

FORM C: TENDER FORM

CURRENT TENDER DETAILS	
Request number:	DESIGN, DEVELOP AND IMPLEMENT SHARED SERVICES CENTRE FOR TARGETED SUPPORT FUNCTIONS FOR A PERIOD OF 90 DAYS /ONCE OFF SERVICE.
Request for Tender:	HO/HCM/413/06/2023

I / We _____
(Insert Name of Tendering Entity)

of _____

(Full address)
Conducting business under the style or title of:

Represented by:

in my capacity as:

being duly authorised thereto by a Resolution of the Board of Directors / Certificate of Partners, Members or Participants, as the case may be, dated _____, a certified copy of which is annexed hereto, hereby offer to undertake and complete the above-mentioned work (hereinafter called "the WORKS") at the prices quoted in the bills of quantities / schedule of quantities or, where these do not form part of the contract, at a lump sum, in accordance with the terms set forth in the accompanying letter(s) reference _____ and dated _____ (if any) and the documents listed in the accompanying schedule of tender documents for the sum of R

_____ (amount in words),

(All applicable taxes included)

- N.B.** (i) In the event of any discrepancy, the amount in words will take precedence over the amount in figures.
- (ii) Where items in the priced bills of quantities submitted with the tender for the WORKS other than architectural building work are incorrectly extended arithmetically, the unit rate will be treated as decisive.
- (iii) In tenders for architectural building work the total amount will be treated as decisive. If amounts for individual items cannot be reconciled with the total amount, the amounts for individual items shall be adjusted to the satisfaction of the PRASA to conform to the total amount.

The following list of persons are hereby authorised to negotiate on behalf of the abovementioned entity, should PRASA decide to enter into Post Tender Negotiations with shortlisted bidder(s).

FULL NAME(S)	CAPACITY	SIGNATURE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I/We hereby offer to supply the abovementioned Services at the prices quoted in the schedule of prices in accordance with the terms set forth in the documents listed in the accompanying schedule of RFP documents.

I / We accept that should PRASA accept my / our tender and issue me / us with the notice of acceptance, this tender and, if any, its covering letter and any subsequent exchange of correspondence together with the PRASA acceptance thereof, such acceptance shall be subject to a written contract to be concluded between the PRASA and me / us.

I / We undertake to produce acceptable documentary proof of the necessary coverage for Workmen's Compensation, Securities and Insurance within **30 (thirty)** working days of notification of awarding of the contract, and to sign a formal contract if called upon by the PRASA to do so within **7 (seven)** working days of notification by the PRASA that the contract documents are ready for signature.

I / We undertake to complete the whole of the WORKS within _____
(in words) from the date of notification to me / us of acceptance of the tender, subject to completion in stages if and as laid down in the project specification and to such extensions of time as may be granted. Failing completion of the WORKS or any stage of the WORKS within the period(s) stipulated or by such extended date(s) as may be allowed by the PRASA I / we shall pay to the PRASA in terms of the Conventional Penalties Act 15 of 1962, the penalty for which provision is made in the project specification. The ordering of any alterations, extras, additions or omissions shall not in any way prejudice the PRASA claim for such penalty.

Application for relief from the obligation to pay a penalty will be considered by the PRASA, but shall be granted only if I / we can prove to the reasonable satisfaction of the PRASA that the penalty is out of proportion to the prejudice suffered by the PRASA by reason of the act or omission in respect of which the penalty was stipulated.

I / We declare that this tender holds good until _____ **(a minimum period of 180 days from closing date is required).**

I / We further agree that if, after I / we have been notified of the acceptance of my / our tender, I / we fail to enter into a formal contract if called upon to do so, or fail to furnish satisfactory security for the due and proper completion of the WORKS, the PRASA may, without prejudice to any other legal

remedy which it may have, recover from me / us any expense to which it may have been put in calling for tenders afresh and / or having to accept any less favourable tender.

I / We undertake, in the event of my / our tender being accepted, to deposit with the PRASA as security for the due and proper completion of the WORKS, a Performance Bond issued by a South African registered Bank to the value of **ten (10) per cent** of the contract price (VAT inclusive).

I/ We declare that, being a company / partnership / close corporation / joint venture, I / we have duly completed the annexe hereto and certified it as correct.

The several documents involved are to be taken as complementary to each other. In the event of any conflict between the content of any of the documents listed in the schedule of tender documents (other than the project specification) and the project specification, the latter shall prevail. In the event of any conflict between the letter that accompanies the tender or other relevant correspondence and the contents of the documents listed in the schedule of tender documents (including the project specification) such letter or correspondence shall prevail.

I/we agree that non-compliance with any of the material terms of this RFP, including those mentioned above, will constitute a material breach of contract and provide PRASA with cause for cancellation.

THUS DONE and SIGNED at _____
on this _____ day of _____

DULY AUTHORISED SIGNATORY(IES) WITNESSES

1. _____	1. _____
2. _____	2. _____
3. _____	3. _____

Detailed Pricing Schedule (***NB: THIS SECTION OF PRICING SCHEDULE MUST BE SUBMITTED ON A SEPARATE ENVELOPE.***)

PRICING SCHEDULE

5.1.1 SCHEDULE OF PRICES (LUMP SUM)

The following table must be used for determining the lump sum and scheduling of price.

No.	Scope Deliverables	Description of the Deliverables	Price
1.	Design the Operating Model and principles	- Define the shared services centre vision and strategy. - Define shared service principles with design options per functional area incorporating where applicable: - In-house vs outsources in line with the industry trends and the internal best practices. - Addressing a hybrid approach of creating a centre of excellence for its non-core activities in-house while outsourcing the other activities. - Determination of the appropriate shared services model – maturity level of each function area.	
2.	Service identification and development for each shared service	Identification of services and descriptions in each function	
3.	Development of organisation structures	- Shared service organisational structures - Identification of critical positions from developed structures	
4.	Development of job descriptions	Draft job descriptions for each position	
5.	Identification of job levels	Evaluate and identify each position level	
6.	Identification of job types and group	Categorise positions for PRASA job type and groups for system access purpose.	
7.	Comparison / identification existing employee's vs identified positions and reallocation of identified existing employees to the new structures	- This is a desk top evaluation-based process to compare new positions profile vs existing employee competence, experience previous job profile. - Develop criteria for how to evaluate existing employees against new positions. - Evaluate existing employees against new identified positions.	

8.	Recruitment or placement for identified vacant positions	Recruitment for identified 35 critical vacant positions (5 critical positions for each shared services)	
9.	Project Management	Project management of the engagement	
10.	Change Management	- Develop change management strategy and plan. - Implementation of the plan	
11	Project Benefit report	Project report that state what benefits (tangible and intangible benefits are achieved through this project)	
TOTAL (EXCLUDING VAT)			
VAT			
TOTAL LUMP SUM (INCLUDING TAX)			