



## REQUEST FOR QUOTATION

RFQ Number: Q24/209/MM

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

<b>Description</b>	Supply, Delivery, Installation and Commissioning of Total Organic Carbon (TOC) Analyser and Training of personnel
<b>Advert Date</b>	19/10/2023
<b>Closing Date and Time</b>	27/10/2023 at 15:00 pm
<b>Compulsory or Non-Compulsory Briefing Session</b>	N/A
<b>SCM Enquiries</b>	Mandisa Madlala <b>Tel:</b> 033 341 1325 <b>Email:</b> Mandisa.madlala@umgeni.co.za
<b>Technical Enquiries</b>	Thulani Khumalo <b>Tel:</b> [033 341 1524] <b>Email:</b> Thulani.khumalo@umgeni.co.za
<b>Contents of RFQ</b>	<ol style="list-style-type: none"><li>1. Invitation to quote</li><li>2. Bidders information</li><li>3. Terms and Conditions</li><li>4. Undertaking by Bidder</li><li>5. Terms of Reference/RFQ specifications</li><li>6. Price Schedule</li><li>7. Authority to Sign</li><li>8. Bidders disclosure [SBD 4]</li><li>9. Preference points claim form (SBD 6.1)</li><li>10. Contract Form [SBD 7.1]</li></ol>

Quotation Submission:	Tip-Offs Anonymous Hotline:
Quotations clearly marked, <b>'RFQ Number and description of the required goods/services'</b> uMngeni-UThukela Water (Head Office) Supply Chain Management Unit 310 Burger Street Pietermaritzburg 3201	Report unethical conduct at uMngeni-UThukela Water on: Toll Free Number: 0800 864 463 <b>Email:</b> <a href="mailto:umgeniwater@whistleblowing.co.za">umgeniwater@whistleblowing.co.za</a> Toll Free Fax: 0800 212 689 Postal: Freepost KZN665, Musgrave, 4062 SMS: 33490 Online: <a href="http://www.whistleblowing.co.za">www.whistleblowing.co.za</a>  <i>Stop theft / fraud / dishonesty / bribery / blackmail / intimidation, and remain anonymous.</i>



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### BIDDERS INFORMATION

Name of Bidder	
Company Registration number	
VAT registration number	
Contact Person	
Telephone number	
Cell number	
E-mail address	
Postal address	
Physical address	
uMngeni-UThukela Vendor Number	
CSD Supplier number	

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

Name of Representative  
(Duly Authorised)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ)

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

## UNDERTAKING BY BIDDER

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

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



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5. I/we agree that any action arising from this contract may in all respects be instituted against me and I/we hereby undertake to satisfy fully any sentence or judgement which may be pronounced against me as a result of such action.
6. I/we confirm that I/we have declared all and any interest that I or any persons related to my business has with regard to this quote or any related quotations by completion of the Declaration of Interest Section.
7. **I/WE, THE UNDERSIGNED, WHO WARRANT THAT I AM DULY AUTHORISED TO DO SO ON BEHALF OF THE TENDERER, CERTIFY THAT THE INFORMATION SUPPLIED IN TERMS OF THIS DOCUMENT IS CORRECT AND TRUE, THAT THE SIGNATORY TO THIS DOCUMENT IS DULY AUTHORISED AND ACKNOWLEDGE THAT:**
  - (1) The tenderer will furnish documentary proof regarding any tendering issue to the satisfaction of the uMngeni-uThukela Water, if requested to do so.
  - (2) If the information supplied is found to be incorrect and/or false then uMngeni-uThukela Water, in addition to any remedies it may have, may: -
    - a) Recover from the contractor all costs, losses or damages incurred or sustained by UMngeni-uThukela Water as a result of the award of the contract, and/or
    - b) Cancel the contract and claim any damages which uMngeni-uThukela Water may suffer by having to make less favourable arrangements after such cancellation.

Name of Representative  
(Duly Authorised)

Signature

Date

## SPECIFICATIONS OF GOODS REQUIRED

### 1. Background

Bidders are invited to bid for the supply, delivery and installation and commissioning of Total Organic Carbon Analyser laboratory equipment, to be used in the analysis of total and soluble organic carbon.

#### - Purchaser's objectives

The successful tenderer is required to supply, deliver, install and commission a Total Organic Carbon Analyser and train laboratory personnel on the use of this equipment.

#### - Description of the Supply

The equipment supplied must meet the specifications documented under particular/generic specifications paragraph.

#### - Extent of the Supply

The laboratory requires once-off supply of the stated equipment and provision of after sales support.

#### - Use of reasonable skill and care

The laboratory expects the service provider to have factory trained service engineers who can conduct installation, periodic services, application development and instrument troubleshooting and repairs.

### 2. Description of goods/ services required

The instrument must meet the following specifications.

- The instrument must be capable of analysing Total Organic Carbon using NPOC method (TOC measurement via acidification and sparging) by combustion catalytic oxidation.
- The instrument auto-sampler must be able to perform automated calibration and auto-dilution without additional hardware.
- The instrument auto-sampler must have magnetic stirrers to agitate the samples in the vials to prevent the settling of suspended solids prior to measurement.
- The instrument must be a standalone model, PC controlled with a solid state drive and separated from an auto sampler
- The instrument must be supplied with an auto sampler with a minimum of 50 positions capable to take the vial capacity of 40 mL.
- The instrument must be able to measure the total and soluble organic content in drinking water, wastewater, industrial effluents, seawater samples using a combustion catalytic oxidation (680°C to 1000°C) coupled with a non-dispersive infra-red (NDIR) detection method
- The instrument should be able to determine system blank by measuring ultrapure water processed automatically within the instrument.
- The instrument must be able to acidify and purge the sample automatically during non-purgeable organic carbon (NPOC) determination.
- The instrument should use synthetic or zero air as sparging/carrier gas.
- The computer must be a HP desktop with Windows 10/11 Professional or better and 24-inch screen.
- The instrument software must be able to interface with Lab Ware LIMS.

- Approvals

NO.	PARAMETER	ACCEPTANCE CRITERIA
1	Accuracy – PTS	Z-score -2 to +2
2	Recoveries (Surface water, drinking water industrial effluents and wastewater)	80% – 120% and %RSD < 10%
3	Precision on analytical quality - Instrument (Limit of Quantification) - Repeatability (within batch)	RSD < 5% RSD < 10% and %error < 10%
4	Calibration curve	Correlation coefficient (r <sup>2</sup> ) greater than 0.999
5	Limit of Quantification • TOC	0.50 mg/L
6	Training of six laboratory personnel	Certificates of training for Personnel

**3. Deliverables/Key Outcomes.**

Description	Indicative date for delivery
The instrument and all deliverables must be met after the purchase order has been issued	Three months

**4. Contract term**

The laboratory requires a once-off supply of the stated equipment and provision of after sales support.

**5. Other information**

- a) Terms of reference including the following:
  - I. The work components to be undertaken
    - o Instrument delivery, installation and commissioning
    - o Application Design (Parameters: Total and Dissolved Organic Carbon)
    - o Testing and validation
    - o Training of uMngeni-uThukela Water laboratory personnel and issue training certificates
  - II. The deliverables to be provided within each work component
    - o Delivery of equipment
    - o Commissioning Report (In line with Factory Requirements)
    - o Application Implementation Report (In line with uMngeni-uThukela Water Laboratory Specifications)
  - III. Place(s) for the performance of specific tasks, and address for delivery:
    - o uMngeni -uThukela Water Head Office  
Laboratory Services  
310 Burger Street  
Pietermaritzburg  
3201

**6. Mandatory documentation/requirements**

- a) SBD 4 – Bidders disclosure
- b) Brochure of the instrument

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## 7. Pricing

- a) The bidder shall provide the price proposal as detailed in SBD 3.1
- b) The bidders's price must be fully inclusive, and each item must be clearly specified.
- c) All additional costs must be clearly specified and included in the total quotation price, (e.g. transport, labour, etc.).
- d) All prices must be VAT inclusive.
- e) The bidder is responsible for all the cost that they shall incur related to the preparation and submission of the quotation.

## 8. Evaluation Process

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

- **First stage:** Mandatory/ Administrative Requirements. The quotation will firstly be evaluated on eligibility. If found to be eligible, it will move to the second stage.
- **Second Stage:** The functionality shall be assessed. A minimum functionality score of 70 (seventy) points is required for the tender to be considered further.
- **Third Stage:** Price and Preference goals using the 80/20 Preference Point Scoring System in terms of PPPFA.

### 8.1 First stage: Mandatory/ Administrative Requirements

1. SBD 4 – Bidders disclosure

### 8.2 Second Stage: Functionality

The table below lists the returnable schedules that set out the scoring criteria and sub-criteria, and the percentage weighting for the score achieved against the relevant schedule:

Returnable Schedule	Weighting %
• Tenderer's Experience	50
• Experience of Key Personnel	20
• Brochure of the instrument	30

### 8.2.1 Tenderers Experience

The experience of the Service Provider or joint venture partners in the case of an unincorporated joint venture or consortium will be evaluated based on experience in similar projects in relation to the scope of work.

Scoring of the Tenderer's experience will be as follows: [ 50 ]

DESCRIPTION	MAX POSSIBLE SCORE
<p>Total Organic Carbon Analyser (TOC) supplied and installed from 2013 onwards. <b>(Provide proof in the form of Delivery notes)</b></p> <ul style="list-style-type: none"> <li>• 1. TOC instrument – 20 points</li> <li>• 2. TOC instruments – 40 points</li> <li>• 3. TOC instruments – 70 points</li> </ul> <p>10 additional points for every TOC instrument supplied and installed over and above three to a maximum of 100 points.</p>	<b>100</b>



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### TENDERER'S EXPERIENCE (Continued)

**INSERT TENDERER'S EXPERIENCE HERE**

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#### 8.2.2 EXPERIENCE OF KEY PERSONNEL

Tenderers must have a minimum of three (3) personnel, Service Engineers/ Technicians. Personnel must be trained (proof of training for Service Engineers in the form of certificate must be attached). Insert in the table below the key personnel and their proposed function.

No.	Proposed Function	Key Person Name
1.		
2.		
3.		
4.		
5.		
6.		

Scoring of the Key Personnel will be as follows: | 50 |

DESCRIPTION	MAX POSSIBLE SCORE
<p>Tenderers are to indicate the availability of Service Engineers/ Technicians for the Total Organic Carbon Analyser that they are delivering. Proof of training of Service Engineers on the service of the Total Carbon Organic Analyser being supplied is required.</p> <ul style="list-style-type: none"> <li>• 1 personnel – 20 points</li> <li>• 2 personnel – 40 points</li> <li>• 3 personnel – 70 points</li> </ul> <p>10 additional points for every Service Engineers/ Technicians more than three to a maximum of 100 points.</p>	100



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### EXPERIENCE OF KEY PERSONNEL (Continued)

### INSERT KEY PERSONNEL PROOF OF TRAINING

### 9.2.3 BROCHURE OF THE INSTRUMENT

The instrument must meet the following specifications. Note\*\* the tenderer is to complete the table by ticking the appropriate box and supplying relevant evidence of meeting the specification.

Scoring of the technical specifications will be as follows: [30]

Specifications	Tenderer's Check list (Tick Appropriate Box)	
	Specifications Met	Specifications Not Met
The instrument must be capable of analysing Total Organic Carbon using NPOC method (TOC measurement via acidification and sparging) by combustion catalytic oxidation.		
The instrument auto-sampler must be able to prepare total organic carbon standards from the stock solution and auto-dilution without additional hardware.		
The instrument auto-sampler must have magnetic stirrers to agitate the samples in the vials to prevent the settling of suspended solids prior to measurement.		

**The Tenderer must meet all three requirements on the above table, Failure to meet all requirements will equate to zero points for Technical specification criteria.**



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**INSERT  
BROCHURE OF THE INSTRUMENT**

### 8.3 Third Stage: Price and Preference goals

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

	Description	80/20	Evidence to be provided
HDI	51 % owned by Black people	10	CSD Report / Sworn Affidavit BBBEE Certificate/
RDP	The promotion of enterprises located in KZN	10	Municipal Account statement/ Proof of residence/ CSD
<b>Total points for preferential goals</b>		<b>20</b>	

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



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### PRICING SCHEDULE – FIRM PRICES (PURCHASES)

**NOTE:**

- a) Only firm prices will be accepted. Non-Firm prices (including prices subject to rates of exchange variations) will not be considered
- b) In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point

Name of bidder _____	RFQ number _____
Closing Time _____	Closing date _____

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

**BASIC GOODS PRICE TABLE**

Item no.	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1.	1	Supply, delivery, installation and commissioning of Total Organic Carbon Analyser that meet the specifications of this document,	SUM	
2.	1	Training on relevant aspects of the Total Organic Carbon Analyser for six Laboratory Personnel	SUM	
<b>SUB TOTAL</b>				
<b>VAT @ 15%</b>				
<b>GRAND TOTAL (price SA Rands with all applicable taxes included)</b>				

I (full name) \_\_\_\_\_, in my capacity as \_\_\_\_\_, the duly authorized representative of \_\_\_\_\_ (business name) hereby declares that the offer is in accordance with the attached specification, notes to suppliers & accepts all conditions/clauses contained in the said documents.

Signature of duly authorized representative		DATE:
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### AUTHORITY TO SIGN



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Description: \_\_\_\_\_

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

Company Name: \_\_\_\_\_

Registration Number: \_\_\_\_\_

Resolution Of The Directors Of The Company etc. resolved that \_\_\_\_\_, in his/her capacity as \_\_\_\_\_, is authorized to make applications on behalf of the Close Corporation / Company / Partnership / Trust /Sole proprietor or sole trader for:

Any documentation relating to the business (which is not necessarily a change of ownership). The nominated person will also have access to webpage for the business. Signature(s) for Close Corporation / Company / Partnership / Trust/ Sole proprietor or sole trader.

(Sole member still must sign this resolution)

Signature of members:

Name	Signature	Date
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

**NB: FAILURE TO COMPLETE, SIGN AND DATE THE RESOLUTION AS OUTLINED ABOVE WILL RESULT IN THE TENDERER RENDERED INCOMPLETE AND MAY BE DISQUALIFIED/ ALTERNATIVELY THE TENDERER MAY ATTACH A SIGNED COMPANY RESOLUTION ON A COMPANY LETTERHEAD**

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## SBD 4 - BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

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

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

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling 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 person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

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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.

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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:

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### 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 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

<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.

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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

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Date

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Position

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Name of bidder

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

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

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

**1. GENERAL CONDITIONS**

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

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

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

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

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

The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<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 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20

or

90/10

$$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right) \quad \text{or} \quad Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

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

#### 3.2.1. POINTS AWARDED FOR PRICE

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

80/20

or

90/10

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

Where

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

## 4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

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

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
51 % owned by Black people	10	
The promotion of enterprises located in KZN	10	

## DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm \_\_\_\_\_

4.4. Company registration number: .....

### TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]

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

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

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

**SIGNATURE(S) OF TENDERER(S)** \_\_\_\_\_

**SURNAME AND NAME:** \_\_\_\_\_

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

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

 <b>uMNGENI-UTHUKELA</b> <b>WATER · AMANZI</b>	<b>REQUEST FOR QUOTATION</b>  <b>RFQ Number:</b> Q24/209/MM	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
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## SBD 7.1 CONTRACT FORM - PURCHASE OF GOODS/WORKS

**This form must be filled in duplicate by both the successful bidder (part 1) and the purchaser (part 2). Both forms must be signed in the original so that the successful bidder and the purchaser would be in possession of originally signed contracts for their respective records.**

### PART 1 (TO BE FILLED IN BY THE BIDDER)

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

NAME (PRINT) \_\_\_\_\_

CAPACITY \_\_\_\_\_

SIGNATURE \_\_\_\_\_

NAME OF TENDERER \_\_\_\_\_

DATE \_\_\_\_\_

WITNESSES

1 \_\_\_\_\_

2 \_\_\_\_\_

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

 <b>UMGENI-UTHUKELA</b> <b>WATER · AMANZI</b>	<b>REQUEST FOR QUOTATION</b>  <b>RFQ Number:</b> Q24/209/MM	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
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## SBD 7.1 CONTRACT FORM - PURCHASE OF GOODS/WORKS

### PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I \_\_\_\_\_ in my capacity as \_\_\_\_\_ accept your quotation under reference number \_\_\_\_\_ dated \_\_\_\_\_ for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

<b>ITEM NO.</b>	
<b>PRICE (ALL APPLICABLE TAXES INCLUDED)</b>	
<b>BRAND</b>	
<b>DELIVERY PERIOD</b>	
<b>TOTAL PREFERENCE POINTS CLAIMED</b>	
<b>POINTS CLAIMED FOR SPECIFIC GOAL 1</b> 51 % owned by Black people	
<b>POINTS CLAIMED FOR SPECIFIC GOAL 2</b> The promotion of enterprises located in KZN	

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

SIGNED AT \_\_\_\_\_

ON: \_\_\_\_\_

NAME (PRINT): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

OFFICIAL STAMP

WITNESSES

1. \_\_\_\_\_

2. \_\_\_\_\_

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