

	REQUEST FOR QUOTATION			Form No: UW-RFQ-2 Version No: 1.1/2020 Effective Date: Jul 2020
	RFQ No: Q22/685/NS			

**You are hereby invited to submit a Quotation for the following requirements of
UMGENI WATER**

Advert Date:	30 June 2022			
RFQ Ref Number:	Q22/685/NS			
Description Of Goods/Services:	PROVISION OF PROFESSIONAL SERVICES PROVIDER FOR ANNUAL REPORT DESIGN, COPY WRITER & EDITOR, LAYOUT, PRINTING, BINDING PACKAGING AND DELIVERY FOR UMGENI WATER			
Closing/Due Date:	07 July 2022	THURSDAY	Closing Time:	15H00
Compulsory Briefing / Clarification meeting:	"NOT APPLICABLE"			
Documents Are Obtainable From:	EMAIL			
SCM Procedure Enquiries may be directed to:	Nozipho Sibiya Tel No. 033 341 1324 Email Address nozipho.sibiya@umgeni.co.za			
Submissions:	By email to: scmquotes@umgeni.co.za NB: use <u>Q22/685/NS</u> as email subject			
Technical Enquiries: (PM – Details)	Contact Person: Thokozani Hammond Email: Thokozani.hammond@umgeni.co.za Tel : 033 341 1368			
Contents				
1. Invitation Cover Page 2. Information about the Tenderer 3. Terms and conditions of Request for Quotation (RFQ) 4. RFQ Specification/s or Scope of Work/ Service Requirements 5. Evaluation/Eligibility Criteria 6. Price Page / Costing Schedule 7. Declaration of Interest 8. Preferential Procurement Claim form 9. Certificate of Acquaintance with RFQ T&Cs. 10. Contract Forms				

Tip-Offs Anonymous Hotline:

Report unethical conduct at Umgeni 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.

This RFQ is subject to the general conditions of the RFQ, National Treasury's general conditions of contract (GCC) and, if applicable, any other special conditions of contract (SCC).

2.Information about the Tenderer

RFQ Number	
Name of tenderer	
Registration number	
VAT registration number	
Telephone number	
Cell number	
E-mail address	
Postal address	
Physical address	
Umgeni Water Vendor No.	
CSD Supplier number	
CSD Unique Registration Reference Number	
Contact person's name	

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 tenderer (duly authorised)

Signature of tenderer

Signature of tenderer

Date

3.TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ)

1. Any alteration made by the tenderer must be initialled.
2. Use of correcting fluid is prohibited
3. This quotation is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2017; the General Conditions of Contract (GCC) and if applicable any other Special Conditions of Contract.
4. Companies must be registered on the National Treasury's Central Suppliers Database.
5. Suppliers are advised that the 80/20 preference points system shall be applied in the evaluation of this quotation. To qualify for preference points suppliers are required to submit certified copies of valid B-BBEE status Level Verification Certificates to substantiate their B-BBEE rating claims. Refer to SBD 6.1 form.
6. Suppliers must complete the attached **SBD 4** -Failure to complete these documents may result in the quotation being invalidated.
7. Quotations must be in accordance and comply with the specifications/scope of work provided, unless otherwise stipulated.
8. The official Umgeni Water quotation form must be used to tender the offered price. Should the allocated price page be insufficient, the tenderer may supplement the price page with an additional pricing breakdown.
9. The successful supplier may be required to fill in and sign a written Contract Form. (If applicable)
10. This document may contain confidential information that is the property of Umgeni Water.
11. No part of the contents may be used, copied, disclosed or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a proposal in response to this RFQ, without prior written permission from Umgeni Water and the Tenderer.
12. All Copyright and Intellectual Property herein vests with Umgeni Water and its Tenderer.
13. Quotations 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*). Suppliers should ensure that quotations are delivered before closing time and to the correct address.
14. It is the responsibility of the bidder to ensure that its response reaches Umgeni Water on or before the closing date and time of the RFQ.
15. Late and incomplete submissions will not be accepted.
16. 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.
17. Tenderers are required to submit a valid Tax clearance verification PIN.
18. No services must be rendered or goods delivered before an official Umgeni Water Purchase Order form has been received.

The Tenderer accepts the above terms, conditions, and Umgeni Water's Standard Conditions of Tender*.	Accept	Do not accept

*A full copy of UW's Standard Conditions of Tender are available on Umgeni Water's website.

http://www.umgeni.co.za/pdf/cm009_standard_conditions_of_tender.pdf

CONDITIONS OF QUOTE

1. I/We hereby quote to supply all or any of the supplies and/or to render all or any of the services described in the attached documents to Umgeni Water on the terms and conditions. In accordance with the specifications stipulated in the quotation documents (and which shall be taken as part of and be incorporated into this quote) at the prices and on the terms regarding time for delivery and/or execution inserted therein.
2. I/we agree that:
 - (a) the offer herein shall remain binding upon me and open for acceptance by Umgeni Water during the validity period indicated and calculated from the closing time of the quote;
 - (b) this quote and its acceptance shall be subject to the Public Finance Management Act, 1999, Umgeni Water's Supply Chain Management Policy and Procedures, the General and Special Conditions of Contract as may be applicable, with which I/we are fully acquainted;
 - (c) if I/we withdraw my quote within the period for which I/we have agreed that the quote shall remain open for acceptance, or fail to fulfil the contract when called upon to do so. Umgeni Water may, without prejudice to its other rights, agree to the withdrawal of my quote or cancel the contract that may have been entered into between Umgeni Water and I/us. I/we will then pay to Umgeni 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. Umgeni 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 Umgeni 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.
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. CERTIFICATION OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT

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

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

SIGNED ON THIS _____ DAY OF _____ 20 _____ AT _____

**SIGNATURE OF TENDERER OR DULY
AUTHORISED REPRESENTATIVE**

FULL NAME (IN BLOCK LETTERS)

ON BEHALF OF (TENDERER'S NAME) _____

CAPACITY OF SIGNATORY _____

NAME OF CONTACT PERSON (IN BLOCK LETTERS) _____

POSTAL ADDRESS _____

POSTAL CODE _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

CELLULAR PHONE NUMBER: _____

E-MAIL ADDRESS: _____

4. SCOPE OF WORK

PROCUREMENT PROFESSIONAL SERVICES PROVIDER FOR ANNUAL REPORT DESIGN, COPY WRITER & EDITOR, LAYOUT, PRINTING, BINDING PACKAGING AND DELIVERY FOR UMGENI WATER

OVERVIEW

Umgeni Water (UW) is a state-owned enterprise (SOE) established in 1974. It operates within the South African legislative parameters of the Water Services Act 108-of 1997, Public Finance Management Act 1 of 1999 and Public Audit Act 25 of 2004.

Competent Service providers are invited to tender for the following:

Concept design of the Umgeni Water's Annual Report for F2021/22) which will involve Creative direction, design, copy writer & editor, layout, photography, binding, packaging and BUT most importantly delivery of a high quality reports (printed and electronic) to meet deadlines.

SCOPE OF WORK

1.1 Employer's objectives

Timely delivery of three years of high quality Integrated Annual Reports and Summary Annual Reports, starting from 2021/2022, which includes Annual Financial Statements.

1.2 Description of the services

Concept design of Umgeni Water's Annual Reports starting from 2021/2022, creative direction, photography, design, layout, printing, binding, packaging, and, importantly, timely delivery of high quality reports (full and summary version in both print and electronic formats) to meet statutory deadlines.

1.3 Extent of the services

- Concept designs of the annual performance report (both full and summary versions) including annual financial statements information showing covers, chapters, text, maps, figures, tables, graphs and infographics.
- Creative direction during the process of design, layout and printing.
- Providing professional photography of Umgeni Water's business, as well as photographing EXCO and BOARD members, including cosmetic make-up of the latter.
- Seamless Integration of all annual report components.
- Design and layout of integrated annual performance reports (both full and summary versions), including annual financial statements.
- Development of proofs for review and final proof for sign-off.
- Printing, binding and packaging and timely delivery of high quality printed reports to meet client's annual report launch programme and statutory deadlines.
- Development and packaging of good quality electronic report, suitable for web download (full and summary report) and viewing, and other electronic communication (e.g. removable discs) and timing to meet both launch programme and statutory deadlines.

1.4 Use of reasonable skill and care

- The entire report has to be of a professional and high standard.
- Extreme care has to be taken with all information and especially with numeric data.
- Zero-tolerance for errors in the annual financial statements, especially with the understanding that there will be several edit iterations as a natural part of the finalisation and rounding up of Umgeni Water's annual financial statements.
- Quotation must be accompanied by samples of previously designed and printed Integrated Annual Reports of organisations of a similar size and nature by the service provider submitting the quote.

1.5 Co-operation with other services providers

Seamless sourcing and working with other relevant service providers, especially those sourced/provided by service provider (e.g. photography and printing). Umgeni Water will NOT work directly with printers and this liaison MUST be between the successful service provider and the printer for final delivery of the report as per the agreed dates and quality standards.

1.6. Brief

Tenders are invited from experienced and suitably qualified service providers for concept design of Umgeni Water's Annual Reports 2021/2022, project management and creative direction, script writer and editor, photography, design, layout, printing, binding, packaging, and most importantly, timely delivery of high quality reports (full and summary version in both print and electronic formats) to meet statutory deadlines.

Work component	Major activities	Deliverable	Time frame
1. Concept design of Umgeni Water Integrated Annual Reports starting from 2021/2022.	<ul style="list-style-type: none">• Develop integrated report concept design with inputs from Umgeni Water, regarding statutory content and aligned to Best Practice (e.g. GRI and King IV).• Present the concept design to the UW Executive. The service provider may choose to present more than one concept design. Tender must be accompanied by samples of previously designed and printed Integrated Annual Reports by the bidding service provider.	<ol style="list-style-type: none">1. Approved concept design for Integrated Annual Report (2 concepts to choose from).2. Approved concept design for Summary Annual Report (2 concepts to choose from).	July 2022 (for the 2021/2022 Annual Report)
2. Creative direction.	<ul style="list-style-type: none">• Provide management and creative direction during development of the report as per approved concept design.• NB: Umgeni Water will provide the report text for design and layout from: 15 August 2022 onwards.	3. Project management of service provider work components and creative direction during the report development process.	During report development. Peak development period is Aug to Oct 2022 (for the 2021/2022 Annual Report).

Work component	Major activities	Deliverable	Time frame
	<p>The service provider must have built in flexibility to expect report components and edits late into October 2022 and still meet the deadlines without any compromise in the quality.</p>		
3. Photography	<ul style="list-style-type: none"> • Take eye-catching and inspiring photographs of Umgeni Water's business. Work with Umgeni Water project manager to identify key / appropriate business elements. • Take photographs of Umgeni Water EXCO and BOARD members, including provision of any cosmetic make-up needed. Work with Umgeni Water Board and EXCO Secretariat, through the project manager, to agree time and place. • Integrate photography with agreed concept design, including covers and chapter elements. 	<p>4. A selection of eye-catching photographs of Umgeni Water's business, which includes catchment areas and dams.</p> <p>5. Photography of all Umgeni Water EXCO and BOARD</p> <p>6. Members.</p>	Prior to and during report development and timely to ensure deadline dates and quality standards are met.
4. Design, layout and proofing of integrated and summary reports	<ul style="list-style-type: none"> • Carry out detailed design and layout of the integrated annual report. • Carry out detailed design and layout of the summary annual report. • Provide versions of the report for Umgeni Water to review. • Expect edits of text and changes to numeric data during the review process. • NB: Umgeni Water will provide the report text for design and layout from: 15 Aug 2022 for the 2021/2022 annual report. <p>The service provider must have built-in flexibility / sufficient resources to</p>	<p>7. Integrated and summary reports designed and set.</p> <p>8. Proofs: Electronic proofs throughout as well as one full-colour hard copy proof for review process.</p> <p>9. Finalisation of report design and layout</p>	<p>15 Aug - 24 Sep 2022</p> <p>26 - 29 Sep 2022</p> <p>Sept/October - 2022, however actual Finalisation dates of reports will depend on AG auditors completing audit</p>

Work component	Major activities	Deliverable	Time frame
	expect report components and edits late into September/October 2022 and still meet the deadlines without any compromise in the quality.		
5. Final proofs sign-off	<ul style="list-style-type: none"> Finalise integrated and summary reports and provide copies of final reports prior to final printing. 	10. Integrated Annual Report as it will look when printed. 11. Summary Annual Report as it will look when printed	3 – 7 Oct 2022
6. Printing, binding, packaging and delivery	<ul style="list-style-type: none"> Print, bind and package integrated and summary reports after final sign-off. 350 copies of integrated reports are needed in total of which at least 80 copies must be available for annual report launch and stakeholder road shows. 100 copies of summary annual reports must be available for annual report launch and stakeholder road shows. Prepare 70 units of annual report themed envelopes using material of adequate durability for postage of integrated annual reports Prepare 100 units of removable storage media, branded in line with annual report theme to contain electronic copies of the annual report, which must be available for annual report launch and stakeholder road shows. <p>NB</p> <ul style="list-style-type: none"> The printing and binding specification, for which the service provider can recommend better, more cost-effective options are as follows: Colour, A4 portrait (or agreed similar size) and duplex printed. 	12. PowerPoint presentation template with theme elements from Annual Report 13. 350 printed, bound copies of integrated annual reports delivered on time. 14. 100 printed, bound copies of summary annual reports delivered on time 15. 100 soft (electronic) copies of report on removable storage media (USB) with creative, yet cost-effective, green branding. 16. 70 envelopes with theme elements from Annual Report 17. Soft copy of report for Umgeni Water web-page (Internet and Intranet).	By 3rd Oct 2022 6 -17 Oct 2022 (80 full reports, 50 summary reports and 60 soft copy reports) By 24 nd Oct 2022 (all remaining copies and envelopes)

Work component	Major activities	Deliverable	Time frame
	<ul style="list-style-type: none"> • Strong, durable, resilient binding that does not come apart to be selected by service provider. • Paper: environmentally friendly with approved green⁴ label. • Cover: 300 gsm Invercote Duo Matt, matt film laminated on outside. • Report, 115 gsm matt. Report is expected to comprise 180 numbered pages. 		

1.7 Reference data

- The service provider is expected to use its own report database for examples of good integrated reports, good public sector reports, and good water sector reports to inform Umgeni Water's annual report.
- Quotations must be accompanied by samples of previously designed and printed Annual Reports for organisations of a similar size and nature by the service provider submitting the quote, as well as reference letters

1.8. Applicable national and international standards

Umgeni Water will provide statutory reporting requirements, standards and guidelines for reference and as deemed relevant:

- Legislation and Guidelines for preparation of Water Board annual reports.
- King IV principles for Integrated Reporting.
- GRI – Global Reporting Initiative Reporting Guideline.
- IFRS for financial statements.
- The service provider may have other public and private sector reporting standards that can add value.

10. Approvals

The service provider is required to obtain the following approvals of project deliverables.

Work component	Deliverable	Time frame	Approval	Process
1. Concept design of Umgeni Water Integrated starting with 2021/2022 Annual Report.	<ul style="list-style-type: none"> • Approved concept design for Integrated Annual Report (2 concepts to choose from). • Approved concept design for Summary Annual Report (2 concepts to choose from). 	Mar – Jun 2022 (for the 2021/2022 Annual Report)	Umgeni Water EXCO.	Submission and presentation of concept design options, with prior submission to Umgeni Water Annual Report Project Manager.

Work component	Deliverable	Time frame	Approval	Process
2. Project management / creative direction	<ul style="list-style-type: none"> Project management of service provider work components and creative direction during the report development process. 	<p>During report development.</p> <p>Peak development period is August to September 2022 (for the 2021/2022 Annual Report).</p>	Umgeni Water Annual Report Project Manager.	Throughout the report development process
3. Photography	<ul style="list-style-type: none"> A selection of eye-catching photographs of Umgeni Water's business, which includes catchment areas and dams. 	Prior to and during report development.	Umgeni Water Annual Report Project Manager.	Prior to and during report development and timely to ensure deadline and quality dates are met.
	<ul style="list-style-type: none"> Photography of all Umgeni Water EXCO and BOARD Members. 	<p>Prior to and during report development.</p> <p>Timely to fit into report deadlines and member availability.</p>	Umgeni Water Annual Report Project Manager.	EXCO and BOARD member photographs, through the project manager as well as Water Board and EXCO Secretariat.
4. Design, layout and proofing of integrated and summary reports	<p>Integrated and summary annual reports designed and set.</p> <p>Proofs: Electronic proofs throughout as well as one full-colour hard copy proof of either report versions for review process.</p> <p>Finalisation of report design and layout</p>	<p>15 Aug - 24 Sep 2022</p> <p>26 - 29 Sep 2022</p> <p>26 - 29 Sep 2022</p>	<p>By Umgeni Water and Auditor-General, through Umgeni Water Annual Report Project Manager.</p> <p>In addition, Umgeni Water <u>may</u> request draft report components from the service provider, in support of its internal approval process (EXCO, Board).</p>	Submission through Umgeni Water Annual Report Project Manager.
5. Final proofs sign-off	<ul style="list-style-type: none"> Integrated and Summary Annual Reports as they 	3- 7 Oct 2022	Chief Executive	Submission of final report through Umgeni Water

Work component	Deliverable	Time frame	Approval	Process
	will look when printed.		GM Finance Auditor-General.	Annual Report Project Manager.
6. Printing, binding, packaging and delivery	<p>350 printed copies of integrated annual reports.</p> <p>100 printed copies of summary annual reports.</p> <p>100 soft (electronic) copies of report on removable storage media (USB) with creative, yet cost-effective, green branding.</p> <p>75 envelopes with theme elements from Annual Report</p> <p>Soft copy of report for Umgeni Water web-page (Internet and Intranet).</p> <p>PowerPoint presentation template with theme elements from Annual Report</p>	<p>6 -17 Oct 2022 (80 full reports, 50 summary reports and 60 soft copy reports)</p> <p>By 21st Oct 2022 (all remaining copies and envelopes)</p>	Umgeni Water Annual Report Project Manager.	Submission of hard and soft copies of report through Umgeni Water Annual Report Project Manager.

10.1. Procurement

Umgeni Water procurement process.

10.2. Access to land / buildings / sites

Access to Umgeni Water personnel will be provided as needed for data and information gathering and photography.

10.3 Planning and programming for 2021/2022 Annual Report

Work Component	Start Date	End Date
Concept design and approval.	Mid July 2022 2022	End July 2022
Project management / creative direction	August 2022	Oct 2022
Photography (EXCO and BOARD)	August 2022	Sep 2022

Other photography throughout the year		
Design and layout of integrated annual report.	13 Aug 2022	25 Oct 2022
Proofing and submission: Submission of one full-colour proof.	25 Oct 2022	31 Oct 2022
Finalisation of design and layout	25 Aug 2022	31 Oct 2022
Final proof sign-off	25 Oct 2022	4 Nov 2022
Printing, binding, packaging, delivery	7 Nov 2022	20 Nov 2022
Electronic copy of report and PowerPoint templates	10 Oct 2022	19 Oct 2022

10.4. Software application for programming

Service provider must be able to provide Umgeni Water with final soft (electronic) report (of manageable size and individual design elements) for its use as well as all photo-shoot material.

10.5 Quality management

- The entire report has to be of a professional and high standard.
- Extreme care has to be taken with all information and especially with numeric data.
- Zero-tolerance for errors in the annual financial statements, especially with the understanding that there will be several edit iterations as a natural part of the finalisation and rounding up of Umgeni Water's annual financial statements.
- **Quotation must be accompanied by samples of previously designed and printed Annual Reports including Annual Financial Statements of organisations of a similar size and nature by the service provider submitting the quote.**
- **NB: should the PSP at any given time fail to deliver the report at the required standard. UW reserves the right to terminate contract and request report to be delivered as open file and penalties will be applied based on outstanding work.**

10.6 Format of communications

Written, including email, telephonic and in-person.

10.7 Key personnel

As in Returnable on evaluation criteria below

10.8 Management meetings

The service provider will liaise on a regular basis with Umgeni from date of appointment, during concept design phase, photography, more frequently during the layout and design phase (August/September) and during printing, binding and packages (October). Umgeni Water Head offices are at 310 Burger Street Pietermaritzburg.

10.9 NB: Only tenders who meet the following criteria;

- Tenders Must have 05 - 10 years' experience in the production of Annual report for similar size Organisations to Umgeni Water.
- Tenders who have a fully flashed studio, with the following people
- Creative Director
- Copy writer & editor
- Minimum of 3 graphic Designers &
- Experience Photographer with high quality equipment, and drone

5. Evaluation/ Eligibility Criteria

The RFQ will be evaluated in three phases:

Phase 1: Eligibility

Phase 2: Functionality

Phase 3: Financial offer Evaluation

Phase 1

Eligibility

Umgeni Water will only consider submissions from tenderers who satisfy the following criteria:

- a) the Tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
- b) the Tenderer has not:
 - i) abused the Employer's Supply Chain Management System; or
 - ii) failed to perform on any previous contract and has been given a written notice to this effect;
- c) the Tenderer has completed and signed the Declaration of Interest and there are no conflicts of interest which may impact on the Tenderer's ability to perform the contract in the best interests of the Purchaser or potentially compromise the tender process and persons in the employ of the state are permitted to submit tenders or participate in the contract;
- d) The tenderer must have minimum of three (3) graphic designers that hold a National Diploma in Graphic design. (Proof of qualification of all three (3) designers needs to be attached.)

Phase 2

Functionality

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

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:

Tenderer's Experience	40
Key Personnel Experience	30
Proposed Strategy/Method Statement	10

Preliminary programme

[20]

Failure to score a single point in any of the criteria listed above will deem the bid to be non-responsive and the bidder will be disqualified.

Phase 3

Financial offer Evaluation

Price & Preference using 80/20 Preferential Point System in terms of PPPFA.

TENDERER'S PREVIOUS EXPERIENCE (40%)

The experience of the Tenderer or joint venture partners in the case of an unincorporated joint venture or consortium will be evaluated on the basis of experience in similar projects or similar areas and conditions in relation to the scope of work.

Umgeni Water requires a competent service provider that has developed Integrated Annual Reports for other companies of similar size to Umgeni Water Report. Bidders must submit a portfolio of samples of previously completed Integrated Annual Reports accompanied by corresponding reference letters per Annual Report).

Tenderers should very briefly describe his or her experience in this regard relevant to the scope of work and attach this to this schedule.

The description should be put in tabular form with the following headings: (see example of table below)

NOTE:

1. Company's experience: Previous and Current Contracts in the last 5 years.
(Submit written reference per contract).

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

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

Description	Max Possible Score
Professional Service Provider must have experience in preparation of Integrated Annual Reports (submit proof of previous experience). <ul style="list-style-type: none">• <2 Years - 0 points• 2 years – 25 points• 4 years - 50 points• 5 years – 70 points 10 additional points for every project more than 5 projects to a maximum of 100 points	100

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

Project name and location	Duration and Year Completed	Rand Value of work incl. VAT (Fee not project value)	Company (Where the service was provided) & Type of Company (Name & Sector)	Client/Employer	Client reference Contact Details

EXPERIENCE OF KEY PERSONNEL (40%)

Provide relevant information as prescribed below for the following Key Persons proposed in the tender to fulfil the following positions:

Key Person Positions

- A. Creative Director or Information Specialist Coordinator
- B. Copywriter
- C. Photographer

Key Personnel Assigned to the Work

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

KEY PERSONNEL SCHEDULE

No.	Proposed Function	Key Person Name
1.	Creative Director or Information Specialist Coordinator	
2.	Copywriter	
3.	Photographer	

The scoring of the experience of key staff will be as follows:

<p>Creative Director or Information Specialist Coordinator (50)- or the job function that will technically direct the work of professional personnel engaged in annual reports design and layout, photography, production/printing, packaging and delivery.</p> <ul style="list-style-type: none">• ≤ 3yrs – 0 points• 3 yrs – 25 points• 4 yrs – 35 points• 5 additional points for every year more than 4 years to a maximum of 50 points <p>Copywriter (35) - The copywriter working with the client to edit and modify copy to meet the client's content expectations.</p> <ul style="list-style-type: none">• ≤ 3 yrs – 0 points• 3 yrs – 15 points• 4 yrs – 20 points• 5 additional points for every year more than 4 years to a maximum of 35 points <p>Photographer (15) – Experienced photographer that can take professional good quality, high resolution pictures that can be used to brand the organisation. The client will also require aerial photography for this project and the photographer must have access to a drone.</p> <ul style="list-style-type: none">• ≤ 3yrs – 0 points• 3 yrs – 5 points• 4 yrs – 10 points• 5 additional points for every year more than 4 years to a maximum of 15 points	100
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METHOD STATEMENT/ AUDIT PROCESS (10%)

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

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

The Tenderer must attach his / her approach paper to this page. The approach paper should not be longer than 8 pages.

The scoring of the approach paper will be as follows:

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

PRELIMINARY PROGRAMME (10%)

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

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

PROGRAMME														
Component / sub component	WEEKS / MONTHS													

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

Scoring of the preliminary programme will be as follows:

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

5.3 INSTRUCTION TO TENDERERS

	Mandatory Requirement	Comply (Yes/No)	Remarks
1	CSD Summary report		
2	B-BBEE Certificate and/or Affidavit		
3	Tax Clearance Certificate and/or TAX Verification PIN		
4	Certificate of Incorporation (CIPC Registration Certificate listing company directors/shareholders/owner/s)		
5	The tenderer must have minimum of three (3) graphic designers that hold a National Diploma/Degree in Graphic design. (Proof of qualification of all three (3) designers needs to be attached.) .		

No.		Type of qualification	Key Person Name
1.	Professional Graphic Designer 1		
2.	Professional Graphic Designer 2		
3.	Professional Graphic Designer 3		

6. PRICE PAGE

OFFICE PAGE

TENDERER'S NAME AND ADDRESS		DETAILS OF PURCHASING OFFICE				
COMPANY NAME:		UMGENI WATER (HEAD OFFICE) Supply Chain Management Unit 310 Burger Street Pietermaritzburg,3201 Enquiries: NOZIPHO SIBIYA Tel no.: 033 341 1324 Email: NOZIPHO.SIBIYA@UMGENI.CO.ZA				
ADDRESS:						
COMPANY REG. NUMBER:						
CONTACT NO.						
CONTACT PERSON						
REFERENCE (REQ NO.)		CLOSING DATE & TIME		VALIDITY PERIOD:		DAYS
Q22/685/NS		07 JULY 2022 @15H00				

Item Number	Item Description	Unit of Measure	Quantity	Amount per Item (excl VAT)
1.	Concept design of Umgeni Water Integrated Annual Reports (both full and summary versions) starting from 2021/2022. Two options each for the client to select from	Lump sum	4	R
2.	Photography of Umgeni Water's business			R
3.	Photography of all Umgeni Water EXCO and BOARD Members, including cosmetic make-up for shoot			R
4.	Design, layout and finalization of integrated and summary reports (including proofing)			R
5.	Printing of Integrated Annual and Summary Annual Report final proofs		2	R
6.	Printing, binding, packaging and delivery of integrated annual reports after final sign-off.		350	R
7.	Printing, binding, packaging and delivery of summary annual reports after final sign-off.		100	R
8.	Design and supply of PowerPoint presentation template with theme elements from Annual Report	Lump sum	1	R
9.	Design and supply of removable storage media units, branded in line with annual report theme to		100	R

Item Number	Item Description	Unit of Measure	Quantity	Amount per Item (excl VAT)
	contain electronic copies of the annual report			
10.	Design, printing and delivery of annual report themed envelopes using material of adequate durability for postage of integrated annual reports		70	R
11.	Provision of project management services during development of the report as per approved programme			R

A – Total for all items excluding Vat	R
B – Contingency @ 10% of A	R
C – Subtotal (A+B)	R
D – Vat @15% of C	R
E-Total including Vat (C+D)	R

6.1 **Price Declaration**

Please indicate your total RFQ price in words below(**compulsory**):

NB: It is mandatory to indicate your total RFQ price as requested above. This price must be the same as the total RFQ price you submit in your pricing schedule. Should the total RFQ prices differ, the one indicated above shall be considered the correct price.

The following must be noted:

- All prices must be VAT inclusive and must be quoted in South African Rand (ZAR).
- All prices must be firm and fixed from the quotation closing date and for the duration of the contract
- All prices must have supplied according to the costing template provided, pricing breakdown schedules may be supplied as annexures to the quoted if deemed necessary.
- The cost of delivery, labour etc. must be included in the total quoted price.

7.DECLARATION OF INTEREST (SBD 4)

1.BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- 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 The value of this bid is estimated to exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser 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 the purchaser.

2. DEFINITIONS

- (a) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **"EME"** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **"functionality"** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **"prices"** includes all applicable taxes less all unconditional discounts;
- (h) **"proof of B-BBEE status level of contributor"** means:

- 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) “**QSE**” means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE **80/20** PREFERENCE POINT SYSTEM WILL BE APPLIED FOR THIS TRANSACTION

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

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted? (*Tick applicable box*)

YES		NO	
-----	--	----	--

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE (*Tick applicable box*)

YES		NO	
-----	--	----	--

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME ✓	QSE ✓
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

- 8.1 Name of company/firm:.....
- 8.2 VAT registration number:.....
- 8.3 Company registration number:.....

9. TYPE OF COMPANY/ FIRM [Tick applicable box]

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

9.1 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

9.2 COMPANY CLASSIFICATION [TICK APPLICABLE BOX]

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

9.3 Total number of years the company/firm has been in business:_____

9.4 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

<p>WITNESSES (Full Name & Signature)</p> <p>1. _____</p> <p>Signature: _____</p> <p>2. _____</p> <p>Signature: _____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p>	<p>Signatory: _____</p> <p>Tenderer's Signature: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

9. RFQ Number: Q22/685/NS PROVISION OF PROFESSIONAL SERVICES PROVIDER FOR ANNUAL REPORT DESIGN, COPY WRITER & EDITOR, LAYOUT, PRINTING, BINDING PACKAGING AND DELIVERY FOR UMGENI WATER

CERTIFICATE OF ACQUAINTANCE WITH RFQ, TERMS & CONDITIONS & APPLICABLE DOCUMENTS

By signing this certificate, the **Respondent** is deemed to acknowledge that he/she has made himself/herself thoroughly familiar with, and agrees with all the conditions governing this **RFQ**. This includes those terms and conditions contained in any printed form stated to form part hereof, including but not limited to the documents stated below. As such, **Umgeni Water** will recognise no claim for relief based on an allegation that the **Respondent** overlooked any such condition or failed properly to take it into account for the purpose of calculating tendered prices or any other purpose:

- | |
|-----------------------------------------------------------------------------------------------------|
| 1 Umgeni Water's Standard Conditions of Tender* |
| 2 Umgeni Water's Terms and Conditions of Contract for the supply of Good/Services to Umgeni Water's |

Should the Tenderer find any terms or conditions stipulated in any of the relevant documents quoted in the RFQ unacceptable, it should indicate which conditions are unacceptable.

The Tenderer accepts that an obligation rests on them to obtain clarity relating to any uncertainties regarding any quote, which they intend to respond on, before submitting an offer. The Tenderer agrees that he/she will have no claim based on an allegation that any aspect of this RFQ was unclear but in respect of which he/she failed to obtain clarity.

SIGNED at _____ on this _____ day of _____ 20_____

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 _____

Name _____

2 _____

Name _____

SIGNATURE OF TENDERER'S AUTHORISED REPRESENTATIVE:

NAME: _____ DESIGNATION: _____

10.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 quotation documents to **Umgeni Water** in accordance with the requirements and task directives / proposals /specifications stipulated in Quote Number_____ at the price/s quoted. The 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 Quote .
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Tendering documents, viz
 - Invitation to quote;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2017;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Umgeni Water's Standard Conditions of Tender;
 - (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 quotation 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 quote.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES (Full Name & Signature)

1. _____

Signature: _____

2. _____

Signature: _____

Date: _____

CONTRACT FORM - RENDERING OF SERVICES
PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I _____ in my capacity as _____
accept your quote under reference number _____ dated _____ for 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)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION & CONTENT (if applicable)
PROVISION OF PROFESSIONAL SERVICES PROVIDER FOR ANNUAL REPORT DESIGN, COPY WRITER & EDITOR, LAYOUT, PRINTING, BINDING PACKAGING AND DELIVERY FOR UMGENI WATER				

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

SIGNED AT _____ ON _____ / _____ / _____

NAME (PRINT) _____ SIGNATURE _____

OFFICIAL COMPANY STAMP

WITNESSES (Full Name & Signature)	
1. _____	
Signature: _____	
2. _____	
Signature: _____	
Date: _____	