



# REQUEST FOR QUOTATION

**RFQ Number: Q25/006/ZM**

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

<b>Description</b>	Umgeni Water Services is required to obtain a Broad-Based Black Economic Empowerment (B-BBEE) certificate in order to trade and meet the B-BBEE Requirements as prescribed by the B-BBEE Codes of Good Practice , therefore, UWS seeks to appoint a qualified consultant to ensure verification of all documentation is accurate and complete, conducting mock audits, and providing detailed reports highlighting areas of improvement.
<b>Advert Date</b>	14 August 2024
<b>Closing Date and Time</b>	21 August 2024 at 15h00 pm
<b>Compulsory or Non-Compulsory Briefing Session</b>	N/A
<b>SCM Enquiries</b>	Name: Zandile Mhlongo Tel: 033 341 1217 Email: zmhlongo@mhlathuze.co.za
<b>Technical Enquiries</b>	Name: Thulasizwe Shangase Tel: 031 341 1374 Email: Thulasizwe.shangase@umgeni.co.za
<b>Contents of RFQ</b>	<ol style="list-style-type: none"><li>1. Invitation to quote</li><li>2. Bidders information</li><li>3. Terms and Conditions</li><li>4. Undertaking by Bidder</li><li>5. Terms of Reference/RFQ specifications</li><li>6. Contract Participation Goals (CPG)</li><li>7. Price Schedule</li><li>8. Authority to Sign</li><li>9. Bidders disclosure [SBD 4]</li><li>10. Preference points claim form (SBD 6.1)</li><li>11. Briefing session certificate [only if applicable]</li><li>12. Contract Form [SBD 7.1 or SBD 7.2]</li></ol>

<b>Quotation Submission:</b>	<b>Tip-Offs Anonymous Hotline:</b>
Quotations clearly marked, <b>email to :</b>  <a href="mailto:scmquotes@umgeni.co.za">scmquotes@umgeni.co.za</a> using Quote number as the email subject	Report unethical conduct at Umgeni Water Services to:  The Office of the Managing Director Attention: The Managing Director Email: <a href="mailto:uws@umgeni.co.za">uws@umgeni.co.za</a>  <i>Stop theft / fraud / dishonesty / bribery /blackmail / intimidation, and remain anonymous.</i>



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Form No: UW-RFQ-1  
Version No: 1/2024  
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## BIDDERS INFORMATION

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

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

\_\_\_\_\_  
Name of Representative  
(Duly Authorised)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## REQUEST FOR QUOTATION

RFQ Number: Q25/006/ZM

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

### 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. Tenderers are required to achieve at least 20% Contract Participation Goals (CPG) including a minimum 10% Black Women participation and another 10% for Local participation of the value of goods, services and Works paid to one or more targeted enterprises in compliance with Umgeni Water Services' Enterprise and Development.
10. The official Umgeni Water Services quotation form must be used to quote the offered price. Should the allocated price page be insufficient, the tenderer may supplement the price page with an additional pricing breakdown.
11. 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.
12. The successful supplier may be required to fill in and sign a written Contract Form. (If applicable)
13. This document may contain confidential information that is the property of Umgeni Water Services.
14. No part of the contents may be used, copied, disclosed or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a proposal in response to this RFQ, without prior written permission from Umgeni Water Services and the Bidder.
15. All Copyright and Intellectual Property herein vests with Umgeni Water Services and its Bidder.
16. Responses to this RFQ must be submitted by email [scmquotes@umgeni.co.za](mailto: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*).
17. It is the responsibility of the bidder to ensure that its response reaches Umgeni Water Services on or before the closing date and time of the RFQ. Late and incomplete submissions will not be accepted.
18. No services must be rendered or goods delivered before an official Umgeni Water Services Purchase Order form has been received.
19. **Umgeni Water Services reserves the right to appoint more than one supplier/service provider and or to award the quote as whole or in part.**
20. 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

RFQ Number: Q25/006/ZM

Form No: UW-RFQ-1  
Version No: 1/2024  
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### UNDERTAKING BY BIDDER

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



## REQUEST FOR QUOTATION

RFQ Number: Q25/006/ZM

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

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 Umgeni Water Services, if requested to do so.

(2) If the information supplied is found to be incorrect and/or false then Umgeni Water Services, in addition to any remedies it may have, may: -

- a) Recover from the contractor all costs, losses or damages incurred or sustained by Umgeni Water Services as a result of the award of the contract, and/or
- b) Cancel the contract and claim any damages, which Umgeni Water Services may suffer by having to make less favourable arrangements after such cancellation.

\_\_\_\_\_  
Name of Representative  
(Duly Authorised)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## REQUEST FOR QUOTATION

RFQ Number: Q25/006/ZM

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

### TERMS OF REFERENCE

#### 1. Background

The objective of this contract is to evaluate the current B-BBEE status of UWS and identify areas for improvement and the consultant will help UWS obtain a B-BBEE certificate to trade and meet the B-BBEE requirements as prescribed by the B-BBEE Codes of Good Practice.

Develop a strategy to address gaps and ensure compliance with B-BBEE requirements

Establish clear targets and milestones to track progress and ensure compliance within the specified timeframe

#### 2. Objective

Umgeni Water Services (UWS) seeks to appoint a qualified consultant to ensure successful Broad-Based Black Economic Empowerment (B-BBEE) verification. The consultant will be responsible for ensuring all documentation is accurate and complete, conducting mock audits, and providing detailed reports highlighting areas of improvement. The consultant will help UWS obtain a B-BBEE certificate to trade and meet the B-BBEE requirements as prescribed by the B-BBEE Codes of Good Practice

#### 3. Description of goods/ services required

- a) The preliminary site visit is necessary to develop a full understanding on the measurement principles and mechanisms for each element of B-BBEE and to clarify any interpretive issues that may arise during the verification.
- b) Conduct on-site verification for the Umgeni Water Services in compliance with the requirements set by the South African National Accreditation System(SANAS) for B-BBEE Scorecard requirements;
- c) This report will provide baseline results of the on-site verification for comments by Umgeni Water.
- d) The verification agency will provide Umgeni Water Services with any clarification required from the baseline report provided.
- e) Final Report – The final report must include gap analyses on each element verified and suggested solutions to bridge those gaps.
- f) Produce a B-BBEE Strategy Document with Targets and Milestones Plan
- g) Provide training and advisory services on the improvement of the Umgeni Water Services B-BBEE score improvement plan where required.
- h) Issuing of the Umgeni Water Services B-BBEE Certificate.
- i) The application scorecard is generic and Umgeni Water Services measurement excludes the ownership element. The prospective service provider must indicate if they have previously provided similar service with other companies of the same size as Umgeni Water Services.



# REQUEST FOR QUOTATION

RFQ Number: Q25/006/ZM

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

## 4. Deliverables/ Key Outcomes

Item	Description	Rate in	Total
1.	<p><b>Phase 1: Initial Assessment</b></p> <p><b>Objective:</b> Evaluate the current B-BBEE status of UWS and identify areas for improvement.</p> <ol style="list-style-type: none"> <li>1. <b>Evaluate Current Status:</b> <ul style="list-style-type: none"> <li>• Conduct a preliminary assessment to understand UWS's current B-BBEE score.</li> <li>• Review existing documentation and processes.</li> </ul> </li> <li>2. <b>Identify Sector Code:</b> <ul style="list-style-type: none"> <li>• Determine the relevant sector code applicable to UWS.</li> <li>• Identify specific requirements and guidelines for the sector.</li> </ul> </li> </ol> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>• Preliminary Assessment Report</li> <li>• Identified Sector Code and Specific Requirements.</li> </ul>		
2.	<p><b>Phase 2: Documentation and Evidence Collection</b></p> <p><b>Objective:</b> Gather and organize all necessary documentation for B-BBEE verification.</p> <ol style="list-style-type: none"> <li>1. <b>Gather Required Documents:</b> <ul style="list-style-type: none"> <li>• Collect financial statements, employment records, procurement data, and other relevant documents.</li> </ul> </li> <li>2. <b>Prepare Verification File:</b> <ul style="list-style-type: none"> <li>• Organise these documents into a comprehensive verification file, including evidence for each element of the B-BBEE scorecard.</li> </ul> </li> </ol> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>• Comprehensive Verification File</li> </ul>		
3.	<p><b>Phase 3: Compliance and Strategy Development</b></p> <p><b>Objective:</b> Develop a strategy to address gaps and ensure compliance with B-BBEE requirements.</p> <ol style="list-style-type: none"> <li>1. <b>Develop a B-BBEE Strategy:</b> <ul style="list-style-type: none"> <li>• Create initiatives to improve employment equity, skills development, and enterprise development based on the initial assessment.</li> </ul> </li> </ol>		



# REQUEST FOR QUOTATION

RFQ Number: Q25/006/ZM

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

	<p>2. <b>Set Targets and Milestones:</b></p> <ul style="list-style-type: none"> <li>Establish clear targets and milestones to track progress and ensure compliance within the specified timeframe.</li> </ul> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>B-BBEE Strategy Document</li> <li>Targets and Milestones Plan</li> </ul>		
4.	<p><b>Phase 4: Implementation of B-BBEE Initiatives</b></p> <p><b>Objective:</b> Execute planned B-BBEE initiatives and monitor progress.</p> <p>1. <b>Execute Initiatives:</b></p> <ul style="list-style-type: none"> <li>Implement training programs, supplier development projects, and community involvement activities.</li> </ul> <p>2. <b>Monitor Progress:</b></p> <ul style="list-style-type: none"> <li>Continuously monitor the progress of these initiatives to ensure they contribute to UWS's B-BBEE score.</li> </ul> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>Progress Reports on Initiatives</li> </ul>		
5.	<p><b>Phase 5: Engagement with Verification Agency</b></p> <p><b>Objective:</b> Prepare for and facilitate the B-BBEE verification process.</p> <p>1. <b>Select an Accredited Agency:</b></p> <ul style="list-style-type: none"> <li>Choose a SANAS-accredited verification agency to conduct the audit.</li> </ul> <p>2. <b>Submit Verification File:</b></p> <ul style="list-style-type: none"> <li>Provide the verification file and additional evidence requested by the agency.</li> </ul> <p>3. <b>Onsite Verification:</b></p> <ul style="list-style-type: none"> <li>Prepare for and facilitate the onsite verification process, including documentation review and interviews if necessary.</li> </ul> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>Verification Agency Engagement Report</li> <li>Verification File Submission Record</li> </ul>		
6.	<p><b>Phase 6: Review and Finalization</b></p> <p><b>Objective:</b> Address queries from the verification agency and finalize the verification process.</p>		



## REQUEST FOR QUOTATION

RFQ Number: Q25/006/ZM

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

	<p>1. <b>Address Queries:</b></p> <ul style="list-style-type: none"><li>○ Respond to queries or requests for additional information from the verification agency.</li></ul> <p>2. <b>Preliminary Report Review:</b></p> <ul style="list-style-type: none"><li>○ Review the preliminary verification report and address any discrepancies or issues identified.</li></ul> <p>3. <b>Final Report and Certification:</b></p> <ul style="list-style-type: none"><li>○ Once all issues are resolved, receive the final B-BBEE certificate from the verification agency.</li></ul> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"><li>• Query Response Documentation</li><li>• Preliminary Report Review Comments</li><li>• Final B-BBEE Certificate</li></ul>		
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### 5. Contract term

The Contract will be for 12 months, with an option to extend some of the contract terms based on the decision by Umgeni Water Services:

The consultancy is expected to commence on 1 September 2024 and be completed by 15 October 2024.

### 6. Other information

- We require the services to be delivered at Umgeni Water Services.
- Payment will be on successful delivery of the service and submission of invoice on/or before 1<sup>st</sup> of each month for payment on the 15<sup>th</sup> of the month or on the 15<sup>th</sup> payment on the last day calendar day of the month.

### 7. Mandatory documentation/requirements

- Authority to signatory
- SBD 4 – Bidders disclosure

### 8. Special conditions

- Umgeni Services Water is under no obligation to accept the lowest bid.
- In the event that two or more tenders have equal total points, the successful tender will be the one scoring the highest number of preference points for specified goals. Should two or more tenders be equal in all respects, the Adjudication shall be decided in line with the directives of the Preferential Procurement Regulations 2022 by drawing of lots
- An extension of contract may be considered. It is the normal policy that contracts are not extended. However, circumstances may arise whereby a contract cannot be renewed in time. If this is found to be the case, the right is reserved to approach existing contractor(s) to extend the contract for such period agreed too.

### 9. Pricing



# REQUEST FOR QUOTATION

RFQ Number: Q25/006/ZM

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

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

## 10. Evaluation Process

The RFQ will be evaluated using a two (02) stage evaluation approach:

### (a) First stage: Administrative Requirements

1. Bidder completed all RFQ Forms
2. Bidder registered on National Treasury CSD
3. HDI preferential points claim: BBBEE Affidavit / CIPC / CSD
4. RDP preferential points claim: Municipal Account / Lease Agreement /

### (b) Mandatory Requirements

1. SBD 4 – Bidders disclosure
2. Authority to signatory

### (c) Second Stage: Functionality N/A

### (d) 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.	10	Valid CSD report
RDP	The promotion of South African owned enterprises	10	Proof of business address or CSD report
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



## REQUEST FOR QUOTATION

**RFQ Number: Q25/006/ZM**

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

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 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

RFQ Number: Q25/006/ZM

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

### CONTRACT PARTICIPATION GOALS

1.1. Tenderers are required to achieve at least 20% Contract Participation Goals (CPG) including a minimum 10% Black Women participation and another 10% for Local participation of the value of goods, services and Works paid to one or more targeted enterprises in compliance with Umgeni Water Services' Enterprise and Development.

1.2. This will require tenderers to commit as part of their scope of work, a certain value of supplies, services or works for which the tenderer will contract targeted enterprises expressed as 20% of the total contract value

#### 1.3. Objective of CPG Programme

The objective of Umgeni Water Services empowerment initiative is to bring about meaningful transformation in all procurement projects through achieving one or more of the following objectives:

- a) Meaningful Economic Participation;
- b) Local Economic Development;
- c) Transfer of Technical, Management and Entrepreneurial Skills; and
- d) Creation of sustainable Black Enterprises

#### 1.4. Contract Participation Goals

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

At the time of awarding the contract the 20% minimum CPG amount will be based on the contract award value exclusive of the following:

- VAT,
- CPA and (If applicable)
- Contingencies. (if applicable)

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

**CPG Partner/s** – Service provider/s selected from Umgeni Water Services Supply Chain Management (SCM) . However, should the UWS not contain suitable CPG Partner/s, the tenderer may propose suitable CPG Partner/s for Umgeni Water Services consideration.

Tenderers (the main Service Provider irrespective of BBBEE classification) who are on Umgeni Water Services SCM list are not exempt from this requirement and are still required to have a CPG Partner.

Tenderers are required to achieve at least 20% Contract Participation Goals (CPG) including a minimum 10% Black Women participation and another 10% for Local participation of the value of goods, services and Works paid to one or more enterprises (CPG Partner/s)

- 20% includes any special materials
- 20% excludes VAT, CPA and Contingencies.

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

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

### 1.5. Applicability

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

- a) CPG Partner/s selection is concluded **after** adjudication of tenders and **before** contract award is made.  
The CPG Partner/s shall be selected according to the following criteria:
  - (i) CPG Partner/s are to be obtained from Umgeni Water Services list of Service Providers specifically earmarked for CPG purposes.
  - (ii) In the event of services where Umgeni Water Services does not have an applicable service provider on its database, the tenderer may propose a suitable CPG Partner/s for consideration by Umgeni Water Services.
- b) Main service provider may propose a suitable CPG Partner/s, but Umgeni Water Services reserves the right to provide or arrange a CPG Partner/s to work with the successful company.
- c) Sub-contracting of the CPG Partner/s at the same rate / price that the tenderer would have offered to Umgeni Water Services whilst making profit margins consistent to the profit margins that the main Service Provider would have made under normal trading processes.
- d) Value of the work to be sub contracted shall be at least 20% (**minimum of 10% shall be due to Black Women participation and another 10% for Local participation**) of the total contract value excluding VAT, CPA and Contingencies.
- e) CPA is payable to the CPG Partner/s as per the indices stipulated in the contract document.
- f) The work allocated to the CPG Partner shall be performed by the CPG Partner directly and may not be allocated or sub-contracted out to other contractors/consultants/service providers.
- g) The main Service Provider **shall not** substitute any CPG Partner/s without the written approval of Umgeni Water Services.
- h) The working capital arrangements between the main Service Provider and the CPG Partner/s must be agreed upon between the two parties prior to commencement of works to ensure that the CPG Partner does not have cash flow challenges during contract implementation.

### 1.6. Invoicing and Payment

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

- a) Submission of payment certificate by the Service Provider– by 25<sup>th</sup> of each month, or the nearest previous working day. The submission from the Service Provider shall include the signature of the CPG Partner indicating agreement with the measurements and rates applicable to the work undertaken by the CPG Partner.
- b) Payment to the Service Provider – on the last day of the following month;



## REQUEST FOR QUOTATION

**RFQ Number: Q25/006/ZM**

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

- c) The CPG Partner must be paid within reasonable time but no later than 3 working days after the Main Service Provider has been paid by Umgeni Water Services; and
- d) The submission from the Service Provider must include a schedule that clearly shows the following:
  - (i) Total Contract Sum
  - (ii) Total amount payable to CPG Partner/s excluding current month
  - (iii) Amount payable to CPG Partner for current month
  - (iv) % split of Total amount payable to Main Service Provider and CPG Partner/s

### 1.7. Monitoring and Reporting on CPG

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



# REQUEST FOR QUOTATION

**RFQ Number: Q25/006/ZM**

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

## PRICING SCHEDULE – FIRM PRICES (PURCHASES) [Option 1]

**NOTE:**

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

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

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

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

Item no.	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1.	1	Phase 1: Initial Assessment		
2.	1	Phase 2: Documentation and Evidence Collection		
3.	1	Phase 3: Compliance and Strategy Development		
4.	1	Phase 4: Implementation of B-BBEE Initiatives		
5.	1	Phase 5: Engagement with Verification Agency		
6.	1	Phase 6: Review and Finalization		
<b>SUB TOTAL</b>				
<b>20% CPG</b>				
<b>VAT @ 15%</b>				
<b>GRAND TOTAL (price SA Rands with all applicable taxes included)</b>				

I (full name) \_\_\_\_\_, in my capacity as \_\_\_\_\_, the duly authorized representative of \_\_\_\_\_ (business name) hereby declares that the offer is in accordance with the attached specification, notes to suppliers & accepts all conditions/clauses contained in the said documents.

Signature of duly authorized representative _____	DATE: _____
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# REQUEST FOR QUOTATION

RFQ Number: Q25/006/ZM

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

## 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. _____	_____	_____

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



# REQUEST FOR QUOTATION

RFQ Number: Q25/006/ZM

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

## 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 interest<sup>1</sup> 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:

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<sup>1</sup> 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

RFQ Number: Q25/006/ZM

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

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:

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### 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 consortium<sup>2</sup> 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

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<sup>2</sup> 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

**RFQ Number: Q25/006/ZM**

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

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

RFQ Number: Q25/006/ZM

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

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

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

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

### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

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

#### 1.2 To be completed by the organ of state

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

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

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

#### 1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
AN ENTITY WHICH IS AT LEAST 51% OWNED BY BLACK PEOPLE	10
THE PROMOTION OF SOUTH AFRICAN OWNED ENTERPRISES	10
<b>TOTAL POINTS FOR PRICE AND SPECIFIC GOALS</b>	<b>100</b>

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

RFQ Number: Q25/006/ZM

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

## 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:

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

Where

- P<sub>s</sub> = Points scored for price of tender under consideration
- P<sub>t</sub> = Price of tender under consideration
- P<sub>min</sub> = 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:

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

Where

- P<sub>s</sub> = Points scored for price of tender under consideration
- P<sub>t</sub> = Price of tender under consideration
- P<sub>max</sub> = Price of highest acceptable tender



# REQUEST FOR QUOTATION

**RFQ Number: Q25/006/ZM**

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

## 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.	10	
The promotion of South African owned enterprises	10	

## DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm \_\_\_\_\_

4.4. Company registration number: .....

TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]

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



# REQUEST FOR QUOTATION

**RFQ Number: Q25/006/ZM**

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

- 4.5. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/firm for the preference(s) shown and I acknowledge that:
- i) The information furnished is true and correct;
  - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
  - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
  - iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
    - (a) disqualify the person from the tendering process;
    - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
    - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
    - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
    - (e) forward the matter for criminal prosecution, if deemed necessary.

<b>SIGNATURE(S) OF TENDERER(S)</b> _____
<b>SURNAME AND NAME:</b> _____
<b>DATE:</b> _____
<b>ADDRESS:</b> _____
_____
_____
_____



# REQUEST FOR QUOTATION

RFQ Number: Q25/006/ZM

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

## SBD 7.1 CONTRACT FORM - PURCHASE OF GOODS/WORKS

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

### PART 1 (TO BE FILLED IN BY THE BIDDER)

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

NAME (PRINT) \_\_\_\_\_

CAPACITY \_\_\_\_\_

SIGNATURE \_\_\_\_\_

NAME OF TENDERER \_\_\_\_\_

DATE \_\_\_\_\_

#### WITNESSES

1. \_\_\_\_\_

2. \_\_\_\_\_

DATE: \_\_\_\_\_



# REQUEST FOR QUOTATION

RFQ Number: Q25/006/ZM

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

## SBD 7.1 CONTRACT FORM - PURCHASE OF GOODS/WORKS

### PART 2 (TO BE FILLED IN BY THE PURCHASER)

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

<b>ITEM NO.</b>	
<b>PRICE (ALL APPLICABLE TAXES INCLUDED)</b>	
<b>BRAND</b>	
<b>DELIVERY PERIOD</b>	
<b>TOTAL PREFERENCE POINTS CLAIMED</b>	
<b>POINTS CLAIMED FOR SPECIFIC GOAL 1</b>	
<b>POINTS CLAIMED FOR SPECIFIC GOAL 2</b>	
<b>POINTS CLAIMED FOR SPECIFIC GOAL 3</b>	
<b>POINTS CLAIMED FOR SPECIFIC GOAL 4</b>	

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

SIGNED AT \_\_\_\_\_

ON: \_\_\_\_\_

NAME (PRINT): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

OFFICIAL STAMP

WITNESSES

1. \_\_\_\_\_

2. \_\_\_\_\_

DATE: \_\_\_\_\_



# REQUEST FOR QUOTATION

RFQ Number: Q25/006/ZM

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

## SBD 7.2 CONTRACT FORM - RENDERING OF SERVICES

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

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

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

NAME (PRINT) \_\_\_\_\_

CAPACITY \_\_\_\_\_

SIGNATURE \_\_\_\_\_

NAME OF TENDERER \_\_\_\_\_

DATE \_\_\_\_\_

WITNESSES	
1.	_____
2.	_____
DATE:	_____



# REQUEST FOR QUOTATION

RFQ Number: Q25/006/ZM

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

## CONTRACT FORM - RENDERING OF SERVICES (SBD 7.2)

### PART 2 (TO BE FILLED IN BY THE PURCHASER)

- 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).
- An official order indicating service delivery instructions is forthcoming.
- 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.

<b>DESCRIPTION OF SERVICE</b>	
<b>PRICE (ALL APPLICABLE TAXES INCLUDED)</b>	
<b>CONTRACT TERM / COMPLETION DATE</b>	
<b>TOTAL PREFERENCE POINTS CLAIMED</b>	
<b>POINTS CLAIMED FOR SPECIFIC GOAL 1</b>	
<b>POINTS CLAIMED FOR SPECIFIC GOAL 2</b>	
<b>POINTS CLAIMED FOR SPECIFIC GOAL 3</b>	
<b>POINTS CLAIMED FOR SPECIFIC GOAL 4</b>	

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

SIGNED AT \_\_\_\_\_

ON: \_\_\_\_\_

NAME (PRINT): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

OFFICIAL STAMP

WITNESSES

3. \_\_\_\_\_

4. \_\_\_\_\_

DATE: \_\_\_\_\_