



REQUEST FOR QUOTATION

RFQ Number: Q24/460NM

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

INVITATION TO QUOTE

Description	SUPPLY AND DELIVERY OF FORMWORK AND SCAFFOLDING EQUIPMENT FOR THE INLAND CIVIL WORKSHOPS
Advert Date	09/02/2024
Closing Date and Time	15/02/2024 at 15:00 pm
Contents of RFQ	<ol style="list-style-type: none">1. Invitation to quote2. Bidders' information3. Terms and Conditions4. Undertaking by Bidder5. RFQ specifications6. Price Schedule [SBD 3.1]7. Authority to Sign8. Bidders' disclosure [SBD 4]9. Preference points claim form (SBD 6.1)10. Contract Form [SBD 7.1]
Compulsory/Non-Compulsory Briefing Session	N/A
SCM Enquiries	Nokwanda Mboyi Tel: 033 846 1818 Email: Nokwanda.mboyi@umgeni.co.za
Technical Enquiries	Njabulo Kheswa Tel: 033 846 1833 / 083 724 2396 Email: Njabulo.kheswa@umgeni.co.za

Submissions:	Tip-Offs Anonymous Hotline:
All completed RFQ to be email to : scmquotes@umgeni.co.za using Quote number as the email subject	Report unethical conduct at Umgenei 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 <i>Stop theft / fraud / dishonesty / bribery / blackmail / intimidation, and remain anonymous.</i>



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2. 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 Water 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

 <p>WATER • AMANZI</p>	<p>REQUEST FOR QUOTATION</p>	<p>Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023</p>
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3. TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ)

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



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4. 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 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 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 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.

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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. **I/WE, THE UNDERSIGNED, WHO WARRANT THAT I AM DULY AUTHORISED TO DO SO ON BEHALF OF THE TENDERER, CERTIFY THAT THE INFORMATION SUPPLIED IN TERMS OF THIS DOCUMENT IS CORRECT AND TRUE, THAT THE SIGNATORY TO THIS DOCUMENT IS DULY AUTHORISED AND ACKNOWLEDGE THAT:**
 - (1) The tenderer will furnish documentary proof regarding any tendering issue to the satisfaction of the uMngeni-Uthukela Water, if requested to do so.
 - (2) If the information supplied is found to be incorrect and/or false then uMngeni-Uthukela Water, in addition to any remedies it may have, may: -
 - a) Recover from the contractor all costs, losses or damages incurred or sustained by uMngeni-Uthukela Water as a result of the award of the contract, and/or
 - b) Cancel the contract and claim any damages which uMngeni-Uthukela Water may suffer by having to make less favourable arrangements after such cancellation.

Name of Representative
(Duly Authorise

Signature

Date

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5. SPECIFICATIONS OF GOODS REQUIRED

1. Background

uMngeni-Uthukela Water requires service providers to supply and deliver formwork and scaffolding equipment for the civil workshop for small remedial repair construction works within the inland region.

2. Description of goods/ services required

The scope involves the supply and delivery for various types, sizes of quick stage scaffolding and formwork elements:

Scaffolding

- Ledgers
- Standards
- Base jack
- U Jacks
- Castors
- Boards
- Couplers
- Bracing
- Connector
- Stair cases
- Ladders
- Couplers
- Scaffold tubes

Formwork

3. Extent of the services

- Delivery to Umkondeni Workshops in Pietermaritzburg

4. Technical Specification

4.1 Scaffolding

Standard

Standards, also known as uprights, are manufactured from 48.3 x 3.35 high tensile tube, which is SABS approved. Along the length of the standard, located at 500mm centers, a group of four "V" pressings are positioned at a right angle



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Base Jacks

The base jack is used as the base of the scaffolding tower to level the scaffold. It is adjusted by rotating the wing nut up and down the threaded bar.

Size 38 x 4mm -610R/O

Ledger

Ledgers are manufactured from 48.3 x 2.65 high tensile tube, which is SABS approved and "C" pressings with a wedge, are situated at each end of the tube, which is later connected to the standards.

Hook on Boards

Hook on Boards are a non-slip steel board, which interlocks with each other to create a working platform on the scaffold. These boards have non-tilt ends which hook onto the ledgers.

Toe Boards

Toe Boards, also known as kick plates, are steel boards which help prevent any loose objects from falling off the edge of the platforms

Toe Board Clip

A bracket/Clip that is made out of mild steel is used to join the toe board to the standard vertically, making the platform safer from loose objects falling off the platform

Diagonal Brace

This has triangulation to strengthen scaffolding and has a c-pressing on either end. A half swivel can also be attached to each end.

Connector With Holes

Connectors are used to join the standards vertically together. External sleeve connectors can also be welded to the standards upon request

Reinforced Ledger

Reinforced Ledgers are used to allow stacking over the length of this ledger for more support and are used in loading areas.

Ladder Beam

A Ladder beam is made up of a steel tube used to extend a load across a wider distance or an opening creating a bridge between two scaffolds.

Band and Plate.

Band and plates are used to join two tubes together at a right angle, also allowing for you to attach scaffold tube to a standard. Most commonly used to stabilize a hook on a ladder to a ledger.

Swivel Coupler 50 x 50mm

Swivel couplers allows two tubes to be connected and swiveled into the desired angle.

Castor Wheels 200mm x 38mm

Castor wheels provide the scaffolding with a base that helps the tower to move from one destination to the other. These have a double lock system to ensure the scaffolding is **secure** once it has reached its desired destination.

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Scaffold Tube

Scaffold Tube has many functions. This high tensile tube can provide bracing to a scaffold or be used as extra railings tube size 48.4mm x 3.35mm.

Pallet

Tubular pallets are used to store scaffolding products and used for easy handling for the products. 1223 x 800

Stillage

Stillages are used to store smaller components which become easy to handle when moving products around.

Staircase

Staircases are used to reach a height of either 2m or 2.5m high. These staircases are hooked onto the ledgers and have a non-slip platform to ensure safety when accessing a certain height

Handrails

Handrails are used with the staircases to provide railing on staircases for safety.

Hook On Ladders

Hook on ladders are hooked onto the ledgers to provide access to the desired platform height. These ladders are clamped to the scaffold for safety.

Trap Door

Trap doors allows an access point for the hook-on ladders which is used to close the gap on the platform once the worker has reached his desired height

5. Applicable national and international standards

The Manufacturer should be ISO 9001 certified and the product should be SABS certified.

SABS10085-1.

6. Format of communications

Communication will be conducted telephonically and via e-mail.

7. Electronic payments

State details required / procedures to obtain electronic payments, as relevant

8. Site Information

The contract is applicable to the following site: Umkondeni Workshops Izintaba Region

9. Contract term

- We anticipate that the Contract will be as per deliverables

10. Special conditions

- Provision of calibration certificates

b. Commissioning of meters after installation

c. Defect Liability Period and Guarantee

The defects liability period is 12 months and commences on commissioning of the valve. All refurbished valves will be guaranteed against any defect or workmanship as a result of the refurbishment, for the duration of the defects liability period.

d. Quality Inspections

- a) Upon award of the contract and prior to the commencement of fabrication of the valves, the Contractor, in conjunction with the Employer or his agent, will be required to prepare a Quality Control Plan and Procedure (QCP&P) for the fabrication of the valves. This QCP&P shall be based upon ISO 9002.
- b) The purpose of the QCP&P is to prevent misinterpretation of the Specification, nurture a spirit of co-operation between the Employer and the Contractor and ultimately ensure a "best quality" end product. It is understood that the Contractor will keep the Employer (or his agent) informed of progress and that the Employer will not cause undue delays.
- c) The QCP&P will inter alia identify inspections (which may include hold points), test procedures and frequency of tests of critical items during the fabrication of the end-product.
- d) The Employer intends to arrange for quality management representatives to be present during the manufacturing process of the appurtenances as well as during the loading and dispatching. Inspection will also be conducted during the offloading and stacking processes.
- e) During manufacturing of the appurtenances, the Contractor shall enable access to its facility for the purposes of the Employer's staff and/or the Employer's appointed inspectors to inspect the workmanship and materials during the manufacturing process.
- f) All costs incurred by the Employer, (other than the Employer's cost of employing their staff), including, but not limited to, travel to and from the Contractor's manufacturing facility, accommodation, subsistence and any incidentals will be borne by the Contractor and the Employer will reimburse the Contractor for all such costs incurred.
- g) Only appurtenances that have been inspected and accepted shall be transported to site and only appurtenances that have been inspected for transport damage and accepted may be off-loaded at the pipe yards. Each delivery is to be accompanied by the relevant delivery notes and quality control documentation. Deliveries without this documentation will not be accepted at the pipe yard.
- h) All materials will be inspected by the Employer's quality representative upon delivery to the site to ensure that it is acceptable and in compliance with the specification. The appurtenances shall be delivered in acceptable condition without any damage. Any minor damage found once the appurtenances have been offloaded shall be repaired by the Contractor before acceptance by the Engineer on behalf of the Employer. Where unacceptable damage is found the relevant items will not be accepted and will be removed from site immediately.
- i) The Contractor will be responsible for all material supplied until it is accepted by the



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Employer's representative in writing at the point of delivery on site after stacking, where after the responsibility will pass to the Employer.

e. Health and safety requirements and procedures (Read with SANS 1921 - 1: 2004 clause 4.18)

The Safety Particular Specification included in this document shall be adhered to in all respects.

It is a requirement of this Contract that the Contractor shall provide a safe and healthy working environment and to direct all his/her activities in such a manner that his/her employees and any other persons, who may be directly affected by his/her activities, are not exposed to hazards to their health and safety. To this end the Contractor shall assume full responsibility to conform to all the provisions of the Occupational Health and Safety Act No 85 and Amendment Act No 181 of 1993, and the OHSA 1993 Construction Regulations 2003 issued on 18 July 2003 by the Department of Labour.

For the purpose of this Contract the Contractor is required to confirm his/her status as mandatory and employer in his/her own right for the execution of the contract by entering into an agreement with the Employer in terms of the Occupational Health and Safety Act by executing the Agreement form included in Section C1: Agreements and Contract Data.

11. Pricing

- 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.

12. Evaluation Process

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

- a. **First stage:**
Mandatory Requirements
SBD 4 – Bidders disclosure

Administrative Requirements:
Bidder completed all RFQ Forms
Bidder submitted CIPC document/CSD Report
Valid B-BBEE Certificate/Sworn Affidavit
- b. **Second 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	51% owned by Black people	10	Valid B-BBEE Certificate/Sworn Affidavit
RDP	The promotion of South African owned enterprises	10	CIPC documents/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 request a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by UW.
8. UW reserves the right to conduct negotiations with the qualifying bidder/s regarding 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.



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6. SBD 3.1 PRICING SCHEDULE – FIRM PRICES (PURCHASES)

NOTE:

ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

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 ___ Q24/460NM _____

Closing Time _____ 15H00 _____ Closing date _____ 15/02/2024 _____

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

BASIC GOODS PRICE TABLE

Item No.	Material / Description of item	Unit Mea sure	Qty (A)	Unit Price	Quoted Price(AxB) Excl. Vat
1.	Quick- stage base plates	No.	8		
2.	Quick- stage base jack	No.	8		
3.	Quick- stage standards 3 m	No.	8		
4.	Quick- stage standards 2.5 m	No.	4		
5.	Quick- stage standards 2 m	No.	16		
6.	Quick- stage standards 1.5 m	No.	8		
7.	Quick- stage ledger 1219	No.	30		
8.	Quick- stage ledger 1500	No.	30		
9.	Quick- stage ledger 2500 mm	No.	30		
10.	Quick- stage re-enforced ledger 2500 mm	No.	10		
11.	Quick- stage connectors	No.	40		
12.	Hook on boards 2500 mm	No.	12		
13.	Toe boards 2500 mm	No.	8		
14.	Toe boards 1500 mm	No.	8		
15.	Toe boards 1219 mm	No.	8		
16.	Toe boards clips	No.	16		
17.	Hook on ladders 2000 mm	No.	8		
18.	Heavy duty jacking castors	No.	4		
19.	Heavy duty spigot type castors	No.	4		
20.	3 Board trap door	No.	2		
21.	Staircases 2500 X2000X 500	No.	6		



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22.	50 X 50 Coupler 90 degree	No.	8		
23.	50 X50 Swivel couplers	No.	16		
24.	Band back plate and eyebolt	No.	16		
25.	50 X 50 band	No.	16		
26.	Scaffold tubes 6100 mm	No.	8		
27.	Scaffold tubes 4000 mm	No.	8		
28.	Diagonal brace 2500 X 2500	No.	4		
29.	Diagonal brace 2000 X 1219	No.	4		
30.	Ladder beams 6 m	No.	4		
	FORMWORK				
				SUB TOTAL	
				VAT @ 15%	
				GRAND TOTAL (price SA Rands with all applicable taxes included)	
<p>I (full name) _____, in my capacity as _____, the duly authorized representative of _____ (business name) hereby declares that the offer is in accordance with the attached specification, notes to suppliers & accepts all conditions/clauses contained in the said documents.</p>					
Signature of duly authorized representative			_____ _____ _____	DATE: _____ _____ _____	



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Required by _____

Delivered to: _____

Product brand/make _____

Country of origin _____.

Does the offer comply with the specification(s)? YES/NO

If not to specification, indicate deviation(s) _____.

Period required for delivery _____.

Delivery: Firm/not firm

Delivery basis _____.

Note:

All delivery costs must be included in the bid price, for delivery at the prescribed destination.

All applicable taxes" includes value added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable



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7. AUTHORITY TO SIGN

RFQ NO: _____

Description: _____

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

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 AND WILL BE DISQUALIFIED/ ALTERNATIVELY THE TENDERER MAY ATTACH A SIGNED COMPANY RESOLUTION ON A COMPANY LETTERHEAD

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8. SBD 4 - BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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.

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

2.2.1 If so, furnish particulars:

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

2.3.1 If so, furnish particulars:

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

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.

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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.

Signature

Date

Position

Name of bidder

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9. SBD 6.1 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

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

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:
 the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

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

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

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
 (a) Price; and
 (b) Specific Goals.

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

The maximum points for this tender are allocated as follows:

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

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

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

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

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applicable taxes less all unconditional discounts;

(c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations,

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preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender [select where applicable to this bid]	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
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:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole proprietor
- Close corporation
- Public Company



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- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/firm for the preference(s) shown and I acknowledge that:

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

SIGNATURE(S) OF TENDERER(S) _____

SURNAME AND NAME: _____

DATE: _____

ADDRESS: _____

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10. 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 in accordance with the requirements and specifications stipulated in RFQ number Q23/520/NM 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 fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) _____

CAPACITY _____

SIGNATURE _____

NAME OF TENDERER _____

DATE _____

WITNESSES

1. _____

2. _____

DATE: _____

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SBD 7.1 CONTRACT FORM - PURCHASE OF GOODS/WORKS

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. 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).
2. An official order indicating delivery instructions is forthcoming.
3. 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.

ITEM NO.	
PRICE (ALL APPLICABLE TAXES INCLUDED)	
BRAND	
DELIVERY PERIOD	
TOTAL PREFERENCE POINTS CLAIMED	
POINTS CLAIMED FOR 51 % OWNED BY BLACK PEOPLE	
POINTS CLAIMED FOR THE PROMOTION OF SOUTH AFRICAN OWNED ENTERPRISES	

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

SIGNED AT _____ ON _____

NAME (PRINT) _____

SIGNATURE _____

OFFICIAL STAMP

WITNESSES

1. _____

2. _____

DATE: _____