



## **MHLATHUZE WATER**

### **INVITATION TO BID - SUPPLY, INSTALLATION, CONFIGURATION, TRAINING, COMMISSIONING, MAINTENANCE AND SUPPORT OF NETWORK EQUIPMENT (LAN AND WAN)**

<b>RFP CONTRACT NO:</b>	<b>MW/3/9/2022/2023</b>
<b>ISSUE DATE:</b>	<b>03 NOVEMBER 2022</b>
<b>BRIEFING DATE:</b>	<b>15 NOVEMBER 2022</b>
<b>TIME</b>	<b>10H00AM</b>
<b>CLOSING DATE:</b>	<b>25 November 2022</b>
<b>CLOSING TIME:</b>	<b>12:00 PM</b>
<b>BID VALIDITY PERIOD:</b>	<b>180 Days from Closing Date</b>

SUPPLY, INSTALLATION, CONFIGURATION, TRAINING, COMMISSIONING, MAINTENANCE AND SUPPORT OF NETWORK EQUIPMENT (LAN AND WAN)

**SCHEDULE OF BID DOCUMENTS**

**Section No**

**Page**

**SECTION 1: SBD1 FORM**

**INVITATION TO BID**

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS FOR THE:**

**SUPPLY, INSTALLATION, CONFIGURATION, TRAINING, COMMISSIONING, MAINTENANCE AND SUPPORT OF NETWORK EQUIPMENT (LAN AND WAN)**

<b>BID NUMBER</b>	<b>MW/3/9/2022/2023</b>	<b>ISSUE DATE:03 NOVEMBER 2022</b>	<b>CLOSING DATE: 24 NOVEMBER 2022</b>	<b>CLOSING TIME:12.00</b>
<b>DESCRIPTION</b>	<b>SUPPLY, INSTALLATION, CONFIGURATION, TRAINING, COMMISSIONING, MAINTENANCE AND SUPPORT OF NETWORK EQUIPMENT (LAN AND WAN)</b>			
<b>SUPPLIER INFORMATION</b>				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		<b>OR</b>	CENTRAL SUPPLIER DATABASE
				UNIQUE REGISTRATION REFERENCE NUMBER:  MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No

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<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED FOR PURPOSES OF COMPLIANCE WITH THE B-BBEE ACT]</b>			
<b>1</b> ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	<b>2</b> ARE YOU A FOREIGN BASED SUPPLIER FOR <b>THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER QUESTIONNAIRE BELOW ]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <span style="float: right;"><input type="checkbox"/> YES</span> <input type="checkbox"/> NO			
DOES THE ENTITY HAVE A BRANCH IN THE RSA? <span style="float: right;"><input type="checkbox"/></span> YES <input type="checkbox"/> NO			
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO			
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/></span> NO			
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <span style="float: right;"><input type="checkbox"/></span> YES <input type="checkbox"/> NO			
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 1.3 BELOW.</b>			

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. TAX COMPLIANCE REQUIREMENTS</b>
1.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. 1.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS. 1.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA. 1.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID. 1.5 IN BIDS WHERE UNINCORPORATED CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER. 1.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

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**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE  
BID INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

(Proof of authority must be submitted e.g. company resolution)

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

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**SECTION 2 : NOTICE TO BIDDERS**

**INVITATION TO BID**

Responses to this RFP [hereinafter referred to as a **Bid** or a **Proposal**] are requested from persons, companies, close corporations or enterprises [hereinafter referred to as an **entity, Respondent** or **Bidder**].

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<b>TENDER ADVERT</b>	All Mhlathuze Water tenders are advertised on the National Treasury's e-Tender Publication Portal Should one of these media (i.e. National Treasury's e-Tender Publication Portal or Mhlathuze Water website) not be available, bidders are advised to check on the other media for advertised tenders.
<b>COMMUNICATION</b>	<p>Any addenda to the RFP or clarifications will be published on the e-tender portal and Mhlathuze Water website. Bidders are required to check the e-tender portal prior to finalising their bid submissions for any changes or clarifications to the RFP.</p> <p>Mhlathuze Water will not be held liable if Bidders do not receive the latest information regarding this RFP with the possible consequence of either being disadvantaged or disqualified as a result thereof.</p>
<b>BRIEFING SESSION</b>	<p><b>Yes – Compulsory 15 November 2020 @10h00</b></p> <p>Bidders are required to confirm their attendance and to send their contact details including the number of representatives (where applicable) to the following address</p> <p>Mhlathuze Water Head Office, Training Room Corner of South Central Arterial and Battery Bank Alton Richards Bay (3900)</p>
<b>CLOSING DATE</b>	<p><b>12:00 pm on Thursday , 24 November 2022</b></p> <p>Bidders must ensure that bids are uploaded timeously onto the system. As a general rule, if a bid is late, it will not be accepted for consideration.</p>

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<b>VALIDITY PERIOD</b>	<b>180 Days from Closing Date</b> Bidders are to note that they may be requested to extend the validity period of their bid, at the same terms and conditions, if the internal evaluation process has not been finalised within the validity period. However, once the adjudication body has approved the process and award of the business to the successful bidder(s), the validity of the successful bidder(s)' bid will be deemed to remain valid until a final contract has been concluded.
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Any additional information or clarification will be published on the e-Tender portal and Mhlathuze Water website, if necessary.

### **3 FORMAL BRIEFING**

A compulsory meeting and/or RFP briefing will be conducted on the **15<sup>th</sup> November 2022, at 10:00am** for a period of ± 3 hours. The briefing session will start punctually and information will not be repeated for the benefit of meeting attendants joining late the meeting.

Address: Mhlathuze Water Head Office, Training Room @10h00

Corner of South Central Arterial and Battery Bank

Alton

Richards Bay (3900)

PPE (safety shoes) will be mandatory for site inspection at Nsezi Water Treatment Plant, Weir and Alkandstrand Pumpstation

**3.1** *A Certificate of Attendance in the form set out in this document must be completed and submitted with your Proposal as proof of attendance is required for a **compulsory** site meeting and/or RFP briefing.*

3.2 Respondents failing to attend the compulsory RFP briefing will be disqualified.

3.3 Respondents are encouraged to bring a copy of the RFP to the site meeting and/or RFP briefing session.

### **4 RFP INSTRUCTIONS**

4.1 Please sign documents [sign, stamp and date the bottom of each page] before uploading them on the system. The person or persons signing the submission must be legally authorised by the respondent to do so.

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- 4.2 Unless otherwise expressly stated, all Proposals furnished pursuant to this RFP shall be deemed to be offers. Any exceptions to this statement must be clearly and specifically indicated.
- 4.3 Any additional conditions must be embodied in an accompanying letter. Subject only to clause 15 [Alterations made by the Respondent to Bid Prices] of the General Bid Conditions, paragraph 12 below (Legal Review) and Section 6 of the RFP, alterations, additions or deletions must not be made by the Respondent to the actual RFP documents.

## **5 JOINT VENTURES OR CONSORTIUMS**

Respondents who would wish to respond to this RFP as a Joint Venture [**JV**] or consortium with B-BBEE entities, must state their intention to do so in their RFP submission. Such Respondents must also submit a signed JV or consortium agreement between the parties clearly stating the percentage [%] split of business and the associated responsibilities of each party. If at the time of the bid submission such a JV or consortium agreement has not been concluded, the partners must submit confirmation in writing of their intention to enter into a JV or consortium agreement should they be awarded business by Mhlathuze Water through this RFP process. This written confirmation must clearly indicate the percentage [%] split of business and the responsibilities of each party. In such cases, award of business will only take place once a signed copy of a JV or consortium agreement is submitted to Mhlathuze Water.

Respondents are to note that for the purpose of Evaluation, a JV will be evaluated based on one consolidated B-BBEE score card (a consolidated B-BBEE Status Level verification certificate) as per the B-BBEE Preferential Procurement Regulations, 2017 preference point scoring.

## **6 COMMUNICATION**

- 6.1 For specific queries relating to this RFP, an RFP Clarification Request Form should be submitted onto the system and to Sihle Mndaweni, 035 902 1037 ] before **12:00 pm on 15<sup>th</sup> November 2022** substantially in the form set out in Section 8 hereto. In the interest of fairness and transparency, Mhlathuze Water response to such a query will be published on the e-tender portal and Mhlathuze Water website.
- 6.2 After the closing date of the RFP, a Respondent may only communicate with the name of delegated individual (Mr Sihle Mndaweni), at telephone number 035 902 1037, email [tenders@mhlathuze.co.za](mailto:tenders@mhlathuze.co.za) on any matter relating to its RFP Proposal.

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- 6.3 Respondents are to note that changes to its submission will not be considered after the closing date.
- 6.4 It is prohibited for Respondents to attempt, either directly or indirectly, to canvass any officer or employee of Mhlathuze Water in respect of this RFP between the closing date and the date of the award of the business.
- 6.5 Respondents found to be in collusion with one another will be automatically disqualified and restricted from doing business with organs of state for a specified period.

## **7 CONFIDENTIALITY**

All information related to this RFP is to be treated with strict confidence. In this regard Respondents are required to certify that they have acquainted themselves with the Non-Disclosure Agreement. All information related to a subsequent contract, both during and after completion thereof, will be treated with strict confidence. Should the need however arise to divulge any information related to this RFP or the subsequent contract, written approval must be obtained from Mhlathuze Water.

## **8 COMPLIANCE**

The successful Respondent shall be in full and complete compliance with any and all applicable laws and regulations.

## **9 EMPLOYMENT EQUITY ACT**

Respondents must comply with the requirements of the Employment Equity Act 55 of 1998 applicable to it including (but not limited to) Section 53 of the Employment Equity Act.

## **10 DISCLAIMERS**

Respondents are hereby advised that Mhlathuze Water is not committed to any course of action as a result of its issuance of this RFP and/or its receipt of Proposals. In particular, please note that Mhlathuze Water reserves the right to:

- 10.1 modify the RFP's Goods/Services and request Respondents to re-bid on any such changes;
- 10.2 reject any Proposal which does not conform to instructions and specifications which are detailed herein;
- 10.3 disqualify Proposals submitted after the stated submission deadline [closing date];
- 10.4 award a contract in connection with this Proposal at any time after the RFP's closing date;

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- 10.5 award a contract for only a portion of the proposed Goods/Services which are reflected in the scope of this RFP;
- 10.6 split the award of the contract between more than one Supplier/Service provider, should it at Mhlathuze Water discretion be more advantageous in terms of, amongst others, cost or developmental considerations;
- 10.7 cancel the bid process;
- 10.8 validate any information submitted by Respondents in response to this bid. This would include, but is not limited to, requesting the Respondents to provide supporting evidence. By submitting a bid, Respondents hereby irrevocably grant the necessary consent to Mhlathuze Water to do so;
- 10.9 request audited financial statements or other documentation for the purposes of a due diligence exercise;
- 10.10 not accept any changes or purported changes by the Respondent to the bid rates after the closing date and/or after the award of the business, unless the contract specifically provided for it;
- 10.11 to cancel the contract and/request that National Treasury place the Respondent on its Database of Restricted Suppliers for a period not exceeding 10 years, on the basis that a contract was awarded on the strength of incorrect information furnished by the Respondent or on any other basis recognised in law;
- 10.12 to award the business to the next ranked bidder, provided that he/she is still prepared to provide the required Goods/Services at the quoted price, should the preferred bidder fail to sign or commence with the contract within a reasonable period after being requested to do so. Under such circumstances, the validity of the bids of the next ranked bidder(s) will be deemed to remain valid, irrespective of whether the next ranked bidder(s) were issued with a Letter of Regret. Bidders may therefore be requested to advise whether they would still be prepared to provide the required Goods/Services at their quoted price, even after they have been issued with a Letter of Regret.

Note that Mhlathuze Water will not reimburse any Respondent for any prepare RFP costs or other work performed in connection with its Proposal, whether or not the Respondent is awarded a contract.

## **11 LEGAL REVIEW**

A Proposal submitted by a Respondent will be subjected to review and acceptance or rejection of its proposed contractual terms and conditions by Mhlathuze Water Legal Counsel, prior to consideration for an award of business. A material deviation from the Standard terms or conditions could result in disqualification.

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## **12 SECURITY CLEARANCE**

Acceptance of this bid could be subject to the condition that the Successful Respondent, its personnel providing the Goods/Services and its subcontracting (s) must obtain security clearance from the appropriate authorities to the level of **CONFIDENTIAL/ SECRET/TOP SECRET**. Obtaining the required clearance is the responsibility of the Successful Respondent. Acceptance of the bid is also subject to the condition that the Successful Respondent will implement all such security measures as the safe performance of the contract may require.

## **13 NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE**

Respondents are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. Respondents must register on the CSD prior to submitting their bids. Business may not be awarded to a Respondent who has failed to register on the CSD. Only foreign suppliers with no local registered entity need not register on the CSD.

**For this purpose, the attached SBD 1 form must be completed and submitted as a mandatory returnable document by the closing date and time of the bid.**

## **14 TAX COMPLIANCE**

Respondents must be compliant when submitting a proposal to Mhlathuze Water and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991).

It is a condition of this bid that the tax matters of the successful Respondents be in order, or that satisfy arrangements have been made with South African Revenue Service (SARS) to meet the Respondents tax obligations.

The Tax Compliance status requirements are also applicable to foreign Respondents/ individuals who wish to submit bids.

Where Consortia / Joint Ventures / Sub-contracting are involved, each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database.

**Mhlathuze Water urges its clients, suppliers and the general public to report any fraud or corruption to**

**TIP-OFFS ANONYMOUS: 0800 204 310**

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## **SECTION 3 : BACKGROUND, OVERVIEW AND SCOPE OF REQUIREMENTS**

### **1. INTRODUCTION**

This document forms an official request for Tender proposals for refreshing Mhlathuze Water's network environment with new LAN and WAN equipment, Firewall, Environmental monitoring appliances, including upgrading the existing Cable infrastructure.

Service providers are required to respond to this by demonstrating that they have experience, competency, certification & eligibility to meet Mhlathuze Water's requirements and are required to complete all sections as stipulated within this document.

The purpose of this document may be summarized as follows:

- To provide prospective service providers with sufficient information to understand and respond to Mhlathuze Water's requirements.
- To ensure that a consistent level of information is provided to prospective service providers.
- To provide a structured framework for the subsequent evaluation of proposed solutions.

This document sets out the service requirements in more detail and the mechanism for service providers to respond to this Tender.

Information and pricing structures /models and quotations are sought for the provision of the IT services to Mhlathuze Water as defined in this document. This document is in the form of a list of requirements and questionnaire. Questions and requirements have been structured to provide both functional and technical details on current and anticipated business requirements.

### **2. BACKGROUND INFORMATION**

Mhlathuze Water (MW) is a state-owned entity based in Richards Bay and operating in the Province of KwaZulu Natal. However, due to its geographic location in Richards Bay, the entity predominantly operates in the uMkhanyakude, King Cetshwayo and Zululand District Municipalities. Richards Bay is supplied by three dominant water sources namely: Mhlathuze River, Lake Mzingazi and Lake Nsezi. The organization's business activities include raw (untreated), clarified (partially treated) and purified water supply; disposal of industrial and domestic waste water; and scientific services. The organisation provides these bulk water services in a sustainable and cost-effective manner. The organisation's major clients include: Foskor, Richards Bay Minerals, City of uMhlathuze and Mondi.

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Other business activities include the commercial provision of Scientific Services, through Mhlathuze Water's Laboratory, to external organisations such as municipalities, industry and private clients.

Visit our website on [www.mhlathuze.co.za](http://www.mhlathuze.co.za) for further information.

### **3. SCOPE OF WORK AND AREAS OF FOCUS**

The Scope of work will include the Supply, Installation, Configuration, training and Commissioning of Network Equipment as per bill of materials, including support, warranty, maintenance & repair for the following Mhlathuze Water sites:

#### **HEAD OFFICE COMPLEX**

Head Office complex based in Alton, Richards Bay have the following departments/units:

- Finance
- Technical Services
- Executive
- Corporate Services
- Training Facility
- Scientific Services
- Supply Chain Management
- Central Maintenance (Administration)
- Workshop
- Clinic

The outlying sites based in Richards Bay include:

- Nsezi Water Treatment Plant
- Weir Raw Water Scheme
- Alkandstrand Pump station

#### **As-Is WAN and LAN connectivity layout**

The current Network environment has been standardised to Cisco Level 3 Managed Switches (Meraki and Catalyst ), Sonic Wall NSA 2600 (Firewall for Email filter, Web content filter, Routing of Email, Web Reporting and VPN access including user authentication), Cisco 2800 Gateway Router and Netbotz 420E Monitoring Appliance (Temperature, power, Humidity).

As part of the scope the Firewall, Gateway Router and environmental monitoring systems will need to be replaced for the datacenters at Head office and Nsezi WTP.

The WAN connection between primary data centre and outlying sites (Nsezi, Weir and Alkandstrand Pumpstation) has multiple connections, which consist of Wireless Radios (Ubiquiti Rocket M5 Titanium, Ubiquiti Rocket M2, Ubiquiti NanoStation Loco M2) connections between the sites carrying an average of

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30 mbps speed for voice and data. Ubiquiti Unifi WIFI Access Points are also deployed to all sites for Internal WiFi Connectivity (Network and Guest).

The Primary Data Centre (Head Office) also have connectivity using Telkom Fibre (50mbps). Cat 6 and Cat 5e Copper UTP network cables are installed to all sites.

Due to office expansions, provision for additional network points and cabling (Cat 6 and 5e) will be required as part of the scope.

**Bill of Material as per table below:**

<b>EQUIPMENT DESCRIPTION</b>	<b>QTY</b>
<b>Network Switches (48 port)</b>	<b>8</b>
48 x GigE PoE Layer 3 switch with power supply	
Cloud managed, redundant power supply, rack-mountable	
5 year Enterprise License with Warranty and Support	
Web based dashboard to manage Security, Performance, deployment, routing, and QoS functionality for prioritising data, voice, and video traffic.	
SFP+ for 10Gb fibre uplinks	
Multi-mode ports with LC connectors and Stack cables	
<b>Network Switches (24 port)</b>	<b>12</b>
24 x GigE PoE Layer 3 switch with power supply	
Cloud managed, redundant power supply, rack-mountable	
5 year Enterprise License with Warranty and Support	
Web based dashboard to manage Security, Performance, deployment, routing, and QoS functionality for prioritising data, voice, and video traffic.	
SFP+ for 10Gb fibre uplinks	
Multi-mode ports with LC connectors and Stack cables	
<b>Firewall</b>	<b>1</b>
Security and Routing of Gateway, SMTP and Internet Access/Browsing	
Built-in gateway antivirus, including anti-spyware, Malware and Email filter with user option to release quarantined emails	
Reporting (Bandwidth Management reports, Statistical reports with filters, User Web usage reporting, Email – Inbound and Outbound reporting)	
Email Alerts for usage and threats	
Redundant power	
Automatic Fail-over	
Remote access VPN connectivity for Network users	
5 year Enterprise License with Warranty, Support and Maintenance	

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<b>Sundry (Due Diligence, Onsite Survey, Hire of Cherry Picker, Health and Safety compliance)</b>	
<b>WAN EQUIPMENT</b>	<b>QTY</b>
<b>Wireless Equipment (Outdoor Point-to-Point) (Head Office, Alkandstrand Pumpstation, Nsezi, Weir)</b> Outdoor Point-to-Point wireless bridge/ base station, cabling, consumables, Brackets, controllers, Single interface accessed via the Internet and/or local network for Software and Device management, 5 year Warranty, Support and Maintenance Speed: 300Mbps+, >50km outdoor range, Frequency range 5 GHz, >27 dBi dual, Network 10/100/1000 Mbps, POE	<b>8</b>
<b>Wireless Access Points (Outdoor – Mesh Setup)</b> Wall mount, cabling, consumables, Brackets, controllers, Single interface accessed via the Internet and/or local network for Software and Device management, Antenna, 5 year Warranty, Support and Maintenance, Frequency range 2.4ghz, Network 10/100/1000 Mbps, POE	<b>10</b>
<b>Wireless Access Points (Indoor – Mesh Setup)</b> Ceiling mount, cabling, consumables, Brackets, controllers, Single interface accessed via the Internet and/or local network for Software and Device management, 5 year Warranty, Support and Maintenance, Frequency range 2.4ghz, Network 10/100/1000 Mbps, POE	<b>30</b>

#### 4. PROJECT IMPLEMENTATION APPROACH AND METHODOLOGY

Service Providers are requested to provide details of their implementation approach and methodology and are requested to include details and associated costs for activities related to the various phases of the project's life-cycle, namely:

Initiation phase;  
Planning phase;  
Execution phase;  
Close-out phase;  
Post Go Live Support.

##### 4.1 Training and skills development

Service Providers are requested to provide details of their training methodology. All end users must be orientated by the service provider to use the new devices as opposed to the "train-the-trainer" concept. The service provider will be required to provide skills transfer to MW IT staff.

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#### **4.2 Testing**

Service providers are required to provide details of their testing methodology and approach relating to the new hardware and equipment deployment.

#### **4.3 Commissioning**

Service providers to provide details of:

- Equipment and data migration strategy and methodology that will be used;
- the strategy, methodology and tools to be used;

#### **4.4 Post commissioning support**

The Service provider is required to provide estimated costs and procedure associated with providing specialist skills resources, telephonic/virtual support for 4 weeks post commissioning.

After the 4 weeks post commissioning, a support and maintenance contract will be in place for a period of 36 months.

#### **4.5 Ongoing Support**

##### **4.5.1 Support Services**

The Service provider is requested to provide a full life cycle product support service for 36 months substantiated with details, describing:

- Overall support approach and methodology, including the processes, mechanisms, facilities, human resources and material including technical laboratories replicating problems, escalating procedures, support tools, best practices use, etc.;
- Support levels/tiers and contracts;
- Type of service desk support 24/7, 365 days for 3 years;
- Geographical distribution of support centres;
- Guaranteed response time for action and resolution including priority response services, etc.;
- Support mechanisms and/or resources that are built into the products including remote diagnostics, on-line technical problems knowledge base for clients, on-line self service for problem submittal and user community;
- Support call response time (remote, immediate); and
- Support call response time (on-site within 2 hours).

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#### **4.6 ROLES AND RESPONSIBILITIES OF KEY PERSONNEL**

It is envisioned that the project team will consist of at least the following key personnel who will fulfil the following roles:

##### **4.6.1 Account Manager**

He/she will lead the service delivery team, manage conflicts, and ensuring the team's processes and tasks are carried out efficiently.

##### **4.6.2 Project Manager**

The Project Manager will be responsible for the end-to-end oversight of the project from planning to commissioning of the Network equipment. He/she will produce a project plan for the supply, delivery, configuration & commissioning of the equipment, and also for handover & orientation of internal staff. He/she will liaise with MW's project manager, report on all matters pertaining to the deliverables, timelines, budget, etc.

##### **4.6.3 Network Engineer**

The Engineer will be responsible for the actual installation, programming and commissioning of the network environment. He/She will test all installation, commissioning & report to the project manager, who will in turn solicit related sign-off.

##### **4.6.4 Technician(s)**

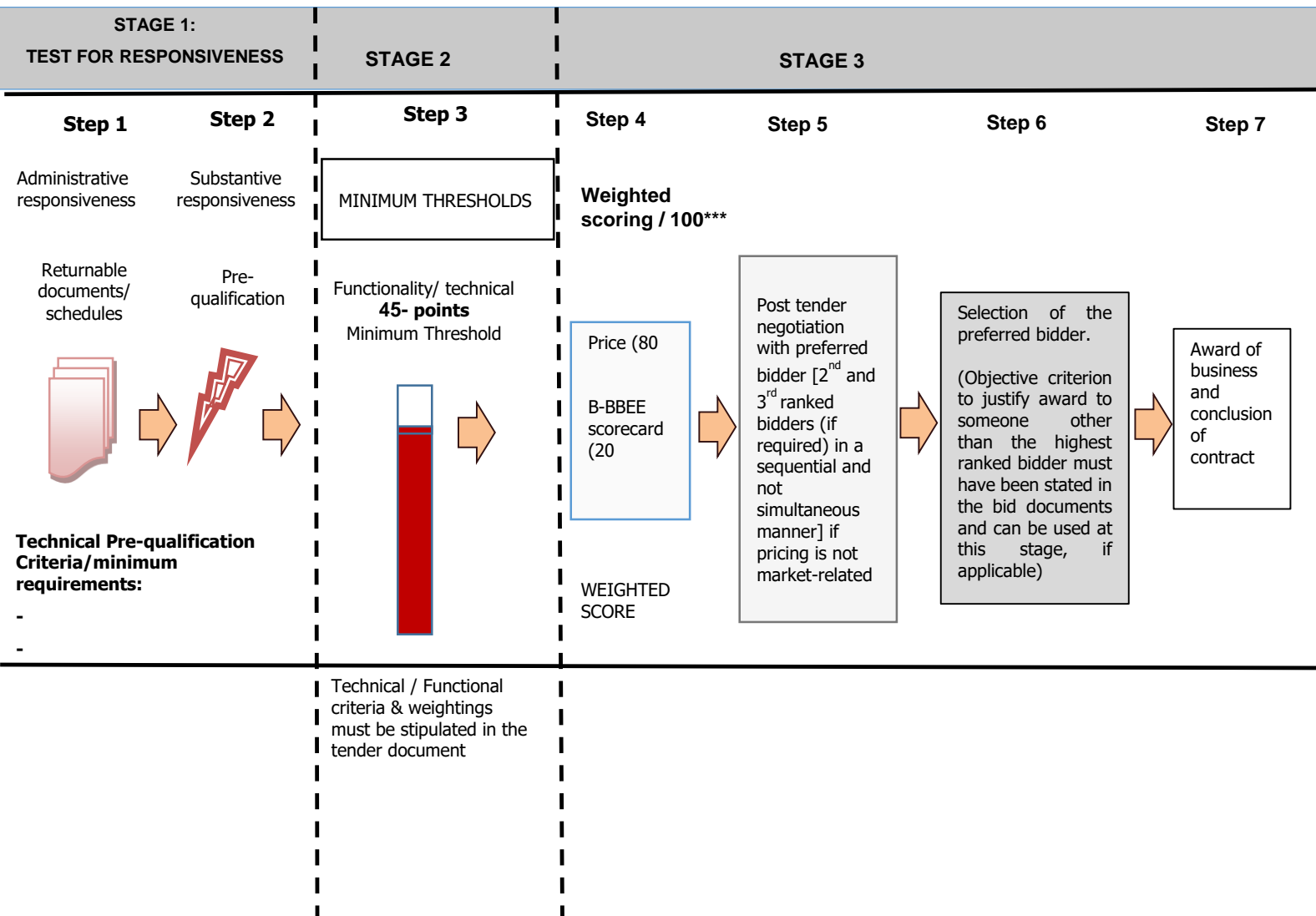
The Technician will be responsible for pre and post sales field support

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## 5. EVALUATION METHODOLOGY

Mhlathuze Water will utilise the following methodology and criteria in selecting a preferred Supplier/Service



**NB:** Evaluation of the various stages will normally take place in a sequential manner. However, in order to expedite the process, Mhlathuze Water reserves the right to conduct the different steps of the evaluation process in parallel. In such instances the evaluation of bidders at any given stage must not be interpreted to mean that bidders have necessarily passed any previous stage(s).

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**STEP ONE: Test for Administrative Responsiveness**

The test for administrative responsiveness will include the following:

<b>Administrative responsiveness check</b>	<b>RFP Reference</b>
<ul style="list-style-type: none"> <li>Whether the Bid has been lodged on time</li> </ul>	<i>Section 1 paragraph 3</i>
<ul style="list-style-type: none"> <li>Whether all Returnable Documents and/or schedules [where applicable] were completed and returned by the closing date and time</li> </ul>	<i>All sections</i>
<ul style="list-style-type: none"> <li>Verify the validity of all returnable documents</li> </ul>	<i>All sections</i>
<ul style="list-style-type: none"> <li>Verify if the Bid document has been duly signed by the authorised respondent</li> </ul>	<i>All sections</i>

**STEP TWO: Test for Substantive Responsiveness to RFP**

The test for substantive responsiveness to this RFP will include the following:

<b>Check for substantive responsiveness</b>	<b>RFP Reference</b>
<ul style="list-style-type: none"> <li>Whether the Bid contains a priced offer as prescribed in the pricing and delivery schedule</li> </ul>	<i>Section 5</i>
<ul style="list-style-type: none"> <li>Whether the Bid materially complies with the scope and/or specification given</li> </ul>	<i>All Sections</i>
<ul style="list-style-type: none"> <li>Whether any Technical pre-qualification/eligibility criteria set by Mhlathuze Water have been met as follows:</li> </ul>	<i>Section 4 –</i>

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**SECTION 4 STAGE 1 - ADMINISTRATIVE AND SUBSTANTIVE RESPONSIVENESS**

<b>No.</b>	<b>Document Description</b>	<b>Submitted (Yes/No)</b>
(a)	Proof of Company Registration Documents	
(b)	Certified copies of Identity Documents of Shareholders/Members of the business (not applicable if a company is a 100 % subsidiary )	
(c)	Proof of Registration with South African Revenue Services or SARS PIN	
(d)	Proof of Registration with National Treasury Central Supplier Database (CSD)	
(e)	Certified copy of Partnership or Joint Venture Agreement (if tenderer is a consortium or joint venture)	
(f)	Valid Certified copy of B-BBEE certificate/Sworn Affidavit	
(g)	Reference Assertion Of Performance Letters From Previous Employers (With Contactable Referees)	
(h)	Proof of agreement that the Service provider is a registered Installer of the product/equipment, has distributor rights to configure, maintain, support, sell and licence the Network Equipment from the Original Equipment Manufacturer (OEM) if the tenderer is not the OEM	
(i)	Organogram and Curriculum Vitae including certified copies of Qualifications and Certifications of Project Team Members (Project Lead, Technical Lead and other personnel)	
(j)	Project Plan with a detailed methodology for the implementation of the Project including but not limited to – timelines, methodology, appropriateness, compliance/ deviations, quality assurance and project management, tasks and milestones, roles and responsibilities), <ul style="list-style-type: none"><li>• Migration plan,</li><li>• Training strategy and Action Plan</li></ul>	
(k)	Proof of company's endorsed SANS (ISO) certificate, e.g General Quality Standards, ISO 9001	

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*Failure to provide all Returnable Documents used for purposes of scoring a bid, by the closing date and time of this bid will not result in a Respondent's disqualification. However, Bidders will receive an automatic score of zero for the applicable evaluation criterion.*

**SUBSTANTIVE RESPONSIVENESS (MANDATORY)**

**If a supplier / bidder does not submit the following documents the Proposal will be disqualified.**

**PRE-QUALIFICATION**

		<b>Submitted YES / NO</b>
I	Technical proposal	
m	Pricing and Delivery Schedule	

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**SECTION 4. STEP THREE:**

**MINIMUM THRESHOLD POINTS FOR TECHNICAL CRITERIA.**

**The test for the technical and functional threshold will include the following:**

The Pre-Qualification Criteria and maximum score in respect of each of the criteria are as follows and sufficient detail must be provided in experience sheets/support documentation attached to the Tenders for evaluation purposes.

Total Maximum Evaluation Points for the items is **40**.

The Minimum number of evaluation points for Functionality shall be **24 (60%)** below which value the tender shall be regarded as being non responsive.

**Tenderers who will pass functionality, will then be evaluated on price per segment. Tenderers are encouraged to read instructions carefully on Price Data.**

The Functionality criteria and maximum score in respect of each of the criteria are as follows:

Functionality Sub criteria	SUB CRITERIA	Maximum No
<b>Experience in the industry (based on experience sheet)</b>	<p><b>1. Experience of the Company in the supply, configuration, implementation, commissioning, training, supporting and maintenance of Network Equipment (LAN, WAN, Firewall and Cabling) for clients within the last 10 years</b></p> <ul style="list-style-type: none"> <li>• 5 projects and more (3 points for each) 15</li> <li>• From 3 up to 4 projects (3 points for each) 12</li> <li>• From 1 up to 2 projects (3 points for each) 6</li> <li>• Less than 1 project (0 points for each ) 0</li> </ul> <p><b>Note:</b> <b>Tenders must complete all Schedules in full detail, including the above information. Tenderers are to ensure that the referee's stamps the Experience sheet Schedule or else the company experience points will not be allocated.</b></p> <p><b>Alternatively Positive written references by authorized signatory confirming successful performance on similar previous projects as listed in 1 above must be attached so as to claim points for the company experience. Failure to attached reference letters will result in no points being allocated.</b></p>	

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	<p><b>The reference letters must include the period that indicates that the project was completed successfully.</b></p>	
	<b>Maximum score</b>	<b>15</b>
<p><b>Experience in the industry (based on experience sheet)</b></p>	<p><b>2. Experience of the Company in the supply, configuration, implementation, training, commissioning, supporting and maintenance of Network Equipment (LAN, WAN and cabling) for clients within the last 10 years in relation to contract value.</b></p> <ul style="list-style-type: none"> <li>Contract value of greater than R3 000 000 10</li> <li>Contract value of between R2 000 000 to R 2 999 999.99 7</li> <li>Contract value of between R1 000 000 to R1 999 999.99 5</li> <li>Contract value less than R 999 999 1</li> </ul> <p><b>NB:</b> (Individual value of the contract awarded is sought for individual project, not the cumulative value of various Purchase Orders awarded to the bidder over years – Completion certificate/Project Sign off with the Project Value is required)</p>	
	<p style="text-align: center;"><b>Maximum score</b></p> <p><b>3. (i) Qualification of the Project Team Leader who will carry the overall responsibility for the project implementation.</b> Proof of qualification in BSc/BTech/BCom degree in Computer Science/ Information Technology/Information Systems ( NQF Level 7) 5</p> <ul style="list-style-type: none"> <li>Proof of qualification in National Diploma in Computer Science/ Information Technology/Information Systems or equivalent (NQF Level 6) 3</li> <li>Proof of Technical Certification in Networking 1</li> </ul> <p><b>(ii) Experience of the Project Team Leader within the last 10 years in Project Managing implementation of Network projects</b></p> <ul style="list-style-type: none"> <li>5 years of experience 10</li> <li>3-4 years of experience 8</li> <li>1-2 experience 4</li> <li>Less than 1 year 1</li> </ul> <p><b>The organogram and/cv must indicate who will be fulfilling this role and the certified copies of certificates of qualifications must be attached.</b></p>	<b>10</b>

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<b>Maximum score</b>		<b>15</b>
<b>TOTAL MAXIMUM POINTS</b>		<b>40</b>

**END OF SECTION –**

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*A Respondent's compliance with the minimum functionality/technical threshold will be measured in line with evaluation criteria*

*Respondents are to note that Mhlathuze Water will round off final technical scores to the nearest 2 (two) decimal places for the purposes of determining whether the technical threshold has been met.*

***The minimum threshold for technical/functionality [Step Three] must be met or exceeded for a Respondent's Proposal to progress to Step Four for final evaluation***

**a. STEP FOUR: Evaluation and Final Weighted Scoring**

a) **Price and TCO Criteria** [Weighted score 80 points]:

<b>Evaluation Criteria</b>	<b>RFP Reference</b>
• Commercial offer	<b><i>Section 5</i></b>

Mhlathuze Water will utilise the following formula in its evaluation of Price:

$$PS = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right) \text{ OR } PS$$

Where:

$Ps$  = Score for the Bid under consideration

$Pt$  = Price of Bid under consideration

$P_{min}$  = Price of lowest acceptable Bid

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- b) **Broad-Based Black Economic Empowerment criteria** [Weighted score 20 points]
- B-BBEE - current scorecard / B-BBEE Preference Points Claims Form
  - Preference points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table indicated in Section 4.1 of the B-BBEE Preference Points Claim Form.

**b. SUMMARY: Applicable Thresholds and Final Evaluated Weightings**

Thresholds	Minimum Threshold
Technical / functionality	24

Evaluation Criteria	Final Weighted Scores
Price and Total Cost of Ownership	80
B-BBEE - Scorecard	20
<b>TOTAL SCORE:</b>	<b>100</b>

**c. STEP FIVE: Post Tender Negotiations (if applicable)**

- Respondents are to note that Mhlathuze Water may not award a contract if the price offered is not market-related. In this regard, Mhlathuze Water reserves the right to engage in PTN with the view to achieving a market-related price or to cancel the tender. Negotiations will be done in a sequential manner i.e.:
  - first negotiate with the highest ranked bidder or cancel the bid, should such negotiations fail,
  - Negotiate with the 2nd and 3rd ranked bidders (if required) in a sequential manner.
- In the event of any Respondent being notified of such short-listed/preferred bidder status, his/her bid, as well as any subsequent negotiated best and final offers (BAFO), will automatically be deemed to remain valid during the negotiation period and until the ultimate award of business.
- Should Mhlathuze Water conduct post tender negotiations, Respondents will be requested to provide their best and final offers to Mhlathuze Water based on such negotiations. Where a market related price has been achieved through negotiation, the contract will be awarded to the successful Respondent(s).

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**d. STEP SEVEN: Award of business and conclusion of contract**

- Immediately after approval to award the contract has been received, the successful bidder(s) will be informed of the acceptance of his/their Bid by way of a Letter of Award. Thereafter the final contract will be concluded with the successful Respondent(s).
- A final contract will be concluded and entered into with the successful Bidder at the acceptance of a letter of award by the Respondent.

Compulsory Returnable

## SCHEDULE SECTION 5: PRICING AND DELIVERY

The following schedule shall be read in conjunction with the Scope of Work.

### PRICING/FINANCIAL SCHEDULE

To support Mhlathuze Water's goal of understanding and managing IT expenditure, a fixed price contract is desired as far as possible, with a breakdown of costs as per schedules below:

#### ***1. Implementation fees***

Fees related to implementation and post-go live support

No.	Task	Rate per day	Estimated number of days	Total Cost
1a	Preparation and planning for the full project lifecycle (include due diligence, Site Surveys, Health and Safety Compliance, Network drawings and documentation)			
1b	Network equipment and Cable Infrastructure preparation fees (removal of existing Network equipment and obsolete cables for all sites, new cable infrastructure)			
1c	Deployment and installation fees			
1d	Training & orientation			

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No.	Task	Rate per day	Estimated number of days	Total Cost
1e	Post go-live support		20 days	
1f	Travel			
1g	Accommodation			
1h	Subsistence			
1i	Hire of Cherry Picker			
<b>TOTAL Implementation Fees (excl. VAT)</b>				

***N.B. Travel and Accommodation Charged at proven costs strictly on limits as set out in National Treasury Instructions as amended from time to time***

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**2. Hardware cost (Specification As Per Bill of Material Table)**

<b>No.</b>	<b>ITEM</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total Cost</b>
2a	Network Switches (48 port) – Including 5 year Warranty, Support and Maintenance	8		
2b	Network Switches (24 port) – Including 5 year Warranty, Support and Maintenance	12		
2c	Firewall - Including 5 year Warranty, Support and Maintenance	1		
2d	Security and Environmental Monitoring Appliance - Including 5 year Warranty, Support and Maintenance	2		
2e	Cables and Consumables Head Office Complex (Cat6)	As per Bill of Material		
2f	Cables and Consumables – Remote Sites, Workshop, SCM, Security, Clinic, Lab, Bid Facility Meeting Room (CAT5e)	As per Bill of Material		
2g	Training Room Facility (Network Cabinet, Cabling, Consumables)	As per Bill of Material		
2h	WAN Equipment- Point-to-Point wireless bridge/ base station, cabling, consumables, Brackets, controllers, Software/Device management, 5 year Warranty, Support and Maintenance	8		
2i	Wireless Access Points (Outdoor), cabling, consumables, Brackets, controllers, Software/Device management, Antennae, 5 year Warranty, Support and Maintenance	10		
2j	Wireless Access Points (Indoor) ), cabling, consumables, Brackets, controllers, Software/Device management, 5 year Warranty, Support and Maintenance	30		
<b>TOTAL Costs (excl. VAT)</b>				

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**3. Maintenance & Support Costs (after Post Go-Live support)**

No.	ITEM	Year 1	Year 2	Year 3	Total Cost
3a	Maintenance and Support (20 hrs per month – unused hours to be rolled over)				
<b>TOTAL Maintenance and Support Costs (excl. VAT)</b>					

**4. Software Licences**

No.	ITEM	Year 1	Year 2	Year 3	Year 4	Year 5	Total Cost
4a	Software Licenses Network Switches (48 port)						
4b	Software Licenses Network Switches (24 port)						
4c	Firewall						
4d	Security and Environmental Monitoring Appliances						
43	Wireless/WAN Equipment						
<b>TOTAL Software Licence Costs (excl. VAT)</b>							

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**SUM TOTAL FOR FIXED COST:**

No.	ITEM totals including VAT	AMOUNT
1	Once-off implementation fees	R
2	Hardware Costs (including warranty and cabling)	R
3	3 Year Maintenance and Support costs	R
4	Software License	R
<b>Contingencies (10%)</b>		R
<b>TOTAL COSTS (EXCL. VAT)</b>		R
<b>VAT (15%)</b>		R
<b>GRAND TOTAL INCLUSIVE OF VAT (15%)</b>		R

***For information:***

**Note 1:** The total amount including vat must be transferred to the form of offer.

**Note 2:** the above pricing schedule must be completed in detail and no other form of the pricing schedule may be submitted.

**Note 3:** Supplier to transfer ownership of all licences to Mhlathuze Water post go-live stage

**Note 4:** Verification of qualifications will be done on appointment to ensure key personnel meet requirements stated

**Note 5:** The Contingency will only be used for Additional Hardware, Cabling, Consumables, support and aligned to the quoted cost in this tender document

**Notes to Pricing:**

- a) Respondents are to note that if the price offered by the highest scoring bidder is not market-related, Mhlathuze Water may not award the contract to that Respondent. Mhlathuze Water may-
- (i) Negotiate a market-related price with the Respondent scoring the highest points or cancel the RFP;
  - (ii) if that Respondent does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the second highest points or cancel the RFP;



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(iii) if the Respondent scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the third highest points or cancel the RFP.

If a market-related price is not agreed with the Respondent scoring the third highest points, Mhlathuze Water must cancel the RFP.

- b) Prices must be quoted in South African Rand inclusive of VAT.
- c) Any disbursement not specifically priced for will not be considered/accepted by Mhlathuze Water.
- d) To facilitate like-for-like comparison bidders must submit pricing strictly in accordance with this pricing schedule and not utilise a different format. Deviation from this pricing schedule could result in a bid being declared non-responsive.
- e) Rates proposed must be aligned with the Guide on Hourly Fee Rates for Consultants” by the Department of Public Service and Administration (DPSA);
- f) Quantities given are estimates only. Any orders resulting from this RFP will be on an “as and when required” basis.
- g) Prices are to be quoted on a delivered basis to ..... .
- h) Please note that should you have offered a discounted price(s), Mhlathuze Water will only consider such price discount(s) in the final evaluation stage if offered on an unconditional basis.
- i) Where a Respondent’s price(s) includes imported goods/items, the rate of exchange to be used must be in South African Rands for purposes of determining whether the price is market related or not and must be the currency’s rate published by the South African Reserve Bank on the date of the advertisement of the bid:  
Currency rate of exchange utilised: \_\_\_\_\_
- j) Respondents, if awarded the contract, are required to indicate that their prices quoted would be kept firm and fixed a period of 12 months, subject thereafter to adjustment (i.e. after the initial period of 12 months), utilizing the following price index/indices/adjustment formula. [Not to be confused with bid validity period Section 2, clause 1]

<b>YES</b>	

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**PRICE REVIEW**

The successful Respondent(s) [the Supplier/Service provider] will be obliged to submit to an annual price review (however a fixed price option is desired). Mhlathuze Water will be benchmarking this price offering(s) against the lowest price received as per a benchmarking exercise. If the Supplier/Service provider's price(s) is/are found to be higher than the benchmarked price(s), then the Supplier/Service provider shall match or better such price(s) within 30 [thirty] calendar days, failing which the contract may be terminated at Mhlathuze Water discretion or the particular item(s) or service(s) purchased outside the contract.

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**Essential Returnable**

## **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.

<b>Full Name</b>	<b>Identity Number</b>	<b>Name of State institution</b>

<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

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of the enterprise.

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 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.

3.4 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

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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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**Essential**

**TAX COMPLIANCE STATUS LETTER REQUIREMENTS**

Respondents must be compliant when submitting a proposal to Mhlathuze Water and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991).

It is a condition of this bid that the tax matters of the successful Respondents be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the Respondents tax obligations.

The Tax Compliance status requirements are also applicable to foreign Respondents/ individuals who wish to submit bids.

Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database.

- Bidder must ensure compliance with their tax obligations
- Bidders are required to submit their unique personal identification number(pin) issued by SARS to enable the organ of state to verify the taxpayers' profile and status
- Application for Tax Compliance Status( TCS) pin may be made via- filling through the SARS [www.sars.gov.za](http://www.sars.gov.za)
- Bidders may also submit a printed TCS certificate with the bid
- In bids where consortia/ joint ventures/sub-contractors are involved, each party must submit a separate TCS certificate /pin//CSD number
- No bids will considered from person in the services of the state, companies with directors who are person in the service of state, or close corporations with members in the service of state

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

.....  
Signature

.....  
Date

.....  
Position Name of bidder

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**Essential Returnable**

**Authority to submit a Tender**

Indicate the status of the tenderer by ticking the appropriate box hereunder. The tenderer must complete the certificate set out below for his category of organisation or alternatively attach a certified copy of a company / organisation document which provides the same information for the relevant category as requested here.

A - COMPANY	B - PARTNERSHIP	C - JOINT VENTURE	D - SOLE PROPRIETOR

**A. Certificate for Company**

I, \_\_\_\_\_ chairperson of the board of directors of  
\_\_\_\_\_ hereby confirm that by  
resolution of the board taken on(date), \_\_\_\_\_ Mr/Ms  
\_\_\_\_\_, acting in the capacity of  
\_\_\_\_\_, was authorised to sign all  
documents in connection with this tender offer and any contract resulting from it on behalf of the  
company.

Signed	_____	Date	_____
Name	_____	Position	Chairman of the Board of Directors

**B. Certificate for Partnership**

We, the undersigned, being the **key partners** in the business trading as \_\_\_\_\_  
\_\_\_\_\_ hereby \_\_\_\_\_ authorise \_\_\_\_\_ Mr/Ms,  
\_\_\_\_\_ acting in the capacity of \_\_\_\_\_, to sign all documents in connection with  
the tender  
offer for Contract \_\_\_\_\_ and any contract resulting from it on our  
behalf.

**NOTE: This certificate is to be completed and signed by the full number of Partners necessary to commit the Partnership. Attach additional pages if more space is required.**

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### **C. Certificate for Joint Venture**

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Ms \_\_\_\_\_, an authorised signatory of the company \_\_\_\_\_ acting in the capacity of lead partner, to sign all documents in connection with the tender offer for Contract: \_\_\_\_\_ and any contract resulting from it on our behalf.

This authorisation is evidenced by the attached power of attorney signed by legally authorised signatories of all the partners to the Joint Venture.

Furthermore we attach to this Schedule a copy of the joint venture agreement which incorporates a statement that all partners are liable jointly and severally for the execution of the contract and that the lead partner is authorised to incur liabilities, receive instructions and payments and be responsible for the entire execution of the contract for and on behalf of any and all the partners.

<b>Name of firm</b>	<b>Address</b>	<b>Authorising signature, name (in caps) and capacity</b>

### **D. Certificate for Sole Proprietor**

I, \_\_\_\_\_ hereby confirm that I am the sole owner of the business trading as \_\_\_\_\_

Signed	_____	Date	_____
Name	_____	Position	Sole Proprietor



**Compulsory**

## Certificate of Attendance at Tender Clarification Meeting

This is to certify that

\_\_\_\_\_ (Tenderer)  
of \_\_\_\_\_ (address)

was represented by the person(s) named below at the **compulsory** tender clarification meeting

Held at:	<b>Mhlathuze Water, Corner of South Central Arterial &amp; Battery Bank, Alton, Richards Bay, 3900, Training Roo,</b>	
On (date)	<b>15 November 2022</b>	Starting time: <b>10h00</b>

As the tenderer we undertake that by said persons attending the clarification meeting we have made it our business to familiarise ourselves with all aspects of the works / service / supply specified in the tender documents in order for us to take account of everything necessary to provide a responsive tender offer and to compile our rates and prices included in the tender offer.

We further understand that in addition to any queries raised on behalf of us at the meeting we may still approach the *Employer / Purchaser's* Representative to request clarification of the tender documents until no later than five working days before the tender closing time stated in the Tender Data.

### Particulars of person(s) attending the meeting:

Name \_\_\_\_\_ Signature \_\_\_\_\_

Capacity \_\_\_\_\_

### Mhlathuze Water Representative

Name \_\_\_\_\_ Signature \_\_\_\_\_

Capacity \_\_\_\_\_

**Representative Bidder.**

**Essential**

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

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

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

**1. GENERAL CONDITIONS**

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

- The 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable a) the value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the ...80/20..... preference point system shall be applicable.

b) Either the 80/20 or preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.2 Points for this bid shall be awarded for:

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

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

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

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

1.5 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at

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any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

## **2. DEFINITIONS**

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

## **3. POINTS AWARDED FOR PRICE**

### **3.1 THE 80/20 PREFERENCE POINT SYSTEMS**

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

**80/20**

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

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

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

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

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

**5. BID DECLARATION**

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

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

- 6.1 B-BBEE Status Level of Contributor: . = .....(maximum of 20 points)  
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

**7. SUB-CONTRACTING**

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

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

- 7.1.1 If yes, indicate:

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

(*Tick applicable box*)

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

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

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

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

**8.4 TYPE OF COMPANY/ FIRM**

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

[TICK APPLICABLE BOX]

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**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....  
.....  
.....  
.....

**8.6 COMPANY CLASSIFICATION**

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

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

**WITNESSES**

1. ....

2. ....

.....  
SIGNATURE(S) OF BIDDERS(S)

DATE: .....

ADDRESS .....

.....

.....

**Essential**

**Certificate of Acquaintance with  
Tender Documents**

NAME OF ENTITY:

\_\_\_\_\_

\_\_\_\_\_

1. I/we

\_\_\_\_\_

do hereby certify that I/we acquainted myself/ourselves with all the documentation comprising this Tender and all conditions contained therein, as laid down by Mhlathuze Water for the carrying out of the proposed supply/service/works for which I/we submitted my/our Proposal.

2. I/we furthermore agree that Mhlathuze Water shall recognise no claim from me/us for relief based on an allegation that I/we overlooked any RFP/contract condition or failed to take it into account for the purpose of calculating my/our offered prices or otherwise.
3. I/we understand that the accompanying Bid will be disqualified if this Certificate is found not to be true and complete in every respect.
4. For the purposes of this Certificate and the accompanying Bid, I/we understand that the word "competitor" shall include any individual or organisation, other than the Bidder, whether or not affiliated with the Bidder, who:
  - a) has been requested to submit a Bid in response to this Bid invitation;
  - b) could potentially submit a Bid in response to this Bid invitation, based on their qualifications, abilities or experience; and
  - c) provides the same Services as the Bidder and/or is in the same line of business as the Bidder
5. 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 will not be construed as collusive bidding.
6. In particular, without limiting the generality of paragraph 5 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

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- a) prices;
  - b) geographical area where Services will be rendered [market allocation];
  - c) methods, factors or formulas used to calculate prices;
  - d) the intention or decision to submit or not to submit, a Bid;
  - e) the submission of a Bid which does not meet the specifications and conditions of the RFP;  
or
  - f) bidding with the intention of not winning the Bid.
7. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the Services to which this RFP relates.
8. 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.
9. I/We am/are 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 10 [ten] years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

**Signed**

**Date**

\_\_\_\_\_

\_\_\_\_\_

**Name**

**Position**

\_\_\_\_\_

\_\_\_\_\_

**Tenderer**

\_\_\_\_\_



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**Essential**

**Record of Addenda to Tender Documents**

We confirm that the following communications received from the *Employer* before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:

	Date	Title or Details
1		
2		
3		
4		
5		
6		

Attach additional pages if more space is required.

**Signed**

**Date**

**Name**

**Position**

**Tenderer**

**Supplier Integrity Pact**

**Essential**

**PREAMBLE**

Mhlathuze Water values full compliance with all relevant laws and regulations, ethical standards and the principles of economical use of resources, fairness and transparency in its relations with its Bidders / Suppliers.

In order to achieve these goals, Mhlathuze Water and the Bidder / Supplier hereby enter into this agreement hereinafter referred to as the "Integrity Pact" which will form part of the Bidder's / Supplier's application for registration with Mhlathuze Water as a vendor.

The general purpose of this Integrity Pact is to agree on avoiding all forms of dishonesty, fraud and corruption by following a system that is fair, transparent and free from any undue influence prior to, during and subsequent to the currency of any procurement and / or reverse logistics event and any further contract to be entered into between the Parties, relating to such event.

All Bidders / Suppliers will be required to sign and comply with undertakings contained in this Integrity Pact, should they want to be registered as a Mhlathuze Water vendor.

**1. Objectives**

Mhlathuze Water and the Bidder / Supplier agree to enter into this Integrity Pact, to avoid all forms of dishonesty, fraud and corruption including practices that are anti-competitive in nature, negotiations made in bad faith and under-pricing by following a system that is fair, transparent and free from any influence / unprejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to:

- 1.1 Enable Mhlathuze Water to obtain the desired contract at a reasonable and competitive price in conformity to the defined specifications of the works, goods and services; and
- 1.2 Enable Bidders / Suppliers to abstain from bribing or participating in any corrupt practice in order to secure the contract.

**2. Commitments of Mhlathuze Water**

Mhlathuze Water commits to take all measures necessary to prevent dishonesty, fraud and corruption and to observe the following principles:

- 2.1 Mhlathuze Water hereby undertakes that no employee of Mhlathuze Water connected directly or indirectly with the sourcing event and ensuing contract, will demand, take a

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promise for or accept directly or through intermediaries any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the Bidder, either for themselves or for any person, organisation or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to any contract.

2.2 Mhlathuze Water will, during the registration and bidding process treat all Bidders / Suppliers with equity, transparency and fairness. Mhlathuze Water will in particular, before and during the registration process, provide to all Bidders / Suppliers the same information and will not provide to any Bidders / Suppliers confidential / additional information through which the Bidders / Suppliers could obtain an advantage in relation to any bidding process.

2.3 Mhlathuze Water further confirms that its employees will not favour any prospective bidder in any form that could afford an undue advantage to a particular bidder during the tendering stage, and will further treat all Bidders / Supplier participating in the bidding process.

2.4 Mhlathuze Water will exclude from the bidding process such employees who have any personal interest in the Bidders / Suppliers participating in the bidding process.

**3. Obligations of the Bidder / Supplier**

3.1 The Bidder / Supplier commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any ensuing contract stage in order to secure the contract or in furtherance to secure it and in particular the Bidder / Supplier commits to the following:

3.1.1 The Bidder / Supplier will not, directly or through any other person or firm, offer, promise or give to Mhlathuze Water or to any of Mhlathuze Water employees involved in the bidding process or to any third person any material or other benefit or payment, in order to obtain in exchange an advantage during the bidding process.

3.1.2 The Bidder / Supplier will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any employee of, connected directly or indirectly with the bidding process, or to any person, organisation or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.

e) A Bidder / Supplier may not offer gifts, goods or services to a Mhlathuze Water employee at artificially low prices, which are not available to the public at those prices.

3.1.3 The Bidder / Supplier will not collude with other parties interested in the contract to preclude a competitive bid price, impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract. The Bidder / Supplier further commits itself to delivering against all agreed upon conditions as stipulated within the contract.

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- 3.1.4 The Bidder / Supplier will not enter into any illegal or dishonest agreement or understanding, whether formal or informal with other Bidders / Suppliers. This applies in particular to certifications, submissions or non-submission of documents or actions that are restrictive or introduce cartels into the bidding process.
- 3.1.5 The Bidder / Supplier will not commit any criminal offence under the relevant anti-corruption laws of South Africa or any other country. Furthermore, the Bidder /Supplier will not use for illegitimate purposes or for restrictive purposes or personal gain, or pass on to others, any information provided by Mhlathuze Water part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
- 3.1.6 A Bidder / Supplier of foreign origin shall disclose the name and address of its agents or representatives in South Africa, if any, involved directly or indirectly in the registration or bidding process. Similarly, the Bidder / Supplier of South African nationality shall furnish the name and address of the foreign principals, if any, involved directly or indirectly in the registration or bidding process.
- 3.1.7 The Bidder / Supplier will not misrepresent facts or furnish false or forged documents or information in order to influence the bidding process to the advantage of the Bidder / Supplier or detriment of Mhlathuze water or other competitors.
- 3.1.10The Bidder / Supplier shall furnish Mhlathuze Water with a copy of its code of conduct, which code of conduct shall reject the use of bribes and other dishonest and unethical conduct, as well as compliance programme for the implementation of the code of conduct.
- 3.1.11 The Bidder / Supplier will not instigate third persons to commit offences outlined above or be an accessory to such offences.

**4     Disqualification from Bidding Process**

- 4.1 If the Bidder / Supplier has committed a transgression through a violation of section 3 of this Integrity Pact or in any other form such as to put its reliability or credibility as a Bidder / Supplier into question, Mhlathuze Water may reject the Bidder's / Supplier's application from the registration or bidding process and remove the Bidder / Supplier from its database, if already registered.
- 4.2 If the Bidder / Supplier has committed a transgression through a violation of section 3, or any material violation, such as to put its reliability or credibility into question, Mhlathuze Water may after following due procedures and at its own discretion also exclude the Bidder / Supplier from future bidding processes. The imposition and duration of the exclusion will be determined by the severity of the transgression. The severity will be determined by the circumstances of the case, which will include amongst others the number of transgressions, the position of the transgressors within the company hierarchy of the Bidder / Supplier and the amount of the damage. The exclusion will be imposed for up to a maximum of 10 (ten) years. However, Mhlathuze Water

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reserves the right to impose a longer period of exclusion, depending on the gravity of the misconduct.

- 4.3 If the Bidder / Supplier can prove that it has restored the damage caused by it and has installed a suitable corruption prevention system, or taken other remedial measures as the circumstances of the case may require, Mhlathuze Water may at its own discretion revoke the exclusion or suspend the imposed penalty.

**5     Grounds for Blacklisting**

- 5.1 A Bidder / Supplier may be blacklisted where it has submitted a bid, or concluded a contract in the capacity of agent or subcontractor or has been associated with such a Bid or contract and the Bidder / Supplier has:

- a) withdrawn such Bid after the advertised closing date and time for the receipt of Bids;
- b) after being notified of the acceptance of its Bid, failed or refused to sign a contract when called upon to do so in terms of any condition forming a part of the bid documents;
- c) carried out any contract resulting from such bid in an unsatisfactory manner or has breached any condition of the contract;
- d) offered, promised or given a bribe in relation to the obtaining or execution of the contract;
- e) acted in a fraudulent or improper manner or in bad faith towards Mhlathuze Water or any Government Department or towards any public body, enterprise or person;
- f) made any incorrect statement in a certificate or other communication with regard to the Local Content of its Goods or its B-BBEE status and is unable to prove to the satisfaction of Mhlathuze Water that:
  - (i) it made the statement in good faith honestly believing it to be correct; and
  - (ii) Before making such statement it took all reasonable steps to satisfy itself of its correctness.
- g) caused Mhlathuze Water damage, or to incur costs in order to meet the *Consultant's* requirements and such costs could not be recovered from the *Consultant*; and
- h) litigated against Mhlathuze Water in bad faith.

- 5.2 As soon as Mhlathuze Water detects misconduct by a Bidder / Supplier falling within one of the grounds for blacklisting, the matter must immediately be reported to the Procurement Division. The Procurement Division will review the motivation for blacklisting. If possible grounds for blacklisting exist, a forensic audit may be conducted to establish whether the grounds for blacklisting are valid.

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- 5.3 Should the forensic report establish that possible grounds for blacklisting exist, the matter will be referred to the Mhlathuze Water Legal Department for further action. The Mhlathuze Water Legal Department will inform the Bidder / Supplier, its directors and all associate entities by registered mail of the intention to blacklist. The letter will also indicate whether Mhlathuze Water intends to cancel any existing contracts with the Bidder / Supplier.
- 5.4 The Bidder / Supplier will be afforded a period of 14 (fourteen) working days within which to make representation as to why they should not be blacklisted or why existing contracts should not be cancelled. After the 14 (fourteen) day period, the Mhlathuze Water Legal Department will consider and deal with the responses (if any) from the Bidder / Supplier.

**6 Previous Transgressions**

- 6.1 The Bidder / Supplier hereby declares that no previous transgressions resulting in a serious breach of any law, including but not limited to, corruption, fraud, theft, extortion and contraventions of the Competition Act 89 of 1998, which occurred in the last 5 (five) years with any other public sector undertaking, government department or private sector company that could justify its exclusion from its registration on the Bidder's / Supplier's database or any bidding process.
- 6.2 If it is found to be that the Bidder / Supplier made an incorrect statement on this subject, the Bidder / Supplier can be rejected from the registration process or removed from the Bidder / Supplier database.

**7 Sanctions for Violations**

Mhlathuze Water shall also take all or any one of the following actions, wherever required to:

- 7.1 Immediately exclude the Bidder / Supplier from the bidding process or call off the pre-contract negotiations without giving any compensation to the Bidder / Supplier. However, the proceedings with the other Bidders / Suppliers may continue.
- 7.2 Immediately cancel the contract, if already awarded or signed, without giving any compensation to the Bidder / Supplier.
- 7.3 Recover all sums already paid by Mhlathuze Water
- 7.4 Encash the advance bank guarantee and performance bond or warranty bond, if furnished by the Bidder / Supplier, in order to recover the payments already made by Mhlathuze Water, along with interest.
- 7.5 Cancel all or any other contracts with the Bidder / Supplier.
- 7.6 Exclude the Bidder / Supplier from entering into any bid with Mhlathuze Water in future.

**8 Conflicts of Interest**

- 8.1 A conflict of interest includes, inter alia, a situation in which:
- 8.1.1 A Mhlathuze Water employee has a personal financial interest in a bidding / supplying entity;

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- 8.1.2 A Mhlathuze Water employee has private interests or personal considerations or has an affiliation or a relationship which affects, or may affect, or may be perceived to affect his / her judgment in acting in the best interest of Transnet, or could affect the employee's motivations for acting in a particular manner, or which could result in, or be perceived as favouritism or nepotism;
- 8.1.3 A Mhlathuze Water employee uses his / her position, or privileges or information obtained while acting in the capacity as an employee for:
- a) Private gain or advancement; or
  - b) The expectation of private gain, or advancement, or any other advantage accruing to the employee must be declared in a prescribed form.

Thus, conflicts of interest of any bid committee member or any person involved in the sourcing process must be declared in a prescribed form.

- 8.2 If a Bidder / Supplier has or becomes aware of a conflict of interest, i.e. a family, business and / or social relationship between its owner(s) / member(s) / director(s) / partner(s) / shareholder(s) and a Mhlathuze Water employee / member of Mhlathuze Water Board of Directors in respect of a bid which will be considered for the bid process, the Bidder / Supplier:
- a) must disclose the interest and its general nature, in the Request for Proposal ("RFX") declaration form; or
  - b) must notify Mhlathuze Water immediately in writing once the circumstances has arisen.
- 8.3 The Bidder / Supplier shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any committee member or any person involved in the sourcing process, where this is done. Mhlathuze Water shall be entitled forthwith to rescind the contract and all other contracts with the Bidder / Supplier.

**9 Examination of Financial Records, Documentation and/or Electronic Data**

10. For the purpose of Monitoring, as stipulated above, the Monitor shall be entitled to:
- a) Examine the financial records, documentation and or electronic data of the Bidder / Supplier / Mhlathuze Water. The Bidder / Supplier / Mhlathuze Water shall provide all requested information / documentation / data to the Monitor and shall extend all help possible for the purpose of such examination.

**11 Dispute Resolution**

- 11.1 Mhlathuze Water recognises that trust and good faith are pivotal to its relationship with its Bidders / Suppliers. When a dispute arises between Mhlathuze Water and its Bidder / Supplier, the parties should use their best endeavours to resolve the dispute in an amicable manner, whenever possible. Litigation in bad faith negates the principles of trust and good faith on which commercial relationships are based. Accordingly, Mhlathuze Water will not do business with a company that

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litigates against it in bad faith or is involved in any action that reflects bad faith on its part.  
Litigation in bad faith includes, but is not limited to the following instances:

- a) **Vexatious proceedings:** these are frivolous proceedings which have been instituted without proper grounds;
- b) **Perjury:** where a supplier makes a false statement either in giving evidence or on an affidavit;
- c) **Scurrilous allegations:** where a supplier makes allegations regarding a senior Mhlathuze Water employee which are without proper foundation, scandalous, abusive or defamatory; and
- d) **Abuse of court process:** when a supplier abuses the court process in order to gain a competitive advantage during a bid process.

**12 General**

- 12.1 This Integrity Pact is governed by and interpreted in accordance with the laws of the Republic of South Africa.
- 12.2 The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the law relating to any civil or criminal proceedings.
- 12.3 The validity of this Integrity Pact shall cover all the bidding processes and will be valid for an indefinite period unless cancelled by either Party.
- 12.4 Should one or several provisions of this Integrity Pact turn out to be invalid the remainder of this Integrity Pact remains valid.
- 12.5 Should a Bidder / Supplier be confronted with dishonest, fraudulent or corruptive behaviour of one or more Mhlathuze Water employees, Mhlathuze Water expects its Bidders / Suppliers to report this behaviour directly to a senior Mhlathuze Water official / employee or alternatively by using Transnet's "Tip-Off Anonymous" hotline number 0800 003 056, whereby your confidentiality is guaranteed.

The Parties hereby declare that each of them has read and understood the clauses of this Integrity Pact and shall abide by it. To the best of the Parties' knowledge and belief, the information provided in this Integrity Pact is true and correct.

**SIGNED ON BEHALF OF EACH PARTY AS FOLLOWS:**

**MHLATHUZE WATER**

Signed at: \_\_\_\_\_ on  
\_\_\_\_\_20\_\_\_\_



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Signature: \_\_\_\_\_

(duly authorised)

Full name and surname:

\_\_\_\_\_

Position:

\_\_\_\_\_

\_\_\_\_\_

**BIDDER / SUPPLIER**

Signed at: \_\_\_\_\_ on

\_\_\_\_\_ 20\_\_\_\_\_

Signature: \_\_\_\_\_

(duly authorised)

Full name and surname:

\_\_\_\_\_

Position:

\_\_\_\_\_

### **Mutual Non-Disclosure Agreement**

**Note to tenderers: This Non-Disclosure Agreement is to be completed and signed by an authorised signatory:**

**THIS AGREEMENT** is made effective as of \_\_\_\_ day of \_\_\_\_\_ 20 by and between:

**Mhlathuze Water** a company incorporated and existing under the laws of South Africa, having its principal place of business at Corner of South Central Arterial & Battery Bank, Alton, Richards Bay, 3900

and \_\_\_\_\_

(Registration No. \_\_\_\_\_), a private company incorporated and existing under the laws of South Africa having its principal place of business at \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### **1. Purpose**

The parties to this Agreement have a business relationship under which each party may disclose its Confidential Information to the other for the purpose of planning, developing and/or constructing services associated with the **SUPPLY, INSTALLATION, CONFIGURATION, TRAINING, COMMISSIONING, MAINTENANCE AND SUPPORT OF NETWORK EQUIPMENT (LAN AND WAN)**

(“the Purpose”). Each party (“the receiving party”) shall treat as confidential all information and know-how which it may receive from the other party (“the disclosing party”) in terms of this Agreement (hereinafter referred to as “confidential information”), and shall not divulge to any other party in any circumstances any such confidential information, and, in particular, any such confidential information as is covered by the National Key Points Act (Act No. 102 of 1980), whether during the currency of this Agreement or at any time thereafter, without the prior written consent of the disclosing party.

### **2. Definition**

“**Confidential Information**” means any information, technical data, or know-how, including, but not limited to that which relates to research, product plans, products, services, customers, markets, software, developments, inventions, processes, designs, drawings, engineering, hardware configuration information, marketing or finances.

### **3. Exclusions**

Confidential Information does not include information, technical data or know-how which:

- a. is in the possession of the receiving party at the time of disclosure as shown by the receiving party's files and records immediately prior to the time of disclosure;

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- b. prior or after the time of disclosure becomes part of the public knowledge or literature, not as a result of any inaction or action of the receiving party;
- c. is developed by the receiving party through its independent resources without reference to the disclosing party's Confidential Information;
- d. is disclosed to the receiving party by a third party without restriction and, to the knowledge of the receiving party, without violation of any obligation of confidentiality; or
- e. is approved for release by the disclosing party in writing.

**4. Non-Disclosure of Confidential Information**

- a. The parties to this Agreement agree not to use the Confidential Information disclosed to it by the other party for its own use or for any purpose except to carry out the Purpose as contained in this Agreement. Neither party will disclose any Confidential Information of the other party to third parties except those directors, officers, employees, consultants and agents who are required to have the information in order to carry out the discussions of the contemplated Purpose. Each party will notify those directors, officers, employees, consultants and agents to whom Confidential Information of the other party is disclosed or who have access to Confidential Information of the other party that they are bound by the obligations of this Non-Disclosure Agreement.
- b. Each party agrees that it will take all reasonable measures to protect the secrecy of and avoid disclosure or use of Confidential Information of the other party in order to prevent it from falling into the public domain or the possession of persons other than those persons authorised hereunder to have any such information, which measures shall include the highest degree of care that either party utilises to protect its own Confidential Information of a similar nature. Each party agrees to notify the other party in writing of any misuse or misappropriation of such Confidential Information of the other party which may come to its attention.

**5. Promotion of Access to Information Act, No.2 of 2000**

- a. All information relating to the disclosing party and which the disclosing party has indicated to the receiving party in writing to be confidential information, shall be deemed to be confidential information.
- b. No provision of this Agreement shall be construed in such a way that the disclosing party is deemed to have granted its consent to the receiving party to disclose the whole or any part of the confidential information in the event that the receiving party receives a request for the whole or any part of the confidential information in terms of the provisions of the Promotion of Access to Information Act, No.2 of 2000, as may be amended from time to time ("the Act").
- c. Subject to the provisions below, the disclosure of confidential information by the receiving party otherwise than in accordance with the provisions of this Agreement will entitle the disclosing party to institute action for breach of confidence against the receiving party, as envisaged by Section 65 of Act No.2 of 2000.

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d. The receiving party acknowledges that the above provisions shall not be construed in such a manner as to exclude the applicability of any other grounds of refusal contained in Act No.2

e. of 2000 which may be applicable in the event that the receiving party receives a request for the whole or any part of the confidential information in terms of Act No.2 of 2000.

**6. Non-Solicitation**

During the two-year period following the execution of this Agreement, neither party will solicit for employment, on its own behalf or that of any other person, any officer, director or employee of the other party at the level of director, vice-president or higher with whom the soliciting party became acquainted during the course of the discussions contemplated by this Agreement; provided, that the foregoing shall not be deemed to prohibit either party or a subsidiary of such party from making a general, public solicitation of employment in the ordinary course of such party or subsidiary's business, provided that such solicitation is not directed specifically to employees of the other party.

**7. Mandatory Disclosure**

In the event that either party or their respective directors, officers, employees, consultants or agents are requested or required by legal process to disclose any of the Confidential Information of the other party, the party required to make such disclosure shall give prompt notice so that the other party may seek a protective order or other appropriate relief. In the event that such protective order is not obtained, the party required to make such disclosure shall disclose only that portion of the Confidential Information, which its counsel advises that it is legally required to disclose.

**8. Variation, Addition or Cancellation**

No variation of, addition to, cancellation or novation of this Agreement in its entirety or of any term or condition thereof shall be of any force or effect unless such amendment or cancellation is reduced to writing and signed by both parties.

**9. No License Granted**

Nothing in this Agreement is intended to grant any rights to either party under any patent, copyright, trade secret or other intellectual property right nor shall this Agreement grant either party any rights in or to the other party's Confidential Information, except the limited right to review such Confidential Information solely for the purposes of the contemplated business relationship between the parties.

**10. No Representations**

No party makes any representation or warranty as to the accurateness or completeness of any Confidential Information provided hereunder. Neither party shall have any liability to the other arising from, or related to, the other party's use of Confidential Information provided hereunder.

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**11. Term**

The foregoing commitments of either party in this Agreement shall survive any termination of the business relationship under the contemplated Purpose between the parties, and shall continue relative to any Confidential Information disclosed hereunder for a period of 10 (ten) years following the disclosure of such Confidential Information.

**12. Miscellaneous**

This Agreement shall be binding upon and for the benefit of the undersigned parties, their successors and assigns, provided that Confidential Information of either party may not be assigned without the prior written consent of the disclosing party. Failure to enforce any provision of this Agreement shall not constitute a waiver of any term hereof.

**13. Governing Law and Jurisdiction**

This Agreement shall be governed by and construed and enforced in accordance with the laws of the Republic of South Africa, and shall be binding upon the parties hereto in South Africa and worldwide.

**14. Disputes**

Any dispute or difference arising out of or relating to this Non-disclosure Agreement shall be referred to arbitration and settled by arbitration according to the rules then in effect of the Arbitration Foundation of Southern Africa. Such arbitration shall be held in Johannesburg, and conducted in the English language before 1 (one) arbitrator appointed in accordance with the said rules. The arbitrator shall apply the law chosen by the parties elsewhere in this Agreement to the merits of the dispute. This Agreement to arbitrate shall be enforceable in, and judgment upon any award may be entered in any court of any country having appropriate jurisdiction.

**15. Remedies**

Each party agrees that its obligations hereunder are necessary and reasonable in order to protect the other party and the other party's business, and expressly agrees that monetary damages may be inadequate to compensate the other party for any breach by either party of any covenants and agreements set forth herein.

Accordingly, each party agrees and acknowledges that any such violation or threatened violation may cause irreparable injury to the other party and that, in addition to any other remedies that may be available, in law, in equity or otherwise, the other party shall be entitled to obtain injunctive relief against the threatened breach of this Agreement or the continuation of any such breach, without the necessity of proving actual damages.

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Signed

\_\_\_\_\_

Date

\_\_\_\_\_

Name

\_\_\_\_\_

Position

\_\_\_\_\_

Tenderer

\_\_\_\_\_

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**Essential**

**SECTION 6:Tender Clarification Request Form**

RFP deadline for questions / RFP Clarifications: **Before 12h00 on Tuesday, 22<sup>th</sup> November 2022**

TO: Mhlathuze Water SCM

ATTENTION: SCM Administrator

EMAIL [tenders@mhlathuze.co.za](mailto:tenders@mhlathuze.co.za)

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

FROM: \_\_\_\_\_

RFP Clarification No

**REQUEST FOR RFP CLARIFICATION**

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**DOCUMENT A: PROOF OF COMPANY REGISTRATION DOCUMENTS**



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**DOCUMENT B:** CERTIFIED COPIES OF IDENTITY DOCUMENTS OF  
SHAREHOLDERS/MEMBERS OF THE BUSINESS (NOT  
APPLICABLE IF A COMPANY IS A 100 % SUBSIDIARY)

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**DOCUMENT C: PROOF OF REGISTRATION WITH SOUTH AFRICAN  
REVENUE SERVICES OR SARS PIN**

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**DOCUMENT D: PROOF OF REGISTRATION WITH NATIONAL  
TREASURY CENTRAL SUPPLIER DATABASE (CSD)**

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**DOCUMENT E: CERTIFIED COPY OF PARTNERSHIP OR JOINT  
VENTURE AGREEMENT (IF TENDERER IS A  
CONSORTIUM OR JOINT VENTURE)**

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**DOCUMENT F: VALID CERTIFIED COPY OF B-BBEE  
CERTIFICATE/SWORN AFFIDAVIT**

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**DOCUMENT G: REFERENCE ASSERTION OF PERFORMANCE LETTERS  
FROM PREVIOUS EMPLOYERS (WITH CONTACTABLE  
REFEREES)**

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**DOCUMENT H:** PROOF OF AGREEMENT THAT THE SERVICE PROVIDER IS A REGISTERED INSTALLER OF THE PRODUCT/EQUIPMENT, HAS DISTRIBUTOR RIGHTS TO CONFIGURE, MAINTAIN, SUPPORT, SELL AND LICENCE THE NETWORK EQUIPMENT FROM THE ORIGINAL EQUIPMENT MANUFACTURER (OEM) IF THE TENDERER IS NOT THE OEM

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**DOCUMENT I:** ORGANOGRAM AND CURRICULUM VITAE INCLUDING  
CERTIFIED COPIES OF QUALIFICATIONS AND  
CERTIFICATIONS OF PROJECT TEAM MEMBERS  
(PROJECT LEAD, TECHNICAL LEAD AND OTHER  
PERSONNEL)



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**DOCUMENT J: PROJECT PLAN WITH A DETAILED METHODOLOGY  
FOR THE IMPLEMENTATION OF THE PROJECT**

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**DOCUMENT K:** PROOF OF COMPANY'S ENDORSED SANS (ISO)  
CERTIFICATE, E.G GENERAL QUALITY STANDARDS,  
ISO 9001

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**DOCUMENT L: TECHNICAL PROPOSAL**

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## **DOCUMENT M: PRICING AND DELIVERY SCHEDULE**

**SUPPLY, INSTALLATION, CONFIGURATION, TRAINING, COMMISSIONING, MAINTENANCE AND SUPPORT OF NETWORK EQUIPMENT (LAN AND WAN)**

**Attach proof of experience**

[illegible]

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**CONTRACT VALUES**

**(Attach proof appointment letters, contract with contract values)**

<b>Company (Client) Name and Contact Details</b>	<b>Contract Values</b>

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**LOCALITY OF THE BUSINESS**

**(Utility bill, lease agreement, letter from a councillor or traditional authority IN THE NAME  
OF THE BUSINESS/ COMPANY**

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**SUPPLY, INSTALLATION, CONFIGURATION, TRAINING, COMMISSIONING, MAINTENANCE AND SUPPORT OF  
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a) **AGREEMENTS AND CONTRACT DATA**

b) **C1.1 Form of Offer and Acceptance**



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**FORM OF OFFER AND ACCEPTANCE**

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract for the procurement of:

**SUPPLY, INSTALLATION, CONFIGURATION, TRAINING, COMMISSIONING,  
MAINTENANCE AND SUPPORT OF NETWORK EQUIPMENT (LAN AND WAN)**

The tenderer, identified in the Offer signature block below, has examined the RFP document and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the tenderer, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance, the tenderer offers to perform all of the obligations and liabilities of the Service Provider under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the Contract Data.

**THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS**

.....

..... (in words); R..... (in figures) and

**This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the tenderer before the end of the period of validity stated in the tender data, whereupon the tenderer becomes the party named as the Service Provider in the conditions of contract identified in the Contract Data.**

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**Signatures** \_\_\_\_\_

**Name(s)** \_\_\_\_\_

**Capacity** \_\_\_\_\_

**for the Tenderer** \_\_\_\_\_

(Name and address of organisation)

**Date** \_\_\_\_\_

**Name & signature of witness**

**Signature** \_\_\_\_\_

**Name** \_\_\_\_\_

**Date** \_\_\_\_\_

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**ACCEPTANCE**

By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the Tenderer's Offer. In consideration thereof, the Employer shall pay the Service Provider the amount due in accordance with the, conditions of contract identified in the Contract Data. Acceptance of the Tenderer's Offer shall form an agreement, between the Employer and the Tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract, are contained in

**Tendering Procedures**

**Returnable Documents**

**Pricing Data**

**Scope of Work**

Deviations from and amendments to the RFP document and any addenda thereto listed in the returnable schedules as well as any changes to the terms of the offer agreed by the tenderer and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Agreement.

The Tenderer shall within two weeks after receiving a completed copy of this Agreement, including the Schedule of Deviations (if any), contact the Employer's Agent (whose details are given in the Contract Data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the, Conditions of Contract identified in the Contract Data at, or just after, the date of this Agreement comes into effect. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this Agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the tenderer (now Service Provider) within five working days of the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.

**Signatures**

\_\_\_\_\_

\_\_\_\_\_

**Name(s)**

\_\_\_\_\_

\_\_\_\_\_

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**Capacity** \_\_\_\_\_

**for the Employer** \_\_\_\_\_

(Name and address of organisation)

**Date** \_\_\_\_\_

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**Name & signature of witness**

**Signature**                      \_\_\_\_\_                      \_\_\_\_\_

**Name**                                      \_\_\_\_\_                                      \_\_\_\_\_

**Date**    \_\_\_\_\_    \_\_\_\_\_

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1. The extent of deviations from the RFP document issued by the Employer prior to the RFP closing date is limited to those permitted in terms of the conditions of tender;
2. A Tenderer's covering letter shall not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid become the subject of agreements reached during the process of, offer and acceptance, the outcome of such agreement shall be recorded here;
3. Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or change to the tender documents and which it is agreed by the Parties becomes an obligation of the contract shall also be recorded here;
4. Any change or addition to the tender documents arising from the above agreements and recorded here, shall also be incorporated into the final draft of the Contract.

**1.**

.....  
**Subject:** .....

.....  
Details: .....

**2.**

.....  
**Subject:** .....

.....  
Details: .....

By the duly authorised representatives signing this Schedule of Deviations, the Employer and the tenderer agree to and accept the foregoing Schedule of Deviations as the only deviations from the amendments to the RFP document and addenda thereto as listed in the Returnable Schedules, as well as any confirmation, clarification or change to the terms of the offer agreed by the Tenderer and the Employer during this process of Offer and Acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the Tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this Agreement.

**FOR THE TENDERER:**

**Signatures** \_\_\_\_\_

**Name(s)** \_\_\_\_\_

**Capacity** \_\_\_\_\_

**For the Tenderer** \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_ (Name and address of organisation)

**Date** \_\_\_\_\_

**Name & signature of witness**

**Signatures** \_\_\_\_\_

**Name(s)** \_\_\_\_\_

**Date** \_\_\_\_\_

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**FOR THE EMPLOYER:**

**Signatures** \_\_\_\_\_

**Name(s)** \_\_\_\_\_

**Capacity** \_\_\_\_\_

**for the Employer** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (Name and address of organisation)

**Name & signature of witness**

**Signature** \_\_\_\_\_

**Name** \_\_\_\_\_

**Date** \_\_\_\_\_

**- END OF SECTION -**