



## REQUEST FOR INFORMATION

<b>RFI NUMBER:</b>	JW RFI 002/2024-AS	<b>CLOSING DATE:</b>	03 May 2024
<b>DESCRIPTION:</b>	ONCE-OFF SUPPLY, INSTALLATION, COMMISSIONING, AND PROVIDING TRAINING FOR PLATE POURER SYSTEM ON A ONCE-OFF BASIS AT CYDNA LABORATORIES, HOUGHTON.		
<b>ISSUE DATE</b>	26 April 2024		
<b>Submit via Email to:</b>	amanda.mnisi@jwater.co.za		

### ENQUIRIES MAY BE DIRECTED TO:

Bidding procedure inquiries <u>must</u> be sent to		Technical inquiries must be directed to	
<b>CONTACT PERSON</b>	Amanda Mnisi	<b>CONTACT PERSON</b>	Nondalo Shandu
<b>TELEPHONE NUMBER</b>	011 688 1763	<b>TELEPHONE NUMBER</b>	011 483 9500
<b>E-MAIL ADDRESS</b> (Submissions must be made to this address)	<a href="mailto:amanda.mnisi@jwater.co.za">amanda.mnisi@jwater.co.za</a>	<b>E-MAIL ADDRESS</b>	<a href="mailto:Nondalo.shandu@jwater.co.za">Nondalo.shandu@jwater.co.za</a>

### SUPPLIER INFORMATION

<b>NAME OF BIDDER</b>			
<b>STREET ADDRESS</b>			
<b>TELEPHONE NUMBER</b>	<b>CODE</b>		<b>NUMBER</b>
<b>CELLPHONE NUMBER</b>			
<b>E-MAIL ADDRESS</b>			
<b>VAT REGISTRATION NUMBER</b>			
<b>CENTRAL SUPPLIER DATABASE No:</b>	MAAA		
<b>MANUFACUTER OR THIRD PARTY</b>			

## **1. PURPOSE OF THE REQUEST FOR INFORMATION**

To assist the organization with business decision-making purposes for a once-off Request for Tender with regards to budget, cost-effectiveness, risk assessment, specific goals to include in the tender, award, and allocation strategy to incorporate, non-firm prices, pricing schedule, and special conditions of the tender.

## **2. BACKGROUND**

Johannesburg Water invites service providers to respond to a Request for Information for the once-off supply, installation, commissioning, and providing training for the plate pourer system on a once-off basis at Cydna laboratories, Houghton. This RFI is strictly to solicit market-related information from potential bidder(s) for the once-off supply, installation, commissioning, and providing training for the plate pourer system on a once-off basis at Cydna laboratories, Houghton. This RFI does not constitute; an offer; or any impression whatsoever to do business with Johannesburg Water.

## **3. SCOPE OF WORK AND SPECIFICATIONS**

### **REQUIREMENT**

Johannesburg Water seeks responses from interested parties for the once-off supply, installation, commissioning, and providing training for the plate pourer system on a once-off basis at Cydna laboratories, Houghton.

### **GENERAL DESCRIPTION**

The Plate Pourer is a vital piece of equipment for the microbiology laboratory, particularly when employing the Pour Plate Count Agar (PCA) method for analyzing approximately 700 samples per month. The Plate Pourer significantly streamlines this process by automating the dispensing of agar into Petri dishes, ensuring uniform distribution and accurate pouring across multiple plates simultaneously. With a high sample throughput of 700 samples per month, manual pouring becomes impractical and time-consuming, increasing the risk of errors and inconsistency in plate preparation. By automating this critical step, the Plate Pourer not only improves the efficiency of the PCA method but also enhances the accuracy and reproducibility of results, crucial for maintaining the integrity of microbial analysis in the laboratory.

Moreover, the Plate Pourer offers several advantages. It has precise dispensing capabilities to ensure consistent agar thickness and uniform coverage, minimizing variations between plates and facilitating reliable colony counting and enumeration. Additionally, the automated pouring process reduces the risk of contamination by minimizing the need for manual handling of agar and sample aliquots, thereby enhancing the sterility and reliability of results.

## LOCATION OF SITES

The site is located within a radius of 40 km of the center of Johannesburg, and it is as follows:

- Cydna Laboratories

Cydna laboratories are situated at No. 75 4th St, Houghton Extend, Johannesburg, 2192.

## SPECIFICATION & SCOPE OF WORK

once-off supply, installation, commissioning, and providing training for the plate pourer system on a once-off basis at Cydna laboratories, Houghton.: The work consists of the following:

- **Supply of plate pourer system on a once-off basis at Cydna laboratories, Houghton.**
- **Delivery of plate pourer system on a once-off basis at Cydna laboratories, Houghton.**
- **Installation of plate pourer system on a once-off basis at Cydna laboratories, Houghton.**
- **Commissioning of plate pourer system on a once-off basis at Cydna laboratories, Houghton.**
- **Training of plate pourer system on a once-off basis at Cydna laboratories, Houghton.**



Table 1: Breakdown of equipment to be serviced and repaired, equipment summary:

**1. PLATE POURER SPECIFICATION**

ITEM	SPECIFICATIONS REQUIRED	COMPLIED YES/NO
1	Material: Stainless steel or autoclavable plastic for durability and sterility, must be free-standing	
2	Size: Designed to accommodate 90mm Petri dishes. Length (mm) Approx. 700; Width (mm) Approx. 700; Height (mm) Approx. 400	
3	Function: Allows for controlled pouring of agar or other media into Petri dishes without spills or contamination.	
4	Cleaning: It should be easy to disassemble and clean to maintain hygiene standards. Dishwasher or autoclavable options for sterilization purposes are preferred, and safe components are preferable.	
5	Capacity: Must be able to stack up to 500 plates	
5	Control Mechanism: This may include manual control levers, valves, or automated dispensing systems for precise pouring control.	
6	Compatibility: Compatible with a wide range of liquids such as sauces, dressings, syrups, etc.	
7	Flow Rate: This should be adjustable to control the speed and volume of liquid dispensed.	
8	The tubing system should be constructed from materials that are compatible with the media, such as Agars and broths of the typical microbiology laboratory, and capable of withstanding sterilization processes to maintain aseptic conditions. The tubing system should be effortlessly integrated with the Plate Pourer, facilitating smooth operation and minimizing downtime.	

## **QUALITY ASSURANCE**

All materials and components used in the installation and commissioning of Plate pourer equipment shall comply with the requirements of the original equipment manufacturer (OEM) specifications and shall be of the best quality suitable for the purpose for which they are intended.

## **REPORTING**

Test certificates for the software program, along with all necessary paperwork to confirm the equipment's operational status, must be submitted to the facilities administrator at Cydna Laboratories within three weeks of the work's completion.

## **GUARANTEE PERIOD**

All consumables, software, and parts commissioned and installed on equipment undertaken must have a guarantee.

## **PAYMENT**

Payment will be made, upon presentation of an invoice, according to the work being fulfilled by the supplier, which is to once-off supply, installation, commissioning, and providing training for the plate pourer system on a once-off basis at Cydna laboratories, Houghton

## **STATUTORY, REGULATORY AND OHSA REQUIREMENTS**

The Service provider shall at all times during the contract, comply in all respects with the safety and other requirements of the Occupational Health and Safety Act 85 of 1993 and the regulations applicable hereunder.

#### 4. PRICE SCHEDULE

##### 4.1 PLATE POURER AND TUBING SYSTEM

ITEM DESCRIPTION	UNIT PRICE (Excl VAT) R	VAT@15% R	TOTAL PRICE (INCL VAT) R
Plate Pourer Machine			
Tubing system			
Installation and commissioning			
One day Training of 8 employees			
<b>TOTAL COSTS (INCL VAT) R</b>			

Prices Firm / Non-Firm?

Suppliers to complete the below according to their company details.

INFORMATION FOR SPECIFIC GOALS ANALYSIS	
<b>BUSINESS OWNED BY 51% OR MORE -BLACK PEOPLE</b>	
1. Percentage (%) of Black Ownership)	
2. Is Black Ownership 51% or more? (Yes or No)	
<b>BUSINESS OWNED BY 51% OR MORE – BLACK YOUTH</b>	
1. Percentage (%) of Ownership by Black Youth	
2. Is the percentage of Black Youth Ownership 51 % or more? (Yes or No)	
<b>BUSINESS OWNED BY 51% OR MORE-WOMEN</b>	
1. Percentage (%) of Ownership by People who are Women	
2. Is the percentage of People who are Women 51 % or more? (Yes or No)	
<b>BUSINESSES LOCATED WITHIN THE BOUNDARIES OF A REGION IN COJ, COJ MUNICIPALITY OR IN GAUTENG PROVINCE</b>	
1. Is your business located in the Gauteng Province? (Yes or No)	
2. Is your business located in the COJ Municipality? (Yes or No)	
3. Is your business located within the region of the COJ? (Yes or No)	
<b>BUSINESS OWNED BY 51% OR MORE - BLACK PEOPLE WHO ARE MILITARY VETERANS</b>	
1. Percentage (%) of Ownership by Black People Who Are Military Veterans	
2. Is the percentage of Ownership by Black People Who Are Military Veterans 51% or more? (Yes or No)	
<b>BUSINESS OWNED BY 51% OR MORE-BLACK PEOPLE WITH DISABILITIES</b>	
1. Percentage (%) of Ownership by Black People With Disabilities	
2. Is the percentage of Ownership by Black People with Disabilities 51% or more? (Yes or No)	
<b>SMME (AN EME OR QSE) OWNED BY 51% OR MORE - BLACK PEOPLE</b>	
1. What is the Enterprise Type? EME – turnover is less than R10m QSE – Turnover between R10m and R50m Generic – Turnover is R50M of more	
<b>JOINT VENTURE (JV), CONSORTIUM OR EQUIVALENT</b>	
1. What is the percentage (%) of ownership for each party?	
<b>SUBCONTRACTING WITH COMPANIES AT LEAST 51% OWNED BY HISTORICALLY DISADVANTAGED INDIVIDUAL (HDI) GROUPS MENTIONED ABOVE</b>	



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| <p>1. What is the percentage (%) that will be sub-contracted to companies that are at least 51% owned by Historically Disadvantaged Individual (HDI) groups mentioned above?</p> |  |
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