



THE APPOINTMENT OF A PANEL FOR DESLUDGING OF ABLUTION FACILITIES IN THE EASTERN CAPE PROVINCE FOR VARIOUS CLIENT DEPARTMENTS FOR A PERIOD OF THREE (03) YEARS.

BID NOTICE No: IDTECRFQ/66/DESLUDGING-PANEL/2025/26

CLOSING DATE: 16 January 2026 @12H00

The completed Bid Document, sealed in an envelope and clearly endorsed. Must be placed in the Tender Box situated at the entrance to the East London Office of the Independent Development Trust (IDT)

BIDDER'S INFORMATION

(Must be completed by Bidder)

BIDDER NAME	
CSD NO	
CIBD GRADING	
CRS NO	
EMAIL ADDRESS	

Document Issued By:

The Independent Development Trust

Palm Square Business Park
Silverwood House, Bonza Bay road
Beacon Bay
5205

PART 1: BIDDING PROCEDURE

1.1 BRIEFING SESSION:

Compulsory briefing session will be held on 04 December 2025 @ 11H00am at the
IDT Eastern Cape Regional Office
Palm Square Business Park
Sherwood House
Bonza Bay Road
Beacon Bay
East London
5201

NB: IT IS THE RESPONSIBILITY OF BIDDER TO ENSURE THAT THEY ATTEND AND SIGN THE BRIEFING REGISTER AS THIS WILL SERVE AS PROOF OF ATTENDANCE, SHOULD THE BIDDER NOT SIGN THEY WILL NOT BE CONSIDERED FOR FURTHER EVALUATION

For any enquiries please contact:

Technical: Mzwandile Gcelu (Mzwandile@idt.org.za) or

Procurement: Zanele Madzidzela (Zanele@idt.org.za)

All bids must be submitted to the Eastern Cape IDT Regional Offices at the following physical address:

IDT Eastern Cape Regional Office
Palm Square Business Park
Silverwood House
Bonza Bay Road
Beacon Bay
East London
5201

NB: IT IS THE RESPONSIBILITY OF BIDDER TO ENSURE THAT THE COURIER SIGN'S THE TENDER SUBMISSION REGISTER, SHOULD THE COURIER COMPANY NOT SIGN THE CORRECT NAME OF BIDDER THEY WILL NOT BE CONSIDERED FOR FURTHER EVALUATION AS THE SUBMISSION REGISTER IS USED AS PROOF OF SUBMISSION

Bids that are submitted in any other place other than the above mentioned will not be considered.

GENERAL BID INFORMATION

Type:	Open Tender/Bids
Bid Documents will be Available from:	21 November 2025
Bid Closing:	16 January 2026

The Bid Advert and Documents will be available and to be downloaded on:

- National Treasury e-Tender portal
- CIDB website
- IDT Website
- Tender Bulletin

Validity Period: 90 days

Contract period: Three Years

Bidders queries will be attended to only up to 5 Calendar days before closing date.

NB: Unsuccessful Bidders will not be notified. If you do not receive any response from IDT regarding this bid after 4 months from closing date, please consider your bid unsuccessful.

TERMS OF REFERENCE

DESLUDGING OF ABLUTION FACILITIES IN THE EASTERN CAPE PROVINCE FOR VARIOUS CLIENT DEPARTMENTS FOR A PERIOD OF THREE (03) YEARS.

1. BACKGROUND

The Independent Development Trust (IDT) intends to establish a panel of service providers for the desludging of ablution facilities in the Eastern Cape province for the various clients on a as and when required basis. This is to ensure a safe environment for users and occupants of facilities whilst ensuring minimal disruption to operations.

2. SCOPE OF WORKS

The IDT hereby requests Contractors in the Water Supply and Drainage for Buildings (Wet Services Plumbing) category, duly registered with the **CIDB from grade 1SO or higher** to tender for desludging panel of toilets in various facilities.

- Removal of sludge or bio-solids from existing Ventilated Pit Latrine (VIP) facilities, Conservancy Tanks or Septic Tanks by using motorised honey suckers or mechanical means as may be required.
- The Bio-solids will be disposed of based on the DWA Guidelines for Waste Classification and Disposal (2013), **National Environmental Management: Waste Act, 2008 (Act 59 of 2008)**, **CIDB Standard Service 1204 (Maintenance of Sanitation Systems)**.
- As and when the work becomes available, the IDT will issue a detailed scope of work including the location, the number of facilities to be desludged and all other pertinent information as part of a Request for Quotation (RFQ) process.

3. ELIGIBILITY CRITERIA

Tenderers must meet the following criteria to be eligible for evaluation:

- Only contractors registered with the CIDB in the appropriate class of construction works and at a grade designation equal to or higher than that stated below shall be eligible to submit.
- the tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;

Bidders will be required to submit the following mandatory documents:

1. Bidder must be registered on CSD with active status.
2. Bidder must be registered on CIDB with **1SO or higher** with active status (IDT will verify the status during evaluation).
3. Submission of fully completed and signed Invitation to Bid (SBD 1).
4. Submission of fully completed and signed Bidder's Disclosure (SBD 4).
5. Acknowledgement of Addendum. (If applicable)
6. Joint Venture Agreement (if applicable)

7. Proof of ownership (a valid vehicle registration certificate) of at least one Vacuum Tanker with capacity of no less than 7 kl (pictures to be included).
8. A valid sludge disposal permit or letter of undertaking from a waste water treatment facility. (Water services authority in EC)
9. A valid public liability insurance or a letter of intent from a broker for a cover of R 5 million.
10. Duly signed Letter of Authority MUST be submitted authorising the individual to sign on behalf of the bidder if:
 - a) If there are more than one Owner/ Director / Shareholder / Member / Trustee etc. OR
 - b) If there is only one Director / Shareholder / Member / Trustee / Owner etc. and they are not the one completing the bid document.

The Letter of Authority MUST be signed by all directors of the Bidder (or a signed Board Resolution authorising the signatory will be accepted).

NB: Bidders who fail to comply with any of the compulsory documents will be disqualified.

- The IDT reserves the right to verify the validity of the submitted documents

4. FUNCTIONALITY CRITERIA

The minimum number of points for bidders to be evaluated further is 70 points. The allocation of points for functionality as follows:

- A. Experience in work of similar nature – 30 points
- B. Client reference letter – 20 points
- C. Approach and methodology – 10 points
- D. Capacity – 20 points
- E. SHEQ Plan – 10 points
- F. Locality – 10 points

A. Experience in work of similar nature – 30 (Maximum number of points is 30)

- Experience in work of similar nature are projects comparable in scope, value, and technical content to the services required.
- All references will be verified and IDT reserves the right to contact the listed clients for validation.

CIDB Grading	Sub-Criterion	Evidence Required	Scoring
<p>CIDB Grade 1SO – Project value equal or less than R130 000</p> <p>CIDB Grade 2SO – Project value greater than R130 000 and less than R450 000</p> <p>CIDB Grade 3SO – Project value greater than R450 000 and less than R900 000.00</p> <p>CIDB Grade 4SO - Project value greater than R900 000 and less than R1 500 000</p> <p>CIDB Grade 5SO – Project value greater than R1 500 000 and less than R3 000 000</p> <p>CIDB Grade 6SO – Project value greater than R3 000 000 and less than R9 000 000</p> <p>CIDB Grade 7SO – Project value greater than R9 000 000 and less than R30 000 000</p> <p>CIDB Grade 8SO – Project value greater than R30 000 000 and less than R90 000 000</p> <p>CIDB Grade 9SO – Project value greater than R90 000 000</p>	<p>No. of similar projects completed within the past 10 years.</p> <p>Scope of work must include desludging, septic tanks, latrine maintenance or waste disposal.</p>	<p>Signed appointment letter and completion certificates or completion letter for the same project.</p>	<p>0 projects – 0 pts (No evidence, irrelevant submission)</p> <p>1 project – 5 pts</p> <p>2 projects – 10 pts</p> <p>3 projects – 20 pts</p> <p>4 projects – 30 pts</p>

B. Client Reference letter rating the performance of the contractor in the implementation of desludging projects (Bidders to provide client reference letter, stating the project name, scope, value and completion dates. The letters must have contactable references, and failure to provide contactable references will be deemed as non-submission).

<p>ALL CIDB Grades</p>	<p>Number of Client Reference letters rating the performance of the contractor.</p>	<p>Client reference letters on official letterhead, stating project name, scope, value and completion date. These letters must have contactable reference.</p>	<p>0 projects – 0 pts (No evidence, irrelevant submission)</p> <p>1 project – 5 pts</p> <p>2 projects – 10 pts</p> <p>3 projects – 15 pts</p> <p>4 projects – 20 pts</p>
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C. Approach and Methodology – 10 points (maximum)

The Approach and Methodology Plan must be a maximum of 5 pages covering the following:

- Waste removal process
- Health and Safety controls
- Disposal procedure in line with the relevant legislation
- Operational coordination with the end-user/client to ensure non-disturbance and verification of work done
- Emergency response readiness

Criteria	Description	Points
Submission of Approach and Methodology covering the 5 areas listed (Max 5 pages)	Waste removal process	2
	Health and Safety controls	2
	Disposal procedure in line with the relevant legislation	2
	Operational coordination with end-use/client	2
	Emergency response readiness	2
	No methodology submitted or irrelevant content	0
Maximum points		10

D. Capacity (Number of Trucks) – 20 points

- Evidence is proof of ownership from the Traffic Department OR lease agreement or proof of intent to lease with vehicle registration certificates and photos of vehicles.
- Minimum tanker size: 7 kl (7000 liters)

Capacity	Description	Points
3 or more vacuum tankers	Each greater or equal to 7 kl	20 points
2 vacuum tankers	Each greater or equal to 7 kl	15 points
1 vacuum tanker	Greater or equal to 7 kl	10 points

E. Safety, Health, Environment and Quality (SHEQ) Plan – 15 points

Bidders to submit a SHEQ Plan (max 6 pages) aligned to:

- OHS Act & Construction Regulations (2014)
- NEM:WA (Act 59 of 2008)
- DWS Waste Disposal Guidelines

Criteria	Description	Points
Comprehensive SHEQ plan covering safety, PPE, environmental management, incident reporting, and quality control	Health and Safety Plan	2
	Personal Protective Equipment (PPE) Plan	2
	Environment Management	2
	Incident Reporting Protocol	2
	Quality Control Procedure	2
Maximum points		10

F. Locality of Bidder – 10 points

Points will be awarded to bidders for locality, which is offices of the bidder in the Eastern Cape province.

Description	Evidence	Points
Offices in the EC	FICA registered proof of address such a municipal bill or Lease Agreement or Local Authority letter confirming office location in the EC province Proof of address must be the same as in the CIDB report.	10 points
No offices in the EC	No evidence provided of proof of address in the EC province	0 points

5. QUALIFIED PROCEDURE

Tenderers who are admitted to the panel will be put on the IDT Supplier Database for desludging for a period of 3 years. Selected tenderers will be requested to submit offers based on price per kilolitre which will be used for specific assignments. As desludging at the respective facilities remains part of reactive maintenance and planned maintenance, work will be allocated to service providers on the database as and when required. The options to be used for the engagement of service providers will be as follows:

- A request for quotation (RFQ) will be requested from the panel based on the CIDB grading.

6. CLOSING DATE

The closing date for submission of completed documents in a sealed envelope is **16 January 2026 at 11h00**. The title “**Desludging of Ablution facilities of schools Programme**” must be clearly written or typed on the envelope. The sealed envelope must be deposited into a tender box at EC - IDT Regional Office. **The address is: Palm Square Business Park, Silverwood House, Bonza Bay road, Beacon Bay, East London**

Telephonic, telegraphic, telex, facsimile or e-mailed submissions offers will not be accepted.

Enquiries may be directed to the following persons:

Mr. Mzwandile Gcelu (Technical) at 043 711 6000 or via e-mail: Mzwandile@idt.org.za

[Ms. Zanele Madzidzela \(SCM Office\) at 043 711 6000 or via e-mail: zanelem@idt.org.za](mailto:Ms.Zanele.Madzidzela@idt.org.za)

NB: No late / faxed / e-mailed submissions will be accepted or considered.

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (INDEPENDENT DEVELOPMENT TRUST (IDT))

BID NUMBER:	IDTECRFQ/66/DESLUDGING-PANEL/2025/26	CLOSING DATE:	16 January 2026	CLOSING TIME:	12:00
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DESCRIPTION	<p style="text-align: center;">THE APPOINTMENT OF A PANEL FOR DESLUDGING OF ABLUTION FACILITIES IN THE EASTERN CAPE PROVINCE FOR VARIOUS CLIENT DEPARTMENTS FOR A PERIOD OF THREE (03) YEARS</p>
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BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

INDEPENDENT DEVELOPMENT TRUST

SILVERWOOD OFFICE PARK

BONZA BAY ROAD, BEACON BAY

EAST LONDON

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO	TECHNICAL ENQUIRIES MAY BE DIRECTED TO:
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CONTACT PERSON	Zanele Madzidzela	CONTACT PERSON	Mzwandile Gcelu
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E-MAIL ADDRESS	zanele@idt.org.za	E-MAIL ADDRESS	Mzwandile@idt.org.za
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SUPPLIER INFORMATION

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

TELEPHONE NUMBER	CODE	NUMBER	
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CELLPHONE NUMBER

FACSIMILE NUMBER	CODE	NUMBER	
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E-MAIL ADDRESS

VAT REGISTRATION NUMBER

SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:	OR	CENTRAL SUPPLIER DATABASE No:	MAAA
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SBD 6.1 REQUIREMENT MUST BE COMPLIED TO CLAIM POINTS ON SPECIFIC GOALS

<p style="text-align: center;">ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="text-align: center;">[IF YES ENCLOSE PROOF]</p>	<p style="text-align: center;">ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="text-align: center;">[IF YES, ANSWER THE QUESTIONNAIRE BELOW]</p>
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> 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 PIN 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:

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offer 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 and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s 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. Bidder's declaration

2.1 Is the bidder or any of its directors/trustees/shareholders/members/partners, or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietors/directors/trustees/shareholders/members/ partners or any person having a controlling interest in the enterprise, in the table below.

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

2.3 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**

2.3.1 If so, furnish particulars:

3 DECLARATION

1 The power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

I, the undersigned, (name)..... 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 understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications, and 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.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, before the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution about this procurement process before 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.
- 3.6 I am aware that, in addition, and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, suspicious bids will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2, and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

..... Signature Date
..... Position Name of bidder