

Description	Request for quotation for the appointment of a service provider to coordinate our Waterways of Unity conference and secure sponsorships and exhibitors for the conference to be held in June 2026
Advert Date	11 March 2026
Closing Date and Time	24 March 2026 @ 12:00 pm
Compulsory Briefing Session	Briefing date and time: 19 March 2026 @ 12:00 pm Virtual Teams Meeting: Meeting ID: 311 710 948 401 76 Passcode: zV7Rj7zo
SCM Enquiries	<i>Mbali Dimba</i> Email: Mbali.Dimba@uuw.co.za
Technical Enquiries	<i>Thuthu Ngcobo</i> Email: Thuthu.Ngcobo@uuw.co.za
Contents of RFQ	<ol style="list-style-type: none"> 1. Invitation to quote 2. Bidders' information 3. Terms and Conditions 4. Undertaking by Bidder 5. Terms of Reference/RFQ specifications 6. Price Schedule 7. Authority to Sign 8. Bidders' disclosure [SBD 4] 9. Preference points claim form (SBD 6.1)

Quotation Submission:	Tip-Offs Anonymous Hotline:
<p>Quotations clearly marked, using the quote number and RFQ description as a subject.</p> <p>Only quotations dropped in the tender box will be accepted at:</p> <p>No.6 The Boulevard, Westway Office Park, Intersection of Spine Road and the Boulevard, Westville, Durban</p> <p>Submission of quotations received after 12:00 pm will not be accepted.</p> <p>N.B Emailed quotations will not be accepted.</p>	<p>Report on unethical conduct at uMngeni Water Services to:</p> <p>The Office of the Managing Director Attention: The Managing Director Email: Peter.Thompson@uuw.co.za</p> <p><i>Stop theft / fraud / dishonesty / bribery / blackmail / intimidation and remain anonymous.</i></p>



REQUEST FOR QUOTATION

RFQ Number: Q26/006/MD

Form No: UW-RFQ-1
Version No: 1/2024
Effective Date: Jul 2024

BIDDERS INFORMATION

Name of Bidder	
Company Registration number	
VAT registration number	
Contact Person	
Telephone number	
Cell number	
E-mail address	
Postal address	
Physical address	
uMngeni-Uthukela Vendor Number	
CSD Supplier number	

I certify that the information furnished on this form is true and correct. I further accept that, in addition to cancellation of the contract, action may be taken against me should this declaration prove to be false.

Name of Representative
(Duly Authorized)

Signature

Date

TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ)

1. Any alteration made by the bidder must be initialled.
2. Use of correcting fluid is prohibited
3. Bidders must be registered on the National Treasury's Central Suppliers Database.
4. Tenderers are required to submit a valid Tax clearance verification PIN or CSD MAAA number
5. This quotation is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations 2022; the General Conditions of Contract (GCC) and if applicable any other Special Conditions of Contract.
6. The applicable preference point system for this tender is the 80/20 preference point system, Failure on the part of a tenderer to submit proof or documentation required in terms of this RFQ to claim points for specific goals, will be interpreted to mean that preference points for specific goals are not claimed by the bidder. Kindly refer to SBD 6.1 form for additional information.
7. Suppliers must complete the attached SBD 4 – Bidders disclosure, failure to complete these documents may result in the quotation being invalidated.
8. Quotations must be in accordance and comply with the terms of reference/specifications provided, unless otherwise stipulated.
9. The official Umgeni Water Services quotation form must be used to quote the offered price. Should the allocated price page be insufficient, the tenderer may supplement the price page with an additional pricing breakdown.
10. Price Declaration must be completed, and should the total RFQ prices differ, the one indicated on the price declaration shall be considered the correct price.
11. The successful supplier may be required to fill in and sign a written Contract Form. (If applicable)
12. This document may contain confidential information that is the property of uMngeni Water Services.
13. No part of the contents may be used, copied, disclosed or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a proposal in response to this RFQ, without prior written permission from Umgeni Water Services and the Bidder.
14. All Copyright and Intellectual Property herein vests with uMngeni Water Services and its Bidder.
15. Responses are to be deposited in the tender box located in the reception area at **uMngeni Water Services – Offices, No.6 The Boulevard, Westway Office Park, Intersection of Spine Road and the Boulevard, Westville, Durban**. It is the responsibility of the bidder to ensure that its response reaches uMngeni Water Services on or before the closing date and time of the RFQ. Late and incomplete submissions will not be accepted.
16. No services must be rendered or goods delivered before an official uMngeni Water Services Purchase Order form has been received.
17. **uMngeni Water Services reserves the right to appoint more than one supplier/service provider and or to award the quote as whole or in part.**
18. A full copy of General Conditions of Contract (GCC) are available on the National Treasury website (<https://www.treasury.gov.za/divisions/ocpo/sc/generalconditions/general%20conditions%20of%20contract.pdf>)

UNDERTAKING BY BIDDER

1. I/We hereby quote to supply all or any of the supplies and/or to render all or any of the services described in the attached documents to Umgeni Water Services on the terms and conditions. In accordance with the specifications stipulated in the quotation documents (and which shall be taken as part of and be incorporated into this quote) at the prices and on the terms regarding time for delivery and/or execution inserted therein.
2. I/we agree that:
 - (a) the offer herein shall remain binding upon me and open for acceptance by Umgeni Water Services during the validity period indicated and calculated from the closing time of the quote.
 - (b) this quote and its acceptance shall be subject to the Public Finance Management Act, 1999, Umgeni Water Services' Supply Chain Management Policy, the General and Special Conditions of Contract as may be applicable, with which I/we am fully acquainted.
 - (c) if I/we withdraw my quote within the period for which I/we have agreed that the quote shall remain open for acceptance or fail to fulfil the contract when called upon to do so. Umgeni Water Services may, without prejudice to its other rights, agree to the withdrawal of my quote or cancel the contract that may have been entered into between Umgeni Water Services and I/us. I/we will then pay to Umgeni Water Services any additional expenses incurred for having either to accept any less favourable quote or, if fresh quote has to be invited, the additional expenditure incurred by the invitation of fresh quotes and by the subsequent acceptance of any less favourable quotes. Umgeni Water Services shall reserve the right to recover such additional expenditure by set-off against monies which may be due to me under this, or any other tender or contract or against any guarantee or deposit that may have been furnished by me or on my behalf for the due fulfilment of this or any other tender or contract. Pending the ascertainment of the amount of such additional expenditure to retain such monies, guarantee or deposit as security for any loss Umgeni Water Services may sustain by reason of my default.
 - (d) if my quote is accepted, the acceptance may be communicated to me by electronic mail, to the email address supplied in my quotation document.
 - (e) the law of the Republic of South Africa shall govern the contract created by the acceptance of my quote and I choose *domicilium citandi et executandi* in the Republic at (full physical address):

3. I/we furthermore confirm that I/we have satisfied myself as to the correctness and validity of my quote: that the price(s), rate(s) and preference quoted cover all of the work/item(s) and my obligations under a resulting contract, and I accept that any mistakes regarding the price(s) and calculations will be at my risk.
4. I/we hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement, as the principal(s) liable for the due fulfilment of this contract.
5. I/we agree that any action arising from this contract may in all respects be instituted against me and



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I/we hereby undertake to satisfy fully any sentence or judgement, which may be pronounced against me because of such action.

6. I/we confirm that I/we have declared all and any interest that I or any persons related to my business has regarding this quote or any related quotations by completion of the Declaration of Interest Section.

7. **I/WE, THE UNDERSIGNED, WHO WARRANT THAT I AM DULY AUTHORISED TO DO SO ON BEHALF OF THE TENDERER, CERTIFY THAT THE INFORMATION SUPPLIED IN TERMS OF THIS DOCUMENT IS CORRECT AND TRUE, THAT THE SIGNATORY TO THIS DOCUMENT IS DULY AUTHORISED AND ACKNOWLEDGE THAT:**

- (1) The tenderer will furnish documentary proof regarding any tendering issue to the satisfaction of the Umgeni Water Services, if requested to do so.
- (2) If the information supplied is found to be incorrect and/or false then Umgeni Water Services, in addition to any remedies it may have, may: -
 - a) Recover from the contractor all costs, losses or damages incurred or sustained by Umgeni Water Services as a result of the award of the contract, and/or
 - b) Cancel the contract and claim any damages, which Umgeni Water Services may suffer by having to make less favourable arrangements after such cancellation.

Name of Representative
(Duly Authorised)

Signature

Date

SCOPE OF WORK /SPECIFICATIONS OF GOODS REQUIRED/ TERMS OF REFERENCE

1. INTRODUCTION

uMngeni Water Services (UWS) invites qualified service providers with expertise in events management and coordination, sponsorship acquisition, exhibition management, and stakeholder partnership coordination to submit proposals for the Waterways of Unity 2026 Stakeholder Engagement Conference, scheduled for June 2026 in Johannesburg.

The service provider will be responsible for managing and coordinating the event, developing and executing a sponsorship and exhibitor engagement strategy to secure sponsorships and partnership participation for the event, themed “Lets Invest in Water Infrastructure.

2. Background

UWS will host the 2026 edition of its annual flagship conference, Waterways of Unity, bringing together leaders from government, the private sector, DFIs, SETAs, academia, and international organizations to advance investment and innovation in the water and sanitation sector.

To enhance collaboration and cost reduction, UWS will introduce a structured sponsorship and exhibition programme, offering corporate and institutional partners opportunities to support, exhibit, and engage with delegates.

The event is expected to be attended by 150 delegates and will be held at a venue still to be identified in Johannesburg. The conference is expected to be held in June 2026, and the date and venue will be communicated with the appointed service provider. The successful service provider is expected to make provision for their own travel logistics.

3. Description of goods/ services required

The appointed service provider will:

- Coordinate and manage the Waterways of Unity conference
- Develop and manage the sponsorship and exhibitor engagement programme for the event.
- Secure confirmed sponsors, partners, and exhibitors.
- Design invitations and conference programme.

- Develop the conference guest list and ensure invitations are sent out, develop an RSVP guest list
- Coordinate branding, marketing, and communication deliverables related to sponsorship and exhibitions as part of event coordination and management.
- Provide regular progress reports to UWS on the event planning and executing
- Coordinate the conference logistics including venue set up.
- Procure conference packs (promotional materials)

4. SCOPE OF WORK AND DELIVERABLES

The successful bidder will be required to:

4.1 Sponsorship Strategy and Prospectus

- Develop a Sponsorship & Exhibition Prospectus
- Align all sponsorship offerings with UWS's brand standards and event objectives.

4.2 Sponsor and Exhibitor Engagement

- Identify, contact, and negotiate with potential sponsors and exhibitors (public and private sector).
- Coordinate signed sponsorship agreements and invoicing through UWS.
- Provide regular engagement updates, including a tracker of confirmed and prospective sponsors.
- Secure sponsorship material for marketing purposes

4.3 Marketing and Branding Coordination

- Ensure correct display of events branding including that of exhibitors and sponsors at the event.
- Manage sponsor-related communication for media, digital marketing, and post-event reporting.
- Drafting and printing of the event's programme in line with the theme and branding.
- Procurement of the delegates conference packs. This pack to include branded Notebooks, Pens, UWS Prospectus and a recyclable carry-on bag.

4.4 Hosting and coordination of event logistics

- Coordinate all event logistics, including drafting of invitations, sending out of invitations to identified guests, make follow up enquiries to check if invitations were received, and coordinating an RSVP list.
- Ensure the venue is properly set up for the event, including the provision of the registration table, printing of attendance registers for registration, and provision of ushers to man the registration station.
- UWS will secure the conference venue, including meals. The service provider must ensure that the AV and Sound System is set up by the venue on time and tested to eliminate any glitches.
- Work with the event’s venue staff to ensure that the conference room is set up correctly. The service provider must provide suitable centre pieces for each table

4.5 Photography and Videography

- Ensure that there is media coverage (photography and videography) of the event, including lead-up posts, livestreaming of the event, photography and videography of the event, and post-event provision of high-quality pictures and short-form 5 x short-form video clips’

4.6 Reporting

- Provide weekly progress reports to UWS from appointment to event date.
- Submit a final sponsorship report post-event summarizing participation, financial contributions, and outcomes.

4.7 Deliverables/Key Outcomes.

Description	Indicative date for delivery
Developing a Sponsorship & Exhibition Prospectus	Delivery dates will be discussed and agreed upon at the inception meeting.
Align all sponsorship offerings with UWS’s brand standards and event objectives.	
Secure conference sponsorship	
Design invitations, develop a guest list and send invitations	
Design and print 150 fully colored programmes	
Procure conference gift packages for 150 delegates	

(Branded notebooks, pens and a recyclable bag)	
Event coordination including overseeing of the venue set up	
Video and photography	

5. Mandatory documentation/requirements

- a. Bidder completed all RFQ forms
- b. Bidder registered on National Treasury CSD
- c. SBD 4- Bidders' disclosure
- d. Valid BBBEE Certificate
- e. CIPC
- f. Valid SARS Tax Pin

6. Special conditions

- Confidentiality must be maintained regarding all UWS engagements and partner negotiations.
- All revenue generated through sponsorships or exhibitions shall be managed transparently in line with UWS SCM policy.
- All visual materials and communications must adhere to UWS brand guidelines.
- All intellectual property, creative materials, databases, or content developed for this project—including but not limited to sponsorship prospectuses, partner lists, marketing collateral, artwork, and reports—shall remain the sole property of uMngeni Water Services (UWS). The service provider shall have no claim of ownership or reuse without prior written consent from UWS.

7. Pricing

- a) The bidder shall provide the price proposal as detailed in SBD 3.1
- b) The bidder's price must be fully inclusive, and each item must be clearly specified.
- c) All additional costs must be clearly specified and included in the total quotation price (e.g., transport, labour, etc.).
- d) All prices must be VAT inclusive.
- e) The bidder is responsible for all the costs that they shall incur related to the preparation and submission of the quotation.

8. Evaluation Process

The RFQ will be evaluated using a three (03) stage evaluation approach:

8.1 First stage: Mandatory/ Administrative Requirements

- a) Bidder completed all RFQ forms
- b) Bidder registered on National Treasury CSD
- c) SBD 4- Bidders' disclosure
- d) Valid BBBEE Certificate
- e) CIPC
- f) Valid SARS Tax Pin

8.2 Second Stage: Functionality

1. Technical approach and methodology
2. Company Relevant experience in conducting similar projects
3. Project delivery timelines
4. Commitment to execute without any down payment

Functional Evaluation Criteria		
1.	<p>Technical Approach and Methodology</p> <p>Bidders should submit a proposal, including the project plan of their offering in response to the bid proposal</p> <ul style="list-style-type: none"> • Good Proposal = 25 • Satisfactory Proposal = 15 • Poor Proposal = 5 	25 Points
2.	<p>Company Relevant experience in conducting similar projects / events.</p> <p>Attach appointment letters of not more than 5 years of carrying out similar events that include sponsorships:</p> <ul style="list-style-type: none"> • Five or More Appointment letter/ Reference Letter = 30 Points • Four appointment letter/ Reference Letter = 20 Points • Three appointment letter/ Reference Letter = 15 Points • Zero to two appointment letters/ Reference Letter = 5 Points 	25 Points
3.	<p>Timelines</p> <p>Understanding that the event will be held in June, please provide a programme with clear timelines that will be measured against expected deliverables. Bidders are to provide an implementation plan to this effect, which will ensure deliverables are achieved within reasonable timelines.</p>	25 Points
4.	<p>Ability to execute without a down payment:</p> <p>The supplier must provide a guarantee that they have the capacity to execute the project without a down payment, as no deposits or upfront payments will be made available for this work.</p>	25 Points
	Total Scoring	100 Points
NB:		
1. Bidders must obtain at least a minimum of 70 points to proceed to the next stage of		

evaluation.

2. A score of zero in any of the above functional evaluation criteria will render the service provider disqualified.

8.3 Third Stage: Price and Preference goals

1. Subsequent to the evaluation of mandatory/ administrative requirements, the second stage of evaluation of the bids will be in respect of price and preferential procurement only.
2. Tenderer is tax compliant
3. In compliance with the Preferential Procurement Regulations 2022, the 80/20 preference point system is applicable: points for this bid shall be awarded for:
 - a) Price; and (80) and Preference as defined in SBD 6.1 (20)
4. The Preference Goals that have been identified for this bid is stipulated in SBD 6.1
5. Preferential goals and applicable points for this tender in terms of Preferential Procurement Regulations 2022, are indicated in the table below:

	Description	80/20	Evidence to be provided
HDI	AN ENTERPRISE ATLEAST 51% OWNED BY BLACK PEOPLE	10	BBBEEE/AFFIDAVIT
HDI	AN ENTERPRISE AT LEAST 51% BLACK WOMEN-OWNED	10	CSD/CIPC
Total points for preferential goals		20	

6. Failure on the part of a bidder to submit proof or documentation required in terms of this RFQ to claim points for specific goals, will be interpreted to mean that preference points for specific goals are not claimed by the bidder.
7. UWS reserves the right to require a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by UWS.
8. UWS reserves the right to conduct negotiations with the qualifying bidder/s regarding any terms and conditions, including price(s), of a proposed contract where applicable UWS reserves the right not to accept the lowest financial offer or any offer.



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PRICING SCHEDULE – FIRM PRICES (PURCHASES)

NOTE:

- a) Only firm prices will be accepted. Non-Firm prices (including prices subject to rates of exchange variations) will not be considered
- b) In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point

Name of bidder _____ RFQ number _____
 Closing Time _____ Closing date _____

OFFER TO BE VALID FOR _____ CALENDER DAYS FROM THE CLOSING DATE OF QUOTE.

BASIC GOODS PRICE TABLE (AMEND OR DELETE IF NOT APPLICABLE)

Item no.	DESCRIPTION	TOTAL
1.	Sponsorship strategy development	
2.	Sponsorship & exhibitor acquisition	
3.	Marketing, branding & print deliverables	
4.	Event logistics coordination	
5.	Media coverage (photo/video/livestream)	
6.	Project management & reporting	
SUB TOTAL		
VAT @ 15%		
GRAND TOTAL (price SA Rands with all applicable taxes included)		
<p>I (full name) _____, in my capacity as _____, the duly authorized representative of _____ (business name) hereby declares that the offer is in accordance with the attached specification, notes to suppliers & accepts all conditions/clauses contained in the said documents.</p>		
Signature of duly authorized representative _____		DATE: _____



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AUTHORITY TO SIGN

RFQ NO: _____

Description: _____

Close Corporation / Company / Partnership / Trust /Sole proprietor or Sole trader

Company Name: _____

Registration Number: _____

Resolution Of The Directors Of the Company etc. resolved that _____, in his/her capacity as _____, is authorized to make applications on behalf of the Close Corporation / Partnership / Trust /Sole proprietor or sole trader for:

Any documentation relating to the business (which is not necessarily a change of ownership). The nominated person will also have access to webpage for the business. Signature(s) for Close Corporation / Company / Partnership / Trust/ Sole proprietor or sole trader.

(Sole members still must sign this resolution)

Signature of members:

Name	Signature	Date
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

NB: FAILURE TO COMPLETE, SIGN AND DATE THE RESOLUTION AS OUTLINED ABOVE WILL RESULT IN THE TENDERER RENDERED INCOMPLETE, ALTERNATIVELY THE TENDERER MAY ATTACH A SIGNED COMPANY RESOLUTION ON A COMPANY LETTERHEAD

SBD 4 - BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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 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 are 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 proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in 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:

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.

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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 they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

3 DECLARATION

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, 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 No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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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

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 (SBD 6.1)

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

1. GENERAL CONDITIONS

1.1 The following preference point systems apply to invitations to tender:
the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

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

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 a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim regarding 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 PREFERENCE POINT SYSTEMS

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

80/20

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

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 points is allocated for price on the following basis:

80/20

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

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 tender 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 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 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 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 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 80/20 preference point system is applicable, corresponding points must also be indicated as such.

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	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)
AN ENTERPRISE AT LEAST 51% OWNED BY BLACK PEOPLE	10	
AN ENTERPRISE AT LEAST 51% BLACK WOMEN-OWNED	10	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm _____

4.4. Company registration number:

TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]

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



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- 4.5. 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, qualify 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 the 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 neces

SIGNATURE(S) OF TENDERER(S) _____

SURNAME AND NAME: _____

DATE: _____

ADDRESS: _____

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OFFICIAL BRIEFING SESSION/SITE INSPECTION CERTIFICATE

[Q26/006/MD the appointment of a service provider to coordinate our Waterways of Unity conference and secure sponsorships and exhibitors for the conference to be held in June 2026]

THIS IS TO CERTIFY THAT (NAME)

ON BEHALF OF

ATTENDED THE COMPULSORY BRIEFING SESSION AT **UMGENI WATER SERVICES** AS FOLLOWS:

TIME: 12:00 pm
DATE: 19 March 2026

Virtual Teams Meeting:

Meeting ID: 311 710 948 401 76
Passcode: zV7Rj7zo

AND IS THEREFORE FAMILIAR WITH THE CIRCUMSTANCES AND THE SCOPE OF THE SERVICE TO BE RENDERED.

TENDERER'S SIGNATURE /REPRESENTATIVE

DATE: _____

UMGENI WATER SERVICES SCM REPRESENTATIVE
 (PRINT NAME)

SIGNATURE

UMGENI WATER SERVICES' STAMP

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SBD 7.1 CONTRACT FORM – PURCHASE

This form must be filled in duplicate by both the successful bidder (part 1) and the purchaser (part 2). Both forms must be signed in the original so that the successful bidder and the purchaser would be in possession of originally signed contracts for their respective records.

PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to Umgeni Water Services in accordance with the requirements and specifications stipulated in the above-mentioned RFQ number at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Proof of tax compliance status;
 - Pricing schedule(s);
 - Technical Specification(s);
 - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
 - Bidder's Disclosure form;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) _____

CAPACITY _____

SIGNATURE _____

NAME OF TENDERER _____

DATE _____

WITNESSES	
1	_____
2.	_____
DATE:	_____

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**SBD 7.1 CONTRACT FORM – PURCHASE OF GOODS/WORKS
PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I _____ in my capacity as _____ accept your quotation under reference number _____ dated _____ for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

ITEM NO.	
PRICE (ALL APPLICABLE TAXES INCLUDED)	
BRAND	
DELIVERY PERIOD	
TOTAL PREFERENCE POINTS CLAIMED	
POINTS CLAIMED FOR SPECIFIC GOAL 1	
POINTS CLAIMED FOR SPECIFIC GOAL 2	

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT _____

ON: _____

NAME (PRINT): _____

SIGNATURE: _____

OFFICIAL

WITNESSES

1. _____

2. _____

DATE: _____

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SBD 7.2 CONTRACT FORM – RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to Umgeni Water Services in accordance with the requirements and task directives / proposals specifications stipulated in above-mentioned RFQ Number at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Proof of tax compliance status;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
 - Bidder's Disclosure form;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) _____

CAPACITY _____

SIGNATURE _____

NAME OF TENDERER _____

DATE _____

WITNESSES	
1.	_____
2.	_____
DATE:	_____

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CONTRACT FORM – RENDERING OF SERVICES (SBD 7.2)

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I _____ in my capacity as _____ accept your quotation under reference number _____ dated _____ for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	
PRICE (ALL APPLICABLE TAXES INCLUDED)	
CONTRACT TERM / COMPLETION DATE	
TOTAL PREFERENCE POINTS CLAIMED	
POINTS CLAIMED FOR SPECIFIC GOAL 1	
POINTS CLAIMED FOR SPECIFIC GOAL 2	

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT _____

ON: _____

NAME (PRINT): _____

SIGNATURE: _____

OFFICIAL STAMP

WITNESSES

3. _____

4. _____

DATE: _____