



REQUEST FOR PROPOSAL (RFP): PROFESSIONAL SERVICE PROVIDER TO PERFORM PHYSICAL VERIFICATION, CONDITION ASSESSMENT, IMPAIRMENT ASSESSMENT, REVIEW USEFUL LIFE, DETERMINE THE RESIDUAL VALUE AND UPDATE INFRASTRUCTURE AND MOVABLE ASSETS REGISTER ON THE ANNUAL BASIS FOR A PERIOD OF 36 MONTHS.

BID Number –
RFP OW-067/2024/25

DOCUMENT INFORMATION SHEET

Title of Document	Request for proposal (RFP): Professional Service Provider to perform physical verification, condition assessment, impairment assessment, review useful life, determine the residual value and update infrastructure and movable assets register on the annual basis for a period of 36 months.
Type of Document	Request for Proposal
Document Number	RFP OW-067/2024/25
Technical Specifications Prepared	Brian Mokhele
Department	Finance
Prepared for	Overberg Water Board
Date of Issue (Available)	15 April 2025
Closing Date	19 May 2025



REQUEST FOR PROPOSAL

Assets Management Services At Overberg Water Board For A Period Of 36 Months

Procurement Number: RFP OW-067/2024/25

Overberg Water Board is a Schedule 3B Public Entity established in terms accordance with the Water Services Act, Act No 108 of 1997 and owns several Water treatment schemes within the Overberg Region covering the areas of Caledon, Swelledam, Heidelberg and Head Office which is situated in Somerset West.

INVITATION AND SCOPE OF SERVICES

Overberg Water Board (OWB) is inviting Professional Service Provider to perform physical verification, condition assessment, impairment assessment, review useful life, determine the residual value and update infrastructure and movable assets register on the annual basis for a period of 36 months

CONDITIONS

- (a) Preference will be given to respondents who comply with the Overberg Water Supply Chain Management Policy & Procedures.
- (b) Preferential Procurement Policy Framework Act (PPPFA) principles and its Regulations, as updated, shall apply, whereby submissions will be evaluated according to the provisions of that Act, its Regulations and the Public Finance Management Act (PFMA).
- (c) Bidders must submit a valid BBBEE Verification Certificate from SANAS Accredited Verification Agency in order to be eligible for empowerment points. The Exempted Micro Enterprises (EME) may submit a sworn affidavit from the Commissioner of Oath confirming its and turnover and black shareholding.
- (d) The following scores will be applied:
 - (e) Price - 80,
 - (f) BBBEE Status - 10.
 - (g) Specific Goals - 10.

Request for Proposal (RFP) documents can be downloaded on e-Tender Portal and Overbergwater Board website (www.overbergwater.co.za). Documents will be available from **on the 15 April 2025**.

One original completed bid document shall be placed in a sealed envelope clearly marked: **“RFP OW-067/2024/25 “Professional Service Provider to perform physical verification, condition assessment, impairment assessment, review useful life, determine the residual value and update infrastructure and movable assets register on the annual basis for a period of 36 months”.**

The closing date and time for the receipt of completed bids is **19 May 2025 at 12h00pm** at the reception desk of the **Overberg Water Board's Corporate Office, Trident Park 3, Ground Floor, 1 Niblick Way, Somerset West, Cape Town**. Bids will not be opened in public, and no late submissions will be considered.

Failure to provide any mandatory information required in this Bid will result in the submissions being deemed null and void and shall be considered non-responsive. Respondents must include their Tax Compliance Pin Number and/ or CSD Registration printout with their submissions to be considered.

Telegraphic, telexed, facsimiled or e-mail submissions will not be accepted.

All enquiries regarding this bid must be in writing only, and must be directed to Supply Chain Management:

Zanele Tamarana

Contact number: 021 851 2155

Email: ztamarana@overbergwater.co.za

Technical enquiries:

Brian Mokhele

Contact number: 021 851 2155

Email: bmokhele@overbergwater.co.za

The queries must be send to the above mentioned official by the 05 May 2025 at 17H00

<i>The OW reserves the right not to accept the lowest proposal in part or in whole or any proposal.</i>

1. BACKGROUND

The Overberg Water Board (OWB) was established in 1993 with the amalgamation of Duivenhoks and Ruensveld water boards. The Overberg Water Board is one of the national water public entities under the Department of Water and Sanitation (DWS). It exists to complement the work of the department and primarily supports the Minister as the shareholder. It is a water board providing bulk water services in terms of the Water Services Act 108 of 1997 and is subjected to several applicable laws such as the Constitution, the National Water Act 36 of 1998, Public Finance Management Act 1 of 1999.

OWB discharges its services by placing its customers ahead of the delivery menu. It has a long history of service delivery and placing customers in the forefront since its inception. Overberg Water has been a pillar of hope to its customers in terms of the quality of drinking water. The Head Office of OWB is situated in Somerset West which is approximately 40 km from the Cape Town CBD and 30 km from Cape Town International Airport. It operates three water treatment plants supply potable water to the Overberg Region of the Western Cape.

The Overberg Water's area of jurisdiction is the south-western Cape in the west to the Heildeberg/ Riversdale districts in the east and bounded by the Langeberg Mountains in the north and by the Indian Ocean in the south. Its area includes the following towns: Caledon, Napier, Bredasdorp, Riviersonderend, Swellendam, Heildeberg, Riversdale and several other smaller areas. It is situated in one of the water management areas, namely, the Breede-Olifants Catchment Water Management Area (BOCMA) which measures approximately 72 000 square kilometres.

2. PURPOSE

The primary function of Overberg Water Board is mainly the provision of bulk drinking water to its customers. Viewing the location of OW schemes within the BOCMA area of jurisdiction naturally creates a symbiotic relation with the BOCMA in managing the water use.

3. VISION

To become the leading regional water utility providing sustainable and competitive water and sanitation services for the region

4. MISSION

To supply and maintain reliable, affordable and good quality water and sanitation services for the region.

ADMINISTRATIVE REQUIREMENTS

The information contained in the Table below is administrative requirements.

DESCRIPTION	MINIMUM PROOF REQUIRED	TICK SUPPLIED	
		YES	NO
SBD 1	Completed and signed		
SBD 4	Completed and signed		
SBD 6.1 Completed and signed To claim preference points bidders must submit copy of their BBBEE or Sworn Affidavit	Completed and signed		
Tax Compliance Status	Tax compliance on CSD / Tax pin		
Central Supplier Database Registration	Proof of CSD registration number/ CSD Report		
BBBEE Certificate or Sworn Affidavit	Valid BBBEE or Sworn Affidavit		
Specific Goals: For points allocation the following documents must be submitted.			
100% Women Group owned	Proof of CIPC certificate or CSD Full Report		
100% Black Designated Group owned	Valid BBBEE Certificate or Sworn affidavit		
Within the boundaries	Valid Proof of address within Western Cape in the name of the bidder Municipal Statement or Lease Agreement		

MANDATORY REQUIREMENTS

The information contained in the Table below is mandatory and will be used in assessing the responsiveness of bidders. Failure to submit and complete all mandatory information will result in submissions being deemed null and void and shall be considered “non – responsive” and therefore not considered.

DESCRIPTION	MINIMUM PROOF REQUIRED	TICK SUPPLIED	
		YES	NO
Company registration certificate CIPRO / CIPC	Company registration documents / certificate from CIPRO / CIPC		
SBD 3.3 Completed and Signed	Failure to complete the pricing schedule in full will be considered as non-responsive.		
Company profile	Detailed company profile		
Financial Statements (valid year is between 2022 to 2024)	(Financial statement signed off by an independent professional accountant)		
Valid COIDA certificate	Valid COIDA certificate		
Minimum qualification Certified accountant or CA/SA designation.	Valid Proof of certification of CA/SA with SAICA		
Minimum professional registration for an engineer	Valid Proof of ECSA registration as; Professional Engineer (Pr Eng)		
Minimum professional registration for an project manager	Valid Project manager Registration SAAMA as Senior Certified Asset Manager (CSAM),		

N.B : Failure of bidders to meet all the above mandatory requirements will result in submissions being deemed null and void and shall be considered “non – responsive” and therefore not considered.

5. OBJECTIVES OF THE ASSETS MANAGEMENT FUNCTION

OWB is inviting Service Providers for Physical verification and updating infrastructure and movable assets register. The contract entails the update of current assets management software system, Physical verification, componentization, review of useful life, Impairment assessment, determine assets residual value, condition assessment, update of the assets management policy, re-valuation of the assets where applicable, preparation of annual financial statement working paper, update the assets register.

In Addition, one assets revaluation of assets shall be conducted to update the assets values and establish replacement costs of the assets.

The assets register must comply with the General Recognized Accounting Practice (GRAP).

6. SCOPE OF THE WORK

In line with the accounting standards the assets register must be updated on the regular basis. This proposal covers the assets management function only. The assets register has now been established and it needs to be updated on the annual basis to comply with accounting standard. The Overberg Water wish to appoint a service provider that will update the assets register for a period of 36 months.

This appointment will be for the procurement of a Service Provider to Professional to perform Physical verification, condition assessment, Impairment assessment, review useful life, determine the residual value and update infrastructure and movable assets register on the annual basis.

6.1 The bidder should meet the following requirements:

- a) A service provider should be a consortium of both qualified chartered accountants and Engineers with a combined experience of more than five years in water infrastructure accounting of assets. Certified SAICA, and ECSA registration is a requirement.
- b) Qualification and expertise of the team of professionals to be involved in the project should be demonstrated and should meet the minimum requirements of at least four years in water infrastructure assets.
- c) Proven track record in preparing compliant fixed asset register for water sector. In addition, interested parties / service providers are required to provide three contactable and verifiable water sector references in the last three years where the service provider has produced the IAS and GRAP compliant asset register is a minimum requirement.
- d) *The project will require a once-off revaluation of Property, Plant and Equipment.*
- e) No desktop exercises will be allowed to the physical verification of assets.
- f) Physical verification of assets must be performed twice a year at interim and at year-end and must include pictures
- g) The winning bidder will be required to facilitate a comprehensive skills transfer over the period of the contract to a selected employee(s) of the Overberg Water Board.
- h) The services provider should have capacity to update the asset register using AM360 the current assets management software system that has GIS capabilities.

6.2 The scope of the project will make provision for the following:

OWB has an existing asset register the tender is to update the current register on the annual basis (at least interim and final).

- a) Review the management letter and audit report, to address all issues raised pertaining to assets and inventory that may results in a negative audit opinion.

- b) Perform asset verifications at least twice a year to physically confirm the existence of the assets recorded in the assets register.
- c) Train Overberg Water Board employees on asset verification movable and immovable.
- d) Update the location of the assets.
- e) Physical Identification and verification of all movable and immovable assets owned and controlled by the Water Board. Risk methodology can be used.
- f) Componentization of the infrastructure assets owned by the Water Boards where applicable. Update of each component in the assets register in compliant with GRAP.
- g) Condition assessment of the assets
- h) Assess assets for impairment indicator and calculate the impairment for processing in the financial statement.
- i) Develop assets management methodology
- j) Determine the value of all assets as per GRAP standard and reconcile the values to the accounting records.
- k) Identify and reconcile all completed projects to the payment certificates and componentization of all completed projects. Ensure that all assets acquired are properly valued.
- l) Reconcile work in progress (WIP) to payment certificates and accounting records.
- m) Review useful lives, residual values of assets and assess assets and prepare necessary accounting adjustment if required.
- n) Update the changes on the assets register on assets management system that has GIS capabilities.
- o) Verify and determine GPS Coordinates for immovable assets.
- p) Barcoding acquired movable assets owned by the entity
- q) Marking and Barcoding of all immovable assets for proper identification
- r) Loading acquired infrastructure assets on AM360.
- s) Train OWB staff on updating of the asset register on AM360.
- t) Reconcile the Fixed Asset Register with the verification reports, general ledger, supporting documentations and ensure accurate and correct reporting of Fixed Assets as per GRAP standard including disclosure notes.
- u) Ensure that a detailed audit file relating to asset management, which includes over and above asset purchases, disposals, reconciliations etc.is developed and maintained on an annual basis.
- v) The bidder should have achieved an audit outcome with no material findings on both infrastructure assets and movable assets for the financial years 2022/23 and 2023/24. This is important for the entity to maintain a good audit opinion.
- w) Ensure that asset management officials are trained on job and skills are transferred to officials during the period of the contract.
- x) Update assets management policy for both movable and immovable assets
- y) Update of asset procedure manuals
- z) Update the assets register that is compliant with the GRAP accounting standard
- aa) Prepare the assets movement schedule to be disclosed on the annual financial statement
- bb) Develop assets disposal policy
- cc) Calculate the replacement cost of inventory spares.
- dd) Calculate cost of preventative and corrective maintenance for budgeting purposes

6.3 Revaluation of assets

At least one revaluation of all assets will be performed. This will also include condition assessment. Establishment of replacement costs. This will also assist in updating insurance values.

7. TECHNICAL SPECIFICATIONS

Expected Outcomes and Deliverables Performing assets assignments Each assignment should at least consist of the following:

- Physical verification
- update of assets register
- update of spatial view
- Risk assessment document
- condition assessment
- capitalization
- componentization
- Disclosure note
- Assets reconciliation
- Intangible assets assessment
- Update of inventory spares
- Servitude assessment and verification
- Depreciable replacement costs, Revaluation, Impairment, Disposal strategy, Assets policy update, Complaint with GRAP, Assets barcoding.

8. REPORTING REQUIREMENTS

The regular progress report should be produced on the regular basis

The service provider shall deliver the progress report to the senior manager: management accounting and the chief financial officer.

9. STRUCTURE OF PROPOSAL

The bid must be structured in the following sequence when submitted. Each section/heading must be clearly marked for ease of reference. The headings required are:

1. Company Profile/s
2. Proposal
3. Implementation/Methodology Plan
4. Organogram
5. CV's
6. Project Experience (Portfolio of Evidence)
7. Signed audit reports
8. Compulsory Documents (Checklist)
9. Special Conditions of Tender
10. Functionality assessment
11. Pricing Schedule

10. PROJECT LOCATION

The location of the project is the area covered by the OWB. The Water Board will not be responsible for any travel and disbursement costs

11. IMPORTANT BACKGROUND INFORMATION

Overberg water is situated at the Overberg Water region with its head office in Somerset west. For detail financial information and non-financial information please check our latest annual report. Area of supply is estimated at 6000 km² and Pipeline network estimated at 1450 Km.

12. DURATION OF CONTRACT

The contract is expected to run for 36 Months, commencing on the date of signing the Service Level Agreement and contract and this will be subject to a review of the previous year's performance against the Assets audit outcome by AGSA. The successful bidder should be able to start from June 2025

13. FUNCTIONALITY Page | 10

Phase Two (2): Technical Functionality Compliance.

Bidders must score at least 75 out of 100 in respect of functionality to qualify for advancement to Phase 3. A bidder that scores less than 75 out of 100 will be regarded as submitting a non-responsive bid and will be disqualified.

1 = poor, 2 = average, 3 = good, 4 = very good, and 5 = excellent

A bidder must meet 75 out of 100 on technical mandatory requirements.

Functionality evaluation will be based on the following criteria:

1 = poor, 2 = average, 3 = good, 4 = very good, and 5 = excellent Criteria	Sub-Criteria	Points Value (1-5)	Weight of Criterion	Bidder Score
Team Capability	Demonstrated skills and experience of each key personnel for this project; for example, but not limited to, project managers, engineers, technicians, GIS specialists and accountants. (Attach 1 page resume of each key project team member indicating qualifications, experience, accreditation / affiliation (where relevant) Schedule of similar work (list the works related to the project). Registration with South African Institute of Chartered Accountants (SAICA), Senior Certified Asset Manager (CSAM) registered with Institute of Southern African Asset Management Association (SAAMA) and Engineering Council of South Africa (ECSA). Extensive knowledge of assets management system			
	<p>Bidders must submit the following academic qualification and proof of registration where professional bodies are required:</p> <p>(i) Project Managers registered with SAAMA as Senior Certified Asset Manager (CSAM) in addition to being a registered a professional engineer registered with ECSA. Project manager must have experience relating to managing multiple clients in relation to water infrastructure assets register projects. If the project manager is not registered with CSAM default to 1</p> <p>(ii) Professional Civil engineer registered with ECSA, with engineering degree, (post graduate qualification will be advantageous) (The professional civil engineer must be experienced in working with projected related to the construction, revaluation, componentization, review of useful life, condition assessment impairment assessment of water infrastructure assets including good</p>			

1 = poor, 2 = average, 3 = good, 4 = very good, and 5 = excellent Criteria	Sub-Criteria	Points Value (1-5)	Weight of Criterion	Bidder Score
	<p>understanding of assets hierarch. If the professional civil engineer is not registered with ECSA as a professional engineer default to 1</p> <p>(iii) Engineers, with engineering qualifications (mechanical, electrical, civil) the engineers must be experienced in the construction, componentization, review of useful life, condition assessment impairment assessment of water infrastructure assets including good understanding of assets hierarchy,</p> <p>(iv) GIS practitioner registered with South African Geomatics Council (SAGC) must be experienced in building and maintaining GIS databases, and use GIS software to analyze the spatial and non-spatial information in them. If GIS practitioner is not registered with SAGC default to 1</p> <p>(v) Professional Accountants must be a chartered accountant registered with the SAICA. The core experience of the financial accountant must be specific to:</p> <p>Accounting for movements in Property plant and equipment (PPE) that being Acquisition, disposal, depreciation, impairment, changes in accounting policies, estimates and prior period errors relating to PPE as well work in process PPE.</p> <p>Failure to demonstrate experience specific to PPE will resulting a scoring of 1</p> <p>Accounting for movements in water infrastructure asset inventory spares specific to inventory valuation inventory including the determination of the replacement cost of such inventory, net realizable value, prior period error and subsequent measurement of such inventory at replacement costs.</p> <p>Failure to demonstrate experience specific to PPE will resulting a scoring of 1</p> <p>(vi) the accountants must possess a BCOM in accounting or equivalent (NQL level 7). The core experience of the financial accountant must be specific to:</p> <p>Accounting for movements in Property plant and equipment (PPE) that being Acquisition, disposal, depreciation, impairment, changes in accounting policies, estimates and prior period errors relating to PPE as well work in process PPE.</p>			

1 = poor, 2 = average, 3 = good, 4 = very good, and 5 = excellent Criteria	Sub-Criteria	Points Value (1-5)	Weight of Criterion	Bidder Score
	<p>Failure to demonstrate experience specific to PPE will resulting a scoring of 1</p> <p>Accounting for movements in water infrastructure asset inventory spares specific to inventory valuation inventory including the determination of the replacement cost of such inventory, net realizable value, prior period error and subsequent measurement of such inventory at replacement costs.</p> <p>Failure to demonstrate experience specific to PPE will resulting a scoring of 1</p> <p>The scoring out of 10 must be divided equally between inventory and PPE for the professional accountant</p>			
	Project Managers (i)		10	
	10 Years or more experience	5		
	8 Years or more experience	4		
	6 Years or more experience	3		
	4 Years or more experience	2		
	3 Years or more experience	1		
	Professional Engineers (ii)		5	
	7 Years or more experience	5		
	6 Years or more experience	4		
	5 Years or more experience	3		
	4 Years or more experience	2		
	3 Years or more experience	1		
	Engineers (iii)		5	
	6 Years or more experience	5		
	5 Years or more experience	4		
	4 Years or more experience	3		
	3 Years or more experience	2		
	2 Years or more experience	1		
	GIS practitioner (iv)		5	
	6 Years or more experience	5		
	5 Years or more experience	4		
	4 Years or more experience	3		
	3 Years or more experience	2		
	2 Years or more experience	1		
	Professional Accountants (Minimum of two) (v)			
	7 Years or more experience	5		
	6 Years or more experience	4		

1 = poor, 2 = average, 3 = good, 4 = very good, and 5 = excellent Criteria	Sub-Criteria	Points Value (1-5)	Weight of Criterion	Bidder Score
	5 Years or more experience	3	5	
	4 Years or more experience	2		
	3 Years or more experience	1		
	Accountants (vi)		5	
	6 Years or more experience	5		
	5 Years or more experience	4		
	4 Years or more experience	3		
	3 Years or more experience	2		
	2 Years or more experience	1		
Company Past experience	<p>Contactable reference evaluation</p> <p>Service provider must submit reference letters on a client letterhead for project completed 2023/24 financial year only with no material findings on assets. The reference letter must be supported by signed audit report from the Auditor general of South Africa. Only latest achievements are necessary to maintain clean audit. At least Three (3) of the reference letters must be from a water board to score maximum point. Reference from other institution will only score a maximum of two (2) points.</p> <p>Note that only completed assets register projects will be accepted.</p> <p>Relevant work experience in water industry should cover:</p> <ul style="list-style-type: none"> • Pipe-lines, • Pump stations, • Valves • Electrical equipment • Work in progress • Buildings • Civil structures • Earth Works • Land • Mechanical equipment • Metal work • Service connection on site • External Facilities • Pavements • Municipal service connection on site • Water servitudes 			

1 = poor, 2 = average, 3 = good, 4 = very good, and 5 = excellent Criteria	Sub-Criteria	Points Value (1-5)	Weight of Criterion	Bidder Score
	<ul style="list-style-type: none">Motor vehiclesMachinery and equipmentComputer equipmentFurniture and office equipment Reference letter(s) must indicate the number of above listed projects completed by the bidder. Signed audit report must be included to support reference letters. Only audits with no material findings on assets on the audit report signed by the Auditor General of South Africa or an independent audit firm will be considered. Only 2023/24 reference letters will be considered. Please make sure you indicate the financial years on the reference letters.			
	5 or more Completed projects in the water industry for financial years 2023/24 supported by signed audit report from the Auditor General of South Africa or any reputable audit firm.	5	35	
	4 Completed projects in the water industry for financial years 2023/24 supported by signed audit report from the Auditor General of South Africa or any reputable audit firm.	4		
	3 Completed projects in the water industry for financial years 2023/24 supported by signed audit report from the Auditor General of South Africa or any reputable audit firm.	3		
	2 Completed projects in the water industry for financial years 2023/24 supported by signed audit report from the Auditor General of South Africa or any reputable audit firm.	2		
	1 Completed project in the water industry for financial years 2023/24 supported by signed audit report from the Auditor General of South Africa or any reputable audit firm.	1		
Latest audit reports are necessary in ensuring that the entity maintain an audit opinion with no material findings.				
Project Methodology	Project plan and broad methodologies (interim, final and revaluation) in line with the task descriptions outlined under project scope/ task description, with clear milestones and timeframes for each tasked to be completed. Methodology should be properly outlined (please refer to scope of work). Please include the once-of revaluation methodology.		25	
	Project plan well broken down with methodology, deliverables, timeframe/milestone, quality assurance & management of the project including staff deployment to each activity/deliverable. Including a sample of assets progress report.	5		
	Project plan provided with methodology, deliverables, timeframe/milestone & management of the project. Including a sample of assets progress report.	4		
	Project plan provided with clear deliverables, methodology & timeframes/milestones	3		
	Project plan provided with no clear deliverables, methodology & timeframes/milestones.	2		

1 = poor, 2 = average, 3 = good, 4 = very good, and 5 = excellent Criteria	Sub-Criteria	Points Value (1-5)	Weight of Criterion	Bidder Score
	No project plan and methodology	1		
Skills transfer plan	Detailed skills transfer plan on the assets register and the use of assets management system. Detailing task to be handed over. The skills transfer plan should include both classroom type training and on job training.		5	
	Skills plan well broken down with training method, deliverables, timeframe/milestone, quality assurance & management of the training including staff deployment to each training activity/deliverable	5		
	Skills plan provided with training method, deliverables, timeframe/milestone & management of the training	4		
	Skills plan provided with clear deliverables & timeframes/milestones	3		
	Skills plan provided with no clear deliverables & timeframes/milestones and types of training to be conducted	2		
	No skills plan	1		

Only bidders that meets the minimum threshold for functionality of 75% will be moved to the presentation stage.

EVALUATION CRITERIA

Phase Two (2): Summary Technical Evaluation

The evaluation of the technical part of the proposal will be on the basis of the candidate's responsiveness to the terms of reference, as well as the application of the evaluation criteria and points system as indicated below. Each responsive proposal will be given a technical score.

Criteria	Weight	Score (1-5)
Team capability	35	
Company experience	35	
Project plan and Methodology	25	
Skills transfer plan	5	
TOTAL	100	
Minimum Threshold for Functionality	75	

The proposals will receive further consideration if they score at least 75% minimum points out of the 100 for both functionality and Methodology presentation.

Phase 2: Pricing and BEE Evaluation

The following 80/20 criteria will be used for the evaluation of the proposals:

Pricing : 80 points

B-BBEE Points : 10 points

Specific Goals :10 points

Quantitative Assessment

Bids that achieve the minimum technical requirement will be further adjudicated on Price and BEE status. The method of scoring Financial Proposals and the BEE Verification Certificate is described in the attached Preference Points Claim document (SBD 6.1).

The allocation of tender adjudication points for this Contract shall be as follows:

Area of Adjudication	Maximum Points
Tendered Price (S_P)	80
Empowerment Objectives (S_E)	20
Total Points (S)	100

SPECIFIC CONDITIONS

Respondents should complete all the returnable SCHEDULEs/SBD forms listed below.

RETURNABLE SCHEDULES

(All ANNEXUREs must be completed and returned by the Supplier(s) when submitting the bid.)

RETURNABLE SCHEDULE 1: Invitation to Bid (SBD 1)
RETURNABLE SCHEDULE 2: Pricing Schedule (SBD 3.2)
RETURNABLE SCHEDULE 3: Declaration of Interest (SBD 4)
RETURNABLE SCHEDULE 4: Preference Points Claim Form (SBD 6.1)

TERMS AND GENERAL CONDITIONS

- (a) All submissions must be received by the OVERBERG WATER no later than **12h00, Monday 19 May 2025**. Respondents must submit their proposals before the closing date and time. No late submissions will be considered;
- (b) All submissions and subsequent information received will become the property of the Overberg Water and will not be returned;
- (c) Failure to complete all supplementary information will result in submissions being deemed null and void and shall be considered “non-responsive” and therefore not considered;
- (d) Telegraphic, telexed, faxed or e-mailed submissions will not be accepted;
- (m) One original document shall be placed in sealed envelopes clearly marked.

“RFP OW-067/2024/25 –“Professional Service Provider to perform physical verification, condition assessment, impairment assessment, review useful life, determine the residual value and update infrastructure and movable assets register on the annual basis for a period of 36 months” at the Reception desk of Overberg Water Board’s Corporate Office, Trident Park 3, Ground Floor, 1 Niblick Way, Somerset West, Cape Town;

- (n) Respondents or their representatives (including the courier services) must ensure that they register their submissions in the Lodging Sheet at the Reception Desk of the above-mentioned Overberg Water offices, wherein they will indicate the name of the person delivering the submission, the number of copies submitted, the time and date of submission and sign the document;
- (o) All enquiries and submissions regarding this Request for Tender (RFP) must be directed to: Ms Zanele Tamarana: Supply Chain Management Unit Contact Number: 021 851 2155; Email: ztamarana@overbergwater.co.za and/or Mr Brian Mokhele (Technical Queries) Contact Number: 021 851 2155; Email: bmokhele@overbergwater.co.za;
- (p) The contact persons reflected above shall be the only point of contact for this contract. Failure to observe this requirement might lead to immediate disqualification of the respondent;
- (q) The Overberg Water reserves the right not to accept any submission.
- (r) Bidders must comply with Regulation 13(c) of the Public Service Regulations, 2016 which states that "an employee in the public service shall not conduct business with any organ of state or be a director of a public or private company conducting business with an organ of state, unless such employee is in an official capacity a director of a company listed in ANNEXURE 2 and 3 of the PFMA".
- (s) Submission of a Request for Proposal and its subsequent receipt by the Overberg Water does not represent a commitment on the part of the Overberg Water to proceed further with any Respondent or any project;
- (t) No costs incurred by the Respondents in the preparation of their submission will be reimbursed;
- (u) Public Liability - Overberg Water shall not be liable in respect of any claims, damages, accidents, etc. to persons, properties, vehicle rights, etc. that may arise from the carrying out of this contract.
- (v) Tender prices must remain valid for a period of 120 days (calculated from closing date of the bid).

DISQUALIFICATION

- (a) It must be stressed that any queries relating to this request must be addressed only to **Ms Zanele Tamarana and/or Mr. Brian Mokhele** who are identified as a contact person for this contract; Ms Zanele Tamarana: Supply Chain Management Unit Contact Number: 021 851 2155; Email ztamarana@overbergwater.co.za and/or Mr Brian Mokhele (Technical Queries) Contact Number: 021 851 2155; Email: bmokhele@overbergwater.co.za. The queries must be in writing addressed to the above mentioned officials.
- (b) Respondents are not to communicate in any manner or form whatsoever with members of Overberg Water personnel about the RFP until the preferred Supplier(s) has been selected and the procurement process completed;

- (c) Respondents are advised that should there be any contact with Overberg Water staff and the Adjudication Team which could in any way be seen or deemed to constitute a conflict of interest, bribe or otherwise influence the process and the outcome thereof, will result in immediate disqualification;
- (d) Misrepresentation of information presented to the Overberg Water, be it on capability statement or empowerment credentials will also lead to disqualification of the respondent.

RETURNABLE SCHEDULE 1: INVITATION TO BID AND THE TERMS AND CONDITIONS OF BIDDING (SBD 1)

SBD1

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE OVERBERG WATER

BID NUMBER:	RFP OW- 067/2024/25	CLOSING DATE:	19 May 2025	CLOSING TIME:	12H00
DESCRIPTION	Professional Service Provider to perform physical verification, condition assessment, impairment assessment, review useful life, determine the residual value and update infrastructure and movable assets register on the annual basis for a period of 36 months				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).					

BID RESPONSE DOCUMENTS BE DEPOSITED IN THE BID BOX
SITUATED AT

Overberg Water Board's Corporate Office

Trident Park 3, Ground Floor

1 Niblick Way, Somerset West

Cape Town.

SUPPLIER(S) INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		<input type="checkbox"/> Yes <input type="checkbox"/> No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)			
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)			
	<input type="checkbox"/>	A REGISTERED AUDITOR NAME:			

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

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]	ARE YOU A FOREIGN BASED SUPPLIER(S) FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW]
SIGNATURE OF BIDDER	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL INCLUSIVE)	
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT/ PUBLIC ENTITY	SCM	CONTACT PERSON	Brian Mokhele
CONTACT PERSON	Zanele Tamarana	TELEPHONE NUMBER	021 851 2155
TELEPHONE NUMBER	021 851 2155	FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	bmokhele@overbergwater.co.za
E-MAIL ADDRESS	ztamarana@overbergwater.co.za		

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 ONLINE
- 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER(S) DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.5. 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 LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER(S) DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN MANUFACTURERS

- 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO
- 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO
- 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO
- 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO
- IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.**

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID

FINANCIAL PROPOSAL

RETURNABLE SCHEDULE 2 – PRICE SCHEDULE (SBD 3.3)

BIDDER: _____

Professional service provider to do physical verification and updating infrastructure and movable assets register. *Please note that the below descriptions are not conclusive.*

Validity Period: 120 days

ITEM	DESCRIPTION	UNIT	QUANTITY/ HOURS	RATE (R)	BUDGET YEAR 1	BUDGET YEAR 2	BUDGET YEAR 3	TOTAL
1.	Mobilisation of resources							
2.	Project implementation plan and project charter							
3	Physical verifications							
4	Review of useful life							
5	Condition assessment							
6	Updating of assets management software system							
7	Componentisation of assets							
8	Barcoding and Marking of the assets							
9	Completed assets register and audit working paper/file. Prepare the assets movement schedule to be disclosed on the annual financial statement							
10	Training/skills transfer							
11	update assets management policy for both movable and immovable assets							
12	update of asset procedure manuals.							
13	Impairment assessment							
14	Residual value							

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. BIDDER'S DECLARATION

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

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....

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:

.....

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

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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 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.

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

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

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

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**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 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:

	POINTS
PRICE	80
SPECIFIC GOALS	10
BEE POINTS	10
Total points for Price and SPECIFIC GOALS	100

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

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

Where

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

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

- 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.)

B-BBEE			
Status Level Contributor	of	Number of Points for Preference (80/20)	Number of Points for Preference (90/10)
1		10	5
2		9	4.5
3		7	3
4		6	2.5
5		4	2
6		3	1.5
7		2	1
8		1	0.5
Non-compliant contributor		0	0

Regarding paragraph 4.2(b) 50% of the 20/10 points will be allocated to promote this goal. Points will be allocated as follows:

A tenderer failing to submit proof of required evidence to claim preferences for other specified goals, which is in line with section 2 (1) (d) (ii) of the Act. may only score in terms of the 80/90-point formula for price; and scores 0 points for the relevant specific goals where the supplier or service provider did not stipulate locality.

Specific Goal	Number of Points for Preference (80/20)	Number of Points for Preference (90/10)
100% Women Group owned	5	2.5
100% Black Designated Group owned	3	1.5
Within the boundaries of the Western Cape	2	1

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 propriety

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 authorized 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 favorable 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:

.....

.....

.....

PART B: RFP CONDITIONS

ALL RFP CONDITIONS MUST BE STRICTLY ADHERED TO, FAILING WHICH THE RFP MAYBE REJECTED OR DECLARED NON-RESPONSIVE.

1. No RFP will be considered unless submitted on the official Contract Form together with all Returnable Schedules duly completed and signed.
2. RFP's can be deposited in the tender box on or before the stipulated closing date and before the closing time at the Overberg Water Board's Corporate Office, situated at Ground Floor, Trident Park 3, 1 Niblick Street, Somerset West, 7137, Cape Town.
3. Overberg Water reserves the right to accept the whole quotation or part thereof, or any item or part of any item, or to accept more than one quotation (in the event of a number of items being offered).
4. Overberg Water reserves the right to accept an RFP which is not substantially or materially different from the Specification.
5. Overberg Water is not obliged to accept the lowest or any RFP
6. Overberg Water shall not consider RFP's which are received after the closing date and time for such RFP's.
7. Overberg Water will not be held responsible for any expenses incurred by manufacturers in preparing and submitting RFP's.
8. Overberg Water may, after the closing date, request additional information or clarification from manufacturers, in writing.
All enquiries regarding this bid must be in writing only, and must be directed to
Zanele Tamarana– Supply Chain Management Unit, e-mail address : ztamarana@overbergwater.co.za
9. Any RFP submitted shall remain valid, irrevocable and open for acceptance by Overberg Water for a period of 120 days from the closing date.
10. A Supplier(s) may request in writing, and after the closing date, that his or her RFP be withdrawn, which withdrawal will be permitted or refused at the sole discretion of Overberg Water after consideration of the reasons for the withdrawal, which shall be set out by the Supplier(s) in such a written request for withdrawal.
11. All manufacturers submitting quotations must be registered on National Treasury Central Supplier(s) Database (CSD) as Overberg Water will not award any bid for price quotation to a bidder(s) not registered on the CSD. For more information of the Central Supplier(s) Database please contact the helpdesk at 012 406 9222 or email csd@treasury.gov.za
12. If the Supplier(s) is an employer as defined in the Compensation for Occupational Injuries and Diseases Act, Act 130 of 1993 (COIDA), the Supplier(s) shall submit either a Letter of Good Standing issued by the Compensation Commissioner in terms of the COIDA, confirming that the Supplier(s) is registered as an employer in terms of the COIDA; or confirmation of cover with a licenced compensation insurer for the full extent of the Supplier(s)'s potential liability as contemplated in terms of Section 84 of the COIDA.
13. No person who is a provider or prospective provider of goods or services, or a recipient or prospective recipient of goods disposed of or to be disposed of may directly or indirectly influence or interfere with the work of any Overberg Water officials involved in the procurement process in order, *inter alia*, to:
 - a) influence the process and/or outcome of a bid;
 - b) incite breach of confidentiality and/or the offering of bribes;

- c) cause over-or under-invoicing;
 - d) influence the choice of procurement method or technical standards;
 - e) influence any Overberg Water Official in any way which may secure an unfair advantage during or at any stage of the procurement process.
14. Abuse of the supply chain management system is not permitted and may result in the quotation being rejected, cancellation of the contract, 'blacklisting', and/or any such remedies as set out in Overberg Water's SCM Policy.
15. Manufacturers are required to complete all declarations in the Returnable Schedules attached hereto, failing which the quotation may be declared non-responsive.
16. An 80/20 price/preference points system will be applied to the evaluation of responsive quotations, whereby the order(s) will be placed with the Supplier(s) scoring the highest total number of adjudication points.

16.1 Price shall be scored as follows:

$$Ps = 80 \times \left(1 - \frac{(Pt - Pmin)}{Pmin}\right)$$

Where:

- Ps is the number of points scored for price;
- Pt is the comparative price of the quotation under consideration;
- Pmin is the comparative price of the lowest responsive quotation.

16.2 Preference points shall be scored as follows:

- a) Points will be awarded to Bidders who are eligible for preferences in respect of B-BBEE and specific goals contribution in terms of Returnable Schedule 3: Preferencing Schedule.
- b) The terms and conditions of Schedule 3 shall apply in all respects to the quotation evaluation process and to any subsequent contract.
- c) A maximum of 10 quotation evaluation points will be awarded for preference to manufacturers with responsive quotations who are eligible for such preference, in accordance with the criteria listed below.

Exempted Micro Enterprise or B-BBEE Status Level of Contributor

The Tenderer shall indicate on Schedule 3 his or her company/firm/entity's B-BBEE status level of contributor, in accordance with one of the following:

- Exempted Micro Enterprise (>50% black-owned)
- Exempted Micro Enterprise (≤50% black-owned)
- Verified B-BBEE status level of contributor in terms of the Construction Sector Charter on Black Economic Empowerment (Board Notice 111 of 2007 published in Government Gazette No. 29616 of 9 February 2007)
- Non-compliant contributor¹

Up to **20** tender evaluation points (Np) will be awarded for the level of B-BBEE contribution, in accordance with the tables below:

B-BBEE Status Level of Contributor	Number of Points for Preference
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

¹

A non-compliant contributor is one who does not meet the minimum score for a level 8 contributor, or who is not verified in terms of the Construction Sector Charter.

PART C: GENERAL & SPECIAL CONDITIONS OF CONTRACT

THESE SPECIAL CONDITIONS OF CONTRACT (SCC) SUPPLEMENT AND MUST BE READ WITH THE CORRESPONDING PROVISIONS OF THE GENERAL CONDITIONS OF CONTRACT (GCC) (download at <http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions>) WHICH SHALL CONSTITUTE THE AGREEMENT BETWEEN OVERBERG WATER AND THE SUPPLIER(S).

1. Acceptance/Contract Commencement and purchase orders

The Supplier(s)'s offer will be accepted by Overberg Water when a purchase order and/or letter of appointment is issued to the Supplier(s). The date of issue of the purchase order and/or letter of appointment shall be the commencement date of the contract. The Supplier(s) undertakes work and incurs expenses prior to the issuing of a purchase order and/or letter of appointment entirely at its own risk. Overberg Water shall only incur liability for payment in terms of this contract if a valid purchase order and/or letter of appointment has been issued to the Supplier(s).

2. Standards

Failure to comply with the Specification and standards as set out in the quotation document shall constitute a material breach, and Overberg Water reserves the right to cancel the contract in terms of Clause 23 of the GCC.

3. Payment– Clause 16 of the GCC

3.1 A monthly payment cycle will be the norm. All invoices received for goods and services dated on or before the 20th of a particular month will typically be paid between the 23rd and the 26th of the ensuing month.

3.2 More frequent payment to manufacturers is not a right. Requests for such payments will be considered at the sole discretion of Overberg Water.

3.3 In order to give effect to a more frequent payment cycle (if approved), an additional mid-month payment run will be effected as necessary. The additional payment run dates will be between the 10th and the 13th of the month.

3.4 The actual payment run dates will be dependent on the number of days of the month and the influence of public holidays. Manufacturers on a 14-day cycle who submit invoices by the 25th of a particular month will be paid between the 10th and the 13th of the next month.

4. Applicable Law – Clause 30 of GCC

4.1 The Supplier(s) must comply with the Basic Conditions of Employment Act, Act 75 of 1997 and Amendments including all laws relating to wages and conditions governing the employment of labour and Bargaining Council agreements.

5. Insurance – Clause 11 of GCC

5.1 Without limiting the obligations of the Supplier(s) in terms of this contract, the Supplier(s) shall effect and maintain the following insurances:

a) Any goods supplied to Overberg Water by the Supplier(s) in terms of this Agreement shall be fully and adequately insured by the Supplier(s) against any loss or damage incidental to manufacture or acquisition, transportation, storage and delivery.

5.2 The Supplier(s) shall be obliged to furnish Overberg Water with proof of such insurance