



TENDER NO: 2023-014

Enterprise Information Management (EIM) for Engineering Drawings, Migration of data from legacy systems, shared drives and scanning of documents into EIM. Support and Maintenance Service Level Agreement (SLA) for ECM and XECM.

VOLUME 1 – Tendering Procedures and Returnable Documents

Issued by:

UMngeni-uThukela Water
310 Burger Street
Pietermaritzburg

Tender Queries:

Contact Name: Nosipho Mkhize
Telephone: 033 341 1062

Name of Tenderer: _____

National Treasury CSD Number: _____

| Tip-Offs Anonymous Hotline: | Appeals/Objections |
|---|---|
| <p>Report unethical conduct at uMngeni-uThukela Water on: Toll Free Number: 0800 864 463 Email: umgeniwater@whistleblowing.co.za Toll Free Fax: 0800 212 689 Postal: Freepost KZN665, Musgrave, 4062 SMS: 33490 Online: www.whistleblowing.co.za</p> <p><i>Stop theft / fraud / dishonesty / bribery /blackmail / intimidation, and remain anonymous.</i></p> | <p>Persons aggrieved by tender award decisions taken by uMngeni-uThukela Water , may lodge an appeal within <u>7 calender days</u> of the date of the intention to award advertisement.</p> <p>UW shall only consider written appeals/objections clearly stating reasons for appeal directed to:</p> <p>The Supply Chain Management Office, Attention: Supply Chain Management Email: appeals@umgeni.co.za</p> |

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T1.3.

Tender Number: 2023 - 014

Tender Title: Enterprise Information Management (EIM) for Engineering Drawings, Migration of data from legacy systems, shared drives and scanning of documents into EIM. Support and Maintenance Service Level Agreement (SLA) for ECM and XECM

T1.1 TENDER NOTICE AND INVITATION TO TENDER

uMngeni-uThukela Water is a state owned business enterprise that operates within the South African legislative parameters. The primary function of uMngeni-uThukela Water is to supply treated water in bulk to its municipal customers.

Competent and experienced Service Providers are invited to Tender for the following:

Enterprise Information Management (EIM) for Engineering Drawings, Migration of data from legacy systems, shared drives and scanning of documents into EIM. Support and Maintenance Service Level Agreement (SLA) for ECM and XECM.

In addition to the Eligibility Criteria specified in Clause F2.1 of the tender document, tenderers are required to fulfil the following:

Tenderers are required to achieve at least 35% Contract Participation Goals (CPG) including a minimum 10% Black Women participation and another 10% for Local participation of the value of goods, services and Works paid to one or more targeted enterprises to comply with uMngeni-uThukela Water's BBBEE policy initiative.

Evaluation method:

The tender will firstly be evaluated on eligibility. If found to be eligible, it will be further evaluated in two stages i.e.

- Functionality shall be assessed. A minimum functionality score of seventy (70) points is required for the tender to be considered further.
Price & Preference Goals using the 80/20 Preference Point Scoring System in terms of PPPFA Price and Preference goals

1. In compliance with the Preferential Procurement Regulations 2022, the 80/20 or 90/10 preference point system is applicable: points for this bid shall be awarded for:
 - a) Price; and (80 or 90) and
 - b) Preference as defined in SBD 6.1 (20)
2. The Preference Goals that have been identified for this bid is stipulated in SBD 6.1
3. Failure on the part of a bidder to submit proof or documentation required in terms of this tender document to claim points for specific goals, will be interpreted to mean that preference points for specific goals are not claimed by the bidder.

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 entity which is at least 51% Black owned | 12 | BBBEE certificate / sworn affidavit |
| RDP | The promotion of South African owned companies | 8 | CSD report |
| Total points for preferential goals | | 20 | |

T1.4.

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

The physical address submission of Tender documents and the submission of Tenders is: **uMngeni-uThukela Water, 310 Burger Street, Pietermaritzburg.**

Documents will be issued via- email during working hours from 11 August 2023 to 22 August 2023

Cost of documents – free to be downloaded

Queries relating to the issue of these documents shall be addressed to: Ms. Nosipho Mkhize, Tel No.: 033 341 1062, e-mail: nosipho.mkhize@umgeni.co.za.

A compulsory clarification meeting with representatives of uMngeni-uThukela Water will take place at Umgeni –Uthukela Water Head Office at 310 Burger Street, Pietermaritzburg, 3200 on 15 August 2023 starting at 11:00.

Only Tenderers who have purchased the Tender documents may attend this compulsory meeting.

No tender documents will be issued at the clarification meeting. Therefore if tenderers pay during the collection period, they must ensure collection before the meeting.

Tenderers must ensure that they bring their documents to the clarification meeting for signing purposes. No concessions will be made for tenderers who do not have their tender documents in their possession.

The closing time for submission of Tenders is **12h00** on **14 September 2023**

Tenders are to be deposited in the Tender Box located outside the main entrance at **uMngeni-uThukela Water, 310 Burger Street, Pietermaritzburg.**

uMngeni-uThukela Water's Standard Conditions of Tender are available on uMngeni-uThukela Water's website: <https://www.umgeni.co.za/wp-content/uploads/2023/07/SCM009-Standard-Conditions-of-Tender.pdf>

Persons aggrieved by decisions or actions taken by uMngeni-uThukela Water, may lodge an appeal within 7 calendar days of the date of the intention to award advertisement appearing in the relevant print media.

*The appeal (clearly stating reasons for appeal) and queries with regard to the decision of award are to be directed, in writing only to the Supply Chain Management Office,
Attention: Supply Chain Management
Email: appeals@umgeni.co.za*

Note that appeals not addressed to the abovementioned email will not be considered.

For any other Tender adverts, please visit this website.

uMngeni-uThukela Water Reserves the Right to Award the Contract In Whole or In Part.

T1.5.

T1.2 TENDER DATA (INCLUDING SPECIAL CONDITIONS OF TENDER)

The conditions of tender are the uMngeni-uThukela Water Standard Conditions of Tender (document number: SCM009, a copy of which may be obtained from uMngeni-uThukela Water Supply Chain Management office or can be downloaded from the following web site:

<https://www.umgeni.co.za/wp-content/uploads/2023/07/SCM009-Standard-Conditions-of-Tender.pdf>

For purposes of this Contract the following Special Condition of Tender shall apply:

F.3.8 Test for responsiveness

Sub-Clause F.3.8.1 Add the following new sub-clause:

“d) Meets the minimum Functionality requirement stated in the Tender Data.”

F3.11.3 Method 2: Functionality, Price and Preference
Functionality

Each member of the Employer's tender evaluation committee is to independently score each tender in respect of functionality offered in accordance with the provisions of F.3.11.9. The committee is then to calculate the final score for each tender as the average of the score from each committee member, rejecting all tender offers that fail to score the minimum number of points stated in the tender data, if any.”

The Standard Conditions of Tender make several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of Tender.

Each item of data given below is cross-referenced to the clause in the Standard Conditions of Tender to which it mainly applies.

| Clause number | Tender Data |
|---------------|---|
| | F.1.1 Actions |
| F.1.1 | The Employer is uMngeni-Ukuthela Water |
| | F.1.2 Tender Documents |
| F.1.2 | The Tender Documents issued by the Employer comprise the following documents: VOLUME 1 – Tendering Procedures and Returnable Documents Part T1: Tendering procedures Part T2: Returnable documents VOLUME 2 – Offer, Contract, Price and Scope of Work Part C1: Agreements and Contract data Part C2: Pricing data Part C3: Scope of work Part C4: Site information |
| | F.1.4 Communication and Employer's agent |
| F.1.4 | The Employer's agent is : |

T1.6.

| | |
|-----------------------|---|
| | <p><u>Tender Queries</u></p> <p>Name: Nosipho Mkhize </p> <p>Address: 310 Burger Street, Pietermaritzburg, 3200 </p> <p>Tel: 033 341 1062 </p> <p>E-mail: nosipho.mkhize@umgenii.co.za </p> |
| | F.2.1 Eligibility |
| F.2.1 | <p>uMngeni-uThukela Water will only consider submissions from tenderers who satisfy the following criteria:</p> <ul style="list-style-type: none"> a) The tenderer completed the Bidders Disclosure Form (T2.2.2) b) Tenderers are required to achieve at least 35% Contract Participation Goals (CPG) including a minimum 10% Black Women participation and another 10% for Local participation of the value of goods, services and works paid to one or more targeted enterprises to comply with Umgeni Water's BBBEE policy initiative. Tenderers are required to be Opentext Certified Partner/ current Opentext Partner Program certification. |
| | F.2.7 Clarification meeting |
| F.2.7 | <p>There shall be a compulsory clarification meeting. The details for which are stated in the Tender Notice and Invitation to Tender.</p> <p>Tenderers must sign the attendance list in the name of the tendering entity. Addenda will be issued to and tenders will be received only from those tendering entities appearing on the attendance list.</p> |
| | F.2.12 Alternative tender offers |
| F.2.12 | No alternative tender offers shall be considered. |
| | F.2.13 Submitting a tender offer |
| F.2.13.3 | Parts of each tender offer communicated on paper shall be submitted as an original. |
| F.2.13.5 and F.2.13.7 | <p>The Employer's details and address for delivery of tender offers are stated in T1.1 Tender Notice and Invitation to Tender.</p> <p>Identification details</p> <p>The identification details which must be stated in the tender offer outer package are:</p> <p>Tender Number Tender Title Closing Date Closing Time Tenderer's Name Tenderer's Address</p> <p>Tenders issued in more than one volume shall be returned in the same manner and bound separately as per the tender volumes issued.</p> |

T1.7.

| | |
|----------|---|
| | The tender box is available to the public 24 hours per day and 7 days per week. It is the Tenderers sole responsibility to ensure that tenders are placed in the tender box and only Tenders that have been placed in the tender box before the stipulated closing date and time shall be considered. |
| F.2.13.6 | A two-envelope system is not applicable |
| | F.2.15 Closing time |
| F.2.15 | The closing time for submission of tender offers is as stated in T.1.1 Tender Notice and Invitation to Tender. |
| | F.2.16 Tender offer validity |
| F.2.16.1 | The tender offer validity period is 120 calendar days from the closing date. |
| | F.2.19 Inspections, tests and analysis |
| F.2.19 | Access shall be provided for the following inspections, tests and analysis: |
| | F.2.20 Submit securities, bonds, policies, etc. |
| F.2.20 | The Tenderer is required to submit with his Tender a letter of intent from an approved Financial Services Provider registered with the Financial Services Board to provide the Insurances to the format included in Part T2.2 of this procurement document. |
| | F.2.23 Certificates |
| F.2.23 | The Tenderer is required to submit with his tender: <ul style="list-style-type: none"> 1) A Tax Compliance Status letter (with pin) issued by the South African Revenue Services. 2) Central Supplier Database (CSD) Report 3) Proof of good standing in terms of the COID Act 4) Company Registration Certificate 5) Registration Certificates of Professional bodies |
| | F.3.4 Opening of tender submissions |
| F.3.4 | Tenders shall be opened immediately after the closing time for tenders as stipulated in T1.1 Tender Notice and Invitation to Tender. |
| | F3.8 Test for responsiveness |
| F.3.8 | The minimum qualifying Functionality Evaluation Score shall be (70) (seventy) points |
| | F.3.11 Evaluation of tender offers |
| F.3.11.3 | The procedure for the evaluation of responsive tenders is Method 2 (Functionalty, Price and Preference) |
| F.3.11.3 | The following preference point systems are applicable to all Tenders: <ul style="list-style-type: none"> 1) 80/20 system for Tenders with a Rand value less than R50 000 000.00, inclusive of VAT, in which 80 points are allocated for price and 20 points for preference in respect of all responsive Tenders received. |

T1.8.

| F.3.11.9 | <p>The table below lists the returnable schedules that set out the scoring criteria and sub-criteria, and the percentage weighting for the score achieved against the relevant schedule:</p> <table> <thead> <tr> <th data-bbox="381 420 1055 462">Returnable Schedule</th><th data-bbox="1055 420 1383 462">Weighting %</th></tr> </thead> <tbody> <tr> <td data-bbox="381 535 1055 577">Returnable Schedule</td><td data-bbox="1055 535 1383 577">Weighting %</td></tr> <tr> <td data-bbox="381 598 1055 630">T2.2.09 Tenderer's Experience</td><td data-bbox="1055 598 1383 630">[30]</td></tr> <tr> <td data-bbox="381 630 1055 661">T2.2.11 Experience of Key Personnel</td><td data-bbox="1055 630 1383 661">[30]</td></tr> <tr> <td data-bbox="381 661 1055 693">T2.2.15 Method Statement</td><td data-bbox="1055 661 1383 693">[20]</td></tr> <tr> <td data-bbox="381 693 1055 724">T2.2.16 Preliminary Programme</td><td data-bbox="1055 693 1383 724">[20]</td></tr> </tbody> </table> <p><u>Failure to score a single point in any of the criteria listed above will deem the bid to be non-responsive and the bidder will be disqualified.</u></p> <p>The score allocated by each Bid Evaluation Committee member for a tender shall be the sum of the scores relevant to each of the above listed returnable schedules multiplied by the percentage weighting for each as shown above.</p> | Returnable Schedule | Weighting % | Returnable Schedule | Weighting % | T2.2.09 Tenderer's Experience | [30] | T2.2.11 Experience of Key Personnel | [30] | T2.2.15 Method Statement | [20] | T2.2.16 Preliminary Programme | [20] |
|-------------------------------------|--|---------------------|-------------|---------------------|-------------|-------------------------------|--------|-------------------------------------|--------|--------------------------|--------|-------------------------------|--------|
| Returnable Schedule | Weighting % | | | | | | | | | | | | |
| Returnable Schedule | Weighting % | | | | | | | | | | | | |
| T2.2.09 Tenderer's Experience | [30] | | | | | | | | | | | | |
| T2.2.11 Experience of Key Personnel | [30] | | | | | | | | | | | | |
| T2.2.15 Method Statement | [20] | | | | | | | | | | | | |
| T2.2.16 Preliminary Programme | [20] | | | | | | | | | | | | |
| | F.3.17 Provide copies of the contracts | | | | | | | | | | | | |
| F.3.17 | The number of paper copies of the signed contract to be provided by the Employer is one(1). | | | | | | | | | | | | |
| | F3.18 Provide written reasons for actions taken | | | | | | | | | | | | |
| F3.19 | <p>Persons aggrieved by decisions or actions taken by uMngeni-uThukela Water, may lodge an appeal within 7 calender days of the date of the intention to award advertisement appearing in the relevant print media.</p> <p>The appeal (clearly stating reasons for appeal) and queries with regard to the decision of award are to be directed, in writing only to the Supply Chain Management Office, Attention: Supply Chain Management Email: appeals@umgeni.co.za</p> <p>Note that appeals not addressed to the abovementioned email will not be considered.</p> <p>uMngeni-uThukela Water's Standard Conditions of Tender and Conditions of Contract are available on uMngeni-uThukela Water's website https://www.umgeni.co.za/supplier-documentation/</p> <p>uMngeni-uThukela Water reserves the right to award the Contract in whole or in part.</p> | | | | | | | | | | | | |

T2.1 LIST OF ALL RETURNABLE DOCUMENTS AND SCHEDULES

The Tenderer shall complete and submit the following returnable schedules and documents:

| | Tenderer's Check List | Page No. |
|---|--------------------------|-------------|
| T2.2.1 Authority for Signatory | | T2.13 |
| T2.2.2 Bidders Disclosure | | T2.20 |
| T2.2.3 Tax Compliance Status Letter Requirements | | T2.23 |
| T2.2.4 Proof of Attendance at the Compulsory Clarification Meeting / Site Meeting | | T2.25 |
| T2.2.5 Contract Participation Goals (CPG) | | T2.26 |
| T2.2.6 Tenderer's Experience | | T2.30 |
| T2.2.7 Key Personnel Assigned to the Work | | T2.33 |
| T2.2.8 Experience of Key Personnel | | T2.34 |
| T2.2.9 Proposed Organization and Staffing | | T2.37 |
| T2.2.10 Method Statement | | T2.39 |
| T2.2.11 Preliminary Programme | | T2.41 |
| T2.2.12 Registration Certificate / Agreement / ID Document | | T2.43 |
| T2.2.13 Amendments, Qualifications and Alternatives | | T2.44 |
| T2.2.14 Record of Addenda to Tender Documents | | T2.46 |
| T2.2.15 VAT Registration Certificate | | T2.47 |
| T2.2.16 Schedule of Proposed Sub-Consultants | | T2.48 |
| T2.2.17 Proof of Purchase of Tender Document | | T2.49 |
| T2.2.18 Letter of Good Standing in terms of COID Act | | T2.50 |
| T2.2.19 Preference Points claim form in terms of the PPPFA Regulations 2022 | | T2.51 |
| T2.2.20 Tenderer's Financial Standing | | T2.63 |
| T2.2.21 Tenderer's Health and Safety Declaration | | T2.64 |
| T2.2.22 Pro forma OHS Notification | | T2.65 |
| T2.2.23 Letter of Intent to provide Professional Indemnity | | T2.67 |
| T2.2.24 Registration Certificates | | T2.68 |
| T2.2.25 Central Supplier Database (CSD) Report | | T2.69 |

T2.2.1 AUTHORITY FOR SIGNATORY

Fill in the relevant portion applicable to the type of organization

A. COMPANIES

If a Tenderer is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorizing the person who signs this Tender to do so, as well as to sign any contract resulting from this Tender and any other documents and correspondence in connection with this Tender and/or contract on behalf of the company must be submitted with this Tender, that is before the closing time and date of the Tender

AUTHORITY BY BOARD OF DIRECTORS

By resolution passed by the Board of Directors on 20

Mr/Mrs (whose signature appears below) has been duly authorized to sign all documents in connection with this Tender on behalf of

(Name of Company)

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF COMPANY:
(PRINT NAME)

SIGNATURE OF SIGNATORY: DATE:

WITNESSES:



B. SOLE PROPRIETOR (ONE - PERSON BUSINESS)

I, the undersigned

hereby confirm that I am the sole owner of the business trading as

.....

.....
SIGNATURE

.....
DATE

FOR INFORMATION USE ONLY

C. PARTNERSHIP

The following particulars in respect of every partner must be furnished and signed by every partner:

| Full name of Partner | Residential Address | Signature |
|----------------------|---------------------|-----------|
| | | |
| | | |
| | | |
| | | |

We, the partners in the business trading as

hereby authorize
to sign this Tender as well as any contract resulting from the Tender and any other documents and correspondence in connection with this Tender and /or contract on behalf of

| | | |
|--------------------|--------------------|--------------------|
| Signature | Signature | Signature |
| Date | Date | Date |

D. CLOSE CORPORATION

In the case of a close corporation submitting a Tender, a certified copy of the Founding Statement of such corporation shall be included with the Tender, together with the resolution by its members authorizing a member or other official of the corporation to sign the documents on their behalf.

By resolution of members at a meeting on 20.....

at

Mr/Ms, whose signature appears below, has been authorized to sign all documents in connection with this Tender on behalf of (Name of Close Corporation)

.....
.....

SIGNED ON BEHALF OF CLOSE CORPORATION:

(PRINT NAME)

IN HIS/HER CAPACITY AS DATE:

SIGNATURE OF SIGNATORY:

WITNESSES: 1.

2.

E. CO-OPERATIVE

A certified copy of the Constitution of the co-operative must be included with the Tender, together with the resolution by its members authoring a member or other official of the co-operative to sign the Tender documents on their behalf.

By resolution of members at a meeting on 20

at

Mr/Ms, whose signature appears below, has been authorized to sign all documents in connection with this Tender on behalf of (Name of Co-Operative)

.....

SIGNATURE OF AUTHORIZED REPRESENTATIVE/SIGNATORY:

(PRINT NAME)

IN HIS/HER CAPACITY AS

DATE:

SIGNED ON BEHALF OF CO-OPERATIVE:

NAME IN BLOCK LETTERS:

WITNESSES: 1.

2.

F. JOINT VENTURES

If a tenderer is a joint venture, a certified copy of the resolution/agreement passed/reached signed by the duly authorised representatives of the enterprises, authorising the representatives who sign this tender to do so, as well as to sign any contract resulting from this tender and any other documents and correspondence in connection with the tender and/or contract on behalf of the joint venture must be submitted with this tender, before the closing time and date of the tender.

Authority to sign on behalf of the Joint Venture:

By resolution/agreement passed/reached by the joint venture partners on 20.....

Mr/Mrs , Mr/Mrs

Mr/Mrs and Mr/Mrs
(whose signatures appear below) have been duly authorised to sign all documents in connection with this tender on behalf of:

(Name of Joint Venture)

In his/her capacity as:

Signed on behalf of (COMPANY NAME):
(PRINT NAME)

Signature Date:

In his/her capacity as:

Signed on behalf of (COMPANY NAME):
(PRINT NAME)

Signature Date:

In his/her capacity as:

Signed on behalf of (COMPANY NAME):
(PRINT NAME)

Signature Date:

In his/her capacity as:

Signed on behalf of (COMPANY NAME):
(PRINT NAME)

Signature Date:

G. CONSORTIUM

If a tenderer is a consortium, a certified copy of the resolution/agreement passed/reached signed by the duly authorised representatives of the enterprises, authorising the representatives who sign this tender to do so, as well as to sign any contract resulting from this tender and any other documents and correspondence in connection with the tender and/or contract on behalf of the consortium must be submitted with this tender, before the closing time and date of the tender.

Authority to sign on behalf of the consortium:

By resolution/agreement passed/reached by the consortium partners on 20.....

Mr/Mrs ,
(whose signature appear below) have been duly authorised to sign all documents in connection with this tender on behalf of:

(Name of Consortium)

In his/her capacity as:

Signature Date:

NB: FAILURE TO COMPLETE, SIGN AND DATE THE RESOLUTION AS OUTLINED ABOVE MAY RESULT IN THE TENDERER RENDERED INCOMPLETE AND MAY BE DISQUALIFIED/ ALTERNATIVELY THE TENDERER MAY ATTACH A SIGNED RESOLUTION ON THE ENTITY'S LETTERHEAD

T2.2.2 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:

.....

- 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**

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.

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 I 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.
- 3.4 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.
- 3.5 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.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, 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 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.

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.

Signature

Date

Position

Name of bidder

T2.2.3 TAX COMPLIANCE STATUS LETTER REQUIREMENTS

It is a condition of a Tender that the taxes of the successful Tenderer **must** be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the Tenderer's tax obligations.

- Bidders must ensure compliance with their tax obligations.
- 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.
- Application for Tax Compliance Status (TCS) pin may be made via e-filing through the SARS website www.sars.gov.za.
- Bidders may also submit a printed TCS certificate together with the bid.
- In bids where consortia / joint ventures / sub-contractors are involved, each party must submit a separate TCS certificate / pin / CSD number.
- Where no TCS is available but the bidder is registered on the Central Supplier Database (CSD), a CSD number must be provided.
- 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 in the service of the state.

T2.2.3 TAX COMPLIANCE STATUS LETTER REQUIREMENTS (Continued.....)

[Tax Compliance Status (TCS) Letter obtained from SARS to be inserted here]

FOR INFORMATION USE ONLY

T2.2.4 PROOF OF ATTENDANCE AT THE COMPULSORY CLARIFICATION MEETING / SITE VISIT

CERTIFICATE OF ATTENDANCE

TENDER No. | 2023-014 |

This is to certify that

(Tenderer)

of (address)

.....

was represented by the person(s) named below at the compulsory meeting held for all Tenderers at

(location)

..... on (date)

starting at (time)

I / We acknowledge that the purpose of the meeting was to acquaint myself / ourselves with the site of the works and / or matters incidental to doing the work specified in the Tender documents in order for me / us to take account of everything necessary when compiling our rates and prices included in the Tender.

Particulars of person(s) attending the meeting:

Name: Signature:

Capacity:

Name: Signature:

Capacity:

Attendance of the above person(s) at the meeting is confirmed by the Employer's representative, namely:

Name: Signature:

Capacity: Date and Time:

T2.2.5 CONTRACT PARTICIPATION GOALS

Objective

The objective of uMngeni Uthukela Water's empowerment initiative is to bring about meaningful transformation in all procurement projects and in particular in the built environment / construction and consulting industry through achieving one or more of the following objectives:

- Meaningful Economic Participation;
- Local Economic Development;
- Transfer of Technical, Management and Entrepreneurial Skills; and
- Creation of sustainable Black Enterprises

Contract Participation Goals

Contract Participation Goal (CPG) – the **final** value of services paid to the CPG Partner/s based on the **final** contract value.

At the time of awarding the contract the 35% minimum CPG amount will be based on the contract award value exclusive of the following:

- VAT, CPA and Contingencies.

During contract implementation, adjustments relating to Provisional Sums and Contingencies linked to the CPG allocation will be agreed upon between the parties to the contract, as and when the need arises.

CPG Partner/s – Service provider/s selected from Umngeni Uthukela Water's Supply Chain Management (SCM) Enterprise Development Database. However, should the database not contain suitable CPG Partner/s, the tenderer may propose suitable CPG Partner/s for uMngeni Uthukela Water's consideration.

Tenderers (the main Service Provider irrespective of BBBEE classification) who are on Umngeni Uthukela Water's SCM Enterprise Development Database are not exempt from this requirement and are still required to have a CPG Partner.

Tenderers are required to achieve at least 35% Contract Participation Goals (CPG) including a minimum 10% Black Women participation and another 10% for Local participation of the value of goods, services and Works paid to one or more enterprises (CPG Partner/s)

- 35% includes any special materials
- 35% excludes VAT, CPA and Contingencies.
- The tenderer will be required to achieve the actual Rand value committed for CPG, adjusted according to the following:
 - Variation Orders – Each VO will be evaluated by the Employer's Agent and the Project Manager to determine whether it should be counted, in its entirety or partially, as part of CPG or not.
 - Re-measurable Items (including CPA, and provisional sums) – Each re-measurable item change will be evaluated by the Employer's Agent and the Project Manager to determine whether it should be counted as part of CPG or not.

Within 2 weeks of the award of contract, the tenderer will be required to submit a cash flow projection for the main contractor and the CPG Partner/s

Applicability

The CPG target is applicable to all contracts to be adjudicated through the uMngeni-uThukela Water procurement process and shall be achieved through the following mechanisms:-

- CPG Partner/s selection is concluded **after** adjudication of tenders and **before** contract award is made.
- The CPG Partner/s shall be selected according to the following criteria:
 - CPG Partner/s are to be obtained from uMngeni-uThukela Water's database of Service Providers specifically earmarked for CPG purposes.
 - In the event of services where uMngeni-uThukela Water does not have an applicable service provider on its database, the tenderer may propose a suitable CPG Partner/s for consideration by uMngeni-uThukela Water.
- Main service provider may propose a suitable CPG Partner/s, but uMngeni-uThukela Water reserves the right to provide or arrange a CPG Partner/s to work with the successful company.
- Sub-contracting of the CPG Partner/s at the same rate / price that the tenderer would have offered to uMngeni-uThukela Water whilst making profit margins consistent to the profit margins that the main Service Provider would have made under normal trading processes.
- Value of the work to be sub contracted shall be at least **35% (minimum of 10% shall be due to Black Women participation and another 10% for Local participation)** of the total contract value excluding VAT, CPA and Contingencies.
- CPA is payable to the CPG Partner/s as per the indices stipulated in the contract document.
- The work allocated to the CPG Partner shall be performed by the CPG Partner directly and may not be allocated or sub-contracted out to other contractors/consultants/service providers.
- The main Service Provider **shall not** substitute any CPG Partner/s without the written approval of uMngeni-uThukela Water.
- The working capital arrangements between the main Service Provider and the CPG Partner/s must be agreed upon between the two parties prior to commencement of works to ensure that the CPG Partner does not have cash flow challenges during contract implementation.

Invoicing and Payment

The monthly measurement and payment will be according to the following guideline:

- Submission of payment certificate by the Service Provider– by 25th of each month, or the nearest previous working day. The submission from the Service Provider shall include the signature of the CPG Partner indicating agreement with the measurements and rates applicable to the work undertaken by the CPG Partner.
- Payment to the Service Provider – on the last day of the following month;
- The CPG Partner must be paid within reasonable time but no later than 3 working days after the Main Service Provider has been paid by uMngeni-uThukela Water; and
- The submission from the Service Provider must include a schedule that clearly shows the following:
 - Total Contract Sum
 - Total amount payable to CPG Partner/s excluding current month
 - Amount payable to CPG Partner for current month
 - % split of Total amount payable to Main Service Provider and CPG Partner/s

Monitoring and Reporting on CPG

- uMngeni-uThukela Water will monitor CPG implementation on site. This may include direct contact with CPG Partner/s on site for verification purposes.
- The CPG Partner shall be in agreement with the measurement and payment for work completed, for the purposes of submitting payment certificates, as determined by the Service Provider. Should disagreements arise, uMngeni-uThukela Water reserves the right to intervene to resolve the disagreement.
- CPG Partner/s shall attend all contractual meetings relevant to their scope of work including contract award negotiations, monthly contract site meetings and technical meetings where applicable.

Eligibility Criteria

For tenders where the CPG target is applicable, those that do not offer a **minimum** CPG participation of **35%** (including minimum 10% Black Women participation and another 10% for Local participation) according to the requirements mentioned above, will be deemed **ineligible**.

DECLARATION REGARDING CONTRACT PARTICIPATION GOALS

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

UMNGENI-UTHUKELA WATER

do hereby make the following declaration and certify the statements contained herein to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Declaration and the fully completed bid document accompanying this declaration;
2. I understand and declare that the accompanying bid will, and must, be disqualified if this Declaration is found not to be true and complete in every respect;
3. I understand and declare that in the event that this bid is successful, I will be required to, and shall, fully implement the commitments that are submitted with this bid, in particular regarding the Bidder's contract participation goals and commitments towards the allocation of certain portion of the contract to small and emerging entities. Failure to implement such commitments as outlined in the bid document (in particular, as detailed in the bill of quantities) and or failure to provide the relevant information within the prescribed period as determined in the Letter of Intention to Award the Bid, shall automatically disqualify this bid from further consideration and the Employer has the right to, and must, then award the bid to the next highest ranked bidder; and as a result I or the bidder or any of its directors shall have no recourse against Umgeni Uthukela Water.
4. I am authorized by the bidder to sign this Declaration, and to submit the accompanying bid, on behalf of the bidder;
5. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;

6. I am aware that, and do consent to, the disqualification of my or the bidder's future bids with uMngeni-uThukela Water in the event that the commitments made herein are not fulfilled and that such non-fulfillment amounts to abuse of uMngeni-uThukela Water's supply chain policies and procedures and/or empowerment objectives which must be penalized, over and above the contractual sanctions as agreed to in line with the contract signed with uMngeni-uThukela Water, with a sanction of restricting me and or my company (the bidder) and or any of its directors from conducting business with uMngeni-uThukela Water for a period not exceeding ten (10) years.
7. I consent that should my company (the Bidder) deviate from the commitments and the spirit of the CPG objectives as agreed to, shall amount to a repudiation of the contractual arrangement between the two parties (uMngeni-uThukela Water and the Bidder); and uMngeni-uThukela Water shall have the right to terminate the contract with immediate effect and without giving my company (the Bidder) prior notice to remedy the breach.

Full Names & Surname
(Duly authorized)

Signature

Date

Position

Name of Bidder

T2.2.6 TENDERER'S EXPERIENCE | 30

The experience of the Tenderer or joint venture partners in the case of an unincorporated joint venture or consortium will be evaluated on the basis of experience in similar projects or similar areas and conditions in relation to the scope of work. Before compiling the company's experience, the Tenderer shall familiarise himself with the evaluation criteria listed on Page T2.28 and submit only projects relevant to the functionality score for assessment.

Tenderers should briefly summarize their company's experience (and that of any specialist sub-consultants, joint venture partners or consortium members) relevant to the scope of work.

The summary table below may be used. If a separate table is prepared, it shall be put in tabular form with the same headings.

| Project name and location | Duration and Year Completed | Rand Value of work incl. VAT (Fee not project value) | Size/Capacity (of Infrastructure to be Designed) | Client/Employer | Client reference Contact Details |
|---------------------------|-----------------------------|--|--|-----------------|----------------------------------|
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Scoring of the Tenderer's Company experience will be as follows: 30

| DESCRIPTION | MAX POSSIBLE SCORE |
|--|--------------------|
| <p>Company's experience in the Implementation of Opentext Engineering Drawings, support and maintenance for Opentext and migration of data into Opentext over the last 5 years. (submit reference letters as proof of previous experience)</p> <ul style="list-style-type: none"> 1 Project - (50 Points) 2 Projects - (60 Points) 3 Projects - (70 Points) <p>10 additional points for every project more than 3 projects to a maximum of 100 points</p> | 100 |

T2.2.6 TENDERER'S EXPERIENCE (Continued)

INSERT HERE

FOR INFORMATION USE ONLY

T2.2.7 KEY PERSONNEL ASSIGNED TO THE WORK | 30 |

Insert in the table below the key personnel and their proposed function

Key personnel are those who will play an essential role in the contract. These include the persons responsible for managing the contract, co-ordinating the engineering, discipline lead engineers, subject matter experts and management of the construction monitoring phase where relevant

Tenderers are advised to check the functionality requirements listed for key personnel in Section T2.2.10 to ensure the nominated key personnel are appropriately qualified and experienced. The key personnel that will be evaluated for functionality in terms of Section T2.2.10 are to be listed in the table below. Tenderers may list additional Key Personnel in the additional rows provided but these will not be scored for functionality.

KEY PERSONNEL SCHEDULE

| No. | Proposed Function | Key Person Name |
|-----|--|-----------------|
| 1. | Migration of Data | |
| | 1.1 Opentext Architect | |
| | 1.2 Opentext Developer | |
| 2. | Opentext for Engineering Drawings | |
| | 2.1 Opentext Architect | |
| | 2.2 Senior Opentext Technical Consultant | |
| 3. | Support & Maintenance | |
| | 3.1 Senior Opentext Services Manager | |
| | 3.2 Senior Support Consultant | |
| | 3.3 Junior Support Consultant | |

T2.2.8 EXPERIENCE OF KEY PERSONNEL

Provide relevant information (CV's) as prescribed below for each of the Key Personnel proposed in Section T2.2.7.

Key Person Positions

- Opentext Architect for Migration of Data
- Opentext Developer for Migration of Data
- Opentext Architect for Opentext for Engineering Drawings
- Senior Opentext Technical Consultant for Opentext for Engineering Drawings
- Senior Opentext Services Manager for Support & Maintenance
- Senior Support Consultant for Support & Maintenance
- Junior Support Consultant for Support & Maintenance

The experience of each key person, relevant to the scope of work, will be evaluated from the points below:

- General experience (total duration of activity), level of education and training and positions held by the key person.
- The education, training and experience of the person, in the specific sector, field, subject, etc which is directly linked to the scope of work.

A CV (**not more than 3 pages**) in the required format below, shall be provided for each key person should be attached to this schedule. Note that Copies of Qualification and Professional Registration Certificates should be attached separately to Section T2.2.23

Each CV should be structured under the following headings:

- Personal particulars
 - name
 - date and place of birth
 - place (s) of tertiary education and dates associated therewith
- Qualifications
- Name of current employer and position in Company
- Overview last 10 years of experience (year, organization, position and projects)
- Outline of recent assignments / experience that have a bearing on the scope of work for this tender **and the scoring criteria below**. The outline shall include start and finish dates of the assignments

The scoring of the experience of Key Personnel shall be as follows: 30

| | |
|---|------------|
| Experience of Opentext Architect for Migration of Data : 3 years - 5 points 4 years - 10 points 5 years - 15 points | 100 |
| Experience of Opentext Developer for Migration of Data | |

| | |
|--|--|
| <p>3 years - 5 points 4 years - 10 points 5 years - 15 points</p> <p>Experience of Opentext Architect for Opentext for Engineering Drawings</p> <p>3 years - 5 points 4 years - 10 points 5 years - 15 points</p> <p>Experience of Senior Opentext Technical Consultant for Opentext for Engineering Drawings</p> <p>3 years - 5 points 4 years - 10 points 5 years - 15 points</p> <p>Experience of Senior Opentext Services Manager for Support & Maintenance</p> <p>3 years - 5 points 4 years - 10 points 5 years - 15 points</p> <p>Experience of Senior Support Consultant for Support & Maintenance</p> <p>3 years - 5 points 4 years - 10 points 5 years - 15 points</p> <p>Experience of Junior Support Consultant for Support & Maintenance</p> <p>1 year - 3 points 2 years - 7 points 3 years - 10 points</p> | |
|--|--|

T2.2.8 EXPERIENCE OF KEY PERSONNEL (Continued)

INSERT KEY PERSONNEL CVs HERE

FOR INFORMATION USE ONLY

T2.2.9 PROPOSED ORGANIZATION AND STAFFING

The Tenderer should propose the structure and composition of their team i.e. the main disciplines involved, the key staff member / expert responsible for each discipline, and the proposed technical and support staff and site staff. The roles and responsibilities of each key staff member / expert should be set out as job descriptions. In the case of an association / joint venture / consortium, it should, indicate how the duties and responsibilities are to be shared.

The Tenderer must attach his / her organization and staffing proposals to this page.

The scoring of the proposed organization and staffing will be as follows:

| | |
|------------------------------------|---|
| No submission (score 0) | No Organizational and Staffing proposal submitted. |
| Poor (score 40) | The organization chart is sketchy; the staffing plan is weak in important areas. There is no clarity in allocation of tasks and responsibilities. |
| Satisfactory (score 70) | The organizational chart is complete and detailed, the technical level and composition of the staffing arrangements are adequate. |
| Good (score 90) | Besides meeting the "satisfactory" rating, staff are well balanced i.e. they show good co-ordination, complimentary skills, clear and defined duties and responsibilities. Some members of the project team have worked together before on limited occasions. |
| Very good (score 100) | Besides meeting the "good" rating, the proposed team is well integrated and several members have worked together extensively in the past. |

T2.2.9 PROPOSED ORGANIZATION AND STAFFING (Continued)

INSERT HERE

FOR INFORMATION USE ONLY

T2.2.10 METHOD STATEMENT | 20 |

The method statement must respond to the Scope of Work and outline the proposed approach / methodology. The method statement should articulate what value the Tenderer will add by in achieving the stated objectives for the project.

The Tenderer must as such explain his / her understanding of the objectives of the assignment and the Employer's stated and implied requirements, highlight the issues of importance, and explain the technical approach they would adopt to address them. The approach paper should explain the methodologies which are to be adopted, demonstrate the compatibility of those methodologies with the proposed approach. The method statement should also include a quality plan which outlines processes, procedures and associated resources, applied by whom and when, to meet the requirements and indicate how risks will be managed and what contribution can be made regarding value management.

The method statement should not be longer than 8 pages.

| | |
|------------------------------------|---|
| No submission (score 0) | No Method Statement submitted |
| Poor (score 40) | The technical approach and / or methodology is poor / is unlikely to satisfy project objectives or requirements. The Tenderer has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the project. |
| Satisfactory (score 70) | The approach is tailored to address the project objectives and methodology. The quality plan and management of risk in the project plan is generic. |
| Good (score 90) | The approach is specifically tailored to address the specific project objectives and methodology and is sufficiently flexible to accommodate changes that may occur during execution. The quality plan and approach to managing risk is specifically tailored to the critical characteristics of the project. |
| Very good (score 100) | Besides meeting the "good" rating, the important issues are approached in an innovative and efficient way, indicating that the Tenderer has outstanding knowledge of state-of-the-art approaches. The approach paper details ways to improve the project outcomes and the quality of the outputs. |

T2.2.10 METHOD STATEMENT (Continued)

INSERT HERE

FOR INFORMATION USE ONLY

T2.2.11 PRELIMINARY PROGRAMME | 20 |

The Tenderer shall detail below or attach a preliminary programme reflecting the proposed sequence and tempo of execution of the main work components. The programme shall be in accordance with the information supplied in the Contract, requirements of the Project Specifications and with all other aspects of his Tender.

The programme is to include the main / sub-components with associated key milestones and interdependencies. The table below may be used for this purpose but is insufficiently detailed to ensure a good functionality score. Alternatively a separate programme may be attached. It is preferred that a separate programme, prepared using project scheduling software is attached.

The contract should note that the contract is required to be completed, commissioned and handed over to the Employer by the date specified in the contract data.

| PROGRAMME | | | | | | | | | | | | |
|---------------------------|----------------|--|--|--|--|--|--|--|--|--|--|--|
| Component / Sub-component | WEEKS / MONTHS | | | | | | | | | | | |
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Note: The programme must be based on the completion time as specified in the Contract Data. No other completion time that may be indicated on this programme will be regarded as an alternative offer, unless it is listed in supported by a detailed statement to that effect, all as specified in the Tender Data.

Scoring of the preliminary programme will be as follows:

| | Suitability of programme |
|--------------------------------|---|
| No submission (score 0) | No preliminary programme submitted |
| Poor (score 40) | Programme is inadequate and/or considered unrealistic and does not achieve required completion date |
| Satisfactory (score 70) | Programme is considered realistic and adequately shows the main components and compliance with completion date |
| Good (score 90) | Programme is considered realistic and includes the main components and sub components and compliance with completion date |
| Very good (score 100) | Programme is considered realistic and includes the main components and subcomponents and linkages and compliance with completion date |

T2.2.11 PRELIMINARY PROGRAMME (Continued)

INSERT HERE

FOR INFORMATION USE ONLY

T2.2.12 REGISTRATION CERTIFICATE / AGREEMENT / ID DOCUMENT

Important note to Tenderer: The relevant supporting documents to the organization tendering i.e. Registration Certificates for Companies, Close Corporations and Partnerships, or Agreements and Powers of Attorney for Joint Ventures and Consortiums, or ID documents for Sole Proprietors, all as referred to in the foregoing forms and in T2.1, must be inserted here.

INSERT HERE

FOR INFORMATION USE ONLY

T2.2.13 AMENDMENTS, QUALIFICATIONS AND ALTERNATIVES

(This is not an invitation for amendments, deviations or alternatives but should the Tenderer desire to make any departures from the provisions of this contract he shall set out his proposals clearly hereunder. uMngeni-uThukela Water will not consider any amendment, alternative offers or discounts unless forms (a), (b) and (c) have been completed to the satisfaction of the Employer).

I / We herewith propose the amendments, alternatives and discounts as set out in the tables below:

(a) **AMENDMENTS - NOT APPLICABLE**

| PAGE, CLAUSE OR ITEM NO. | PROPOSED AMENDMENT |
|--------------------------|--------------------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

- [Notes: (1) *Proposals for amendments to the General and Special Conditions of Contract are not acceptable, and will be ignored;*
- (2) *The Tenderer must give full details of all the financial implications of the amendments and qualifications in a covering letter attached to his Tender.*

(b) **ALTERNATIVES - NOT APPLICABLE**

| PROPOSED ALTERNATIVE | DESCRIPTION OF ALTERNATIVE |
|----------------------|----------------------------|
| | |
| | |
| | |
| | |
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| | |

- [Notes: (1) *Individual alternative items that do not justify an alternative Tender, and an alternative offer for time for completion should be listed here.*
- (2) *In the case of a major alternative to any part of the work, a separate Bill of Quantities, programme, etc, and a detailed statement setting out the salient features of the proposed alternatives must accompany the Tender.*

- (3) *Alternative Tenders involving technical modifications to the design of the works and methods of construction shall be treated separately from the main Tender offer.]*

(c) UNCONDITIONAL DISCOUNTS

| ITEM ON WHICH DISCOUNT IS OFFERED | DESCRIPTION OF DISCOUNT OFFERED |
|-----------------------------------|---------------------------------|
| | |
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[Note: The Tenderer must give full details of the discounts offered in a covering letter attached to his Tender, failing which, the offer for a discount may have to be disregarded.]

Signature..... Date.....

T2.2.14 RECORD OF ADDENDA TO TENDER DOCUMENTS

I / We confirm that the following communications amending the Tender documents that I / we received from uMngeni-uThukela Water or his representative before the closing date for submission of Tenders have been taken into account in this Tender.

A signed copy of each addendum shall be inserted after this page.

| ADDENDUM No | DATE | TITLE OR DETAILS |
|-------------|------|------------------|
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.....
Signature
(of person authorized to sign on behalf of the Tenderer)

.....
Date

T2.2.15 VAT REGISTRATION CERTIFICATE

[VAT Registration Certificate obtained from SARS to be inserted here]

FOR INFORMATION USE ONLY

T2.2.16 SCHEDULE OF PROPOSED SUB-CONSULTANTS

Important note to Tenderer: The relevant supporting documents to the organization tendering i.e. Registration Certificates for Companies, Close Corporations and Partnerships, or Agreements and Powers of Attorney for Joint Ventures and Consortiums, or ID documents for Sole Proprietors, all as referred to in the foregoing forms and in T2.1, must be inserted here

We notify you that it is our intention to employ the following Sub-Consultants for work in this contract. If we are awarded a contract we agree that this notification does not change the requirement for us to submit the names of proposed Sub-Consultants in accordance with requirements in the contract for such appointments. If there are no such requirements in the contract, then your written acceptance of this list shall be binding between us.

| | Name and address of proposed Sub-Consultant | Nature and extent of work | Previous experience with Sub-Consultant |
|----|---|---------------------------|---|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

Signature..... Date

Name..... Position

Tenderer.....

T2.2.17 PROOF OF PURCHASE OF TENDER DOCUMENT

INSERT HERE

FOR INFORMATION USE ONLY

**T2.2.18 LETTER OF GOOD STANDING IN TERMS OF COID ACT
(Compensation for Occupational Injuries and Diseases Act)**

INSERT HERE

FOR INFORMATION USE ONLY

T2.2.19 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

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

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
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 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:

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) & \text{or} & Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \end{array}$$

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:

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) & \text{or} & Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \end{array}$$

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.

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 [select where applicable to this bid] | Number of points allocated (90/10 system) (To be completed by the organ of state) | Number of points allocated (80/20 system) (To be completed by the organ of state) | Number of points claimed (90/10 system) (To be completed by the tenderer N/A) | Number of points claimed (80/20 system) (To be completed by the tenderer) |
|--|--|--|---|--|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

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:

.....

FOR INFORMATION USE ONLY

T2.2.20 TENDERER'S FINANCIAL STANDING

In terms of the standard conditions of Tender, the Tenderer shall provide information about its commercial position, which includes information necessary for the Employer to evaluate the Tenderer's financial standing.

To that end the Tenderer must provide with its Tender a bank rating, certified by its banker, to the effect that it will be able to successfully complete the contract at the Tendered amount within the specified time for completion.

However, should the Tenderer be unable to provide a bank rating with its Tender, it shall state the reasons as to why it is unable to do so, and in addition provide the following details of its banker and bank account that it intends to use for project:

Name of account holder:

Name of Bank:..... Branch:

Account number: Type of account:

Telephone number: Facsimile number:

Name of contact person (at bank:

Failure to provide either the required bank details or a certified bank rating with its Tender, will lead to the conclusion that the Tenderer does not have the necessary financial resources at its disposal to complete the contract successfully within the specified time for completion.

The Employer undertakes to treat the information thus obtained as confidential, strictly for the use of evaluation of the Tender submitted by the Tenderer.

SIGNATURE: DATE:
(of person authorized to sign on behalf of the Tenderer)

T2.2.21 TENDERER'S HEALTH AND SAFETY DECLARATION

In terms of the Occupational Health and Safety Act (OHSA) 85 of 1993 and specifically the Government Notice No.R84 of 7 February 2014 by Department of Labour comprising the Construction Regulations 2014 (hereafter referred to as "the Regulations"), the Professional Services Provider appointed in terms of this tender assumes the role of the "Designer" as defined by the Regulations.

The Regulations impose duties on the Designer with regard to the design of both permanent and temporary works contemplated in terms of the Scope of Work outlined in C3. To that effect a person duly authorized by the Tenderer shall complete and sign the declaration hereafter in detail.

Declaration by Tenderer

1. I the undersigned hereby declare and confirm that I am fully conversant with the Occupational Health and Safety Act No 85 of 1993 (as amended by the Occupational Health and Safety Amendment Act No 181 of 1993), and the Construction Regulations, 2014 contained in Government Notice No. R 84.
2. I hereby declare that my company / enterprise has the competence and the necessary resources to carry out the design work contemplated under this contract with due regard to the "Duties of Designer" outlined in Regulation 6 and to achieve compliance with the Regulations and the Employer's Health and Safety Specifications.
3. I hereby undertake, if my Tender is accepted, to comply with the requirements of the Regulations as they apply to the Designer and also as they apply to any other duties that, by agreement, may be delegated to me by the Employer. I hereby agree that my company/enterprise will not have a claim for compensation for delay or extension of time because of my failure to comply with these requirements.
4. I hereby confirm that adequate provision has been made in my Tendered rates and prices in the Pricing Schedule (C2) to cover the cost of all resources, actions, training and all health and safety measures envisaged for the designer in the Regulations.
5. I hereby confirm that I will be liable for any penalties that may be applied by the Employer in terms of the Contract Data (C1.2 Clause 3.12) for failure on my part to comply with the provisions of the Act and the Regulations.
6. I agree that my failure to complete and execute this declaration to the satisfaction of the Employer will mean that I am unable to comply with the requirements of the Regulations, and accept that my Tender will be prejudiced and may be rejected at the discretion of the Employer.

SIGNATURE: DATE:

NAME (Print)
(of person authorized to sign on behalf of the Tenderer)

T2.2.22 PRO FORMA OHS NOTIFICATION

NOT APPLICABLE TO THIS TENDER

PRO FORMA NOTIFICATION FORM IN TERMS OF THE OCCUPATIONAL HEALTH AND SAFETY ACT 1993, CONSTRUCTION REGULATIONS 2014

[In terms of Regulation 4 of the Construction Regulations 2014, the successful Tenderer must complete and forward this form prior to commencement of work to the office of the Department of Labour.]

1. (a) Name and postal address of Supplier:

.....
.....
.....
.....

- (b) Name of Supplier's contact person:

Telephone number:

.....

2. Supplier's compensation registration number:.....

3. (a) Name and postal address of Purchaser:.....

- (b) Name of Purchaser's contact person or agent:.....

Telephone

number:.....

4. (a) Name and postal address of designer(s) for the project:

.....

- (b) Name of designer's contact person:.....

Telephone

number:.....

5. Name of Supplier's construction supervisor on site appointed in terms of Regulation 6(1):

Telephone number:.....

6. Name/s of Supplier's sub-ordinate supervisors on site appointed in terms of regulation 6(2).

.....

7. Exact physical address of the construction site or site office:

.....
.....
.....

8. Nature of the construction work:.....

9. Expected commencement date:.....

10. Expected completion date:.....

11. Estimated maximum number of persons on the construction site:

.....

12. Planned number of Sub-contractors on the construction site accountable to Supplier:

.....

13. Name(s) of Sub-contractors already chosen:

.....
.....
.....
.....
.....

SIGNED BY:

SUPPLIER: DATE:

PURCHASER: DATE:

T2.2.23 LETTER OF INTENT TO PROVIDE PROFESSIONAL INDEMNITY AND PUBLIC LIABILITY INSURANCE

Requirements in respect of Public Liability and Professional Indemnity Insurance are stated in Contract Data Clause 5.4.1 on Page **C1.9** of Volume 2 of the tender document.

INSERT HERE

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T2.2.24 REGISTRATION CERTIFICATES

[Insert required registration Certificates such as CIDB, ECSA, PSIRA, and the like here]

FOR INFORMATION USE ONLY

T2.2.25 CENTRAL SUPPLIER DATABASE (CSD) REPORT

INSERT HERE

FOR INFORMATION USE ONLY



TENDER NO: 2023-014-

TENDER TITLE:

Enterprise Information Management (EIM) for Engineering Drawings, Migration of data from legacy systems, shared drives and scanning of documents into EIM. Support and Maintenance Service Level Agreement (SLA) for ECM and XEC

VOLUME 2 – Offer, Contract, Pricing, Scope of Work and Site Information

Issued by:

uMngeni-uThukela Water
310 Burger Street
Pietermaritzburg

Tender Queries:

Contact Name: Nosipho Mkhize
Telephone: 033 341 1062

Name of Tenderer: _____

National Treasury CSD Number: _____

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| C.4 SITE INFORMATION | C4.1 | White |
| C.5 ANNEXURES (Omit if not applicable) | C5.1 | White |

C.1 AGREEMENTS AND CONTRACT DATA

IMPORTANT NOTE ON C1.1:

ALL Tenderers MUST complete and sign Form A: OFFER (the first page hereafter).

Form B: ACCEPTANCE will be signed by the Employer and then only in the case of the successful Tenderer.

Form C: SCHEDULE OF DEVIATIONS must be signed by the Employer as well as the successful Tenderer after award of the contract.

Form D: CONFIRMATION OF RECEIPT must be signed by the successful Tenderer on receipt of a fully completed original copy of the Agreement including the Schedule of Deviations, if any.

FOR INFORMATION USE ONLY

C1.1 FORM OF OFFER AND ACCEPTANCE**A. OFFER**

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract for the procurement of

Enterprise Information Management (EIM for Engineering Drawings and Migration of Data from legacy Systems, Shared drives and scanning of documents into Enterprise Information Management (EIM). Support and Maintenance Service Level Agreement (SLA) for ECM and XECM.

The Tenderer, identified in the Offer signature block, has examined the documents listed in the Tender Data and addenda thereto as listed in the Returnable Schedules, and by submitting this Offer has accepted the Conditions of Tender.

The Tenderer, identified in the Offer signature block, has examined the draft contract as listed in the Acceptance section and agreed to provide this Offer.

By the representative of the Tenderer, deemed to be duly authorized, signing this part of this Form of Offer and Acceptance the Tenderer offers to perform all of the obligations and liabilities of the Service Provider under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the Contract Data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VAT IS:

(in words) Rand;

(in figures) R.....

The Tenderer confirms that he has read the Standard General Services Contract referred to in C1.2 Contract Data.

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the Tender Data, whereupon the Tenderer becomes the party named as the Contractor in the Conditions of Contract identified in the Contract Data.

Signature(s) *(of persons authorized to sign the acceptance)*

Name(s)

Capacity

For the Tenderer:

(Insert name and address of organization)

Name & Signature of Witness

Date

B: ACCEPTANCE

By signing this part of the Form of Offer and Acceptance, the Employer identified below accepts the Tenderer's Offer. In consideration thereof, the Employer shall pay the Contractor the amount due in accordance with the Conditions of Contract identified in the Contract Data. Acceptance of the Tenderer's Offer shall form an agreement between the Employer and the Tenderer upon the terms and conditions contained in this Agreement and in the Contract that is the subject of this Agreement.

The terms of the contract are contained in:

- C.1 Agreement, and Contract Data, (which include this Agreement)
- C.2 Pricing Data, including the Bill of Quantities
- C.3 Scope of Work
- C.4 Site Information
- C.5 Annexures

and the schedules, forms, drawings and documents or parts thereof, which may be incorporated by reference into Parts 1 to 5 above.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Tender Schedules as well as any changes to the terms of the Offer agreed by the Tenderer and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Agreement. No amendments to or deviations from said documents are valid unless contained in this Schedule, which must be duly signed by the authorized representatives of both parties.

The Tenderer shall within two weeks after receiving a completed copy of this Agreement, including the Schedule of Deviations (if any), contact the Employer's agent (whose details are given in the Contract Data) to arrange the delivery of any other bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the Conditions of Contract identified in the Contract Data. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this Agreement.

Notwithstanding anything contained herein, this Agreement comes into effect on the date when the Tenderer receives one fully completed original copy of this document, including the Schedule of Deviations (if any). Unless the Tenderer (now Service Provider) within five days of the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this Agreement, this Agreement shall constitute a binding contract between the parties.

Signature: (of person authorized to sign the acceptance)

Name: (of signatory in capitals)

Capacity: (of Signatory)

Name of Employer: (organization) Umgeni Water

Address 310 Burger Street, Pietermaritzburg

Telephone number: 033 3411111 **Fax number:**

AS WITNESS

Signature: **Name:** (in capitals)

Date:

C: SCHEDULE OF DEVIATIONS

The extent of deviations from the tender documents issued by Umgeni Water prior to the tender closing date is limited to those permitted in terms of the Tender Data and the Conditions of Tender.

A Tenderer's covering letter will not necessarily be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid become the subject of agreements reached during the process of offer and acceptance, the outcome of such agreement shall be recorded here.

Any other matters arising from the process of offer and acceptance either as a confirmation, clarification or change to the tender documents and which it is agreed by the Parties becomes an obligation of the contract shall also be recorded here.

Any change or addition to the tender documents arising from the above agreements and recorded here shall also be incorporated into the final draft of the Contract.

1. **Subject:**
Details:
.....
2. **Subject:**
Details:
.....
3. **Subject:**
Details:
.....
4. **Subject:**
Details:
.....
5. **Subject:**
Details:
.....
6. **Subject:**
Details:
.....
7. **Subject:**
Details:
.....

By the duly authorized representatives signing this Schedule of Deviations, Umgeni Water and the Tenderer agree to and accept the foregoing Schedule of Deviations as the only deviations from and amendments to the documents listed in the Tender Data and addenda thereto as listed in the Tender Schedules, as well as any confirmation, clarification or change to the terms of the offer agreed by the Tenderer and Umgeni Water during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the Tenderer of a completed

signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this Agreement.

FOR THE TENDERER:

Signature:

Name:

Capacity:

Tenderer: *(Name and address of organization)*

Witness:

Signature:

Name:

Date:

FOR UMGENI WATER

Signature:

Name:

Capacity:

Witness:

Signature:

Name:

Date:

D: CONFIRMATION OF RECEIPT

The Tenderer, (now Service Provider), identified in the Offer part of this Agreement hereby confirms receipt from the Employer, identified in the Acceptance part of this Agreement, of one fully completed original copy of this Agreement, including the Schedule of Deviations on this

FOR THE CONTRACTOR:

Signature:

Name:

Capacity:

Signature and name of witness:

Signature:

Name:

FOR INFORMATION USE ONLY

C.1.2 CONTRACT DATA (INCLUDING SPECIAL CONDITIONS OF CONTRACT)

The Conditions of Contract are the Umgeni Water **Standard Services Contract** (document number: SCM027), a copy of which may be obtained from the Umgeni Water Supply Chain Management office or can be downloaded from the following web site: www.umgeni.co.za/sustainable_development/sud.asp

Each item of data given below is cross-referenced to the clause in the Conditions of Contract to which it mainly applies.

Special Conditions of Contract

1. National Treasury Central Supplier Database

The successful Tenderer is required to provide proof of registration with the National Treasury Central Supplier Database (CSD) prior to the award of contract.

2. Application of Contract Price Adjustment Factor

Contract Price Adjustment will be/not be applicable

3. Progress Payments

Payment of Payment Certificates shall be effected on or before but not later than the last day of the month following the month in which the Invoice and accompanying statement was dated".

PART 1: DATA PROVIDED BY THE EMPLOYER

| Clause | Data |
|------------|--|
| 1 | The Employer is Umgeni Water |
| 1 | The Contract is: Enterprise Information Management (EIM) FOR Engineering Drawings, Migration of Data from legacy Systems, Shared drives and scanning of documents into Enterprise Information Management (EIM). Support and Maintenance Service Level Agreement (SLA) for ECM and XECM |
| 1 | The Period of Performance is 36 months from the Commencement Date. |
| 3.4 | <p>The authorized and designated representative of the Employer is: Name: Johan Mncwabe</p> <p>The address for receipt of communications is: Telephone: 033 341 1014 Facsimile: 033 341 1085 E-mail: johan.mncwabe@umgeni.co.za Address: Umgeni Water, 310 Burger Street, Pietermaritzburg, 3201</p> |
| 3.5 | The location for the performance of the Contract is Umgeni Water – Head Office 310 Burger Street, Pietermaritzburg, 3201. |
| 3.13 | The programme shall be submitted within 14 Days of the Contract becoming effective. |
| 5.4.1 | <p>The Service Provider is required to provide the following insurances:</p> <p>1. Professional Indemnity Insurance Cover is: R5 000 000 (Five Million Rand) Period of cover: For the period of the performance</p> <p>Insurance cover requirements must be confirmed on award.</p> |
| 5.5 | <p>The Service Provider is required to obtain the Employer's prior approval in writing before taking any of the following actions:</p> <p>a) Enterprise Information Management (EIM) FOR Engineering Drawings, Migration of Data from legacy Systems, Shared drives and scanning of documents into Enterprise Information Management (EIM). Support and Maintenance Service Level Agreement (SLA) for ECM and XECM</p> |
| 7.2 | The Service Provider is required to provide personnel in accordance with the provisions of Clause 7.2 and to complete the Personnel Schedule. |
| 8.1 | The Service Provider is to commence the performance of the Services within 14 Days of date that the Contract becomes effective. |
| 12.2.1/2/3 | Interim settlement of disputes is to be by mediation |
| | In the event that the parties fail to agree on a mediator, the mediator is nominated by the Association of Arbitrators (Southern Africa) |

C1: AGREEMENTS & CONTRACT DATA

C1.9

| | |
|--------|--|
| 12.2.4 | Final settlement is by litigation. |
| 13.1.3 | All persons in a joint venture or consortium shall carry a minimum General indemnity insurance of the value stipulated in clause 5.4.1 of the Contract Data. |
| 15 | The interest rate will be prime interest rate of the Employer's bank at the time that the amount is due. |

FOR INFORMATION USE ONLY

PART 2: DATA PROVIDED BY THE SERVICE PROVIDER

| Clause | Data | | | | | | | | | | | | | | |
|--------------|--|------|-----------------|--|--|--|--|--|--|--|--|--|--|--|--|
| 1 | <p>The Service Provider is.</p> <p>Name:</p> <p>Address:</p> <p>.....</p> <p>Telephone: Facsimile:</p> | | | | | | | | | | | | | | |
| 5.3 | <p>The authorized and designated representative of the Service Provider is:</p> <p>Name:</p> <p>The address for receipt of communications is:</p> <p>Address:</p> <p>.....</p> <p>Telephone: Facsimile:</p> | | | | | | | | | | | | | | |
| 5.5 7.1.2 | <p>The Key Persons and their jobs / functions in relation to the services are:</p> <table border="1"> <thead> <tr> <th>Name</th><th>Specific duties</th></tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table> | Name | Specific duties | | | | | | | | | | | | |
| Name | Specific duties | | | | | | | | | | | | | | |
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PART C2: PRICING DATA

PRICING TO BE DONE BY MEANS OF BILL OF QUANTITIES

C2.1 Bill of Quantities

- 2.1.1 Definition of unit rates** – the tenderer is required to review the scope of work defined within C3 and to determine all the resources required resulting in the unit rates to achieve the work components within the scope.
- 2.1.2 Bill of Quantities** – the tenderer is required to fill in the Bill of Quantities and complete the pricing calculations set down in C2.2 Pricing Schedule, and carry forward the tender amount from the C2.2 Pricing Schedule to the Offer C1.1.
- 2.1.3 Payment** – the tenderer will be paid the amounts per quantity of each item delivered on a monthly basis.
- 2.1.4 Prices** – must remain firm for a 12 month period and thereafter, will be subject to CPI escalation on the anniversary of the contract. A 30 day notice period prior to price increases is required.
- 2.1.5** The service providers shall provide prices (VAT exclusive) for **ALL** items listed in the table. **Failure to provide prices in any of the items listed will deem this tender to be non-responsive.**

C2.2 Pricing Schedule – Bill of Quantities

| Item Number | Item Description | Unit Measure | of | Quantity | Rate | Amount per Item (excl VAT) |
|-------------|---|--------------|----|----------|------|----------------------------|
| 1. | Gathering user requirements for Engineering Document | Sum | | 1 | | R |
| 2. | Gathering user requirements for scanning/migration of documents | Sum | | 1 | | R |
| 3. | Configuration of engineering documents system | Sum | | 1 | | R |
| 4. | Migration of all scanned documents | Sum | | 1 | | R |
| 5. | Migration of electronic documents | Sum | | 1 | | R |
| 6. | Training | Sum | | 1 | | R |
| 7. | Support and Maintenance | Sum | | 1 | | R |

| | |
|--|---|
| A - Total for all Items excluding VAT (Use to calculate CPG amount and percentage) | R |
| B - Escalation @ 10% of A | R |
| C- Contingencies @10% of A | R |
| D Subtotal (A + B + C) | R |
| E - VAT @ 15% of D | R |
| F Total including VAT (D+E) carried forward to C1.1 (Offer). | R |

PART C3: SCOPE OF WORK

1. Employer's objectives

Services are required to migrate data from legacy systems and shared drives into the Opentext solution. Key outcome is the deliverable of an EIM engineering documents system. Vendor to provide support and maintenance for the Opentext Solution.

2. Description of the services

Migration of Data

- a) Migration of data from legacy systems and shared drives.
- b) Scanning of documents in manual filing systems.
- c) The Vendor is to provide and implement a migration strategy for Umgani Water that will enable the organisation to migrate all information seamlessly into the OpenText solution. The migration of information will enable the organisation to have a single repository where information can be managed effectively with information security controls in place.

Engineering Documents

- a) The Vendor is to provide Umgani Water with a designed EIM for Engineering documents and migrate images and CAD drawings from drives and the legacy system (Dataviewer). The system must use the OpenText Extended ECM platform. Support and Maintenance for 3 years period, of the contract. The business solution for engineering documents would need to be provided by the vendor then migrate the data. The system must be user-friendly and users must be able to download/print a drawing quickly.
- b) The Service provider will be required to design EIM for Engineering documents. They will also be required to provide maintenance and support for EIM Engineering documents and also support any integration of GIS and any other business systems into EIM engineering documents.
Hourly rates for EIM for Engineering documents, training and support will be billed on actual hours used but for Tender evaluation purposes hours have been provided in.

Support and Maintenance for ECM and XECM

- a) Incident management - Assist 2nd Line Support teams with specialist knowledge when those areas are unable to resolve.
- b) Proactive support through regular [daily] monitoring of key system
- c) Reactive support intervention if/when system performance is observed to be degraded
- d) Problem management - Troubleshooting system issues
- e) Execute application restarts, start-up checks
- f) Implementation of the available application-level changes, including:
 - Module installations
 - Service pack installations
 - Patch/fix installations
 - Changes may include configuration of installed modules
 - Escalation to vendor, if/when required
- g) Provide OpenText desktop executables to desktop packaging team
- h) Provide monthly and quarterly statistics on system checks performed
- i) Restoration of data when required

- j) Provide any Enterprise Connect, or desktop configuration requirements
- k) Specify Browser Requirements
- l) Routine maintenance
- m) Capacity Management

Products to be covered in the scope of work:

- XECM Platform
- XECM for SAP
- Content Server
- AppWorks
- Electronic Signatures
- Automatic Document Numbering
- Blazon (Blazon for Content Suite base module as well as add-on: Redaction)
- Capture Center (Unlimited Field Extraction)

The scope of work will require one Service Provider which will be required to work with the internal Umgani Water staff to achieve a successful deployment.

Provide a short description of the services and outline what the service provider is to provide.

3. Extent of the services

The vendor is to provide Umgani Water with services of an Enterprise Information Management (EIM) for Engineering Drawings, migration of data from legacy systems, shared drives & scan documents into the EIM system. Provide support and maintenance for ECM and XECM.

4. Use of reasonable skill and care

All work must be executed with due care and diligence and the appointed vendor needs to show that they are highly skilled and up to date with the latest technological advancements.

5. Co-operation with other services providers

Microsoft, Data Viewer, SAP

6. Brief

State, as necessary

a) terms of reference including the following:

i. The work components to be undertaken

Enterprise Information Management (EIM) for Engineering Drawings, migration of data from legacy systems, shared drives & scan documents into the EIM system. Provide support and maintenance for ECM and XECM.

ii. The major activities to be carried out within each work component

Gathering user requirements for Engineering Documents, gathering user requirements for scanning/migration of documents, Configuration of engineering documents system, migration of all scanned documents, migration of electronic documents, Training, Support and Maintenance.

iii. The deliverables to be provided within each work component

Interaction with users, meetings with project team,

b) time frames for deliverables / milestone dates,

EIM Engineering Drawings - 6 months

Migration of Data - 6 months

Training - 3 months

Support and Maintenance 36 months

c) place(s) for the performance of specific tasks,
UW Head Office and other UW sites

d) reporting requirements.

Project charter, project plan, project update report and minutes

8. Applicable national and international standards

The National Archives and Records Services of South Africa Act No. 43 of 1996

KwaZulu-Natal Archives and Records Services Act (No. 5 of 2000)

Public Finance Management Act (PFMA) No. 1 of 1999

Promotion of Access to Information Act No. 2 of 2000

Copyright Act No. 98 of 1978

Promotion of Administrative Justice Act (Act No. 3 of 2000)

Electronic Communication and Transactions Act (Act No. 25 of 2002)

Protection of Personal Information Act (Act No. 4 of 2013)

9. Particular/Generic specifications

Attach or make reference to particular (purpose written) or generic (standard in-house) specifications (purpose written for the contract or specifications of the procuring department or General associations) which are applicable to the services.

10. Approvals

Group Chief shared services, Senior ICT Manager, Project Manager/Information Manager

11. Procurement

State requirements appropriate to the methodology and procedures that are to be followed. (See Annex A of SANS 10396:2003). Make reference to preference schedules, if any.

State the number, title and edition of resource specifications applicable to the contract and all data and definitions required e.g. definitions of target groups, weighting factors, etc. (Refer to SANS 10396 for specific guidance)

12. Access to land / buildings / sites

Requests to access Umgeni Water's buildings should be submitted to the Project Manager prior to them being needed.

13. Planning and programming

Submit plan.

14. Software application for programming

State any requirements for specific software to be utilized or provided.

15. Quality management

Refer to Returnable Schedule T2.2.A9 and briefly describe;

- what quality management systems the service provider will be required to operate, and

- the intention of the Employer in terms of the monitoring of quality management, who will carry out such monitoring (Employer or agent)

and if the monitoring forms part of a quality management system or will require only an occasional verification.

16. Format of communications

All communication should be done on email, reports and meetings as scheduled.

17. Key personnel

Refer to Returnable Schedule T2.2.17 and C1.2 Part 2: Contract Data to be provided by the Service Provider.

- 18. Management meetings**
Planning of monthly meetings to be discussed at first meeting with the successful tenderer.
- 19. Forms for contract administration**
(Refer to Part C5).
- 20. Electronic payments**
Payments will be made using the standard Umgeni Water SCM terms..
- 21. Daily records**
All tasks performed, must be recorded and submitted on a monthly basis.
- 22. General indemnity insurances**
Refer to C.1.2 Contract Data Clause 5.4.1 and state number of copies and the place where policies are to be presented.
- 23. Payment certificates**
State requirements for substantiation of claims in payment certificates to expedite verification and certification by Employer's representative.
- 24. Use of documents by the Employer**
State the purpose for which the Employer will be using any documents provided by the service provider e.g., construction, maintenance, extension, rebuilding, etc.
- 25. Property provided for the Service provider's use**
List all property to be provided by the Employer and others for the service provider's use.
- 26. Proof of compliance with the law**
State specific documents / methods by which compliance with any legislation is to be verified, as necessary

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