



REQUEST FOR QUOTATION

RFQ Number: Q26/019/NS

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

Description	Annual Water Use License Audits for Technical Service
Advert Date	09 July 2025
Closing Date and Time	08 August 2025 @23h59
Compulsory Briefing Session	22 July 2025 @11h00 on Ms Teams (link to be created)
SCM Enquiries	<i>Nozipho Sibiya</i> Tel: 033 341 1324 Email: Nozipho.sibiya@uuw.co.za
Technical Enquiries	<i>[Sakhile Hlalukane]</i> Tel: [060 977 0278] Email: sakhile.hlalukane@uuw.co.za
Contents of RFQ	<ol style="list-style-type: none">1. Invitation to quote2. Bidders information3. Terms and Conditions4. Undertaking by Bidder5. Terms of Reference/RFQ specifications6. Price Schedule7. Authority to Sign8. Bidder disclosure [SBD 4]9. Preference points claim form (SBD 6.1)10. Briefing session certificate (On MS Teams)11. Contract Form [SBD 7.2]

Quotation Submission:	Tip-Offs Anonymous Hotline:
<p>Quotations must be emailed to : scmquotes@uuw.co.za using Q26/019/NS as the email subject</p> <p>Quotations dropped in the tender box will NOT be ACCEPTED.</p> <p>Emailed Quotations received after 23h59 will also NOT be ACCEPTED</p> <p>Suppliers are under no circumstances allowed to cc buyers and end-users when emailing/submitting RFQs to the scmquotes@uuw.co.za/scmquotes@umgeni.co.za</p> <p>Failure to adhere to the above will result in your RFQ not being accepted.</p>	<p>Report unethical conduct at uMngeni-Uthukela Water on:</p> <p>Toll Free Number: 0800 864 463</p> <p>Email: umgeniwater@whistleblowing.co.za</p> <p>Toll Free Fax: 0800 212 689</p> <p>Postal: Freepost KZN665, Musgrave, 4062</p> <p>SMS: 33490</p> <p>Online: www.whistleblowing.co.za</p> <p><i>Stop theft / fraud / dishonesty / bribery /blackmail / intimidation, and remain anonymous.</i></p>



REQUEST FOR QUOTATION

RFQ Number: Q26/019/NS

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

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	


DO NOT USE

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

Name of Representative
(Duly Authorised)

Signature

Date

	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q26/019/NS	

TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ)

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

UNDERTAKING BY BIDDER

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

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

REQUEST FOR QUOTATION

RFQ Number: Q26/019/NS

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

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

Name of Representative
(Duly Authorised)

Signature

Date

SCOPE OF WORK

1. Background

In conducting its business, uMngeni-uThukela Water monitors the impact on the environment and compliance with environmental regulations is paramount to the organisation. UMngeni-uThukela Water undertakes various water-use activities when conducting its business. A water use is defined broadly, and includes taking water and storing water; activities which reduce stream flow; waste discharges and disposal; controlled activities (activities which impact detrimentally on a water resource); altering a watercourse; removing water found underground for certain purposes; and recreation.

UMngeni-uThukela Water is required to comply with various environmental legislation and regulations when undertaking water-use activities. The legislation that has possible bearing on activities undertaken by uMngeni-uThukela Water includes, but not limited, to the following:

- ✓ National Water Act (NWA) (Act 36 of 1998);
- ✓ National Environmental Management Act (NEMA) (Act 107 of 1998);
- ✓ National Environmental Management: Waste Act (NEM:WA) (Act 59 of 2008);
- ✓ National Heritage Resources Act (NHRA) (Act 25 of 1999); and
- ✓ Minerals and Petroleum Resources Development Act (MPRDA) (Act 28 of 2002).

The National Water Act (NWA, No. 36 of 1998), published in 1998, provides for fundamental reform of the law relating to water resources. The purpose of the NWA is to ensure that the nation's water resources are protected, used, developed, conserved, managed and controlled in ways which take into account amongst other factors:

- ✓ Meeting the basic human needs of present and future generations;
- ✓ Promoting equitable access to water;
- ✓ Redressing the result of past racial and gender discrimination;
- ✓ Promoting the efficient, sustainable and beneficial use of water in the public interest;
- ✓ Facilitating social and economic development;
- ✓ Providing for growing demand for water use; protecting aquatic and associated ecosystems and their biological diversity;
- ✓ Reducing and preventing pollution and degradation of water resources;
- ✓ Meeting international obligations;
- ✓ Promoting dam safety; and
- ✓ Managing floods and droughts.

Section 21 of NWA defines the water uses that will require authorization from the Department of Water and Sanitation (DWS) before the water use can commence, this is relevant to uMngeni-uThukela Water business. Water uses that require authorisation include:

- a) Taking water from a water resource;
- b) Storing water
- c) Impeding or diverting the flow of water in a watercourse;
- d) Engaging in a stream flow reduction activity contemplated in section 36
- e) Engaging in a controlled activity identified as such in 37 (1) or declared under section 38 (1);
- f) Discharging waste or water containing waste into a water resource through a pipe, canal, sewer, sea outfall or other conduit;
- g) Disposing of waste in a manner which may detrimentally impact on a water resource;
- h) Disposing in any manner of water which contains waste from, or which has been heated in, any industrial or power generation process
- i) Altering the bed, banks, course or characteristics of a watercourse;
- j) Removing, discharging or disposing of water found underground if it is necessary for

- the efficient continuation of an activity or for the safety of people; and
- k) Using water for recreational purposes

A water use must be licensed unless it is:

- ✓ Listed in Schedule I (Chapter 4 - Part 1) of the NWA;
- ✓ An existing lawful use;
- ✓ Permissible under a General Authorisation, or
- ✓ If a responsible authority waives the need for a licence.

UMngeni-uThukela Water has been issued with Water Use Licences (WUL) and General Authorisations (GA) for water- use activities associated with the following developments:

- ✓ Darvill WWTW Upgrade;
- ✓ Darvill Constructed Wetland;
- ✓ Trustfeed WWTW;
- ✓ Greater Mpofana BWTW;
- ✓ Mphophomeni WWTW and Sewer Outfall upgrade;
- ✓ UMshwathi Phase 4 / Southern Ndwedwe;
- ✓ Stephen Dlamini BWSS;
- ✓ N3 Corridor WWTW;
- ✓ South Coast Phase 2B;
- ✓ Umbumbulu Pumpstation;
- ✓ Maphumulo BWSS Phase 1-3;
- ✓ Lower Thukela Phase 1 and 2;
- ✓ IMvutshane Dam Upgrade and access road;
- ✓ Maphumulo Access Road;
- ✓ Hazelmere WTW (sludge treatment plant upgrade of Res 2);
- ✓ Wartburg to Brynshill Pipeline;
- ✓ Umzinto & EJ Smith Wren, and
- ✓ Vulindlela Bulk Water Supply Scheme.


In compliance with the NWA, the holder of the WUL / GA, the licensee, is responsible for ensuring compliance with the conditions contained in the WUL / GA. This includes any person acting on the holder's behalf, including but not limited to, an agent, servant, contractor, sub-contractor, employee, consultant or person rendering a service to the holder of the WUL / GA. The responsibility for complying with the provisions of the licence is vested in the Licensee, uMngeni-uThukela Water, and not any other person or body.

In compliance with the conditions outlined in the WUL, the Licensee must appoint an independent external auditor to conduct annual WUL audits. The first audit must be conducted within three (3) months of the date of issuance of the licence and a report on the audit must be submitted to the Provincial Head within one (1) month of finalisation of the audit. As such, a Professional Service Provider (PSP) must be appointed to conduct the annual audit of the WULs issued to uMngeni-uThukela Water.

2. Description of goods/ services required

A PSP must be appointed to conduct the annual WUL audits. Details of the appointed PSP will be submitted to the competent authority. The PSP will be required to keep a record of all the audits undertaken. The PSP will audit ten (10) WULs. The WULs will be issued to the PSP upon appointment.

The PSP will be responsible for the following:

	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q26/019/NS	

- ✓ Ensuring that the conditions stipulated in the WULs are being complied with.
- ✓ Liaising with the competent authority (DWS) and Interested and Affected Parties (I&APs), if required.
- ✓ Undertaking induction training and briefing uMngeni-uThukela Water staff and the Contractor, if required, about the requirements of the licence.
- ✓ Compiling the WUL compliance audit reports. The audit reports must be communicated to the uMngeni-uThukela Water Environmental Project Manager or relevant Scientist and DWS. The PSP shall make provision for a 15 (fifteen) working days review period of the audit report by the Project Manager or Environmental Scientist prior to submission to the authority.

The PSP will be responsible for audits of the Projects on the Table below. All highlighted in green with license issue, the other two are still in application process

WUL Audits	Project Description
Bulwer Dam /Stephen Dlamini BWSS;	WTW And Pipeline
Maphumulo BWSS Phase 1-3;	Pipeline Construction
Lower Thukela Phase 1 and 2	Pipeline Construction
Umzinto & EJ Smith Weir.	Weir and Pipeline Construction
Hilton Mondi Waste Water Treatment Works Area A2	Pump Station and WWTW
iMvutshane Dam Upgrade	WTW Upgrade
Mpophomeni Bulk Supply Scheme	WWTW Upgrade
Lower Mkhomazi Bulk Water Supply Scheme	Weir, Dam and WTW
Weza and Harding WTP Rehabilitation	WTW And Pipeline upgrade Rising Main and Transfer Scheme
Mtwalume Weir	Weir Construction

3. Deliverables/Key Outcomes

Description	Indicative date for delivery
Evaluate License Requirements per site	[June 2026]
Conducting Training and Audits on-site	[June 2026]
Deliver Audit Reports per site	[June 2026]

The audit report must:

- ✓ Indicate the date of the audit, the name of the auditor and the outcome of the audit;
- ✓ Evaluate compliance with the requirements of the WUL;
- ✓ Include measures to be implemented to attend to any non-compliances noted;
- ✓ Highlight any outstanding issues that must be addressed, along with recommendations for ensuring these issues are appropriately addressed;
- ✓ Include a copy of the WUL;
- ✓ Include evidence of adherence to the conditions of the WUL where relevant such as training records, attendance records, disposal certificates etc.

4. Contract term

The Contract will commence [August 2025].

5. Other information

- a) Payment will be [on successful delivery of milestones on invoice].
- b) New Intellectual Property arising as a result of the Contract will be the property of U UW

6. Mandatory documentation/requirements

The PSP must have a Bachelor's Degree in Social Science/ Natural Sciences/ Environmental Sciences/ Environmental Engineering or Agricultural Engineering. The PSP team must have an audit leader with a Pr. and minimum 4 years' experience in their related field. The successful PSP must have the

following competencies:

- ✓ Proven experience in auditing. A minimum of 4 years working experience;
- ✓ Understanding of NWA or any Environmental Laws mention in the background section
- ✓ Good communication skills both verbal and written

7. Other documents

In addition to this Bid document, the documents listed below form part of this Bid:

- ✓ CV of the audit leader with work experience
- ✓ Registration Certificate for the audit leader
- ✓ One reference letter

8. 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.

9. Evaluation Process

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

9.1 First stage: Mandatory/ Administrative Requirements


1. Bidder completed all RFQ Forms
2. Bidder registered on National Treasury CSD
3. SBD 4 – Bidders disclosure
4. Bidder attended compulsory briefing session

9.2 Second Stage: Functionality

Stage 2: – Evaluation of Functionality

The purpose of application of qualification criteria is to determine the functionality of each proposal by assessing the quality thereof. Below is a detailed breakdown of the scoring criteria

Bidders from the second stage who have achieved 70 points or more will be eligible to submit to be evaluated on Price and Specific Goals

	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q26/019/NS	

Returnable Schedule Weighting %

Company Experience	25
Experience of Project Leader	50
Method Statement	25

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

Tenderer’s Experience

The experience of the Tenderer will be evaluated on the basis of experience in WUL Audit Projects or similar projects and conditions in relation to the scope of work. The completed projects that will be considered for evaluation should have been undertaken in the past ten years. **Tenderers should include 2 signed reference letters or affidavit confirming the projects undertaken that have components of the scope of work for this tender.** Tenderers should describe his or her experience in this regard relevant to the scope of work and attach this to this schedule. **the following table is not completed, no points will be considered for award.**

DEFF Authorisation/ licensing Projects:

Project name	Project brief description	Period/ Year	Value of work inclusive of VAT (Rand)	Company (where the project was done)	Contact Details

Scoring of the Tenderer’s Company experience will be as follows: **25**

DESCRIPTION	MAX POSSIBLE SCORE



REQUEST FOR QUOTATION

RFQ Number: Q26/019/NS

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

<p>Tenderer's experience in undertaking WUL Audits/ WUL Authorization. (weighting - 25)</p> <ul style="list-style-type: none"> • 1 Project – 30 points • 2 Projects – 50 points • 3 Projects – 70 points • 4 Projects - 80 points <p>[10 points for each extra project until 100 maximum points is reached]</p>	<p>100</p>
---	-------------------

Project Leader/ Scientist Experience

Relevant experience of the **Project Leader/ Scientist** – Tenderers to list projects where **WUL Audits / WUL Authorisations** were conducted and/or obtained. This must be supported by attaching a CV and a detailed description of relevant project references.

The **Project Leader/ Scientist** must have Post graduate degree in Environmental Sciences or Natural Sciences or Environmental Management

If the following table is not completed, no points will be considered for award.

Name of Project Leader/ Scientist: _____ Registration _____

Project name	Period /Year	Value of work inclusive of VAT (Rand)	Project brief description	Company (where the project was done)	Contact Details

Provide relevant information (CV's) as prescribed below

A CV (**not more than 3 pages**), shall be provided and a copy of Professional Registration Certificates.

The scoring of the experience of the **Project Leader/ Scientist** shall be as follows: **50**

Experience of personnel experience in DWS WUL Audits and/or licensing process:

- 1 Project – 30 points
- 2 Projects – 50 points
- 3 Projects – 70 points
- 4 Projects – 80 points

[10 points for each extra project until 100 maximum points is reached]

[100]

Method Statement

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

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


The Tenderer must attach his / her approach paper to this page. **The approach method statement should not be longer than 5 pages.**

The methodology should at the very minimum include the following:

- A brief description of the PSPs understanding of the project and the deliverables and outcomes.
- A detailed explanation of how the audits will be approach and the application of the relevant legislation.
- What added value and innovation will be PSP be bringing to the project?

Scoring of the Method Statement will be as follows: [25]

Technical approach and methodology	
No submission (score 0)	No Method Statement submitted
Poor (score 40)	The technical approach and / or methodology is poor / is unlikely to satisfy project objectives or requirements. The Tenderer has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the project.
Satisfactory (score 70)	The approach is generic and does not cover relevant legislative requirements such as NWA, NEMA, NEMWA, NHRA, MPRDA but tailored to address the general project objectives and methodology. The approach does not deal with the critical characteristics of the project. The quality plan, manner in which risk is to be managed is very generic.
Good (score 80)	The approach is specifically tailored to address the specific project objectives with reference to some legislative requirement such NWA, NEMA, NEMWA, NHRA,

	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q26/019/NS	


	MPRDA and methodology and is sufficiently flexible to accommodate changes that may occur during execution. The quality plan and approach to managing risk is specifically tailored to the critical characteristics of the project.
Very good (score 100)	Besides meeting the “good” rating, the important issues are approached in an innovative and efficient way, indicating that the Tenderer has outstanding knowledge of state-of-the-art approaches and includes most legislation such as NWA, NEMA, NEMWA, NHRA, MPRDA. The approach statement details ways to improve the project outcomes and the quality of the outputs.

9.3 Third Stage: Price and Preference goals

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

	Description	80/20	Evidence to be provided
RDP	SOUTH AFRICAN OWNED ENTERPRISE	20	VALID CSD REPORT/CIPC
Total points for preferential goals		20	

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

	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q26/019/NS	

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

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 Q26/019/NS
Closing Time 23h59	Closing date 08 August 2025

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

Item no.	QUANTIY	DESCRIPTION	UNIT PRICE	TOTAL
1.	1	Authority notification & liaison.		
2.	10	Inspection of the entire project area if required.		
3.	10	Awareness / Induction of the Water Use Licence to Umgeni-uthukela Water Team and Contractor.		
4.	10	Attend progress meetings.		
5.	10	Conduct the annual WUL Compliance Audit (preparation, liaison, audit, post audit liaison, feedback to project team, and liaison with project team to address findings). A WUL Compliance Audit Report must be prepared and submitted to the Authorities.		
6.	Provisional Sum	Provisional Sum (Annual WUL audits for licences issued during reporting period)		
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:



REQUEST FOR QUOTATION

RFQ Number: Q26/019/NS

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

AUTHORITY TO SIGN

RFQ NO: Q26/019/NS

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. _____	_____	_____

DO NOT USE

SBD 4 - BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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


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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

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

	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q26/019/NS	

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

2.3.1 If so, furnish particulars:

3 DECLARATION

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

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

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



REQUEST FOR QUOTATION

RFQ Number: Q26/019/NS

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

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

DO NOT USE

	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q26/019/NS	

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

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

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

1. GENERAL CONDITIONS

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

1.2 To be completed by the organ of state

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

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

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

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:

$$\begin{array}{ccc}
 \mathbf{80/20} & & \mathbf{90/10} \\
 P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) & \text{or} & P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)
 \end{array}$$

Where

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

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

3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \text{or} & \mathbf{90/10} \\
 P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) & \text{or} & P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)
 \end{array}$$

Where

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

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)
SOUTH AFRICAN OWNED ENTERPRISE	20	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm _____

4.4. Company registration number:

TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]

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

REQUEST FOR QUOTATION

RFQ Number: Q26/019/NS

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

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

SIGNATURE(S) OF TENDERER(S)	_____
SURNAME AND NAME	_____
DATE:	_____
ADDRESS:	_____



REQUEST FOR QUOTATION

RFQ Number: Q26/019/NS

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

OFFICIAL BRIEFING SESSION/SITE INSPECTION CERTIFICATE

[Insert RFQ number and description]

THIS IS TO CERTIFY THAT (NAME)

ON BEHALF OF

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

TIME:

DATE:

VENUE:

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

TENDERER'S SIGNATURE /REPRESENTATIVE


DATE: _____

UMNGENI-UTHUKELA WATER SCM REPRESENTATIVE

(PRINT NAME)

SIGNATURE

UMNGENI-UTHUKELA WATER'S STAMP

	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q26/019/NS	

SBD 7.2 CONTRACT FORM - RENDERING OF SERVICES

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

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

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

NAME (PRINT) _____


CAPACITY _____

SIGNATURE _____

NAME OF TENDERER _____

DATE _____

WITNESSES	
1.	_____
2.	_____
DATE:	_____

	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q26/019/NS	

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.

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

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

SIGNED AT _____

ON: _____

NAME (PRINT): _____

SIGNATURE: _____

OFFICIAL STAMP

WITNESSES

1. _____

2. _____

DATE: _____