



REQUEST FOR QUOTATION

RFQ Number: Q24/632/TN

Form No: UW-RFQ-2
Version No: 3/2023
Effective Date: Jul 2023

Description	PANEL OF CURRICULUM DEVELOPERS / LEARNING MATERIAL DEVELOPERS
Advert Date	13 June 2024
Closing Date and Time	31 July 2024 at 15:00
Non-Compulsory Briefing Session	<p>Venue : Durban Heights Training Centre 88 Dunkeld Rd, Reservoir Hills, Durban, 4091 Date: 21 June 2024 Time: 10:00am</p> <p>Alternative teams meeting : Meeting ID: 391 610 827 28 Passcode: npDnzT</p> <p>Bidders must ensure that they bring their documents to the clarification meeting for signing purposes. No concessions will be made for bidders who do not have their bid documents in their possession</p>
SCM Enquiries	<p>Thobile Ngcobo Tel: 033 341 1217 Email: Thobile.Ngcobo@umgeni.co.za</p>
Technical Enquiries	<p>Gugu Myeza Tel: 031 268 7161 Email: gugu.myeza@umgeni.co.za</p>
Contents of RFQ	<ol style="list-style-type: none">1. Invitation to quote2. Bidders information3. Terms and Conditions4. Undertaking by Bidder5. Terms of Reference/RFQ specifications6. Price Schedule7. Authority to Sign8. Bidders disclosure [SBD 4]9. Preference points claim form (SBD 6.1)10. Briefing session certificate



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11.Contract Form [SBD 7.1 or SBD 7.2]

Quotation Submission:

Quotation to be submitted by email to :
scmquotes@umgeni.co.za using Quote number
Q24/632/TN as the email subject

Tip-Offs Anonymous Hotline:

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

Stop theft / fraud / dishonesty / bribery /blackmail / intimidation, and remain anonymous.



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BIDDERS INFORMATION

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

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



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Name of Representative
(Duly Authorised)

Signature

Date



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TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ)

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



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UNDERTAKING BY BIDDER

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

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



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5. I/we agree that any action arising from this contract may in all respects be instituted against me and I/we hereby undertake to satisfy fully any sentence or judgement which may be pronounced against me as a result of such action.
6. I/we confirm that I/we have declared all and any interest that I or any persons related to my business has with regard to this quote or any related quotations by completion of the Declaration of Interest Section.
7. **I/WE, THE UNDERSIGNED, WHO WARRANT THAT I AM DULY AUTHORISED TO DO SO ON BEHALF OF THE TENDERER, CERTIFY THAT THE INFORMATION SUPPLIED IN TERMS OF THIS DOCUMENT IS CORRECT AND TRUE, THAT THE SIGNATORY TO THIS DOCUMENT IS DULY AUTHORISED AND ACKNOWLEDGE THAT:**
 - (1) The tenderer will furnish documentary proof regarding any tendering issue to the satisfaction of the uMngeni-Uthukela Water, if requested to do so.
 - (2) If the information supplied is found to be incorrect and/or false then uMngeni-Uthukela Water, in addition to any remedies it may have, may: -
 - a) Recover from the contractor all costs, losses or damages incurred or sustained by UMngeni-Uthukela Water as a result of the award of the contract, and/or
 - b) Cancel the contract and claim any damages which uMngeni-Uthukela Water may suffer by having to make less favourable arrangements after such cancellation.

Name of Representative
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SCOPE OF WORK /SPECIFICATIONS OF GOODS REQUIRED/ TERMS OF REFERENCE

1. BACKGROUND

The vision of Umgeni Water Services (UWS) is to contribute towards establishing a capable, professional and responsive workforce in the water sector. At the heart of our vision at Umgeni Water Services (UWS) as an engineering consultant with Umgeni Water Learning Academy (UWLA) as a training arm on Integrated Water Resources and Environmental Management (IWR&EM) is the desire to foster strong water knowledge analytical skills, practical ingenuity and creativity, good communication with our clients and high ethical standards and professionalism, as well as the ability to enforce the lifelong learning for students and graduates. One of the core aspects of our vision is to develop outstanding students, graduates and scholars, who contribute to adaptive capacity of our clients to climate changes especially in Kwa-Zulu/Natal Province and address socioeconomic challenges through supporting water utilities to distribute world class water quality using green engineering values in their organisations and workplaces. Consequently, UWLA as a university of water practice through our ETD programmes, short learning programmes (SLP), Modules and Skills Programmes, our students and graduates are ideally equipped to rise to the climate change and water scarcity complex challenges and global problems of the 21st century and beyond

The purpose of the request for quotations process is to appoint a Panel of Curriculum Developers with the requisite qualifications, knowledge, skills and experience as subject matter experts in integrated water resources and environmental management ETD occupational qualifications and modules. Separate request for quotations will be published for relevant services contained within the broad definition of Education, Training and Development services, and the scope of work can include Facilitation, Assessment, Moderation as well as the Design and Development of learning courses, programmes or workshops, irrespective of mode of delivery for or on behalf of UWS. The scope of work can also include providing consultation and critical reading services relevant to the expert's subject matter area or the provision of coaching and coach supervision services.

Experts are required to submit separate quotations for each category contained within the scope of work related to ETD practices.

The Occupational Qualifications and Short Learning Programmes for UWS (Pty) Ltd through its training army, namely UWLA include water practitioners in the private sector as well as water practitioners in water utilities. Technical and engineering practitioners, and executives in the water sectors at local, regional and continental levels. The technical and engineering practitioners may either be recently employed and/or have many years; experience but have no official; accredited qualifications with through the National Skills Accord, South African Council for the Architectural Profession (SACAP), the South African Geomatics Council (SAGC), the Chartered Institute of Building (SAAIB), Engineering Council of South Africa (ECSA), the South African Institute of Chartered Accountants (SAICA), the Institute of Internal Auditors South Africa (IIASA), the Green Building Council of South Africa, the South African Institution of Civil Engineering (SAICE), the Royal Institute of Chartered Surveyors, Quality Council for Trades and Occupations (QCTO), Higher Education Council (HEC) and South African Qualification Authority (SAQA). Young persons through entry-level occupational qualifications as well as graduates in the integrated water resources management, environmental engineering and related sectors, faculties and disciplines.



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The definition of an expert for the purpose of this request for quotations is in line with “The National Treasury's Practice Note SCM 3 of 2003”. Experts will therefore be contracted as individuals and be responsible for their tax returns. Serving public servants may not apply as part of this process.

The number of experts appointed will be based on the strategic, tactical and operational requirements of UWS and will be utilised in a rotational basis, subject to the nature of the ETD service they are contracted for and the availability of the expert. Experts will be appointed for a period of three years subject to renewal.

The number of experts appointed will be based on the strategic, tactical and operational requirements of UWS and will be utilised on a rotational basis, subject to the nature of the ETD service they are contracted for and the availability of the expert. Experts will be appointed for a period of three years subject to renewal.

2. DESCRIPTION OF GOODS/ SERVICES REQUIRED

Panel of curriculum developers / learning material developers

3. DELIVERABLES/KEY OUTCOMES

3.1 SCOPE OF WORK

The expert will be appointed according to their area of subject matter specialisation. To this effect, the expert could choose up to three areas of expertise from the list below in the profile form (Annexure C). Examples of courses, programmes and workshops that are included in each subject matter area are listed in the table below. It is important to note that the listed examples are not exhaustive, however UWS reserves the right to add other courses, programmes and workshops related to the indicated subject matter area once the expert has been contracted. UWS will make the final determination on how best to utilise your expertise in relation to the needs of the organisation and reserves the right to appoint you in only one of your indicated areas of expertise.



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1	Water & Waste Water Legislation	Water - Waste Water - Waste Management - Environmental Legal Frameworks for South Africa	NQF Level 5	<ul style="list-style-type: none">• Water Act• Water Services Act and associated regulations• Compulsory National Standards - SANS 241:2015• Legislation - Wastewater• Environmental Conservation Act• National Environmental Management Act (NEMA)• National Environmental Management Waste Act (NEMWA)• Major Hazard Installation Regulations



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2	Advanced Water Treatment	Water Treatment- Level I (Fundamentals)	NQF Level 6	<ul style="list-style-type: none"> • Overview of the water treatment process, • Catchment management including management of aquatic weeds, • Raw water sources (dams, rivers, abstraction etc.) including abstraction levels and turnover etc., • Water chemistry, • Pre-treatment processes including oxidation, adsorption and ion exchange processes, dosages calculations, • Coagulation and Flocculation, • Sedimentation, • Filtration (conventional, DAF and membrane) including filter backwash optimisation and filtration rate control, • Disinfection including loading of chlorine drums and leak response, • Sludge treatment and reuse/disposal include legal framework of waste management and classification of waste, disposal and resource recovery processes, Boreholes, Desalination process, Re-use processes



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3	Advanced Water Treatment	Water Treatment - Level II (Design)	NQF Level 8	<ul style="list-style-type: none"> • Feasibility studies, design of monitoring programmes, treatability tests, system selection, life cycle assessments • Design of following: <ul style="list-style-type: none"> ○ Pre-treatment (coagulant, lime, PAC, pre-chlorine, potassium permanganate) processes ○ adsorption and ion exchange processes ○ AOP's (include CCPP determination and use in design, and chemical selection) ○ mixing (G-value, static mixers, mechanical mixers, weirs), ○ flocculation (baffled flocculators, mechanical mixing), ○ sedimentation (settling theory, sludge blanket clarifiers, clarri-flocculators, pulsator clarifiers), ○ sand filters (rapid gravity, slow sand, pressure filters), DAF, ○ membrane filters – UF and RO, ○ disinfection systems (chlorine, sodium hypochlorite, UV), ○ sludge dewatering - pre-treatment, centrifuges and other mechanical dewatering processes, drying beds, boreholes, desalination, re-use of waste water, sludge dewatering, • Process Design Project Design, HAZOP + compile specifications



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4	Advanced Waste Water Treatment	Wastewater Treatment - Level I (Fundamentals)	NQF Level 6	<ul style="list-style-type: none">• Overview of wastewater treatment process,• Preliminary treatment (screening, de-gritting, flow measurement, storm dams, equalisation tanks,)• Sedimentation processes (primary and secondary),• Activated sludge processes (including aeration processes) include microbiology in a practical to view bacterium and how they affect the process,• Sludge treatment and reuse/disposal - including anaerobic digestion processes, thickening and dewatering processes and legislation,• Impact on groundwater,• Disinfection note 1 day training on potable water disinfection,• Decentralised systems (ponds, wetlands etc.),• Sanitation (including selection of appropriate sanitation systems, SFDs (Excreta/Shit Flow Diagrams)) and• Management of Industrial Trade Effluent - Include TE monitoring



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5	Advanced Waste Water Treatment	Wastewater Treatment - Level II (Design)	NQF Level 8	<ul style="list-style-type: none"> Design of screening processes, de-gritting, storm dams and return pumping systems, equalisation tanks, primary and secondary sedimentation, RAS pump stations, activated sludge process (include various configurations, SBR's, extended aeration, oxidation ditches), fixed film processes (RBC's and trickling filters), sludge treatment processes – thickening and deterring, digesters, drying beds etc., sludge re-use, disinfection processes, Design of a ponds, design of wetlands, design of CHP cogeneration processes, Process Design Project, HAZOP, compile specifications
6	Water Quality and Environmental	Water Quality and the Environment	NQF Level 6	<ul style="list-style-type: none"> Water quality parameters include methods of quantification, Statistical analysis, Water quality monitoring, compliance and operational monitoring, analysis of data, river monitoring, Water quality resource management - Source WQ (dam turnover, limnology etc.), loading calculations, flow monitoring, developing WQ indices, WQ data analysis (trends etc.), groundwater management, evaluating impact (O₂ sag model), Planning water quality monitoring programmes Blue and Green Drop Assessments, Risk Management, IMP, WSP, WWRAP, Process Audits, International cooperation and regulation strategies



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7	Process Engineering	Process Optimisation and Troubleshooting	NQF Level 6	<ul style="list-style-type: none">• Sampling, Laboratory testing equipment (use, calibration and care of instruments), Laboratory scale Optimisation tests - jar tests, cascades, lime demand, chlorine demand + use of results to optimise process, Chemical dose control and monitoring (Dosage calculations, make up of chemical solutions of to a certain concentration, use of SCD, cascade tests and use of jar test information), Optimizing sedimentation and filtration processes, development of Analytical skills - Use and interpretation of operational and routine monitoring data, graphs, trends and interpretation, Troubleshooting water and wastewater,• Practical: highlighting the need and benefit of walking your plant vs looking at a screen



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Group	Area of Specialisation	Subject Matter Area	NQF Level	Description of course as, programmes and workshops
8A	Water Demand Management	Effective Water Demand Management Master class	NQF Level 5	<ul style="list-style-type: none">This module effectively provides an introduction to the need for WDM as an alternative to supply management options. It can be tailored to tie in with the particular circumstances experienced by a particular water supply system. In cases where new dams will be required, it will be shown that WDM is usually the most cost effective approach to water supply. In cases where new dams are not required, it will highlight that WDM can reduce the need for new pipelines and/or treatment plants irrespective of the need to develop dams and associated infrastructure. This module also covers the issues relating to bulk metering in water reticulation systems and explains the various different types of flow meters ranging from normal Woltmann type meters, magnetic flow meters, ultra-sonic meters, and insertion meters. It highlights the problems associated with flow metering including the use of strainers, incorrect sizing of meters, incorrect installation configurations etc. The module also explains the accuracy ranges associate with the different types of meters



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8B	Supply Chain Management	Supply Chain Management	NQF Level 7	<ul style="list-style-type: none"> • Supply chain management is the balancing act between supply and demand in various institutions including water companies. The integration of various activities in the value chain in water business cycle to optimize the operations and the profitability as well as wowing the customer is the objective of supply chain. Since most water utilities and Water Services Authorities (WSAs) are expected to perform optimally and provide excellent world class quality and developmental water services, supply chain management can provide a competitive advantage in an aggressive environment and also use transformation programmes. This course will not equip practitioners and managers to become specialists in supply chain; however, you will be able to view supply chain from the point of view of a general manager. The purpose of this course is to strategize and manage process flow, material transformation and information dissemination in order to meet the demand of customers, thereby generating profits. The course will cover basic definitions, supply chain elements, supply chain integration and strategic considerations. The exist outcomes include: Discipline-specific knowledge and competence – Gaining an appreciation of the strategic role of supply chain management in water business expansion attraction and retention complemented by BBBEE in all spheres of organs of the state. <ul style="list-style-type: none"> ○ Management specific skills: Acquiring in-depth water knowledge and information systems concerning major concepts and tools needed for successful sourcing/supply management in terms of National Treasury Regulations, organisation supply and change management policies, strategies and plans ○ Local water business environment – Learning how to manage local, regional and continental supply function in water infrastructure investment programmes and projects.
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				<ul style="list-style-type: none"> ○ Work in complex teams using Harvest Case study methodology ○ •Critical thinking and problem solving skills – Getting new perspectives on supply chain management issues from class discussions with fellow students sharing their work experiences • Managerial, ideapreneurial and entrepreneurial practices
9	Water Demand Management	Full Qualification in Water conservation and water demand (WC & WDM) management especially in dealing with water quality, water loss, non-revenue water and reporting system	NQF Level 4	<ul style="list-style-type: none"> • The Short Learning Programme (SLP) with 68 credits at NQF 4 will provide participants with the knowledge and skills to water conservation and water demand (WC & WDM) management especially in dealing with water quality, water loss, non-revenue water and reporting system used in the water sector to achieve blue, green and no drop criteria and performance requirements. The competencies developed through this skills programme will enable the participants to reflect and lead a team in the maintenance, operation and leak detection using appropriate WC &WDM systems to support Billing System This module currently uses the example of the Vaal River System in SA to highlight the importance of WDM in curtailing demands in order to delay future water resource augmentation schemes. • To further support readiness for the candidates, uMngeni-uThukela Water NRW used to cover, inter alia: <ul style="list-style-type: none"> ○ Model Development, Pipe network topology from scanned maps Connectivity, Incorporate Hydraulic Elements, Develop Terrain Node/Junction Elevations, Demand Modelling, Distribute Network D Future Network Demands, Measurement Campaign, Model Calib detection Capacity Building and skills transfer based on current and



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10	Water Quality	Water Quality Management	NQF Level 5	<ul style="list-style-type: none">• National Water Act• Water Services Act• DWS No Blue and Green Drop Certification Programme• Compulsory National Standards - Regulation 5• Compulsory National Standards - Regulation 3630• SANS 241: 2015 Drinking Water (and proposed update)• DWS Green Drop Certification Programme• Water Use License Authorisation• National Water Resources Strategy• Additional key catchment regulations• Sludge Management Guidelines



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11	Water Quality	Design and Implementation of Water Quality Monitoring Programmes	NQF Level 6	<ul style="list-style-type: none">• This course will provide Water Services Institution staff with practical guidance and tools to support the design and implementation of risk-based water quality monitoring programmes, aligned to drinking water and wastewater legislative requirements and the DWS Blue and Green Drop Programmes. A catchment-to-consumer approach is adopted, with water resource, potable and wastewater quality monitoring programme templates provided to assist practitioners to develop cost-effective monitoring programmes, in compliance with monitoring objectives and system-specific risks. Appropriate sampling methodologies and Quality Management Systems will ensure that credible onsite results are produced and representative samples are collected. <p>DESIGN</p> <ul style="list-style-type: none">• Inputs to the design of Water Resources Quality Monitoring Programmes (National Water Resources Monitoring Programmes, UJW Water Quality Index)• Inputs to the design of Potable Water Quality Monitoring Programmes (SANS 241: 2015, DWS Blue Drop Certification Programme)• Inputs to the design of Wastewater Quality Monitoring Programmes (DWS licenses, General Authorisation, Trade effluent bylaws, DWS Green Drop Certification Programme)• Guidelines for the design of Catchment to Consumer Risk-Based Water Quality Monitoring Programmes• Use of the routine Water Quality Monitoring Programme templates to ensure compliance with monitoring objectives and minimum legal requirements
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				<ul style="list-style-type: none">• Adaptation of the routine Water Quality Monitoring Programme templates according to risk• Documentation of Risk-Based Water Quality Monitoring Programmes, and capture onto the DWS Integrated Regulatory Management System (This bit must be included in the course to be held in conjunction with the Regulator (No. 14))• Criteria for setup of representative sample points, key associated sample point information, installation of appropriate sampling infrastructure <p>IMPLEMENTATION</p> <ul style="list-style-type: none">• Scheduling of routine Water Quality Monitoring Programmes and route planning• Change management of routine Water Quality Monitoring Programmes• Best-practice principles from the SANS 5667 / ISO 5667 (Water quality – Sampling) standard Sampling methodology:• Water Resources (rivers, dams and abstractions)• Sampling methodology: Potable Waters (raw, process, final and distribution)• Sampling methodology: Wastewaters (influent, process, effluent, trade effluent, rivers)• Quality Management Systems for Water Quality Monitoring Programmes to ensure credible water quality data.• Implementation of the water quality monitoring programmes on TAPS, scheduling, and maintenance (distribution of work per route), printing labels and round-sheets• Verification of implementation of monitoring programmes
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12	Water Quality / Process Engineering	Development of Water Safety Plans, Implementation and Review of Water Safety Plans	NQF Level 6	<ul style="list-style-type: none"> Aligned to the requirements of SANS 241, DWS Blue Drop Programme and the World Health Organisation Water Safety Plan Manual, this course will provide Water Services Institution staff with the guidance and tools to support the development, implementation and review of Water Safety Plans. The approach is based on a comprehensive risk assessment and management process from catchment to consumer, with the aim of consistently ensuring the safety and acceptability of a drinking water supply. Requirements for Water Safety Plans (SANS 241, DWS Blue Drop, WHO) Water Safety Plans: Risk Assessment and Management Guidelines Minimum requirements for Water Safety Plans Risk Assessment templates Monitoring and evaluation - Implementation of Improvement Plans, Effectiveness of Mitigation Measures, Trends
13	Water Quality	Development, Implementation and Review of Waste Water Risk Abatement Plans	NQF Level 6	<ul style="list-style-type: none"> Requirements for Wastewater Risk Abatement Plans (DWS, Green Drop) Minimum Requirements for Wastewater Risk Abatement Plans Wastewater Risk Abatement Plans: Risk Assessment and Management Guidelines Risk Assessment templates Monitoring and evaluation-Implementation of Improvement Plans, Effectiveness of Mitigation Measures



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14	Water Quality	Other Water Quality Management Courses to be developed	NQF Level 6	<ul style="list-style-type: none"> • Design and implementation of systems for achieving Blue Drop Excellence • IRIS - full day course in conjunction with Regulator - use DWS Manual • Design and implementation of systems for achieving Green Drop Excellence • IRIS - full day course in conjunction with Regulator - use DWS Manual • Development, implementation and review of Wastewater Risk Abatement Plans • Water Resources Status Reporting (Water quality and quantity reporting, including WQ Indices) • Water Quality Compliance reporting (potable and wastewaters) • Optimising raw water quality (catchment, abstraction and impoundment management) • Development and implementation of Incident Management Protocols to manage water quality incidents and failures (catchment and source waters, potable and wastewaters) • Dam sampling from the boat or wall, boat handling • Launching boat – practical exercise • Piloting boat, Sampling from boat, Sampling from dam, Integrated hose pump sampler • Use of depth samplers • On-site analysis, Cooler box storage, sample integrity, To be done jointly with DWS Teams <ul style="list-style-type: none"> ○ Water Use Compliance
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				<ul style="list-style-type: none">○ Water Use License Compliance○ How to apply



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	Water & Waste Water Legislation	South African Water Law	NQF Level 8	<ul style="list-style-type: none">• This course covers the South African water law, the associated water institutions (for both water resource and waster services), the resource management strategies; the challenges that affect the South African water sector, the land-water-society links, the water value chain or the water and sanitation business cycle and an integrated approach to water resources management.• Outcomes of attending the source include gaining an understanding of:<ul style="list-style-type: none">○ The National Water Act;○ The Water Services Act;○ Challenges facing the water sector;○ The Water Resource Management Institutions in South Africa;○ The Water Service Institutions in SA;○ The National Water Resource Strategy;○ The Catchment Management Strategy;○ The Water and Sanitation Master Plan;○ An integrated approach to water resource management.• The course is offered at NQF L8• The course is specifically designed for individuals, but not limited to any of the following water related fields:<ul style="list-style-type: none">○ Catchment management○ Ecological infrastructure management○ Water Quality Control○ Water resource protection○ Water conservation and demand management
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				<ul style="list-style-type: none">○ Environmental health○ Environmental management and○ Water governance● Professions may include, but not limited to:<ul style="list-style-type: none">○ Catchment management scientists;○ Ecological infrastructure coordinators;○ Integrated Development Planning (IDP) Managers;○ Researchers;○ Consultants and Specialists;○ Water Use Officers and○ Hydrologists



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	Water Quality	Integrated Catchment Risk Assessments	NQF Level 8	<ul style="list-style-type: none"> • This course introduces students to the science and the practice of assessing multi-stressor impacts on water resources. Participants are exposed to a variety of interrelated disciplines that are the foundation of catchment risk assessment. These include among others: stressor identification, identification of sources of pollution, systems ecological or environmental setting, socio-economic characteristics, impacts of different land uses on water resources, restoration science, resource allocation, comparative risk analysis, recommendation on possible mitigation measures, rehabilitation measures of improvement plans. • Outcome of completing the course includes gaining an understanding of: <ul style="list-style-type: none"> ○ Desktop catchment assessment using relevant spatial analysis tools; ○ In-field catchment assessments; ○ Different multi-stressors that affect water resources; ○ Where, when and how are the catchment issues are arising; ○ The particular activity that is responsible for the identifies impacts; ○ How to resolve the problems that have been identified; ○ What strategies and measures are available; ○ The functioning of catchment ecosystems; ○ The concept of risk and uncertainty; ○ What further assessments or specialist inputs can also be undertaken if some aspects are still not clear after the catchment assessment was undertaken; ○ The role of risk-based evidence in policy making and implementation of interventions.
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				<ul style="list-style-type: none">• The course is offered at NQF L8• The course is specifically designed for individuals, but not limited to any of the following water related fields:<ul style="list-style-type: none">○ Catchment management○ Ecological infrastructure management○ Water Quality Control○ Water resource protection○ Water conservation and demand management○ Environmental health○ Environmental management and○ Water governance• Professions may include, but not limited to:<ul style="list-style-type: none">○ Catchment management scientists;○ Ecological infrastructure coordinators;○ Integrated Development Planning (IDP) Managers;○ Researchers;○ Consultants and Specialists;○ Water Use Officers and Hydrologists



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	Water Quality	Designing and Development of Catchment Management Plans.	NQF Level 8	<ul style="list-style-type: none">• This course introduces students to the principles of good catchment management practice and the steps for designing or developing integrated catchment management plans. It explains what integrated catchment management is; what are the drivers of catchment issues; what resources are needed to resolve the identified issues; who are the key stakeholders that would need to be involved; what interventions are required to be implemented in order to improve catchment/water resource health; where the interventions are required; how the interventions need to be prioritised; how to monitor the implementation of the plan and when and how to revise the integrated plan.• The outcomes of the course include an understanding of<ul style="list-style-type: none">○ The phases of the planning process for the development of the integrated catchment management plan;○ How to prepare for the development of the catchment management plan;○ The drivers of catchment issues;○ How to undertake stakeholder mapping/identification;○ How to document an integrated catchment management plan;○ How to consult on your catchment management plan;○ What interventions will need to be implemented through the integrated catchment management plan;○ An understanding of how to implement your catchment management plan;○ The specific roles and responsibilities for the various components of the integrated catchment management plan
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				<ul style="list-style-type: none">○ How to monitor and evaluate your integrated catchment management plan; and○ How to revise your integrated catchment management plan.• The course is offered at NQF L8.• The course is specifically designed for individuals, but not limited to any of the following water related fields:<ul style="list-style-type: none">○ Catchment management○ Ecological infrastructure management○ Water Quality Control○ Water resource protection○ Water conservation and demand management○ Environmental health○ Environmental management and○ Water governance• Professions may include, but not limited to:<ul style="list-style-type: none">○ Catchment management scientists;○ Ecological infrastructure coordinators;○ Integrated Development Planning (IDP) Managers;○ Researchers;○ Consultants and Specialists;○ Water Use Officers and○ Hydrologists
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	Water Quality / Water Demand Management	Climate Change and Water	NQF Level 8	<ul style="list-style-type: none"> ○ This course introduces students to the concept of climate change in relation to water security; the impacts of climate change on water availability and sustainable water supply; the need to strengthening preparedness or readiness to impacts of climate change on water supply; the cost-cutting nature of climate change impacts; the need for water institutions to build their adaptive capacity and resilience to the impacts of climate change (climate change mitigation and adaptation); and the integrated/nexus approach to building climate change resilience and achieving water security, sanitation and hygiene outcomes. ○ Outcomes of attending the course include gaining an understanding of: <ul style="list-style-type: none"> ○ The concept of climate change; ○ The impacts of climate change on water availability and sustainable water supply; ○ How water utilities can strengthen their preparedness to the impacts of climate change; ○ Climate change mitigation; ○ Climate change adaptation; ○ Climate resilience strategies for water the water sector; ○ Flood management plans and flood early warning systems; ○ Community based flood response plans; and ○ Drought management plans and ○ An integrated or nexus approach to building climate resilience.



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	<p>Water Quality / Water Demand Management</p>	<p>Nature-based solution for Disaster and Climate Resilience</p>	<p>NQF Level 8</p>	<ul style="list-style-type: none"> • This course introduces students to many solutions that are offered by nature to reduce the impacts of disasters and climate change. The solutions to be discussed include but are not limited to protecting natural forests on steep slopes, rehabilitating wetlands upstream of water resources, conserving and restoring severely eroded or degraded catchments, and rehabilitating degraded grasslands. • The outcomes of attending the course include gaining an understanding of: <ul style="list-style-type: none"> ○ What are nature based solutions and how do they help with effective response to the impacts of extreme weather events such as floods and droughts. ○ Why are nature based solutions relevant? ○ How one can apply nature based solutions at work and their everyday life? ○ What are wetland ecosystems and what services do they provide in relation to climate change response? ○ What are grassland ecosystems and what services they provide in relation to climate change response? ○ What are forest ecosystems and services they provide in relation to climate change response? ○ Are alien invasive plants and how they contribute exacerbate the impacts climate change? ○ What are the methods for effectively managing alien invasive plants? ○ Community based climate change response and water resource management using nature based solutions. • The course can be offered to everyone but can target candidates from:
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				<ul style="list-style-type: none">○ Catchment management;○ Ecological infrastructure management;○ Water Quality Control;○ Water resource protection;○ Water conservation and demand management;○ Environmental health;○ Environmental management; and○ Water governance.● Professions may include, but not limited to:<ul style="list-style-type: none">○ Catchment management scientists;○ Ecological infrastructure coordinators;○ Integrated Development Planning (IDP) Managers;○ Researchers;○ Consultants and Specialists;○ Water Use Officers and○ Hydrologists



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1	Finance	FINANCE & RISK MANAGEMENT	NQF Level 7	<ul style="list-style-type: none"> Applied Risk Identification and Assessment; Risk Response and Reporting; SCOA and ERF for Budget Managers and Non-Financial Officials; SCOA and ERF for Practitioners (US 377953); Introduction to Financial Management Delegations of Authority in the Public Sector (eLearning); Introduction to Assets Management; Inventory Management; Budget Formulation; Budget Analysis; Annual Financial Statements; Generally Recognised Accounting Practice (GRAP); Municipal Finance Management Programme; Avoiding Irregular Unauthorised, Fruitless and Wasteful Expenditure.
3	Human Resources	HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT	NQF Level 7	<ul style="list-style-type: none"> Strategic HR Planning for the Achievement of Organisational Results; Generic Orientation on Human Resource Strategic Frameworks; Labour Relations for Managers in the Public Service Developing HRD Implementation Plans for the Public Service; Disability Management in the Public Service); Policy & Procedure on Incapacity Leave & Ill Health Retirement
4	Management	PLANNING, MONITORING & EVALUATION	NQF Level 7	<ul style="list-style-type: none"> Managing and Commissioning Evaluations in Government; Organisational Design; Programme for the Monitoring and Evaluation Practitioner (7 modules); Introduction to M&E; Deepening Evaluations in Government; Planning for implementation programmes; Evidence Based Policy Making; Theory of Change for Planning in the Public Sector
5	Management	ORGANIZATIONAL DESIGN	NQF Level 6	<ul style="list-style-type: none"> Job Evaluation initial and follow-up; Job Evaluation Panel; Deepening Evaluations in Government; Planning for implementation programmes



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6	Management / Governance / Engineering	SERVICE DELIVERY IMPROVEMENT (Module 1 or Occupation Qualification 1	NQF Level 6	<ul style="list-style-type: none"> The Community Centred Sustainable Management of Water, Energy and Food using Participatory Learning Approaches, Theory of Constraints Analysis (TOC), Participatory Rapid Research Appraisal reflects the community, and ward-based needs. These needs must be informed by fifth industrial revolution (5IR) with water, energy and food stakeholders using a forecasting analysis, using PLA, PRARA and TOC types of tools, communities, students and participants are able to follow five steps guided by Batho principles using King IV 17 principles to identify the weakest link. The learner, student and researcher will allow learners or student or graduate to access are integrated water resource management or other water, sanitation and health qualifications. This will enable learners to pursue different careers within the water sector and other related sectors and enhances productivity and employability within the water sector as well as contribute towards the ecological sustainability, infrastructure development and improvement of the water environment to support operational plans for communities and wards using partnership models and related sustainable and transformation interventions. The services delivery improvement link to Occupational Qualifications such Green Engineering and Industrial Ecology, Hydraulic Engineering, Water Management, Water Governance and Leadership, Urban Water and Governance, Urban Engineering, Geotechnical Engineering, and Environmental Engineering for adaptive capacity of organisations in climate change.



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7	Economic / Social	SOCIO ECONOMIC ENTERPRISE DEVELOPMENT (seed) AND SOCIAL IMPACT ASSESSMENT (SIA)	NQF Level 6	<ul style="list-style-type: none"> Participatory Community Engagement; Community Volunteers Programme; Community Development Workers Programme; Socio-economic imperatives for public servants (National, Provincial and Local Government); Economic Principles for Public Service managers; Programme on the realisation of socio- economic rights of traditional communities
8	Governance	GOOD GOVERNANCE	NQF Level 6	<ul style="list-style-type: none"> Ethics Management in Local Government; Promoting Anti-corruption in the Public Service Anti-corruption Training for Practitioners Diversity Management; Implementing the Promotion of Administrative Justice Act; Investigating Corruption and Related Offences
9	Education, Training and Development (ETD)	EDUCATION, TRAINING& DEVELOPMENT (ETD) SKILLS	NQF Level 6	<ul style="list-style-type: none"> Facilitator Development Programme; Moderator training; Designing Curriculum and Learning Materials; Assessor Training; Coaching and Mentoring for Leadership Development
10	Project Management	PROJECT MANAGEMENT	NQF Level 6	<ul style="list-style-type: none"> Basic Project Management for the Public Service; Advanced Project Management for the Public Service.



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11	Governance / Leadership	WATER GOVERNANCE AND LEADERSHIP: Executive Level (13 to 16)	NQF Level 6	<ul style="list-style-type: none">• This course is primarily aimed at empowering and capacitating public representatives and executive managers in the South African society. Public representatives and executive managers are change catalysts and innovators. An understanding of the water governance crisis and adaptive strategies will improve the institutional oversight role in local government and increase municipal performance.• Presented in collaboration with water sector experts, the course connects the fields of leadership development, practices in water governance and leadership innovation in public water utilities and institutions by way of comparative studies, or particular case studies. The andragogical approach (the adult learning approach, as opposed to the pedagogic approach) will support participants to understand continuous water adaptive strategies and plans in line with water policies and poverty eradication strategies under the Local Government Development Agenda (LGDA) in the context of Developmental State Agenda in South Africa. Evolving and complex water governance problems demand difficult choices by those empowered to make them. Developments in the water sector in recent years such as decentralization, the increasing involvement of the private sector and greater environmental and community awareness, have led to many hydro political stakeholders influencing policy development.• Public representatives and executive managers, thus require a modern understanding of water governance, as well as the skills and tools to develop ideas for changes to reflect the new needs within and beyond the water sector. This interdisciplinary program has been designed to help public representatives and executive managers explore, in depth, the nature and complexities of water governance and its implications for addressing key water issues in their respective constituencies. The course provides an opportunity to identify water governance challenges and municipal
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				constraints that may stimulate leadership innovation and change management strategies, and plans. The purpose is to develop an understanding of the theory and practice of water governance in South Africa.
12	Management	INDUCTION: Executive Level (13 to 16) (Peromnes Grade 3 to 7)	NQF Level 7	<ul style="list-style-type: none"> Executive Induction Programme for Levels 15-16; Compulsory Induction Programme for Levels 13-14 incl. Peer Learning Exchange sessions
13	Management	LEADERSHIP: Other Levels (1 to 12)	NQF Level 7	<ul style="list-style-type: none"> Advanced Management Development Programme; Foundation Management Development Programme; Emerging Management Development Programme; Mentoring for Public Service Managers; Compulsory Induction Programme; Public Service Re-orientation Programme
14	Management	INDUCTION: Other Levels (1 to 12) (Peromnes Grade 8 to 16)	NQF Level 7	<ul style="list-style-type: none"> Truncated Compulsory Induction Programme for Levels 1-3; Truncated Compulsory Induction Programme for Levels 4-5; Truncated Compulsory Induction Programme for Level 6-12; Compulsory Induction Programme for Levels 1-5 and 6-12 (Orientation+ 5 modules); Public Service Re-orientation Programme
15	Management	YOUTH DEVELOPMENT	NQF Level 7	<ul style="list-style-type: none"> Youth orientation and development programmes; Breaking Barriers to Entry into the Public Service; Youth development in support of the implementation of the national graduate recruitment scheme



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16	Social	GENDER MAIN STREAMING IN THE WATER WORKPLACES AND ENVIRONMENT	NQF Level 7	<ul style="list-style-type: none">Managing sexual harassment in the workplace; Gender responsive planning and budgeting; Preventing Gender Based Violence in the workplace; Gender Mainstreaming (US 244254)
17	Research	Advanced Research Methodology in water resources management and workplaces	NQF Level 7	<ul style="list-style-type: none">The Advanced Social Research (ASR) Methodology in water resources management and workplaces aims to develop an advanced understanding of Science, Technology, Engineering, Art and Mathematics (STREAM) research methodology that is both academically rigorous and of practical value for water practitioners and executive managers .



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18	Finance	Investment and Management of Water Business Landscape	NQF Level 7	<ul style="list-style-type: none">• Water Utilities financial landscapes are highly influenced by investments partnership models in the capital markets such as the stock and bond markets. The growth in water business investments is visible for bulk water infrastructure, preventing asset management and maintenance, automation of water assets, and use of green skills for just energy transition to contribute to carbon emission performance targets by 2050 vis-à-vis national carbon emission targets. The recent changes to the tax laws: Tax Laws Amendment Act and the Tax Administration Laws Amendment Act that seek to reform the retirement funds industry also brings new dynamics in integrated rural and urban infrastructure investment programmes (IR & UIIP) using the 18 Special Intervention Programmes (SIPs). The course seeks to provide students and practitioners in economics of water with a thorough grounding of investment and portfolio management strategies applicable in domestic and international financial markets. In Hydropolitics combined with Water Penetration of markets and expansion of water business in terms of enhancing water, energy and food nexus, the Module will assist students and water utility practitioners with investment knowledge and skills to:<ul style="list-style-type: none">○ Be able to conduct a micro-, meso-, macro and international economic analysis required to select investments in water business using adopted water market penetration and consolidation of water business at various levels.○ be able to develop Water and Energy Innovation and Commercialisation Policy Statements using customer and tailored water business economic models○ Be able to construct a bond and equity portfolios for different investor categories.○ Be able to evaluate portfolio performance and report investment performance.
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19	Human Resources	Human Capital Management	NQF Level 7	<ul style="list-style-type: none">This module aims to teach Human Capital Management in the water, energy and food nexus. This includes Talent Management (including Performance Management), Motivation, Relationship Building, Teamwork, Ethics, Developing Effective Dialogue and Decision Making in a complex environment characterised by complex failures to meet national, regional, continental and global performance targets. With water utilities forming PPP, BOOT, BOTT and franchising water models linked water and food market pools, the module will inform discussions on all content as an overarching theme which defines the environment in which we manage people and make decisions today. This module covers advanced and specialized water knowledge and information management system and skills to support effective Human Capital Management guided by adopted water regulations and BoTT processes.



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20	Engineering	Green Engineering and Industrial Ecology	NQF Level 6-8	<ul style="list-style-type: none"> • Green Engineering and Industrial Ecology brings together the quantification of climate changes, environment impacts caused by climate change, and human behaviours. The modules provide guidelines to industries, disciplines and faculties in contributing to UNO 2050 carbon emission performance targets. The Module uses tolls like <ul style="list-style-type: none"> ○ Water and energy Life cycle assessments ○ Material flow analysis ○ Cost benefit analysis ○ Biomimicry ○ Industrial symbols ○ Life Cycle Costing ○ CAPEX and OPEX analysis ○ Technical and technological analysis ○ Commercial, economic, financial, strategic and managerial analysis and ○ Development of water business cases and related Integrated Rural and ○ Urban Infrastructure Investment Programmes



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21	Engineering	Hydraulic Engineering	NQF Level 6-8	<ul style="list-style-type: none"> Dealing with how water meshes with man-made structures such as dams, piping systems and bridges as well as environment. An engineering Manager is tasked with identifying the effects of water has on various materials and environments. The students of hydraulics will further learn about the science of water flow for power relocation as well as seeking out the methods available for controlling and rerouting hydraulic flow. Therefore, the hydraulic systems play a significant role in the operational of any vessel as it provides troubleshooting and preventative maintenance tactics.
22	Engineering	Urban Water Engineering and Management	NQF Level 6-8	<ul style="list-style-type: none"> As WSAs and Water Boards are facing ageing infrastructure with bulk water infrastructure last funded in 1970s, urban water engineering and management using systems theory to achieve throughput in urban water hydrology, engineering planning, and management, supplying examples and case studies, and highlighting weakest in terms of Theory of Constraints Analysis (TOC) such as urban water governance, disaster management in the case of Kwa-Zulu/Natal in April 2022, and climate change impacts on businesses, CMAs, water sources and human settlements water demand for attracting investors. The students will be able to understand urban water business cycle components, water supply in various types of water consumers and clients, and distribution forecasting analysis using GIS and water data management systems. The modules also cover classical issues such as design of water distribution networks, and wastewater, and storm collection in urban settings, from a systems theory perspective supported by TOC.



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23	Engineering	Geotechnical Engineering	NQF Level 6	<ul style="list-style-type: none"> The purpose of the module is to make students aware of the importance of soil properties and their influence on geo-technical engineering. The students will gain valuable knowledge to distinguish between the different types of natural soils and identify and define the problems associated with the soils followed by students engineering values and solutions.
24	Engineering	Environmental Engineering	NQF Level 7	<ul style="list-style-type: none"> Module enables students to apply the principles underlying the application of pollution management strategies in CMAs, wetlands, rivers and various water sources including in various styles of human settlements. It enables students to develop skills in environmental management that can be applied in water, energy and food businesses, commerce, public and private entities like UuW, DFIs, NGOs, CBOs, communities and voluntary professional associations
25	Infrastructure Management	Water Infrastructure Manager	NQF Level 8	<ul style="list-style-type: none"> Student to operate as a Water Infrastructure Manager in terms of physical assets throughout their lifecycle and automation of assets using IoT and AI to ensure, inter alia, optimal return of investment by practising preventive maintenance and prioritise development of WSDP, IDP and SPLUMA and related Town Planning Spatial Plans to save water using technology.
26	Sustainability	Energy Efficiency Expired and outdated – SAQA 99426	NQF Level 6	<ul style="list-style-type: none"> New Occupational Qualifications is required
27	Sustainability	Water Efficiency	NQF Level 8	



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28	Environmental	Environmental Manager	NQF Level 8	
29	Water Resources Management	Water Management	NQF Level 8	<ul style="list-style-type: none">• The Modules covers topics like<ul style="list-style-type: none">○ Project management for Integrated Water Resources Management (IWRM) for water practitioners and managers.○ Partnership and collaborative planning using regional bulk infrastructure approach or adopting district development model for data analytics and empirical evidence for water and wastewater quality.○ Design both urban and rural designs to reduce pushing and pulling factors to urban areas in the context of high unemployment and water scarcity.○ Planning water and sanitation delivery services community-based sustainable management and observation systems.○ CMAs and Aquatic Ecosystem Health including river cleaning and management systems.



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30	Water Resources Management	Master of Integrated Water Resources Management (IWRM)	NQF Level 9	<ul style="list-style-type: none"> • Build capacity of the future water managers and leaders in IWRM using a multi-disciplinary approach in terms of training. Students will develop the strategic, managerial, and technical skills they need to advance in the water business value chain. They will be <ul style="list-style-type: none"> ○ Familiar with IWRM components and exist outcomes in their workplaces. ○ Capable, accountable and responsive (CAR) to use by providing IWRM skills and expertise. ○ Skilled to provide green engineering values and solutions driven by 5IR, ICCT, AI and IoT to enhance LED, attracting investors and appointing SMMEs as part of DEED funding. ○ Understand strategy Key Focus Areas (KFAs) and Key Performance indicators (KPIs) driven APP, Annual Report, Financial State, return of investment, and water business surplus to support priorities as approved by cabinet or by board of a water utility. ○ Recognise the required political, economic, socio-cultural, technical, legal and environment impact of water to citizens and households. ○ Understand water resilience, and water governance model complemented by on-the-job training and ○ Compile Research in water and related engineering faculties by writing reports and manuscript for replication of case studies.



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4. EXTENDED SCOPE OF WORK

Experts will be appointed to provide curriculum design and development services for all modes of delivery (e.g. of face to face, on-line or blended learning) courses, programmes or workshops for or on behalf of UWS.

4.1 QUALIFICATIONS

a) Minimum Requirement

- A B-degree or equivalent formal qualification.

Added Advantage

- A B-degree or equivalent formal qualification related to the subject matter area and/or a formal qualification in ETD related studies
- Additional qualifications and certification in areas of ongoing learning and development related to innovations in ETD and curriculum development for example the use of education technology, diversity, and climate change
- A certificate of competence in the following unit standards of the South African Qualifications Authority (SAQA):
 - US 123394 US123401 and US 115755, Design and Develop outcomes-based learning programmes
 - US 117871 Facilitate learning using a variety of given methodologies
 - US 115753 Conduct outcomes-based assessment

4.2 EXPERIENCE

a) Minimum Requirement

- At least three years' relevant experience in designing, developing, and supporting the use of educational technologies and curriculum
- At least three years' experience in the development of ETD interventions (courses/programmes/workshops) and its implementation in the public sector and/or non-governmental organisations (NGOs) and civil society organisations



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- At least three years' experience of working, consulting, facilitating or doing research related to the selected subject matter area

NOTE: The years of minimum experience may run concurrently

b) Added Advantage

- More than three years' experience in designing, developing and supporting the use of educational technologies and curriculum, in the development of ETD interventions (courses/programmes/workshops) and its implementation in the public sector and/or non-governmental organisations (NGOs) and civil society organisations, or developmental programme evaluation and assessment in South Africa
- At least three years' experience in developmental programme evaluation and assessment in South Africa
- Experience in curriculum innovation and praxis approach to diversity and gender issues and the environment
- More than one years' experience of having worked in community development related organisations

NOTE: A ten (10) page extract of two (2) ETD services (courses/programmes/ workshops) that the bidder has drafted must be included to serve as examples of experience as curriculum developer.

4.3 KNOWLEDGE

- a) The expert has advanced computer literacy skills and high level writing and presentation skills, is able to use MS Office or similar applications as a minimum requirement; the ability to use other technologies and applications will be an added advantage.
- b) The expert curriculum developer knows the Constitution of South Africa and embraces the values enshrined therein.
- c) The expert curriculum developer has an in depth knowledge of the selected subject matter areas.
- d) The expert curriculum developer subscribes to the values of UWS and quality education, training, professional development.
- e) The expert curriculum developer understands indigenous knowledge, Ubuntu and the citizen-centred service ethos as it applies to the learning or subject matter area.
- f) The expert curriculum developer has an in-depth contextual understanding of the water sector and the environment in which local government operates in
- g) The expert curriculum developer is also a lifelong learner, willing to hear the experiences of facilitators and participants



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4.4 SKILLS AND ATTRIBUTES (ANNEXURE D)

4.4.1 TECHNICAL SKILLS

- a) Design and development of face-to-face experiential learning and development ETD services (courses / programmes) at various levels in the public service, preferably in South Africa evidenced by at least two (2) projects
- b) Curriculum evaluation and assessment experience with a developmental approach at various levels, preferably in South Africa evidenced by at least two (2) projects
- c) Skills in writing case studies and developing peer learning exchanges for learners
- d) Experience in the development of impact indicators and assessment processes for the application of learning and teaching, evidence by at least two (2) projects, preferably in the public service
- e) Design and development of self-paced learning delivered in the workplace, preferably for the public sector evidenced by at least two (2) project example
- f) Knowledge and experience with training management ICT platforms and system for use with mass training
- g) Experience with use of webinars, podcasts and other ICT platforms for the delivery of training and tracking of implementation
- h) Experience in high volume training implementation and delivery with at least two
(2) Examples provided, preferably in the public service
- i) Working experience in e-learning development or similar blended learning approaches in South Africa or an organisation equivalent to UWS
- j) Relevant knowledge, skills and experience in development of programmes and plans; preferably in the public service with at least two (2) examples of experience provided - maximum of 10 pages each.
- k) Knowledge of innovative developments in the training and learning environment with at least 1 example provided of experience;
- l) Skilled in unpacking abstract policies and concepts and public service discourse in writing the curriculum in an accessible manner
- m) Experience in developing engaging learning activities and compelling ETD (course/ programme) content
- n) Develop supporting material/media (audio, video, simulations, role plays, games etc.), and understand its use in the classroom



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- o) Maintain project documentation and ETD (course/programme) folders

4.1.2 DESIGN ETHOS AND VALUES

- a) Working experience with curriculum development innovations and approaches, especially dealing with developmental priorities, gender sensitive, diversity issues, different socio-economic, political, racial, religious and/or cultural backgrounds as well as disabilities, xenophobia, climate change etc.
- b) Experience in monitoring, tracking and reporting processes for high volume training delivery and implementation, preferably in the public sector environment evidence by at least 1 example
- c) Working experience and understanding of the South African public sector and environment
- d) Experience in developing ETD services (courses/programmes/workshops/short lessons) with a pro-poor developmental agenda

4.1.3 OTHER SKILLS AND ATTRIBUTES

- a) Fluent in English as instructional language.
- b) The expert has strong communication skills and is excellent at giving attention to detail.
- c) Self-reflective and self-awareness, leadership attributes, intellectual independence and research development in the respective discipline / work areas.
- d) Takes full responsibility for the governance and delivery of the learning materials that are instructionally designed to facilitate experiential and collaborative learning.
- e) Active listener and ability to innovate according to expressed needs

4.1.4 ROLES AND RESPONSIBILITIES

- a) The design and development process includes context and content research, writing materials, designing innovative training methodologies for differing contexts and audiences and activities, editing, proofreading as well as innovative layout according to UWS's prescripts and branding.
- b) The expert curriculum developer must have the ability to -
 - Apply knowledge of the subject matter.
 - Interrogate multiple sources and create knowledge.
 - Understand interconnectedness within and across the curriculum and in the delivery of the programme
 - Validate existing discourse and create new knowledge.
 - Be constantly aware of global and local developments and respond to these timeously so that the programmes are responsive to changing society.
 - Simplify unfamiliar problems for learners and create learning opportunities to solve real workplace challenges.
 - Critically review information, symbols and interpret these in the learning materials for relevance and appropriateness.

5. ADDITIONAL INFORMATION

5.1 RESPONSIBILITIES OF UWS

UWS will -

- a) manage the project and accept responsibility for administrative and coordination processes;
- b) confirm the contracted assignments;
- c) certify the invoices received as correct and payable and process such invoices for payment;
- d) provide templates for the documentation such as design templates, facilitator reports, registration forms, attendance registers and reaction evaluation questionnaires;
- e) provide templates for the assessment and moderation of portfolios;
- f) monitor and evaluate the quality of services rendered, through, but not limited to -
 - conducting interviews with selected participants and facilitators; and
 - obtaining feedback from client department manager

5.2 ASSUMPTIONS UNDERLYING THE PROJECT

The intended success of the project is based on the following assumptions:

- a) UWS's ETD services remain relevant and meet the capacity development needs of participants.
- b) The expert collaborates and cooperates with UWS's project managers and relevant units.
- c) Departments/institutions provides opportunities, funding and other resources and allow for time out of the office so that participants can make use of UWS's ETD services.
- d) Participants are supported by their supervisors and departments/institutions when making use of UWS's ETD services are afforded the opportunity to implement the knowledge, skills obtained, implement the best practices demonstrated and embrace the values and ethos observed.

5.3 SPECIFIC RISKS

The following risks have been identified and should be managed during the project -

- a) the unavailability of expert resources may impact on overall performance;
- b) the non-delivery of services or the non-performance of the expert; 5
- c) potential delays in the planning, delivery and reporting cycle;
- d) insufficient project management capacity support systems within UWS and client departments which prevent effective learning and transfer;
- e) inadequate communication;
- f) shortage of available funds from the client departments;

5.4 EXPECTED OUTCOMES AND OUTPUTS

The expected outcome of the project is to have public servants who are better equipped to perform their functions, ultimately leading to improved institutional performance and better service delivery to citizens.

The expected outputs include -

- 5.4.1.1 High quality assured approved learning and facilitation materials
- 5.4.1.2 successful rollout of UWS's ETD services; increased competence of participants;
- 5.4.1.3 improved performance of participants in the workplace; and
- 5.4.1.4 sustainable learning interventions.

5.5 QUALIFICATIONS AND EXPERIENCE REQUIRED

Experts applying to be appointed must have the minimum requirements in terms of qualifications and experience outlined in this terms of reference. Where indicated, requirements that can serve as an added advantage will be taken into consideration during the selection process. Experts will further be screened according to the knowledge, skills and attributes as well as to the required roles and responsibilities described in this document.

5.6 SCREENING PROCESS

Experts applying to be appointed will be required to submit all required documentation and forms and must exceed the minimum threshold in terms of scoring and may be invited to do a presentation to an evaluation panel as part of the screening process.

5.7 PROFESSIONAL CONDUCT

Experts must at all times be guided by and adhere to the highest possible standards of personal integrity, professional competence, sound judgement and discretion. The image of UWS must be upheld by ensuring that -

- preparation for rendering ETD services is done in a thorough and timely manner;
- training of trainer and information sessions are attended in order to remain up to date with content, processes and practices;
- personal biases are managed and contained;
- respect for demographic and learner diversity is maintained;
- conflict of interest is avoided;
- gifts and favours are evaluated in relation to the code of conduct;
- participants are supported and feedback is provided in a respectful and constructive manner; and
- engagements with UWS are professional and value adding in nature.

5.8 REPORTING

Experts will report to the relevant division within UWS.

5.9 CONTRACT VALUE AND DURATION

The contract will be demand driven and deployment will be done on a rotational basis, subject to operational requirements. SCM will monitor the rotation to ensure equitable appointment from the panel. The contract period will run for the duration of three financial years, commencing on 1 July and ending on 30 June of the following year.

5.10 INVOICING

- Invoices and statements must be forwarded to UWS within seven days of completion of the project or session. All relevant documents must be included to avoid a delay in the processing of payments. Repeated failure by the expert to submit the required documents may constitute reason for terminating the contract between UWS and the expert.
- UWS will settle the invoice by direct deposit into the expert bank account within thirty (30) days after certification by the relevant unit.
- The expert shall keep written records of all the time spent rendering services in terms of this request for quotations.
- UWS is entitled to withhold payment in cases where the expert is in possession of material or equipment belonging to UWS, and/or such material or equipment has not been returned to UWS in good condition or working order.
- UWS will notify the South African Revenue Service of all remuneration paid to the expert in terms of this request for quotations and will deduct applicable income taxes from these payments.

5.11 RE-IMBURSEMENT FOR CONTRACTED SERVICES

Re-imbursment for services rendered will be based on a fixed rate for the scope of work in the subject matter area for which the expert is contracted for. The rates for this contract period are as follows:

Description of Service	Price
Curriculum design and development	R 875.00 per hour as per National Treasury and escalation (increases) it will be subjected as per NT instructions.

UWS will determine the level of effort and thus the duration of each individual curriculum design and development project.

5.12 RE-IMBURSEMENT FOR OTHER COSTS

The expert will be reimbursed for other costs related to services rendered (e.g. road or air travel, accommodation, meals and incidentals) in line with the prescripts of The National Treasury and as determined by UWS from time to time - refer to Annexure B for the current provisions in this regard.

5.13 SIGNING OF THE CONTRACT

The parties shall sign a contract within five (5) business days of the expert accepting the appointment failing which the appointment shall lapse.

5.14 TERMINATION OF THE CONTRACT

In the event of non-compliance with any conditions in these terms of reference or the contract resulting from the request for quotations process or poor performance by the appointed expert, UWS reserves the right to take whatever reasonable remedial action it may deem necessary, including termination of the contract. As per conditions stipulated in the general conditions of contract, special conditions of contract and signed service level agreement. In addition, if the services rendered are deemed unsatisfactory by UWS and are not remedied within 14 (fourteen) days following notification by UWS, the contract can be summarily terminated by UWS.

5.15 LOCATION OF THE ASSIGNMENT

The services must be delivered to public sector officials employed in the National, Provincial Departments and Local Government, at venues across the Provinces of the Republic of South Africa, as specified by UWS.

5.16 TIME FRAME OF THE ASSIGNMENT

The services envisaged in these Terms of Reference will commence on the date of award of the contract and will run for 36 months after date of award. All outstanding commitments made with an experts during the stipulated contracted period must be fully honoured by them.

5.17 INTELLECTUAL PROPERTY

The intellectual property rights of all the training materials are vested in UWS. Where new materials are developed or where existing materials are revised, UWS will own copyright thereof.

5.18 REPRESENTATION

The expert will deliver the scope of work described in this terms of reference related their areas of expertise for or on behalf of UWS. The expert will act as a representative of UWS, and will actively promote UWS's interests and image. Experts must adhere to UWS's code of conduct.

5.19 PROFESSIONAL DEVELOPMENT

Training of Trainers (Tot) and information sessions will be arranged by UWS from time to time and experts will be required to attend such sessions; failure to attend without valid reasons will result in the contract with the expert being suspended or terminated. The expert may also be required to attend UWS's Facilitator Development Programme prior to being deployed to designing and developing curriculum for UWS, or at any point during the contract period.

5.20 DISPUTE RESOLUTION

5.20.1 If any dispute or difference of any kind whatsoever arises between UWS and the expert in connection with or arising out of the to be entered into service level agreement, the parties shall make every effort to resolve amicably such dispute or difference by mutual consideration.

5.20.2 If, after 14 (fourteen) days, UWS and the expert have failed to resolve their dispute or difference by such mutual consultation, then either UWS or the expert may give notice to the other party of their intention to commence with arbitration.

5.20.3 Arbitration shall be conducted in accordance with rules of the Arbitration Foundation of South Africa by an arbitrator appointed by the Foundation

5.20.4 Should it not be possible to settle the dispute by means of arbitration, the dispute must be settled in a South African court of law.

6. PROCUREMENT PROCESS

Standard UWS procurement procedures would be followed to procure the services of the supplier. UWS reserves the right to award this RFQ in part or in full.

5

7. RFQ SUBMISSION REQUIREMENTS

The bidder should submit the following:

- CV
- Qualifications
- Reference Letters

8. PREFERENTIAL PROCUREMENT

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

Points for this RFQ shall be awarded for:

	POINTS
PRICE	80
SPECIFIC GOALS	20
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100

- Failure on the part of a bidder to submit proof or documentation required in terms of this RFQ to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed. UWS reserves the right to require of a supplier, either before the RFQ is adjudicated or at any time subsequently, to substantiate any claim in regard to preference points claimed, in any manner required by UWS.

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

SPECIFIC GOALS ALLOCATED POINTS FOR THIS RFQ	NUMBER OF POINTS
The promotion of South African owned enterprises	10
An entity that is at least 51 % owned by black people	10
TOTAL POINTS SPECIFIC GOALS	20

9. CONCLUSION

The appointed panel will provide a curriculum developers / learning material developers

10. CONTRACT TERM

The Contract term will be 36 months.

11. SPECIAL CONDITIONS

11.1 SUPPLIER DUE DILIGENCE

UWS reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period.

11.2 DURATION OF CONTRACT

The duration of contract will be for thirty six (36) Months. The contract will come into effect from date of the approval by the Acting Principal.

11.3 SERVICE LEVEL AGREEMENT

- Upon award UWS and the successful bidder/swill conclude a Service Level Agreement regulating the specific terms and conditions applicable to the services being procured by UWS.
- UWS reserves the right to accept or reject any or all amendments or additions proposed by a bidder if such amendments or additions are unacceptable to UWS or pose a risk to the organisation.

11.4 SPECIAL CONDITIONS OF THIS BID

UWS reserves the right:

- a) To accept part of the request for quotations rather than the whole request for quotations.
- b) To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the services offered by the bidder(s), whether before or after adjudication of the bid.
- c) To correct any mistakes at any stage of the bid that may have been in the bid documents or occurred at any stage of the bid.
- d) To cancel/or terminate the request for quotations process at any stage, including after the closing date and/or after presentations (if any) have been made, and/or after request for quotations have been evaluated and/or after the preferred bidder(s) have been notified of their status as such.
- e) Award to multiple bidders based either on size or geographic considerations.
- f) UWS will furnish the bidder with all relevant data and information, which is necessary to perform the services under the agreement.
- g) UWS will become the owner of all information, documents, programmes, advice and reports generated and compiled by the bidder in the execution of the services.
- h) The copyright of all documents and reports compiled by the service provider will vest in UWS and may not be reproduced or distributed or made available in any other way without the written consent of UWS.
- i) All information, documents, programmes and reports must be regarded as confidential and may not be made available to any unauthorised person or institution without the written consent of UWS.
- j) The service provider is entitled to general knowledge acquired in the execution of this agreement and may use it, provided that it shall not be in the detriment of the Minister of Public Service and Administration and/or UWS.
- k) Should either party fail to carry out any of its obligations in terms of the agreement, then the other party shall be entitled to give the defaulting party notice to comply therewith within a period of fourteen (14) days. Should the other party fail to do so, then the other party may without prejudice to any other rights it may have terminate the agreement without any further notice.
- l) On the termination of the agreement, for whatever reason, all documents, programmes, reports, etc. must be handed to UWS. The service provider relinquishes the right or retention thereof.

11.5 INDEMNITY

If a bidder breaches the conditions of this bid and, as a result of that breach, UWS incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the bid process and/or enforcement of intellectual property rights or confidentiality obligations), then the bidder indemnifies and holds UWS harmless from any and all such costs which UWS may incur and for any damages or losses UWS may suffer.

11.6 PRECEDENCE

If a bidder breaches the conditions of this bid and, as a result of that breach, UWS incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the bid process and/or enforcement of intellectual property rights or confidentiality obligations), then the bidder indemnifies and holds UWS harmless from any and all such costs which UWS may incur and for any damages or losses UWS may suffer.

11.7 LIMITATION OF LIABILITY

A bidder participates in this bid process entirely at its own risk and cost. UWS shall not be liable to compensate a bidder on any grounds whatsoever for any costs incurred or any damages suffered as a result of the Bidder's participation in this Bid process.

11.8 CONFIDENTIALITY

- a) Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, no information contained in or relating to this bid or a bidder's request for quotations(s) will be disclosed by any bidder or other person not officially involved with UWS's examination and evaluation of a Request for quotations.
- b) No part of the bid may be distributed, reproduced, stored or transmitted, in any form or by any means, electronic, photocopying, recording or otherwise, in whole or in part except for the purpose of preparing a Request for quotations. This bid and any other documents supplied by UWS remain proprietary to UWS and must be promptly returned to UWS upon request together with all copies, electronic versions, excerpts or summaries thereof or work derived there from.
- c) Throughout this bid process and thereafter, bidder(s) must secure UWS's written approval prior to the release of any information that pertains to (i) the potential work or activities to which this bid relates; or (ii) the process which follows this bid. Failure to adhere to this requirement may result in disqualification from the bid process and civil action.
- d) Contract Administration: Provider must advise UWS immediately when unforeseeable circumstances will adversely affect the execution of the contract. Full particulars of such circumstances as well as the period of delay must be furnished.
- e) Agreement: No other agreements except the Service Level Agreement will be signed with the contractor. The Service Level Agreement must be signed by both parties and two (2) copies of the Service Level Agreement must be signed.
- f) Supplier Performance Management: Supplier performance management will be the responsibility of end-user and where supplier performance disputes relating to the contract cannot be resolved between the contractor and the relevant end-user, UWS SCM must be informed accordingly.

11.9 COPYRIGHT & INTELLECTUAL PROPERTY RIGHTS

- a) Copyright of all documentation resulting from contracts arising from this contract belongs to UWS. The service provider may not disclose any information, documentation or products to other clients, or to any other party, without the written approval of UWS.
- b) The intellectual property rights arising from the execution of a contract shall vest in UWS and the service provider undertakes to honour UWS's intellectual property rights and all future rights by keeping the know-how and all published and unpublished material confidential.
- c) The intellectual property associated with the service offering will remain that of the service provider, but all data and associated information is sole ownership of UWS with no cost implications.

Scoring of the Tenderer's experience will be as follows: 25

DESCRIPTION	MAX POSSIBLE SCORE
<p>At least three years' relevant experience in designing, developing, and supporting the use of educational technologies and curriculum</p> <ul style="list-style-type: none"> • 3 years' experience – 10 points • More than 3 years' experience – 15 points <p>At least three years' experience in the development of ETD interventions(courses/programmes/workshops) and its implementation in the public sector and/or non-governmental organizations (NGOs) and civil society organizations.</p> <ul style="list-style-type: none"> • 3 years' experience – 10 points • More than 3 years' experience – 15 points <p>At least three years' experience of working, consulting, facilitating or doing research related to the selected subject matter area</p> <ul style="list-style-type: none"> • 3 years' experience – 10 points • More than 3 years' experience – 15 points <p>Skills in writing case studies and developing peer learning exchanges for learners</p> <ul style="list-style-type: none"> • 3 years' experience – 10 points • More than 3 years' experience – 15 points <p>Knowledge and experience with training management ICT platforms and system for use with mass training</p> <ul style="list-style-type: none"> • 3 years' experience – 7 points • More than 3 years' experience – 10 points <p>Experience with use of webinars, podcasts and other ICT platforms for the delivery of training and tracking of implementation</p> <ul style="list-style-type: none"> • 3 years' experience – 7 points • More than 3 years' experience – 10 points <p>Working experience in e-learning development or similar blended learning approaches in South Africa or an organisation equivalent to UWS</p> <ul style="list-style-type: none"> • 3 years' experience – 7 points • More than 3 years' experience – 10 points <p>Experience in developing engaging learning activities and compelling ETD (course/ programme) content</p> <ul style="list-style-type: none"> • 3 years' experience – 7 points • More than 3 years' experience – 10 points <p>*** Attach CV with contactable references</p>	100

13.2.3 KEY PERSONNEL ASSIGNED TO THE WORK

- Key personnel are those who will play an essential role in the contract.

KEY PERSONNEL SCHEDULE

No.	Designation	Key Person Name
1.		
2.		
3.		
4.		
5.		

13.2.4 TECHNICAL SKILLS OF KEY PERSONNEL

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

For the purpose of functionality evaluation, the employer regards the experience of the following Key Personnel as critical to project success and these personnel will be scored for functionality. The scoring criteria are outlined in the table below.

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

- 1) General experience (total duration of activity), level of education and training and positions held by the key person.
- 2) 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.

Each CV should be structured under the following headings:

1. Personal particulars
 - Name and surname
 - Date and place of birth
 - Place (s) of tertiary education and dates associated therewith
2. Qualifications
3. Name of current employer and position in Company
4. Overview last 10 years of experience (year, organization, position and projects)
5. 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: 25

<p>The proposed study team for the study including CV's showing experience in projects of a similar nature.</p> <p>Design and development of face-to-face experiential learning and development ETD services (courses / programmes) at various levels in the public service, preferably in South Africa evidenced by at least two (2) projects</p> <ul style="list-style-type: none"> • 2 projects: 10 points • > 2 projects: 15 points 	100
<p>Curriculum evaluation and assessment experience with a developmental approach at various levels, preferably in South Africa evidenced by at least two (2) projects</p> <ul style="list-style-type: none"> • 2 projects: 10 points • > 2 projects: 15 points 	
<p>Experience in high volume training implementation and delivery with at least two (2) Examples provided, preferably in the public service</p> <ul style="list-style-type: none"> • 2 projects: 10 points • > 2 projects: 15 points 	
<p>Relevant knowledge, skills and experience in development of programmes and plans; preferably in the public service with at least two (2) examples of experience provided - maximum of 10 pages each.</p> <ul style="list-style-type: none"> • 2 projects: 10 points • > 2 projects: 15 points 	
<p>Experience in the development of impact indicators and assessment processes for the application of learning and teaching, evidence by at least two (2) projects, preferably in the public service</p> <ul style="list-style-type: none"> • 2 projects: 10 points • > 2 projects: 15 points 	
<p>Design and development of self-paced learning delivered in the workplace, preferably for the public sector evidenced by at least two (2) project example</p> <ul style="list-style-type: none"> • 2 projects: 10 points • > 2 projects: 15 points 	
<p>Knowledge of innovative developments in the training and learning environment with at least 1 example provided of experience;</p> <ul style="list-style-type: none"> • 1 project: 7 points • > 1 project: 10 points 	

13.2.5 CURRICULUM DEVELOPER – SCORE CARD

The scoring of the curriculum developer shall be as follows: 50

Category	1) Language Proficiency				
Scoring Guideline	Reasonable in English (Speak, Understand, read and write)	Excellent in English plus two or more additional languages (speak, understand, read and write)	Excellent in English plus two or more additional languages (Speak, understand, read and write)	Excellent in English plus two or more additional languages (Speak, Understand, read and write)	Excellent in English plus two or more additional languages and experience in developing materials for learners with special needs
Score	4	8	12	16	20
Notes:					

Category	2) Ability to use Technology				
Scoring Guideline	Reasonable in general computer skills and use of Ms Word	Excellent in general computer skills and use of Ms Word	Excellent in general computer skills and use of Ms Word, and Ms PowerPoint	Excellent in general computer skills and use of Ms Word, MS PowerPoint, MS Excel	Excellent in English plus two or more additional languages and experience in developing materials for learners with special needs
Score	4	8	12	16	20
Notes:					

Category	3) Formal / Academic Qualification(s)				
Scoring Guideline	B – Degree (NQF 7) not relevant to subject matter area	B- Degree (NQF 7) relevant to subject matter area	Master's Degree (NQF 9) relevant to subject matter area	Master's Degree (NQF 9) or higher relevant to subject matter area with ONE of the following accredited courses attended: US 123401 or US 123394	Master's Degree (NQF 9) or higher relevant to subject matter area AND the following accredited courses attended: US 123401, US 123394, US 117871, US 115753
Score	4	8	12	16	20
Notes:					

Category	4) Programme Strategy (see attached programme strategy checklist on page 117)				
Scoring Guideline	Programme Overview elements are presented	Programme Overview and Design and Assessment Elements are presented	Programme Overview, Design, Assessment, and Delivery Elements are presented	Programme Overview, Design, Assessment, Delivery and Learner Support elements with visible innovation principles are presented	Programme overview, Design, Assessment, Delivery, Learner Support and Evaluation elements with visible innovation (i.e. theory of change) are presented
Score	4	8	12	16	20
Notes:					

Category	5) Learning unit				
Scoring Guideline	Requirement 1: Materials are logically set out and learning outcomes are measurable.	Requirement 2: Requirement 1 plus content is correct and up to date and is aligned learning outcomes.	Requirement 3: Requirements 1 and 2 plus content is instructionally design to mediate the learning of knowledge, values and application.	Requirement 4: Requirements 1, 2 and 3 plus instructional design mediate participatory and experimental learning.	Requirement 5: Requirements 1, 2, 3 and 4 plus instructional design includes practical and simple application of learning in the workplace which can be measured.
Score	4	8	12	16	20
Notes:					

13.3 Third Stage: Price and Preference goals

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

	Description	80/20	Evidence to be provided
HDI	AN ENTERPRISE AT LEAST 51% OWNED BY BLACK PEOPLE	10	<ul style="list-style-type: none"> • BBBEE Affidavit/ • CIPC/ • CSD
RDP	SOUTH AFRICAN OWNED ENTERPRISE	10	<ul style="list-style-type: none"> • CIPC/ • CSD
Total points for preferential goals		20	

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

**PRICING SCHEDULE (PROFESSIONAL/CONSULTING SERVICES)
RATES BASED RFQ**

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

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

- **CONSULTANTS MUST NOTE THAT THE PRICE QUOTED IS A TOTAL INCLUSIVE PRICE TO COMPLETE THE EXPECTED SCOPE OF WORK IN FULL, INCLUSIVE OF ALL APPLICABLE TAXES AND DISBURSEMENTS FOR THE PROJECT.**
- **NB: IT MUST BE NOTED THAT ALL PRICING IS BASED ON NATIONAL TREASURY STANDARDS AND INCREASES WILL BE IMPLEMENTED AS A WHEN APPROVED BY NATIONAL TREASURY.**

NO	CONSULTANT ROLE/POSITION	HOURLY RATE (A)	EST. HOURS(B)	NO OF RESOURCES (C)	TOTAL (R) (A x B x C)
1.					
2.					
3.					
4.					
5.					
DISBURSEMENTS (IF APPLICABLE) (Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices)					
Sub-total (VAT Excl.)					
VAT @15%					
Total P/M (VAT Incl.)					
TOTAL ALL INCLUSIVE PRICE X NUMBER HRS					
Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all disbursements/expenses inclusive of all applicable taxes for the project.					
I (full name) _____, in my capacity as _____, the duly authorized representative of _____ (business name) hereby declares that the offer is in accordance with the attached specification, notes to suppliers & accepts all conditions/clauses contained in the said documents					
Signature of duly authorized representative		_____		DATE: _____	

Pricing must be in line with the following amounts stipulated in this RFQ, and failure to deviation will result in your RFQ not getting considered

- National Treasury hourly rate
- Classes of travel
- Rates for travel claim
- Fixed daily subsistence allowance
- Allowance for meal
- Trip less than 24 hours

14. PURPOSE

The purpose of the policy is to provide a framework for the management of travel, accommodation and related expenditure of the Panel of Experts.

15. OBJECTIVES

The key objectives of this document is

- 15.1 To provide a policy framework for consistent decision making with the view to travel, at the expense of UWS, by Panel of Experts.
- 15.2 To set parameters within which Experts may claim reimbursement for costs incurred prior to, during and after the trip has been undertaken.

16. SCOPE OF APPLICATION

This policy applies to all Panel of Experts;

This policy applies to all Expert who have been granted authority by a duly authorised official to travel on behalf of and at the expense of UWS without any special provisions excluding application of this policy as will be specified in accordance with 15.2 above

The policy covers local travel and accommodation.

17. SOURCES OF AUTHORITY

The following guidelines apply to this Policy:

Current Individual Independent Consultant Contract
NSG approved Travel policy

- **GENERAL! PRINCIPLES**

- a) Each traveller should exercise good and ethical judgement when incurring travel expenses and obtain prior approval from a duly authorised official for any travel, whether specifically covered under this policy or not.
- b) Compliance to this policy is the responsibility of the traveller; UWS will reimburse all necessary business related expenditure incurred by an official traveller in accordance with this policy.
- c) Where discrepancy exists between the amount authorized in the trip authority and the invoice, travellers are expected to confirm the accuracy and completeness of such invoices and other supporting documents before the payment is made.
- d) Travellers are encouraged to plan travel well in advance so as to negotiate the best possible prices in terms of travel and accommodation arrangements.
- e) With the view to ensure cost effective travel, it is the responsibility of every traveller to consult as wide as possible before travelling to a region unknown to him/her. Information that may be useful is:
- f) What is the most appropriate way in which to arrange ground transport i.e. bus, taxi, shuttle, train.
- g) What is the most appropriate method of payment for accommodation and services, i.e. credit card, cash (to be taken with or from ATM)?

18. APPROVALFRAMEWORK

18.1 Travel Authorization

6

The Expert will be expected to arrange his or her own transport and accommodation and claim for the expenses incurred from the UWS. An Expert may start with travel arrangements as soon as the coordinator from the UWS confirmed that the intervention where the expert will be involved will go ahead.

18.2 Changes in trip

Changes effected before the commencement of the trip:

If any changes must be effected to a trip, and there is additional cost involved the Expert needs to ask prior approval for the additional cost.

18.3 Pre-approved classes of travel

Travellers, whose travel arrangements fall within these classes, need not provide additional motivation.

The most cost effective option of travel should be always sourced.

Table 1: Classes of travel

Item	Expert
Air travel	Economy class
Car rental	Group B
Accommodation (single)	*R1,100
Private accommodation	R650

- *Except for special instances such as rural travel*

* *Except during peak holiday period or when SA is hosting an event in the country that results in an abnormal increase in accommodation. National Treasury may periodically review the amount.*

In Exceptional circumstances where there are limited accommodation options, and costs exceed the allowance of R1,100 a request for deviation must be submitted to the UWS coordinator for prior approval before such expenditure is incur

18.4 Travel by road

Privately owned vehicles should be used for all travel by road. Experts will be reimbursed for kilometres travelled according to the following table;

Table 2: Rates for travel claim

Category	Total Km	Amount
1.	1-100	R258
2.	101-200	R516
3.	201-400	R998
4.	401-600	R1723
5.	601-800	R2410
6.	801-1000	R3100
7.	1001-1200	R3788
8.	1201+	R5305

- a) Proof of reputable maps (e.g. Google maps) kilometre calculation must be attached to the expenditure claim to verify reasonability of kilometres travelled.
- b) The rate above is all-inclusive fee which includes, without limitations, toll fees, Public Transport, shuttle services and parking. The Expert is required to have a reliable transport to ensure timeous arrival at the venue at all times.
- c) When claiming tariffs on table 2 the amount will be included on the IRP5 being issued as own transport and SARS will require log sheets to be submitted for kilometres travelled.

18.5 Travel by air

- a) When travel by air the Expert needs to submit the invoice from the airline to proof expenditure. Travel from the Expert residential address to the airport may be claimed according to Table 2 above.
- b) For cases where the Expert has used air transport (economy class) and subsequently hired a vehicle (Group 8) to the venue, the UWS will pay for all pass through costs (actual cost incurred) based on proof of payment submitted after the trip has been undertaken.
- c) Only actual cost will be reimbursed when travelling by air.

19. SUBSISTENCE ALLOWANCES

19.1 General

Subsistence allowances may be claimed by Experts. No additional expenditure may be claimed that is not specified in this guideline (only breakfast, lunch and dinner as indicated in 7.2 and 7.3 will be applicable).

19.2 Trips more than 24 hours

19.3 Fixed daily subsistence allowances.

- a) Payable in circumstances where actual expenses are claimed.
- b) Allowances for trips are to be calculated when Experts are away from their residence for 24 hours or longer.

19.4 Allowances for meals

Breakfast	R76.00	Breakfast can only be claimed if not included in hotel arrangements. On Departure date, breakfast can only be claimed when the Expert leaves her/his residence before 06:00.
Lunch and Dinner	R200.00 (combined)	On return date, Dinner can only be claimed when the Expert returns to her/his residence after 20:00. No lunch can be claimed for training sessions where lunch were provided.

- a) Receipts for meals should be kept and attached to the report submitted to the UWS with the invoice (Credit card slips doesn't qualify as receipt).
- b) Experts shall not be reimbursed for any consumable items taken from "mini bars" in a hotel.
- c) No alcoholic beverages will be reimbursed by the UWS.

19.5 Trips less than 24 hours

When an Experts trip is less than 24 hours the traveller will qualify for one of the following meal allowances in cases where meals are not provided.

R200	Leaving residential addresses before 6am and only returning to residential address
R100	Total duration of the trip 8 hours or more
R100	Total duration of the trip 4 hours or more

Proof of expenditure must be submitted.

AUTHORITY TO SIGN

RFQ NO: _____

Description: _____

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

Company Name: _____

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

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

Signature of members:

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

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

SBD 4 - BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

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

2.3.1 If so, furnish particulars:

3 DECLARATION

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.

3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

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 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.

3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

Signature

Date

Position

Name of bidder

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

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

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

1. GENERAL CONDITIONS

1.1 The following preference point systems 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

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

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

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
AN ENTERPRISE AT LEAST 51% OWNED BY BLACK PEOPLE	10
SOUTH AFRICAN OWNED ENTERPRISE	10
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:

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

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the 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	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
AN ENTERPRISE AT LEAST 51% OWNED BY BLACK PEOPLE	10	
SOUTH AFRICAN OWNED ENTERPRISE	10	

DECLARATION WITH REGARD TO COMPANY/FIRM

- 4.3. Name of company/firm _____
- 4.4. Company registration number:
- TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]

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

- 4.5. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, 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: _____

OFFICIAL BRIEFING SESSION/SITE INSPECTION CERTIFICATE

Q24/632/TN: PANEL OF CURRICULUM DEVELOPERS / LEARNING MATERIAL DEVELOPERS

THIS IS TO CERTIFY THAT (NAME)

ON BEHALF OF

ATTENDED THE NON-COMPULSORY BRIEFING SESSION AT **UMNGENI-UTHUKELA WATER** AS FOLLOWS: _

TIME: 10:00 am

DATE: 21 June 2024

VENUE: Durban Heights Training Centre 88 Dunkeld Rd, Reservoir Hills, Durban, 4091

Alternative Teams Meeting

Meeting ID: 391 610 827 28

Passcode: npDnzT

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

TENDERER'S SIGNATURE /REPRESENTATIVE

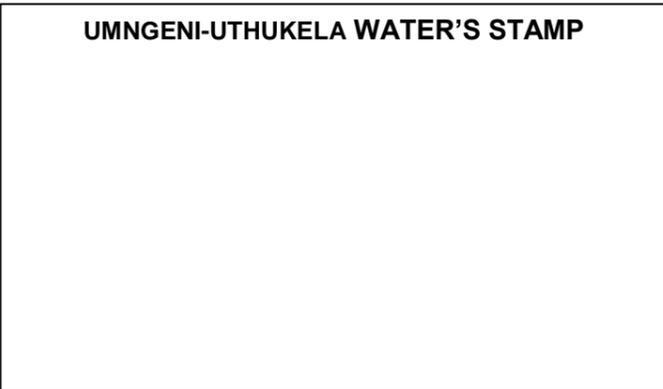
DATE: _____

UMNGENI-UTHUKELA WATER SCM REPRESENTATIVE

(PRINT NAME)

SIGNATURE

UMNGENI-UTHUKELA WATER'S STAMP



SBD 7.2 CONTRACT FORM - RENDERING OF SERVICES

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

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

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

NAME (PRINT) _____

CAPACITY _____

SIGNATURE _____

NAME OF TENDERER _____

DATE _____

WITNESSES	
1.	
2.	
DATE:	

CONTRACT FORM - RENDERING OF SERVICES (SBD 7.2)

PART 2 (TO BE FILLED IN BY THE PURCHASER)

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

DESCRIPTION OF SERVICE	
PRICE (ALL APPLICABLE TAXES INCLUDED)	
CONTRACT TERM / COMPLETION DATE	
TOTAL PREFERENCE POINTS CLAIMED	
POINTS CLAIMED FOR AN ENTITY THAT IS AT LEAST 51 % OWNED BY BLACK PEOPLE	
POINTS CLAIMED FOR SOUTH AFRICAN OWNED ENTERPRISE	

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

SIGNED AT _____ ON: _____

NAME (PRINT): _____ SIGNATURE: _____

OFFICIAL STAMP

WITNESSES

1. _____

2. _____

DATE: _____

**GUIDELINES FOR TRAVEL EXPENDITURE FOR PANEL OF EXPERTS
ANNEXURE B**

20. COSTING FRAMEWORK

20.1 Costing principles

- a) Expenses cannot be paid for twice, i.e. expenses included in any allowance cannot be claimed for as actual expenses and meals included in accommodation rates will be excluded from allowances.
- b) When an Expert realise that his or her expenditure will be more than the allowance granted. Prior written approval should be given to the Expert for the expenditure. If not the UWS will not reimburse the Expert for the excess amount.

20.2 Expenses framework

The table below provides specific guidance related to expenses usually associated with travel.

TYPE OF EXPENSE	Condition
Toll fees	Paid on presentation of supporting documentation. Only if actual cost are claimed.
Usage of business centres and communication	UWS will not reimburse Experts for use of Business centres or communication cost.
Entertainment expenses	No Entertainment expenses will be reimbursed by the UWS.
Other gratuities/tips	UWS will not reimburse Experts for gratuities or tips.
Excess baggage	UWS will pay for excess baggage when motivated and properly pre-approved.
Airport parking/ Shuttle service	The most cost effective and safe method should be used depending on the airport. (At OR Tambo the off-site parking at the airport should be considered.) Only when actual expenditure is claimed.

Bid No UWS

PROFILE: PANEL OF EXPERTS CURRICULUM DEVELOPER

Surname	
----------------	--

Name	
-------------	--

ID Number																			
------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Subject Matter: Area of Specialization

Please refer to the subject matter areas of specialization summarised below, and the examples of courses and programmes included in each area that are included in the Terms of Reference.

No	Area of Specialisation	Tick Box	No	Area of Specialization	Tick Box
1	Water & Waste Water Legislation		14	Governance	
2	Advanced Water Treatment		15	Education, Training and Development (ETD) Skills	
3	Advanced Waste Water Treatment		16	Project Management	
4	Water Quality		17	Leadership	
5	Environmental		18	Management	
6	Process Engineering		19	Water Workplaces and Environment	
7	Water Demand Management		20	Research	
8	Supply Chain Management		21	Finance	
9	Water Quality		22	Engineering	
10	Finance		23	Infrastructure Management	
11	Human Resources		24	Sustainability	
12	Economic		25	Water Resources Management	
13	Social		26		

Choosing from the above list of areas, please indicate:

a) Your first area of specialisation	
b) Your second area of specialisation	
c) Your third area of specialisation	

UWS will make the final determination on how best to utilize your expertise in relation to the needs of the organization irrespective the mode of delivery.

I hereby confirm that the information contained in this document is correct

Signature

Date

.....

.....

Personal Details

Surname	
---------	--

Name	
------	--

ID Number														
-----------	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Please attach a certified copy of you ID document

Initials		Title	
----------	--	-------	--

Gender	Male	Female	Other
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Race	African	Coloured	Indian	White	Other
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Email	
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Work Tel		Cell:	
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Physical Address

Please attach a certified copy of Proof of residence

Building Name	
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Street No		Street Name	
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Suburb		City/ Town	
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Postal code					
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Postal Address

P O Box or Street No.			
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Suburb		City/Town	
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Postal Code					
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Please select (√) the Province in which you reside

	Gauteng		Western Cape
	Limpopo		Eastern Cape
	North West		Northern Cape
	Kwa-Zulu Natal		Mpumalanga
	Free State		

Language Proficiency

Please state "Excellent" or "Reasonable" against the languages and the category/ies

Language	Speak	Understand	Read	Write
English				
isiZulu				
isiXhosa				
isiNdebele				
Afrikaans				
siSwati				
Sepedi				
Sesotho				
Setswana				
Tshivenda				
Xitsonga				
SA Sign Language				
Other- specify	Please Speak	Understand	Read	Write

Ability to use Technology

Please select (√) 'Excellent' or 'Reasonable' against the skills and describe courses attended

Application	Excellent	Reasonable	Course
General Computer Skills			
Use of Microsoft Word			
Use of Microsoft PowerPoint			
Use of Microsoft Excel			
Microsoft Teams			
Zoom			
Other- Please specify			

Formal/ Academic Qualifications(s) - Highest NQF Level to Lowest NQF Level***NQF Level according to SAQA**

1-6	7	8	9	10
General up to Advance Certificate	Bachelor's Degree or Advanced Certificate	Bachelor Honours Degree or Postgraduate Diploma	Master's Degree or Master's Degree (Professional)	Doctoral Degree or Doctoral Degree (Professional)

***Please attach a certified copy of your qualifications**

No		Description	Year	NQF Level
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1				
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2				
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3				
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4				
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5				
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6				
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Curriculum Developer: Did you complete the following training? Please select (√)

***Please attach a certified copy of your statement of results**

US 1123401 Design outcome based learning programmes	YES	NO
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US 1233394 Develop outcomes based learning programmes	YES	NO
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US Facilitate learning using a variety of given methodologies	YE	NO
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US 115753 Conduct outcomes- based assessments	YES	NO
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Curriculum Developer: Registration at SETA (s)- Please select (√)

Are you registered against any unit standard(s) at any SETA(s)?	YES	NO
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If yes, please complete the table below and attach proof of registration per SETA

Professional Registration and Accreditation: Please select (√)

Are you registered or accredited at any other professional body or council	YES	NO
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***If yes, please complete the table below and attach a certified copy of proof of registration or accreditation**

Body/ council	Details of your registration or accreditation

Please list other short courses attended, starting with the most recent

No	Description	Year	NQF Level
1			
2			
3			
4			
5			
6			
7			

Please describe your experience in the development of ETD interventions (courses/programmes/workshops) and its implementation in the Public Sector and/or non-governmental organisations and civil society organisation in South Africa for the period 1 January 2010 to 31 December 2022

Please summarise your curriculum design and development history, starting with most recent

Date	Name of commissioning/contracting institution	Name and short (+-5 sentences) description of the courses/programme/ workshops/ webinar etc.	Curriculum delivery mode target audience

Please summarise your experience in developing materials for learners with special needs

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Attach two examples of ETD interventions (courses/programmes/workshops) you developed- maximum of 10 pages each- it should include the following; Programme strategy, learning matrix, learning unit and assessment or/and an application of learning activity. Please include information on the topic of the course and, if accredited training, the unit standard(s), NQF level and Notional Hours associated with the training below:

Example 1

From mm/yy To mm/yy	Name of Institution (if applicable)	Description	Indicate the documents you have attached as your example

Example 2

From mm/yy To mm/yy	Name of Institution (if applicable)	Description	Indicate the documents you have attached as your example

References

Please indicate detailed information on 3 contactable reference related to your employment or experience

	Reference 1	Reference 2	Reference 3
Name: & Surname			
Capacity			
Cell number			
Email			

Programme Strategy Checklist

To be used for functionality evaluation for the tenderer's programme strategy

	Section 1: Programme Overview	Tick Box
1.1	Background	
1.2	Course Purpose	
1.3	Target Group	
1.4	Learning Assumed to be in place	
1.5	Unit Standard Alignment	
1.6	Delivery Mode	
1.7	Learning Pathway and Articulation	
1.8	Learning Policy	
1.9	Inclusivity	
	Section 2: Design and Assessment	
2.1	Outcomes	
2.2	Courses and Context	
2.3	Training and Learning	
2.4	Assessment	
2.5	Evaluation	
	Section 3: Delivery	
3.1	Materials	
3.2	Notational Hours of Learning	
3.3	Training Technology Aids and Engagement	
	Section 4: Learner Support	
4.1	Learner Roles and Responsibility	
4.2	Facilitator Roles and Responsibility	
4.3	Workplace Coach Roles and Responsibilities	
4.4	Assessor Roles and Responsibilities	
4.5	Gender and Inclusivity Considerations	
	Section 5: Evaluation	
5.1	Evaluation Purpose	
5.2	Evaluation Instrument	

	Annexures	
6.1	Annexure A Design Matrix	
6.2	Annexure B UNIT STANDARD No (if accredited)	