
	REQUEST FOR QUOTATION	
	RFQ Number: Q25/469ASA	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023

Description	RELABEL OF ELECTRICAL DISTRIBUTION BOARDS AT WIGGINS WTP
Advert Date	16 MAY 2025
Closing Date and Time	23 MAY 2025 AT 00H00 midnight
Compulsory or Non-Compulsory Briefing Session	Kindly contact Mfanafuthi/ Njabulo to view the site prior to quoting as variations to the pricing will not be accommodated
SCM Enquiries	Asheena Singh Tel: 031 7197300 Email: Asheena.singh@uuw.co.za
Technical Enquiries	Mfanafuthi.Gumbi or Njabulo Alpha Zungu cel: 071 428 3942 , 072 535 3352 Email: Mfanafuthi.Gumbi@uuw.co.za , Alpha.Zungu@uuw.co.za
Contents of RFQ	1. Invitation to quote 2. Bidders information 3. Terms and Conditions 4. Undertaking by Bidder 5. Terms of Reference/RFQ specifications 6. Price Schedule 7. Authority to Sign 8. Bidders disclosure [SBD 4] 9. Preference points claim form (SBD 6.1) 10.Contract Form [SBD 7.2]

Quotation Submission:	Tip-Offs Anonymous Hotline:
<p>Quotations must be emailed to : scmquotes@uuw.co.za using Quote number as the email subject</p> <p>Quotations dropped in the tender box will NOT be ACCEPTED.</p> <p>Emailed Quotations received after 00h00 midnight will also NOT be ACCEPTED</p> <p>Suppliers are under no circumstances allowed to cc buyers when emailing/submitting RFQs to the scmquotes@uuw.co.za/scmquotes@umgeni.co.za</p> <p>Failure to adhere to the above will result in your RFQ not getting accepted</p>	<p>Report unethical conduct at uMngeni-Uthukela Water on: Toll Free Number: 0800 864 463 Email: umgeniwater@whistleblowing.co.za Toll Free Fax: 0800 212 689 Postal: Freepost KZN665, Musgrave, 4062 SMS: 33490 Online: www.whistleblowing.co.za</p> <p><i>Stop theft / fraud / dishonesty / bribery /blackmail / intimidation, and remain anonymous.</i></p>

	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q25/469ASA	

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.

 Name of Representative
 (Duly Authorised)


 Signature

 Date

	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q25/469ASA	

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@uuw.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>)

	REQUEST FOR QUOTATION		Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q25/469ASA		


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.


	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q25/469ASA	

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
 (Duly Authorised)

 Signature

 Date

	REQUEST FOR QUOTATION	
	RFQ Number: Q25/469ASA	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023

SCOPE OF WORK

WIGGINS WTP

Relabel of electrical distribution boards onsite

1. BACKGROUND

This contract is for the following:

- Onsite re- labelling of electrical distribution boards for Wiggins WTP.

2. SCOPE OF WORK

Standardize labelling of all electrical equipment. Any notices, labels or rating plates are required in terms of **SANS 10142** shall be durable and not removable except by determined and deliberate action. The inscriptions shall be legible and indelible

3. DURATION

The contract duration will be for 4 weeks commencing from the date of a signed agreement.

4. PRICES

Price to include cost of labour, equipment, material and cost of transport to execute contract for the required services. Prices must be firm and fixed for the duration of the contract.

5. RULES FOR CONTRACTORS ON SITE

5.1 All Contractors, and/or Suppliers providing services on any uMngeni-uThukela Water site must fully comply with the Rules for Contractors on Site, which must be properly signed by an authorized signatory on behalf of the Contractor or Supplier.


5.2 The Contractor and/or Supplier is also responsible to ensure that all his employees who will be working on any uMngeni-uThukela Water site are fully familiar with the Rules for Contractors on Site which must then also be strictly complied with. All appropriate documentation must be signed by individual employees as may be required by uMngeni-uThukela Water.

5.3 Failure to comply with the Rules for Contractors on Site by either the Contractor or Supplier, or any of their employees, may result in them being removed from site or being denied access to site.

5.4 An on – site safety induction must be arranged through the relevant site **SHEQ Coordinator**: Sibongile Mngwengwe: 071 544 0658

6. ASSESSMENT/INSPECTION

- Permanent labelling must identify all incoming and outgoing of Distribution Board (DB).
- Each cable label should identify the termination points of both ends.
- Identification should be included in a circuit directory, located on the face / inside panel door. (Name Plate)

	REQUEST FOR QUOTATION		Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q25/469ASA		

- Every breaker should be clearly labelled so that faulty circuit can be easily identified and isolated.
- Spares shall be labelled as such.
- Each unoccupied opening of DB must fitted with a blank.
- Circuit identification: each circuit breaker should be marked to indicate which area/equipment it controls.
- Voltage rating of the circuit should be indicated, current rating of the circuit should be displayed.
- Safety labels on breakers warning workers/prevent accidents and responding to emergencies.
- Safety warnings labels should include safety warning such as “Danger: high voltage” /”warning: authorized personnel only”
- The wording of any sign should be easily read and have sufficient information.
- All labels shall be labelled with brother types labels (black letters on white background).
- Do not use abbreviation or symbols to describe what is on each circuit.
- Do no use exact same description for more than one on circuits.
- The wording on labels shall be in English.

7. General Requirements for Assessment

Labelling of DB’s and installation should comply with the following standards:

a. SANS 10142-1:2017

7.1 The appointed contractor must do a baseline risk assessment for actual work to be conducted.

7.2 The contractor is to cost for actual work to be conducted.

7.3 We allow for unforeseen in contingency, omit and add 10% contingency on BOQ.

8. SHUTDOWN AND INSTALLATION

The contractor is to arrange with uMngeni-uThukela Water Operations and Maintenance staff to execute the shut down if possible or needed.

9. COMMISSIONING

After completion of all the work, the contractor is to arrange with uMngeni–uThukela Water, Operations and Maintenance staff to commission the system.


10. GENERAL SPECIFICATION

10.1 The contractor is to work according to uMngeni – uThukela Water terms and conditions only.

10.2 Contractor’s terms and conditions are not to be submitted as this may result in the contractors tender being null and void.

10.3 The work must be done during normal working hours (7.30am – 4pm Mon -Thurs, and 7.30am - 3pm Friday).

10.4 All contractor staff and vehicles brought into the uMngeni – uThukela Water site may and can be subjected to a search when entering and when leaving the premises,

	REQUEST FOR QUOTATION		Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q25/469ASA		

10.5 The contractor must report to the control room when arriving and when leaving site.

10.6 The contractor's workers are to be under supervision at all times and uMngeni – uThukela Water facilities such as phones, canteens and offices are out of bounds. The contractor is to ensure his/her staff personnel do not loiter around the site and stay in the area allocated to them.

10.7 If rules are not adhered to uMngeni – uThukela Water reserves the right to request the contractor's staff to leave site and resolve the matter with the contractor's management before the contractor may return to site and resume work.

10.8 uMngeni – uThukela Water will not entertain any claims for losses on site.

10.9 The site to be in a clean and tidy state at all times. The site should be open to Umngeni Water for inspection and operational requirements. Contractor to remove and dispose of all waste daily from site.

10.10 Generally there will not be any delays to the work from uMngeni – uThukela Water however if there is, uMngeni – uThukela Water will not entertain any extra charges for standby or loss of materials that may be suffered by the contractor if uMngeni – uThukela Water deems that adequate notice was given to the contractor to halt operations due to unforeseen circumstances.

10.11 uMngeni – uThukela Water is not responsible for any items or equipment brought onto our site irrespective of the circumstances. Umngeni Water will not provide storage facilities or be responsible for items left on site.

10.12 Contractor to supply all tools, transport, labour, materials and insurance that will be required for this contract.

10.13 All pages of quotation document to be signed and returned with tender.

11. PROJECT SPECIFIC SPECIFICATION

UW electrical specifications.

Labelling is a statutory requirement of the Occupational Health and Safety Act (OHS Act) No 85 of 1993. The act states that all apparatus shall be permanently marked so as to identify the system or part it is made up of.


SANS 10142-1:2017 "The wiring of premises - Low-voltage installations," which provides guidelines for the electrical installation of low-voltage systems in buildings. It covers aspects such as wiring methods, circuit protection, earthing, and installation practices for generators and associated electrical components.

12. GUARANTEE

Workmanship and all equipment supplied must be covered by a guarantee for 12 months from handover.

13. PAYMENT

After commissioning and handing over all documentation, the contractor to issue an invoice for a payment certificate to be prepared and a signed-off work permit to be produced for payment to be effected, 30 days from date on invoice.

	REQUEST FOR QUOTATION	
	RFQ Number: Q25/469ASA	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023

14. STANDARDS AND SAFETY

The supplier must ensure compliance with the following:

The OHS Act.

Where applicable lockouts must be installed to ensure complete isolation and safety of work site.

Contractors will have to undergo a compulsory safety induction course prior to commencement of any work on site.

uMngeni-uThukela Water's requirements after award

- A site appointment is to be made with the respective SHEQ Coordinator via the Project, prior to the contractor carrying out any work on the respective site.
- Submission, review and approval of safety file needs to be conducted prior to undertaking any work
- Contact **Ms Sibongile Mngwengwe on 071 544 0658** for safety requirements and a compulsory site induction session of approximately 0.5 hour will be necessary prior to any work being undertaken.
- On induction the Contractor must produce copies of identity documents of all staff that will be working on site as well as a valid letter of good standing.
- The contractor will be required to complete a **Work Permit**. The Work Permit shall be completed for each day of work.
- Access control arrangements shall be made prior to or at the time of signing all the documents. All keys shall be signed for and returned daily. **NB:** Contact details (e.g. cell phone number must be given to site management for emergency purposes).

NOTE: Failure to ensure that all site specific procedures relating to Safety, Security, Health and Environment are not followed shall mean that the contractor is deemed negligent.

4. Contract term

The Contract is once off for a duration of 4 weeks.

5. Other information

- a) We estimate the quantity to be delivered is as per the bill of quantity.
- b) We require the services to be delivered at Wiggins WW.

6. Mandatory documentation/requirements

N/A

7. Other documents


N/A

8. Special conditions

N/A

9. Pricing

- a) The bidder shall provide the price proposal as detailed in SBD 3.1
- b) The bidders' price must be fully inclusive, and each item must be clearly specified.

	REQUEST FOR QUOTATION	
	RFQ Number: Q25/469ASA	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023

- c) All additional costs must be clearly specified and included in the total quotation price, (e.g. transport, labour, etc.).
- d) All prices must be VAT inclusive.
- e) The bidder is responsible for all the cost that they shall incur related to the preparation and submission of the quotation.

10. Evaluation Process

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

10.1 First stage:

10.1.1 Mandatory Requirements

1. SBD 4 – Bidders disclosure

10.1.2. Administrative Requirements

1. Bidder completed all RFQ Forms
2. Bidder registered on National Treasury CSD, attach a current dated CSD report
3. Bidder to attach Sworn Affidavit/valid BBBEE Certificate

10.2 Second Stage: Functionality

The Table below lists the returnable schedules that set out the scoring criteria and sub-criteria, and the percentage weighting for the score achieved against the relevant schedule:


Returnable Schedule	Weighting %
<ul style="list-style-type: none"> • Tenderer's Experience 	100

The minimum qualifying Functionality Evaluation Score shall be seventy (70) points.

Note: Bidders must achieve a minimum score of 70 points for Stage 2, in order to be considered for the next level of the evaluation process i.e., Price and preference goals.

10.2.1 FUNCTIONALITY CRITERIA

Tenderers must attach copies of completion certificates only for projects of labelling DB's relevant to the scope of work to the schedule. Tenderers must note that the details reflected in the schedule must have contactable/traceable references so that uMngeni-uThukela Water can verify the information. If the references are not contactable/traceable then the provided information will not be considered for evaluation purposes.

	REQUEST FOR QUOTATION		Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q25/469ASA		

uMngeni-uThukela Water reserves the right not to appoint a tenderer should the references generally indicate poor performance on previous projects indicated in the table above.

Information in the table without the certificates attached will not be considered.


DESCRIPTION	MAX POSSIBLE SCORE
<p>a) <u>Company Experience</u></p> <p>Previous and Current Contracts in the last 3years for Electrical Relabeling of DBs – Submit proof of completion certificates.</p> <p>Tenderer's experience:</p> <ul style="list-style-type: none"> • 1 project – 50 points • 2 projects – 75 points • 3 projects – 90 points • 10 additional points for every project more than 3 projects to a maximum of 100 points 	<p>Max 100 Points</p>
TOTAL	100

10.3 Third Stage: Price and Preference goals


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

	Description	80/20	Evidence to be provided
HDI	An entity which is at least 51% owned by black people	20	Sworn Affidavit or BBBEE Certificate
Total points for preferential goals		20	

6. Failure on the part of a bidder to submit proof or documentation required in terms of this RFQ to claim points for specific goals, will be interpreted to mean that preference points for specific goals are not claimed by the bidder.
7. 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.
8. UW reserves the right to conduct negotiations with the qualifying bidder/s regarding

	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q25/469ASA	

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.

	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q25/469ASA	

PRICING SCHEDULE (BOQ)– FIRM PRICES

NOTE:


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

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


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

BILL OF QUANTITIES - PRICE TABLE

Item No.	Material / Description of item	Qty (A)	Unit Measure	Unit Price Excl. (B)	Quoted Price (A x B) Excl. Vat
1	Allow for any site condition or restrictions which have not been included in the rates.	1	sum		
2	The contractor is to provide all supervisory and administration staff necessary to complete the works as well as SAFETY FILE	1	sum		
3	Labelling of DB's on all areas at WIGGINS WATER WORKS				
3.1	<ul style="list-style-type: none"> OFFICE AREA GENERATOR ROOM CHEMICAL HOUSE CHLORINE ROOM FILTER GALLERY GUARDHOUSE PEF HIGHLIFT PUMP STATION WORKHOPS SUBSTATIONS 	1	sum		
A SUB TOTAL					
B ADD Contingency of 10% of A					
C Sub Total A+B					
D Vat (15%) of C					
GRAND TOTAL (price in SA Rands with all applicable taxes included)					
Does the offer comply with the specification(s)			YES		NO

	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q25/469ASA	

If not to specification, indicate deviation(s)		
Commencement date		
<p>I (full name) _____, in my capacity as _____, the duly authorized representative of _____ (business name) hereby declares that the offer is in accordance with the attached specification, notes to suppliers & accepts all conditions/clauses contained in the said documents.</p>		
Signature of duly authorized representative	_____	DATE: _____

	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q25/469ASA	

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. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q25/469ASA	

SBD 4 - BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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


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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

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

	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q25/469ASA	

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.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted

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

	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q25/469ASA	

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

	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q25/469ASA	

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
SPECIFIC GOALS	20
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100

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

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state

	REQUEST FOR QUOTATION		Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q25/469ASA		

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:

80/20	or	90/10
$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$	or	$P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$

Where

P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{min} = 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:

80/20	or	90/10
$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$	or	$P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$

Where

P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = Price of highest acceptable tender

	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q25/469ASA	

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 entity which is at least 51% owned by black people	20	

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/

	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q25/469ASA	

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:	_____

	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q25/469ASA	

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: _____	

	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q25/469ASA	

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	
An entity which is at least 51% owned by black people	

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

SIGNED AT _____

ON: _____

NAME (PRINT): _____

SIGNATURE: _____

OFFICIAL STAMP

WITNESSES

1. _____

2. _____

DATE: _____