

**PART A**  
**INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>				
BID NUMBER:	<b>REQA94156</b>		CLOSING DATE:	27 OCTOBER 2023
DESCRIPTION	<b>APPOINTMENT OF A SERVICE PROVIDER TO PERFORM THE SERVICES OF AN IMPLEMENTING AGENT FOR THE WAR ON LEAKS PROGRAMME PHASE 01</b>			
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>				
13 <sup>th</sup> Floor, Lift Area, North Tower, Natalia Building, 330 Langalibalele Street, Pietermaritzburg				
eMail: <a href="mailto:Sandisiwe.ndlovu@kzncogta.gov.za">Sandisiwe.ndlovu@kzncogta.gov.za</a> OR <a href="mailto:zodwa.mpungose@kzncogta.gov.za">zodwa.mpungose@kzncogta.gov.za</a>				
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>		<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Ms Lindiwe Madlala		CONTACT PERSON	Thandeka Khuzwayo
TELEPHONE NUMBER	033 260 8194		TELEPHONE NUMBER	033 355 6213
E-MAIL ADDRESS	<a href="mailto:Lindiwe.madlala@kzncogta.gov.za">Lindiwe.madlala@kzncogta.gov.za</a>		E-MAIL ADDRESS	<a href="mailto:thandeka.khuzwayo@kzncogta.gov.za">thandeka.khuzwayo@kzncogta.gov.za</a>
<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:		OR	CENTRAL SUPPLIER DATABASE No: 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
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</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 ENCLOSURE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>				

## PART B

### TERMS AND CONDITIONS FOR BIDDING

#### **1. BID SUBMISSION:**

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

#### **2. TAX COMPLIANCE REQUIREMENTS**

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 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.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**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: .....

**PRICING SCHEDULE – FIRM PRICES  
(SERVICES)**

N.B.: This form must be completed in detail, signed by the Bidder and bear the signature of a witness. Failure to comply with these requirements may result in the bid being disregarded.

**CLOSING DATE AND TIME: 27 OCTOBER 2023 @ 11:00 am VALIDITY PERIOD: 120 DAYS**

QUOTE NO: A94156	PERIOD : 120 DAYS
<p><b>Description:</b>   <b>APPOINTMENT OF A SERVICE PROVIDER TO PERFORM THE SERVICES OF AN IMPLEMENTING AGENT FOR THE WAR ON LEAKS PROGRAMME PHASE 01</b>   <b>CONTACT:</b> Thandeka Khuzwayo on 033 355 6213 or   <b>EMAIL:</b> <a href="mailto:thandeka.khuzwayo@kzncopta.gov.za">thandeka.khuzwayo@kzncopta.gov.za</a> </p>	<p>NAME AND ADDRESS OF BIDDER(FIRM)   .....  .....  .....</p> <p>TEL:.....</p> <p>FAX:.....</p>
<p><b>DOES OFFER COMPLY WITH THE SPECIFICATION?</b> <i>If not, furnish details of deviation in space provided for "Remarks"</i></p>	<p>YES / NO <i>(Delete which is not applicable)</i></p>
<p><b>TOTAL BID PRICE (Inclusive of VAT)</b></p>	<p><b>R</b></p>
<p><b>BID PRICE IN WORDS</b></p>	
<p><b>REMARKS (If any):</b></p>	<p>.....   (Signature of Bidder)</p> <p>DATE: .....</p> <p>.....   (Signature of Witness)</p> <p>DATE: .....</p>

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

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

## ANNEXURE A

## SPECIFICATION

DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
APPOINTMENT OF A SERVICE PROVIDER TO PERFORM THE SERVICES OF AN IMPLEMENTING AGENT FOR THE WAR ON LEAKS PROGRAMME PHASE 01			
CONTACT: Thandeka Khuzwayo on 033 355 6213 or			
EMAIL: <a href="mailto:thandeka.khuzwayo@kzncopta.gov.za">thandeka.khuzwayo@kzncopta.gov.za</a>			
<b>SUB TOTAL</b>			
<b>VAT if applicable</b>			
<b>TOTAL TO BE CARRIED TO SECTION G</b>			

NB.: Expected delivery date from receipt of order is 5 days.

Yes / No

COMPANY STAMP

## TENDERER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

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

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

### 2. Bidder's declaration

**2.1** Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

**2.2** Do you, or any person connected with the bidder, have a relationship with any

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

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.
- 3.5** The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6** There have been no consultations, communications, agreements or arrangements

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

made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted 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.

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Signature

Date

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Position

Name of bidder

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

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

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

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**1. GENERAL CONDITIONS**

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

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

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

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) Either the **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

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

The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS: Black Ownership</b>	<b>20</b>
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

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

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

## 2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

**80/20**

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

#### 3.2.1. POINTS AWARDED FOR PRICE

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

**80/20**

$$Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or}$$

Where

Ps = Points scored for price of tender under consideration  
 Pt = Price of tender under consideration  
 Pmax = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
  - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer))	Evidence to be provided to substantiate any claims in regards to preferences/specified goal
<b>Black Ownership</b>		<b>20</b>	

### **DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. **TYPE OF COMPANY/ FIRM**

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

## **SPECIFICATION**

### **APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE PAYMASTER AND IMPLEMENTING AGENT SERVICES (PROGRAMME MANAGEMENT)**

#### **DURATION OF THE APPOINTMENT**

The duration of the appointment is 12 (twelve) months in line with the duration of the War on Leak Programme – Phase 1.

#### **BACKGROUND**

A study was recently done by the Department which indicated that high volumes of unaccounted water attributed to the lack of maintenance plans, lack of skills, lack of water conservation campaigns & budgets constraints.

There is a need by government to close the unemployment gap and the War on Water Leaks Programme will be contributing towards ameliorating the situation. The Department of Cooperative Governance and Traditional Affairs is proposing to implement The War on Water Leaks Programme Phase 1 targeting to create 350 work opportunities in line with the 2023/24 Annual Performance Plan.

The Provincial Expanded Public Works recruitment guidelines will be used to recruit participants. There will be two cohorts of participants: skilled and non-skilled

The skilled participants will be sourced from artisanship programmes of various institutions of higher learning. The non-skilled participants will constitute 350 of the total target while the artisans would constitute 70. The 350 will be sourced from war rooms and must reside in their areas of work as no traveling allowance will be provided. The artisans will be sourced directly from institutions of higher learning and they do not need to be confined.

The programme consists of FIVE (5) District Municipalities as follows:

MUNICIPALITIES	ARTISANS	WATER AGENTS
Amajuba District	14	55
iLembe District	14	60
King Cetshwayo District	14	55
Ugu District	14	55
uMzinyathi District	14	55

## EMPLOYER'S OBJECTIVES

The Employers objective is to secure bids for the provision of a professional services provider to manage the entire **War on Water Leaks** programme and act as a Paymaster/Project Administrator for the 350 youth to be employed. Main duties of the service provider is to monitor facilitate payments on a monthly basis and to ensure that household leaks are attended at all time.

- Phase 1 – Targeting 5 municipalities, fixing total of 2250 household leaks targeting 280 water agents & 70 skilled artisans;
- Encourage effective operation and maintenance plans/systems;
- Advocate infrastructure asset registers, ageing infrastructure and poor financing models;
- Housekeeping and grass cutting to enable easy visibility of leaks;
- Contribute towards food security, improved health profile, economic development & social justice;
- Reduction of water losses;
- Create an enabling environment for rapid response to water infrastructure failures;
- Improved customer services & satisfaction through consistent supply of quality water services;
- Reduction of Non-Revenue Water (NRW);
- Community water conservation awareness;
- Creation of job opportunities, skills development, capacity building, poverty alleviation and reduce water access inequalities

**REQUIRED RESOURCES FROM THE SERVICE PROVIDER (PAY MASTER/IMPLEMENTING AGENT)**

- 5 x District Team Leaders for programme management functions with Grade 12 and Business/Administration Certificate
- 2 x Clerical administrator
- 1 x Pay Roll administrator

**ONE MONTH HANDOVER PERIOD**

The successful service provider will have one calendar month hand over period. The service provider must:

- Ensure key personnel are guided and trained on operational aspects of the program during the transfer period;
- Ensure that all Beneficiary hard copy files/records and information are transferred and set up in an auditable filing system which will be available to the KZN: COGTA at all times;
- Ensure that all electronic data, records and information is successfully transferred to the KZN: COGTA personal;
- Undertake a PPE inspection/audit of participants.

**Overall Deliverables**

1. The service provider will manage the programme in accordance with EPWP guidelines and policies;
2. Develop the COVID response Plan and cover its implementation on site;
3. Undertake Social Facilitation for the Programme.
4. Conduct Site Visits.
5. Establish and convene the War on Water Leaks Programme Steering committee
6. Facilitate the successful exit War on Water Leaks Programme learners from the Programme
7. Produce monthly, quarterly and Ad-hoc progress reports in line with established programme indicators (include EPWP monthly reports) and table them to the Programme Steering Committee and other relevant stakeholders.
8. Coordinate all the War on Water Leaks Programme Invoices, payments and Proof of payment forwarded to the Department for every payment done.
9. Assist the Department for auditing purposes.

10. The service provider is responsible as the employer's agent for all matters related to (Construction Regulations and Occupational Health and Safety Act 32)
11. The service provider must provide an electronic management program/ system that is accessible through an internet-based link by the Employer at all times, the programme must be able to perform and reflect the following tasks:
  - Capture and save the personal information of each beneficiary (name, surname, identity number, ward number, street address, and ID photo);
  - Must be able to capture the beneficiary's employment date, contract start date and termination or exit date for all participants;
  - Track banking details and payment records of all Participants;
  - Show Participants attendance registers;
  - Save old and new records of the participants, including records of tools and PPE issued to each beneficiary
  - Save scanned contracts of participants;
  - Keep the records of management, performance, safety and incident reports;
  - Records of weekly and monthly district meetings;
  - Registration of participants for COIDA, UIF,etc
12. The service provider is to have offices within each district to accommodate the participants on duty and attendance registers to be signed when dispatched to repair household leaks. All documents are to be kept in the offices at all times and accessible to KZN: COGTA and auditors."
13. Programme Management and Liaison with the War on Water Leaks Programme Project Manager; Programme Administration
14. Ensures that attendance registers are utilised to submit payspace schedules for participant payments no later than the 15th of each month Financial Administration that is Auditable. **All claims for disbursements are to be claimed under programme management and administration.**
15. Performance monitoring of all Participants and adherence to predefined standards,
16. All data and information relating to the War on Water Leaks Programme programme will remain the property of the KZN: Department of Co-operative Governance and Traditional Affairs and the service provider will hand over all data and information on completion of the contract period
17. Service Provider to ensure that all legislative requirements have been met (registration with COIDA, UIF, etc)

## RECRUITMENT

The War on Water Leaks Programme targets to create 350 employment opportunities in Phase 1 (2023/24) and 500 employment opportunities in Phase 2 (2024/25). The creation of these employment opportunities is in response to the Department's commitment to creation of job opportunities (APP) while responding to Lekgotla resolutions.

There would be two cohorts of participants: (a) skilled and (b) non-skilled. The non-skilled participants will constitute 280 of the total target while the artisans would constitute 70. The artisans will be sourced directly from institutions of higher learning and they do not necessarily need to be confined. They will be required to travel working together with Water Service Authorities. Recruitment will be targeting to females, youth, and people living with disabilities, military veterans, and LGBTQ + community (as per recommendation by Department's M&E).

The EPWP Guidelines will be used to recruit participants. The EPWP unit together with Public Participation will ensure that the recruitment process is undertaken in partnership with the ward committees and other community structures where the project will be implemented. The skilled participants will be sourced from artisanship Programmes of various institutions of higher learning as well as, where applicable, through the Rand Water and Department of Water and Sanitation Partnership Training Programme beneficiaries who would already have the relevant experience.

The EPWP unit will ensure wage rates comply with the EPWP requirements on wages, to avoid conflicts among communities and spheres of government.

Furthermore, the EPWP unit will monitor the implementation and recruitment of the EPWP participants and will be undertaken in line with the 7 fundamental principles of fairness, transparency, equity, ethically, accountable, respect for environment and commitment.

*(\*tools that municipality should be having as part of O&M implementation activities)*

**PROGRAMME MANAGEMENT**

One of the key outputs of the programme is the accurate and efficient management of the programme. This output plus the timeous and accurate reporting on the Programme to the KZN:COGTA will be the prime responsibility of Programme Management.