **hard hat and PPE** to gain access to the construction site. **Address:** WRC offices at **1609 Michael Thackeray, The Innovation Hub, Persequor, Tshwane, 0020.**				
BID RESPONSE DOCUMENTS MAY BE EMAILED TO: quotations@wrc.org.za (No hand delivered quotation or sent to a different email than the one specified shall not be accepted)					
RFQ VALIDITY PERIOD: 90 DAYS					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**			
CONTACT PERSON	**Supply Chain Management**	CONTACT PERSON	**Supply Chain Management**		
TELEPHONE NUMBER	**012 761 9300**	TELEPHONE NUMBER	**012 761 9300**		
E-MAIL ADDRESS	quotations@wrc.org.za	E-MAIL ADDRESS	quotations@wrc.org.za		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		**OR** CENTRAL SUPPLIER DATABASE No:	MAAA	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[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 SPECIFIC GOALS POINTS]					

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]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
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 BELOW.

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 IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**
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 VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER: ……

CAPACITY UNDER WHICH THIS BID IS SIGNED: ……
(Proof of authority must be submitted e.g. company resolution)

DATE: ……...

PART C
STANDARD BIDDING DOCUMENTS

(SBD FORMS - SBD4, SBD6.1 (where applicable), should be fully completed and signed by the supplier/service provider). WRC reserves the right not to accept/eliminate/disqualify a quotation not accompanied by the completed prescribed SBD forms.

SBD4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

1.1 Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

1.2 If a person is listed in the Register for Tender Defaulters and/or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**

2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	**Identity Number**	**Name of organ of state**

2.3 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.3.1 If so, furnish particulars:

……
……
……

2.4 Does the bidder or any of its directors/trustees/shareholders members/partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise, whether or not they are bidding for this contract? **YES/NO**

2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	**Status (active/inactive/deleted)**

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

3 GENERAL DECLARATION

I, ……....., the undersigned, in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure.

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found to be false.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.5 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.

3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.7 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, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

…… ……

Signature Date

…… ……..

Designation Name of bidder

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

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1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

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

1.2 **To be completed by the organ of state**

(a)The applicable preference point system for this tender is the 80/20 preference point system.

(b) 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 **Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:**

(a) Price; and

(b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	**100**

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
C) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 **or** **90/10**

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right) \text{ or } \quad Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 **or** **90/10**

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right) \text{ or } \quad Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Criteria	*Weight*	*Sub-criteria*
Total Price	***80/100***	***Benchmark against lowest quote***
Specific Goal	***20/100***	***Specific Goals points will be awarded to bidders according to their size of the firm as follows:*** • ***Woman owned Business or Youth Owned Businesses or Businesses owned by people with disabilities:*** ***a. 10 points to be awarded to Woman owned Business or Youth Owned Businesses or Businesses owned by people with disabilities (30% and above ownership %).***

		• ***B-BBEE Certificate:*** ***a. 10 points to be awarded to bidders based on the BBBEE status level of contributor as indicated in the BBBEE accreditation certification in line with the table indicated below.***

BBBEE LEVELS	*SCORES*
Level 1	*10*
Level 2	*8*
Level 3	*6*
Level 4	*4*
Level 5	*2*

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender - Woman owned enterprises or Youth Owned enterprises or enterprises owned by people with disabilities (30% and above ownership %) and B-BBEE Status Level Of Contributor	**Number of points allocated (80/20 system) (To be completed by the organ of state)**	**Number of points claimed (80/20 system) (To be completed by the tenderer)**
Woman owned enterprises or Youth Owned enterprises or enterprises owned by people with disabilities (30% and above ownership %)	**10 Points**	
B-BBEE Status Level	**10 Points**	
1	**10**	
2	**8**	
3	**6**	
4	**4**	
5	**2**	
Non-compliant contributor	**0**	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm…….

4.4. Company registration number: ……...

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

.....

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: .....

DATE: .....

ADDRESS: .....

.....

.....

.....

1. BACKGROUND AND INTRODUCTION

The WRC operates as legislated by the Water Research Act (Act 34 of 1971) and is an entity of national importance to ensure water security, support to the DWS and water sector stakeholders through funding of research entities (universities, consultants and SMMEs). The Primary Function of the WRC is to (1) Promote coordination, cooperation, and communication in water research; (2) Establish water research needs and priorities; (3) Stimulate and fund water research according to priority; (4) Promote the effective transfer of information and technology; and (5) Enhance knowledge and capacity building within the water sector.

2. SCOPE OF WORK: REQUIREMENT / SPECIFICATION

The objective of this request for quotation is to invite prospective suitably qualified and experienced service provider for the supply and installation of Silver Reflective Window Film to designated glazing panels at the new WRC building. **The film shall provide UV protection and reduce heat penetration by approximately 30%.**

The works comprise of:

- Supply of Silver Reflective Window Film that provides UV protection and reduces heat penetration by approximately 30%;
- Preparation, installation, finishing, and cleaning of designated glazing areas where required;
- Provision of all labour, materials, tools, equipment, access equipment to complete the works.

2.1. General requirements

The silver reflective window film installation shall:

- Provide UV protection and reduce heat penetration by approximately 30%, while reducing glare and maintaining acceptable visible light transmission;
- Provide UV protection and a durable, uniform, aesthetically consistent silver reflective finish across all designated areas;
- Comply with applicable building regulations and safety glass requirements.

2.2. Material specifications

The silver reflective window film shall meet the following minimum requirements:

- **Film type:** Silver Reflective Window Film suitable for commercial glazing applications;
- **Performance:** Shall provide UV protection and reduce heat penetration by approximately 30%;
- **Finish:** Consistent silver reflective appearance across all designated glazing areas;
- **Compatibility**: Suitable for application to existing glazing panels, partitions, shopfronts, and doors;
- **Durability:** Resistant to bubbling, peeling, delamination, and visible installation defects under normal use;
- **Product documentation:** Technical data sheet confirming UV protection, heat reduction performance, film type, finish, suitability, and warranty.

2.3. Installation requirements

The contractor shall:

- Verify all glazing dimensions and site conditions before manufacture, supply, or installation;
- Ensure neat, safe, and secure installation with correct sealing, alignment, and finishing;
- Protect adjacent finishes during installation and clean all affected areas on completion;

- Provide product data sheets confirming UV protection, heat reduction performance, film type, finish, suitability, and warranty.
- A product sample, technical data sheet, and proposed tint/finish shall be submitted and approved prior to full installation.

2.4. Design and layout

Required configuration:

- Silver Reflective Window Film applied to designated glazing areas;
- UV protection provided by the installed film;
- Heat penetration reduced by approximately 30%.

The proposed film shall be submitted for approval prior to installation and must be accompanied by technical data sheets confirming UV protection, approximate 30% heat penetration reduction, finish, compatibility, warranty, and maintenance requirements.

2.5. Compliance requirements

The appointed Contractor shall comply with all applicable statutory, safety, building, product performance, insurance, quality assurance, and warranty requirements relevant to the supply and installation of Silver Reflective Window Film.

2.6. Site briefing and verification

- Attend the compulsory site briefing and inspection;
- Verify quantities, dimensions, site conditions, glazing locations, and access constraints before pricing and installation;
- Failure to attend the compulsory site briefing will result in disqualification.

2.7. Occupational health and safety compliance

- Comply with the Occupational Health and Safety Act, site safety rules, and all applicable safety requirements;
- Submit a safety plan and method statement prior to installation;
- Ensure safe handling, transportation, lifting, storage, and installation of glass and glazing materials;
- Provide safe access equipment and working-at-height controls where applicable;

2.8. Building regulations and safety glass compliance

- Comply with applicable building regulations and glazing safety requirements;
- Provide laminated or tempered safety glass where required by regulation, design, or site condition;
- Ensure the installation is suitable for windows, doors, partitions, shopfronts, and glazing panels.

2.9. Product performance compliance

- Silver Reflective Window Film shall provide UV protection and reduce heat penetration by approximately 30%;
- The film must have a uniform silver reflective finish and be suitable for application to the designated glazing panels.
- Technical data sheets must be submitted to confirm that the Silver Reflective Window Film provides UV protection and reduces heat penetration by approximately 30%, including film type, finish, suitability, and warranty.

2.10. Quality assurance compliance

- Submit a product sample or tint/finish sample for approval before full installation;
- Ensure the installation is neat, uniform, durable, secure, correctly sealed, properly aligned, and free from defects;
- Rectify defective work, poor workmanship, seal failure, peeling film, bubbles, or defective glazing at the Contractor's cost;
- Final installation is subject to inspection and approval by the Client.

2.11. Insurance and statutory compliance

- Submit a valid COIDA compliance certificate;
- Submit proof of public liability insurance;
- Submit proof of goods-in-transit insurance where glass panels or glazing units are supplied and transported by the bidder.

2.12. Warranty compliance

- Provide a minimum 12-month workmanship warranty;
- Provide manufacturer warranty documentation for supplied glass, double-glazed units, and/or solar-control film;
- Rectify all warranty-related defects within the warranty period at no additional cost to the Client.

2.13 Maintenance and support

The Contractor shall provide:

- A minimum 12-month workmanship warranty;
- Manufacturer warranty documentation for supplied glass, glazing units, and/or solar-control film;
- Replacement or rectification of defective glazing, peeling film, seal failure, bubbles, or poor workmanship within the warranty period;
- Guidance on cleaning and maintenance of tinted glass or solar-control film surfaces.

2.14. Deliverables

The Contractor shall deliver:

- Fully installed Silver Reflective Window Film across all designated areas;
- Approved product sample, silver reflective finish, and technical data sheets prior to full installation;
- Clean, safe, defect-free, and properly finished glazing surfaces;
- Completion report confirming installation areas and product performance compliance;
- Warranty and maintenance documentation.

Bidders shall:

- Indicate lead time for mobilisation;
- Provide duration for completion of works;
- Confirm availability aligned to project programme.

A successful service provider Must:

- Submit product sample or tint/finish sample for approval prior to full installation;
- Submit safety plan and method statement covering glass handling, working at height where applicable, protection of occupants and finishes, and site risk management.
- Upon completion, must provide written warranty confirmation covering minimum 12-month workmanship warranty and manufacturer warranty for supplied glass, double-glazed units, and/or UV protector solar-control film

3. EVALUATION PHASES

The received proposals will be evaluated in accordance with the PPPFA and evaluated in different phases in order to arrive to the final phase of bid award, and the phases will be as follows:

3.1. Phase One – Screening of the minimum requirements documents
3.2. Phase two – mandatory requirements
3.3. Phase three – Specification compliance
3.4. Phase four – Price and Preference (Specific goals)

3.1 Phase One (1): Screening of the minimum requirements documents

In this phase All bids received will be verified for compliance and completeness purposes, no bid will be disqualified in this phase. No late bid will be considered.

- Bid forms must be properly received on the bid closing date and time specified on the invitation, fully completed, dated.
- Invitation to Bid (SBD 1) must be fully completed,
- Submission of a Valid SARS Tax Clearance Certificate together with Supplier SARS Tax Compliance Status Verification PIN to enable Water Research Commission to verify Tax Compliance status on SARS eFiling. NB: Bidders whom their Tax matters are not in order will not be considered for this bid.
- Submission of fully completed SBD 4 (Declaration of Interest),
- Submission of fully completed SBD 6.1 (Preference points Claim for Specific goals),
- Submission of the original or certified B-BBEE Status Level Verification Certificate or original B-BBEE Sworn Affidavit in case of EME and QSE)
- Submission of Central Supplier Database (CSD) Compliance History Report.

3.2. Phase Two (2): Mandatory requirements

The successful service provider must meet the following mandatory requirements:

No	Mandatory requirements	Comply	Not Comply
3.2.1	Must attach valid COIDA compliance certificate.		
3.2.2	**Must attach** minimum two reference letters for similar project of glazing, tinted glass, silver reflective window film UV protect or window film. Reference letters must be on company letterhead, signed, and include project description and contact details. **NB:** Appointment letters or purchase orders will not be accepted.		

3.2.3	**Must attach** proof of public liability insurance.		
3.2.4	**Must attach** detailed project execution plan including lead time, installation programme, manpower, sequencing, and completion period.		

NB: bidders who do not comply with the mandatory requirements above will be disqualified.

3.3. Phase Three (3): Specification compliance

Service providers submitting price quotations / proposals will be checked against the specification to ascertain compliance. Service providers who fail to fully comply with the specification requirements will be eliminated.

3.4. Phase Four (4): Price and Preference (Specific goals) Evaluation

Service providers who comply with set evaluation requirements will be evaluated under Price and Preference (Specific goals) phase.

List the specific goals applicable to this RFQ:

<table>
<tr><th>Criteria</th><th>Weight</th><th>Proof to be submitted for allocation of points</th><th>Sub-criteria</th></tr>
<tr><td>Total Price</td><td>80/100</td><td>-</td><td>Benchmark against lowest quote</td></tr>
<tr><td>Specific Goal</td><td>20/100</td><td>BEE certificate or sworn affidavit or Companies and Intellectual Property Commission (CIPC) issued certificate confirming their annual total revenue and the level of Black Ownership, woman ownership and disabled ownership, and Central Supplier Database (CSD) full report.</td><td>Specific Goals points will be awarded to bidders according to their size of the firm as follows:
• Woman owned Business or Youth Owned Businesses or Businesses owned by people with disabilities:
a. 10 points to be awarded to Woman owned Business or Youth Owned Businesses or Businesses owned by people with disabilities (30% and above ownership %).

• B-BBEE Certificate:
a. 10 points to be awarded to bidders based on the BBBEE status level of contributor as indicated in the BBBEE accreditation certification in line with the table indicated below.
<table>
<tr><th>BBBEE LEVELS</th><th>SCORES</th></tr>
<tr><td>Level 1</td><td>10</td></tr>
<tr><td>Level 2</td><td>8</td></tr>
<tr><td>Level 3</td><td>6</td></tr>
<tr><td>Level 4</td><td>4</td></tr>
<tr><td>Level 5</td><td>2</td></tr>
<tr><td>Non-compliant</td><td>0</td></tr>
</table>
</td></tr>
</table>

4. PRICING

The RFQ will be evaluated in terms of the Preferential Procurement Regulations (2022).

Note

- F All prices must be quoted in South African Rand (ZAR).
- Prices must be inclusive or exclusive of VAT clearly indicated.

Pricing schedule

Bidders are required to fully complete the pricing schedule below. Failure to complete the pricing schedule in full, including rates and total amounts, may render the quotation non-responsive. Rates must include supply, delivery, installation, labour, materials, tools, equipment, access equipment, safety requirements, protection of finishes, cleaning, warranties, and all costs necessary to complete the works.

Location of shopfronts	**Square meters (To be confirmed during site briefing)**	**Unit Cost**	**Total Cost**
GF-Orange boardroom			
GF-Reception waiting area glass			
GF-RDI 5 offices			
FF- IT Office			
Other costs			
Subtotal excluding VAT			
VAT, if applicable			
Grand Total including VAT			

Bidders must attend compulsory briefing to verify all dimensions, quantities, glazing conditions, access constraints, and installation requirements on site prior to pricing. Final payment will be based on re-measured areas and accepted rates in accordance with the approved installation extents and accepted Silver Reflective Window Film specification.

5. PERIOD / DURATION OF PROJECT / ASSIGNMENT

Once off.

6. SELECTION OF THE SERVICE PROVIDER FOR AWARD

The service provider who obtains the highest points on Price and Specific Goal (being the BEE level as supported by a valid BEE certificate) shall be recommended for award.

7. PAYMENT:

The WRC will be invoiced according to the amount of services rendered payment will be affected 30 days from the date of the invoice.

8. STANDARD CONDITIONS OF THE TENDER

i. **Bidders must complete SBD 4, SBD 6.1,**
ii. Bidders must also submit a **valid tax clearance certificate**; and a **valid B-BBEE certificate** (original or certified copy) to the WRC offices PRIOR or by the closing date, if the WRC is not already in possession of these certificates;
iii. It is the responsibility of prospective bidders to ensure that all bid documents are submitted before the closing time and date of the tender;
iv. The WRC reserves the right to award or not to award this contract;
v. The WRC will enter into a formal contract with one successful bidder;
vi. The WRC reserves the right to terminate the contract should the performance of the service provider be unsatisfactory;
vii. Bids received after closing time and date will be classified as **LATE** and will **NOT** be considered;
viii. Although adequate thought has been given in the drafting of this document, errors may occur which the WRC will not be responsible for;
ix. Any change of information provided in the tender document that may affect delivery of the service should be brought to the WRC's attention as soon as possible. Failure to comply with this may result in the contract being terminated;
x. Service providers presenting information intentionally incorrectly or fraudulently will be disqualified;
xii. Service providers who have been declared insolvent and wish to do business with the WRC must have been rehabilitated and provide the necessary proof thereof;
xiii. The WRC reserves the right to award, cancel or partially award this contract.
xiv. The National Treasury General Conditions of Contract will be applicable to this tender (available on the National Treasury website);
xv. Bidders must complete and attach all relevant standard bid document;
xvi. All prices quoted must be VAT inclusive; where applicable
xvii. Only those bidders, who have met the minimum functional criteria, as stipulated above, may be invited to present their proposal as required. Please note that bidders, who may be invited for presentations, may have their technical scores re-evaluated.
xviii. For those bidders who have met the minimum functional criteria, as stipulated above, the WRC has the right to visit the business premises to verify the information provided in the tender documents; please note that bidders who may have their premises inspected, may have their technical scores re-evaluated.
xix. Short-listed companies could be invited to present and discuss their proposals.
xx. A service level agreement will be entered into between the WRC and the successful respondent.

9. CLOSING DATE AND TIME

- The closing date for the RFQ is the **25 August 2026 @ 11h00.**
- Quotations should be sent to **quotations@wrc.org.za** to reach the WRC before **11h00** on the closing date and time.

10. ENQUIRIES

- For any technical enquiries and commercial enquiries please contact: the WRC Supply Chain Unit at **quotations@wrc.org.za**