|  |  |
| --- | --- |
| **Description** | uMngeni- uThukela Water interns to acquire the services of a Professional Service Provider for the design of Mkondeni (South Central Region) Precinct and supply of Construction Drawings |
| **Advert Date**  | 05/09/2025 |
| **Closing Date and Time** |  19/09/2025 @ 23H59 |
| **Compulsory Briefing Session** | **Date**: 10/09/2025**Time**:10H30**Venue**:7 Portland Road, Mkondeni PMB(eMthonjeni Office) |
| **SCM Enquiries**  | Nokwanda Mboyi**Tel:** 033 86 1818**Email:** nokwanda.mboyi@uuw.co.za  |
| **Technical Enquiries**  | Name: Sabelo Mzobe**Tel: 033 846 1800****Email:Sabelo.mzobe@uuw.co.za** |
| **Contents of RFQ** | Invitation to quote1. Bidders information
2. Terms and Conditions
3. Undertaking by Bidder
4. Terms of Reference/RFQ specifications
5. Price Schedule
6. Authority to Sign
7. Bidders disclosure [SBD 4]
8. Preference points claim form (SBD 6.1)
9. Briefing session certificate
10. Contract Form [SBD 7.1 or SBD 7.2]
 |

|  |  |
| --- | --- |
| **Quotation Submission:** | **Tip-Offs Anonymous Hotline:** |
| Quotations must be **emailed to :** **scmquotes@uuw.co.za** using Quote number as the email subject  **Quotations dropped in the tender box will NOT be ACCEPTED.****Emailed Quotations received after 00h00  will also  NOT be ACCEPTED** **Suppliers are under no circumstances allowed to cc buyers when emailing/submitting RFQs to the** **scmquotes@uuw.co.za****Failure to adhere to the above will result in your RFQ not getting accepted.** | Report unethical conduct at uMngeni-uThukela Water on**:**Toll Free Number: 0800 864 463Email:             umgeniwater@whistleblowing.co.za Toll Free Fax:  0800 212 689Postal:             Freepost KZN665, Musgrave, 4062SMS:               33490Online:            [www.whistleblowing.co.za](http://www.whistleblowing.co.za) *Stop theft / fraud / dishonesty / bribery /blackmail / intimidation, and remain anonymous.* |

**BIDERS 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 Water 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 Signature Date

(Duly Authorised)

**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 submitted by email scmquotes@umgeni.co.za or 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.

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: -

1. 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
2. Cancel the contract and claim any damages which uMngeni-uThukela Water may suffer by having to make less favourable arrangements after such cancellation.

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Name of Representative Signature Date

(Duly Authorised)

**SCOPE OF WORK / TERMS OF REFERENCE**

# OBJECTIVES

 UMngeni- UThukela Water interns to acquire the services of a Professional Service Provider for the design of Mkondeni (South Central Region) Precinct and supply of Construction Drawings,

To achieve this, UUW requires a Multi-Disciplinary Consulting Engineering and or Architectural firm to:

* Establish at least 3 possible concept design for Mkondeni (South Central Region) Precinct on the existing two floors Building, the design should carter for a boardroom that will accommodate 40 people, server room as well as offices depending on the space utilization study that will be conducted by the service provider.
* Present these concepts with their pros and cons to UUW focus must be on cost, quality and duration.
* Undertake a detailed design for one option chosen by UUW.
* Produce and compile complete construction drawings with detailed scope of work and bill of quantities/material
* The detailed design pack must be such that it can be used to appoint a service provider through a tendering process to implement the design.

# Description of the services

The full scope of the work in stages is summarized below:

* Stage 1: Inception and brief clarification
* Stage 2: Delivery of Concepts and Viability **(Concept Design**)
* Stage 3: Design Development (**Detailed Design**)
* Stage 4: Documentation and procurement **(Local Authority Documentation**)
* Stage 4: Documentation and Procurement (**Tendering**)

#

# Extent of the services

The service provider will be responsible for:

* undertaking an efficient office space utilization investigation
* establishment of viable concepts to present to UUW
* detailed design (addressing all engineering disciplines) for tender issuing. The design will need to take into consideration a wide range of technical, financial, social, legal, economic, spatial and environmental issues, which should be integrated to provide a recommended solution.
* Compiling the tendering documents and availability for consultations during construction ( supervision call out fees)

The successful service provider needs to be equipped with the necessary skills and Built Environment competencies including project management, architectural design, quantity surveying, electrical, mechanical, civil and structural engineering.

The multi-disciplinary entity is to provide a full team led by experienced and skilled registered professional as follows:

## **3.1 Architect**

The architect will be responsible for, but not limited to:

* Space utilization investigation and optimization
* Assume Responsibility as a Principal Agent
* Producing site studies, securing planning approvals and perform a variety of other pre-design and pre-tender tasks.
* Control the design, planning and quality of material to meet time and budgetary requirements.
* Design the facility in terms of UUW requirements and present plans to the UUW personnel for approval.
* Submission of building plans to the Municipality for approval.
* Provide UUW with a Project Implementation Plan; inclusive of best estimate timeframes, activities, responsibilities and resources.
* Ensure participation of the Municipality and other relevant stakeholder in the design phase where required.
* Compliance with Occupational Health & Safety
	+ Medical certificates
	+ Letter of Good Standing
	+ Mandatory agreement 37(2)
	+ Induction
	+ Personal Protective Equipment (PPE).

## **3.2 Quantity Surveyor**

The quantity surveyor will be responsible for, but not limited to:

* Preparing and developing the preliminary cost plan which comprises of a cost planning report, feasibility study and its findings.
* Preparing the Bills and Schedules of Quantities of materials, equipment, labour and services required for the construction.
* Preparing the tender and contract documents.
* Advising on the procurement strategy.
* Identifying, analyzing and developing responses to commercial risks.
* Assisting in analyzing progress reports.
* Attendance of progress and technical meetings with all relevant stakeholders (including the rest of the professional team).

## **3.3 Civil/Structural Engineer**

The civil/structural engineer will be responsible for, but not limited to:

* Designing a plan which outlines the key variables and what needs to be changed prior to the construction process.
* Developing a detailed design layout of the civil and structural components in terms of the Departmental requirements.
* Attendance of technical progress meetings with all relevant stakeholders (including the rest of the professional team).

## **3.4 Electrical Engineer**

The electrical engineer will be responsible for, but not limited to:

* Designing electrical systems in compliance with the necessary codes.
* Electrical design of the satellite Mkondeni Precinct
* Calculating the costs of electrical equipment
* Communications and ICT networking requirements to UUW Specification.
* Attendance of progress and technical meetings with all relevant stakeholders (including the rest of the professional team).

## **3.5 MECHANICAL ENGINEER:**

The mechanical engineer will be responsible for, but not limited to:

* Surveying the site and managing the design of mechanical systems so that they comply with the necessary codes.
* Designing mechanical systems for HVAC and fire.
* Ensuring that all codes are met for mechanical works
* Attendance of progress and technical meetings with all relevant stakeholders (including the rest of the professional team).

#

# Use of reasonable skill and care

The Services Provider is required to:

* exercise reasonable skill and care in all activities undertaken on this project.
* comply with all UUW safety, health and environmental regulations*.*

## **4.1 Co-operation with other services providers**

The Service Provider is expected to act professionally whilst interacting with other services providers and any requests for meetings are to be made via UUW. All meetings are to be chaired by the UUW Project Manager.

The Service Provider will be required to interact with various departments within UUW, namely:

* Asset Management
* Property Services & Security Department
* ICT Department
* Engineering Services Department
* Project Management Office
* Health & Safety Agent (Provided by uMngeni-uThukela Water Water)

# Scope of Work Brief

The following points shall form the basis of information brief:

####  **Personnel profile**

* The facility should be able to accommodate 40 people at any given time.
* The facility should be able to accommodate both males and females
* The facility should be able to accommodate disabled / paraplegic people

#### **The Facility attributes**

### **Boardroom**

The boardroom and office space shall, as a minimum:

* + - * Have a space enough to cater for 40 people at any given time
			* Offices which will depend on the space utilization study, which will be done by the PSP
			* Must have an adequate HVAC system
			* Must have adequate natural lighting

### **Ablutions**

The ablution facility shall, as a minimum:

* have separate units for males and females

### **Offices**

Generally the facility shall, as a minimum:

* Offices which will depend on the space utilization study, which will be done by the PSP
* Have a computer server room with adequate ventilation / cooling
* have easy access to all floors (use of lifts and staircases where required)
* Have HVAC system
* Exploit green energy, with minimal energy footprint
* have adequate parking and traffic flow management
* Cater for paraplegic people
* have UUW approved security system and access control system
* Meet all firefighting system requirements
* have adequate storm water management system
* Comply to relevant standards e.g. SANS10400

# Description of other required services

* Geotechnical Studies to determine load bearing capacity for foundation design/type.
* Electrical power capability survey, (utilities survey)
* Provide preliminary concept design proposals in 3D format and project scope of work
* Present all concepts / options to uMngeni-uThukela Water for selection and approval.
* Provide detailed structural and architectural drawings.
* Submit plans to the Local Municipality for approval.
* Prepare priced bill of quantities with an estimate and detailed project specifications together with detailed scope of work that will be used for tender purposes for the actual construction work.
* Provide a provisional sum to supervise/monitor the construction phase of the works.

# Extent of the services

The multi-disciplinary consultant engineering and or architectural firm will deliver the project in the following phases:

* **Phase 1 Deliverable**
	+ ECSA Stage 1 – Pre-feasibility
	+ ECSA Stage 2 – Feasibility.
* **Phase 2 Deliverable**
	+ ECSA Stage 3 – Preliminary Design
	+ ECSA Stage 4 – Design Development
* **Phase 3 Deliverable**
	+ ECSA Stage 5 – Tender Documentation & Procurement

#

# Deliverables

The scope of work on the project is to be implemented in stages in accordance with ECSA guidelines and as follows:

|  |  |  |
| --- | --- | --- |
| **Requirement** | **Description** | **Deliverables** |
| ECSA Stage 1 | Pre-feasibility | * Site assessment and survey/ space utilization
* Conduct project risk assessment and constraints
* Prepare gate checklist
* Prepare and submit comprehensive report including presentation
 |
| ECSA Stage 2 | Feasibility | * Provide conceptual designs and select
* Cost estimates
* Prepare gate checklist
* Prepare and submit comprehensive report including presentation
* Provide drawings and sketches
 |
| ECSA Stage 3 | Preliminary Design | * Thoroughly develop best option & execution plan
* New building construction Civil Designs
* Conduct Hazop study
* Prepare gate checklist
* Cost estimates
* Drawings
 |
| ECSA Stage 4 | Design Development | * Signed Consultant/Client Agreements
* Detailed Design & Documentation Program
* New Building Construction Civil Designs
* Conduct Hazop study
* Prepare gate checklist
* Cost Estimates
* Specifications & procurement
* And submission of drawings for municipal approval
 |
| ECSA Stage 5 | Tender Documentation & Procurement, as well as construction monitoring / inspections |  |

# Reference data

* UUW will submit to the consultant as-built drawings of the current workshop structure*.*

# Applicable national and international standards

1.SANS 1200, SANS 10400

 2. SACAP client-Professional project agreement for architectural services.

 3. GBCSA green star

 4. OHS Act 85of1993

5. ECSA- Guideline Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering Profession Act, 2000, (Act No.46 of 2000)

N.B and other relevant/ Applicable SANS Standard

# Particular/Generic specifications

 Infrastructure Development Division Engineering Services- MANUAL ON DRAFTING AND DESIGN

# DETAILS FOR TECHNICAL DRAWINGS - ID/ES/Proc/21 (consult Penny Cekwana- records administrator)

Other relevant UUW standards will be made available on request

# Approvals

* uMngeni-uThukela Water Asset Management Team for concept and design approval.
* Local Municipality to approve the plans.

# Procurement

UUW SCM processes to be followed

Three formal RFQ’s + Price and Preference & LC

# Access to land / buildings / sites

* The site will be accessible to consultant, however the project manager must be informed prior to coming on site.

# Planning and programming

* The service provider is expected to submit a project guideline in the form of an MS Project with committed deliverable dates for all project tasks up to submission for tender.
* Program will be the baseline for a monthly written progress report.
* SP has to report to the PM weekly on the progress
* The service provider is expected to submit an indicative cash flow program for the duration of the project up to tendering stages*.*

# Format of communications

* Scope of works to be submitted in a Microsoft word and the Bill of quantities to be submitted on the excel format
* Project plan to be submitted in MS Project format
* Drawing to be submitted and be done with Auto Cad software As per ID/ES/Proc/21

# Key personnel

Refer to section 3 of Scope of Work

# Management meetings

* All meetings will be held at Mkondeni Boardroom with Asset Management Team at intervals determined by the service provider and accepted by the project manager, Minimum of monthly re-occurances.

# Forms for contract administration

* GCC is the contract that will be used to contract with the consultant with SACAP client-professional project agreement

# Daily records

* Hours spent by the consultant will be recorded, signed and submitted to the client

# Professional indemnity insurances

* 1 x letter of intent to provide Professional Indemnity and Public Liability cover

# Payment certificates

* The payment certificate will need to be submitted before the 25th of that current month to be paid at the end of the following month.

# Use of documents by the Employer

* UUW will own all documents coming out of this project and will use them for the implementation (construction) of this project.

# Property provided for the Service provider’s use

* None.

# Proof of compliance with legal entities

* Law governing the Contract shall be the law of the Republic of South Africa.
* Professional registration with Engineering Council of South Africa
* Professional registration with South African Council for Architectural Profession
* Professional registration with the South African Council for the Quantity Surveying Profession

# Pricing

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

# Evaluation Process

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

* 1. **First stage:**

 **Mandatory**

 SBD 4 – Bidders disclosure

 ECSA Professional registration (Active)

 **Administrative Requirements**

 Bidder completed all RFQ Forms

 Bidder registered on National Treasury CSD/CIPC registration cert.

 Valid BBBEE Cert./Sworn Affidavit

 Bidder attended compulsory briefing session

* 1. **Second Stage:** Functionality

**(**Minimum 70 points require to move to third stage of price and preference)

|  |  |
| --- | --- |
|  | 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 40Experience of Key Personnel 60**Failure to score a single point in any of the criteria listed above will deem the RFQ to be non-responsive and the bidder will be disqualified.** The score allocated by each Cross Functionality Scoring Team for a RFQ shall be the sum, of the scores relevant to each of the above listed returnable schedules multiplied by the percentage weighting for each as shown above. |

**1.2.1 TENDERER’S EXPERIENCE**

The experience of the Tenderer will be evaluated on the basis of experience in similar projects or similar areas and conditions in relation to the scope of work.

The evaluation will consider experience in relation to:

* Project work undertaken in architectural work
* Project work in the development of design development
* Projects in the development of tendering documents based on completed designs
* Projects in construction work monitoring

Tenderers should very briefly describe his or her experience in this regard relevant to the scope of work and attach this to this schedule.

* Proof of completed work (eg client-signed completion certificate, reference letter, purchase order, appointment letter) must be submitted for each project completed. Failure to do so will result in the submitted project not considered for this evaluation.

The description should be put in tabular form with the following headings:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of work (service)** | **Period / Year** | **Value of work (i.e. the service provided) inclusive of VAT (Rand)** | **Company (Where the Service was provided)** | **Contact details** |
|  |  |  |  |  |
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Scoring of the Company Experience will be as follows: 40

|  |  |
| --- | --- |
| **DESCRIPTION** | **MAX POSSIBLE SCORE** |
| **Company experience in Architectural Work double volume buildings (concept development, design development, tender document compilation and construction monitoring)**(Submit completion certificates or reference letter with the Purchase Order or appointment letter as proof of previous experience, if not submitted no score will be awarded). 1 project – 25 points * 2 projects – 50 points
* 3 projects – 75 points,
* 5 additional point for every project more than 3 projects to a maximum of 100 points
 | **100** |

**1.2.2 KEY PERSONNEL ASSIGNED TO THE WORK**

Below are the key personnel for this project:

**KEY PERSONNEL SCHEDULE**

|  |  |  |
| --- | --- | --- |
| **No.** | **Proposed Function** | **Key Person Name**  |
|  | **Lead Architect** |  |
|  | **Quantity surveyor** |  |
|  | **Electrical Engineer/Technologist** |  |
|  | **Mechanical Engineer/Technologist** |  |
|  | **Civil structural Engineer/Technologist** |  |

**EXPERIENCE OF KEY PERSONNEL**

Provide relevant information as prescribed below for the following Key Persons proposed in the tender to fulfil the following positions:

**Key Person Positions**

1. **Lead Architect**
2. **Quantity Surveyor**
3. **Electrical Engineer / Technologist**
4. **Mechanical Engineer / Technologist**
5. **Civil Structural Engineer/Technologist**

The experience of each key person, relevant to the scope of work, will be evaluated from the following:

1. **General experience** (total duration of activity), level of education and training and positions held by the key person.
2. **The education**, training and experience of the person, in the specific sector, field, subject, etc which is directly linked to the scope of work.

A CV of each key person of not more than 3 pages should be attached to this schedule.

 CV’s and Certificates of Key Personnel

Each CV should be structured under the following headings:

1. Personal particulars

 - name

 - date and place of birth

 - place (s) of tertiary education and dates associated therewith

1. Qualifications
2. Name of current employer and position in enterprise
3. Overview last 10 years of experience (year, organization, position and projects)
4. Outline of recent assignments / experience that has a bearing on the scope of work

**All qualification certificates and professional registration certificates must be attached.**

In particular, the experience of each key personnel shall be evaluated against the following respective qualifications, competencies and experience as indicated in the table below*:*

**Table 1**

| ***Key personnel*** | ***Role in Project*** | ***Minimum qualifications*** | ***Experience, Competencies, Knowledge areas*** |
| --- | --- | --- | --- |
| Lead Architect | The lead architect brings about:* The understanding of space utilization
* The capability of a Principal Agent
* The ability to produce site studies, securing planning approvals and perform a variety of other pre-design and pre-tender tasks.
* The ability to control the designs, planning and quality of material.
* Design the facility in terms of UUW requirements and present proposals to UUW personnel for approval.
* Submission of building plans to the relevant Municipality for approval.
* Provide UUW with a Project Implementation Plan; inclusive of best estimate timeframes, activities, responsibilities and resources.
* Managing the project to meet the time, cost and quality objectives.
* Co-ordination of progress and technical meetings with all the relevant stakeholders (including the rest of the professional team) and keeping the attendance registers and diary with signed minutes to UUW.
* Ensure participation of all relevant stakeholder in the design phase where required Monthly feedback reporting and submit written report and minutes.
 | * BSc / BTech Architecture degree.
* Active registration with an architectural professional body (ie South African Council for the Architectural Profession. SACAP for Architectural Professionals)
 | * Experience in green field and brown field structural re-modelling.
* Experience in tender document compiling
* Experience in construction monitoring
 |
| Civil Engineer/ technologist | Bring in practical engineering competencies related to construction work, Surveying drawings, boundaries, datum levels etc. | * Degree / B Tech in Civil Engineering
 | * Extensive understanding of the construction industry, its systems and operations.
 |
| Mechanical Engineer / Technologist  | Bring in practical engineering competencies related to components manufacturing / fabrication / machining, infrastructure maintenance and rehabilitation. | * Degree / B Tech in Mechanical / Electrical Engineering/
* Technologist
 | * Extensive engineering manufacturing experience,
* Engineering workshop management
* Understanding of the engineering training environment
 |
|  Electrical and or instrumentation Engineer / Technologist | Bring in practical engineering competencies related to components electrical and instrumentation. | * Degree / B Tech in / Electrical Engineering/ instrumentation
* Technologist
 | * Extensive engineering electrical and instrumentation experience,
* Engineering workshop management
* Understanding of the engineering training environment
 |
| Quantity Surveyor | * managing costs on a wide variety of green and brown field projects
* assisting in establishing a client's requirements and undertaking feasibility studies
* preparing budgets and detailed cost plans.
* preparing tender and contract documents, including bills of quantities
* establishing and operating cost and financial control systems
* understanding the implications of health and safety regulations
 | * Degree / Diploma in Quantity Surveying
* Registration with a professional organization (ie South African Council for the Quantity Surveying Profession or similar)
 | * Extensive experience in green and brown field projects BOQ establishment.
* QS experience in engineering projects
 |

Scoring of the Key Personnel will be as follows: 60

|  |  |
| --- | --- |
| **Experience of Lead Architect in the design of double volume office building or similar and approved, with requirements defined in Table 1 above and the number of relevant / related projects worked on**:* 1 Project – 5 points
* 2 Projects – 10 points
* 3 Projects – 15 points
* 5 or more Projects - 20 points

**Registration with a professional body (eg South African Council for the Architectural Profession** )**Experience of Civil Engineer / Technologist with requirements defined in Table 1 above and the number of relevant / related projects worked on**:* 1 Project – 5 points
* 2 Projects – 10 points
* 3 Projects – 15 points
* 5 or more Projects - 20 points

**Registration with a professional body (eg Engineering Council of South Africa)****Experience of Mechanical / Technologist with requirements defined in Table 1 above and the number of relevant / related projects worked on**:* 1 Project – 5 points
* 2 Projects – 10 points
* 3 Projects – 15 points
* 5 or more Projects - 20 points

**Registration with a professional body (eg Engineering Council of South Africa)****Experience of Electrical Engineer / Technologist with requirements defined in Table 1 above and the number of relevant / related projects worked on**:* 1 Project – 5 points
* 2 Projects – 10 points
* 3 Projects – 15 points
* 5 or more Projects - 20 points

**Registration with a professional body (eg Engineering Council of South Africa)****Experience of Quantity Surveyor with requirements defined in Table 1 above and the number of relevant / related projects worked on**:* 1 Project – 5 points
* 2 Projects – 10 points
* 3 Projects – 15 points
* 4 or more Projects - 20 points

**Registration with a professional body (eg South African Council for the Quantity Surveying Profession )** | **100** |

* 1. **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 complaint
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)

1. The Preference Goals that have been identified for this bid is stipulated in SBD 6.1
2. 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 women | 10 | Valid BBBEE cert./Sword affidavit |
| HDI | 51% owned by black people | 10 | Valid BBBEE cert./Sword affidavit |
| **Total points for preferential goals** | **20**  |  |

1. 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.
2. UUW 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 UUW.
3. UUW 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 UUW reserves the right not to accept the lowest financial offer or any offer.

**SBD 3.1 – PRICING SCHEDULE (BOQ) – FIRM PRICES**

**Table 1**: Work stages and proportion of fee to be paid for completion of each stage

|  |  |  |
| --- | --- | --- |
| **No.** | **Work stage description** | **Proportion of fee per work stage** |
| 1 | Inception | 5% |
| 2 | Concept and viability | 25% |
| 3 | Design development | 35% |
| 4 | Documentation and procurement; local authority submission | 15% |
| 5 | Documentation and procurement: call for tender | 20% |
|  | **Total proportion for all work stages** | **100%** |

**Table 2:** Percentage fee and fee amount calculation

|  |  |  |
| --- | --- | --- |
| 1 | Total approximate capital value of the work (excl vat) upon which the percentage fee is to be calculated | R10 000 000.00 |
| 2 | Percentage fee to undertake the work based on the capital value of the work excluding additional services | % |
| 3 | Fee amount calculated as a percentage fee of the capital value of the work (ie capital value x percentage) |  |
|  | **Carried forward to Table 5** |

**Table 3:** Time based resource schedule (Construction monitoring - ECSA Level 3 - Full time)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Resource function** | **Quantity** | **Unit of measure** | **Rate** | **Amount (excl vat)** |
| 11 | Lead Architect | 3 | months |  | R |
| 12 | Civil Structural Engineer or Technologist | 3 | months |  | R |
| 13 | Mechanical Engineer or Technologist | 3 | months |  | R |
| 14 | Electrical Engineer and or Instrumentation Engineer or Technologist | 3 | months |  | R |
| 15 | Quantity Surveyor | 2 | months |  | R |
|  | **Total time based fees carried forward to Table 5** |  |

**Table 4**: Additional services

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Description** | **Quantity** | **Unit of measure** | **Rate**  | **Amount (excl vat)** |
| 16 | Allow provisional sum for Geotech survey and report | P/Sum |  | R 100 000.00 | R 100 000.00 |
| 17 | Allow mark-up for the above item | 10% |  | R 10 000.00 | R 10 000.00 |
| 18 | Allow provisional sum for power availability survey and report | P/Sum |  | R 50 000.00 | R 50 000.00 |
| 19 | Allow mark-up for the above item | 10% |  | R 5 000.00 | R 5 000.00 |
| 20 | Allow provisional sum for concealed services survey, mapping and report (ie burried cables, water lines, sewer lines) | P/Sum |  | R 30 000.00 | R 30 000.00 |
| 21 | Allow mark-up for the above item | 10% |  | R 3 000.00 | R 3 000.00 |
| 22 | Allow provisional sum for municipal submissions | P/Sum |  | R 40 000.00 | R 40 000.00 |
| 23 | Allow mark-up for the above item | 10% |  | R 4 000.00 | R 4 000.00 |
| 24 | Provision of safety and healthy file  | P/Sum |  | R 10 000.00 | R 10 000 |
|  | **Total additional services carried to Table 5** | R 252 000.00 |

**Table 5**: Percentage fee and fee amount calculations

|  |  |  |
| --- | --- | --- |
| A | Table 2: Fee mount | R |
| B | Table 3: Time based fee for resource schedule | R |
| C | Table 4: Additional Services | R |
| D | **Subtotal** (Table 2+3+4) | R |
| E | Contingencies (10% of subtotal D) | R |
| F | **Subtotal** (D+E) | R |
| G | VAT (15% of F | R |
| H | **Total** Carried forward to form of offer | R |

|  |
| --- |
| **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:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**AUTHORITY TO SIGN**

**RFQ NO:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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.

1. **Bidder’s declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest[[1]](#footnote-1) 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**

* + 1. If so, furnish particulars:

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

1. **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:

* 1. I have read and I understand the contents of this disclosure;
	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. 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[[2]](#footnote-2) will not be construed as collusive bidding.
	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.
	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.
	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.
	7. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

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

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

Signature Date

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

Position 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. 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. **To be completed by the organ of state**

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

* 1. Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
1. Price; and
2. Specific Goals.
	1. **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

|  |  |
| --- | --- |
|  | **POINTS** |
| **PRICE** | 80 |
| **SPECIFIC GOALS** | 20 |
| **TOTAL POINTS FOR PRICE AND SPECIFIC GOALS**  | **100** |

* 1. 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.
	2. 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
1. **DEFINITIONS**
2. **“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;
3. **“price”** means an amount of money tendered for goods or services, andincludes all applicable taxes less all unconditional discounts;
4. **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
5. **“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
6. **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).
7. **FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES**
	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**

or

 Where

 Ps = Points scored for price of tender under consideration

 Pt = Price of tender under consideration

 Pmin = Price of lowest acceptable tender

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

or

 Where

 Ps = Points scored for price of tender under consideration

 Pt = Price of tender under consideration

 Pmax = Price of highest acceptable tender

1. **POINTS AWARDED FOR SPECIFIC GOALS**
	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:
	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—
2. 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
3. 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*****[select where applicable to this bid]*** | **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 women** | 10 |  |
| **51% owned by black people** | 10 |  |

**DECLARATION WITH REGARD TO COMPANY/FIRM**

* 1. Name of company/firm \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. Company registration number: …………………………………………………………...

TYPE OF COMPANY/ FIRM [Tick applicable box]

 Partnership/Joint Venture / Consortium

 One-person business/sole propriety

 Close corporation

 Public Company

 Personal Liability Company

 (Pty) Limited

 Non-Profit Company

 State Owned Company

* 1. 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:
1. The information furnished is true and correct;
2. The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
3. 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;
4. 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 –
	1. disqualify the person from the tendering process;
	2. recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
	3. 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;
	4. 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
	5. forward the matter for criminal prosecution, if deemed necessary.

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

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

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

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

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

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

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

**OFFICIAL BRIEFING SESSION/SITE INSPECTION CERTIFICATE**

uMngeni- uThukela Water interns to acquire the services of a Professional Service Provider for the design of Mkondeni (South Central Region) Precinct and supply of Construction Drawings

THIS IS TO CERTIFY THAT (NAME)

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

ON BEHALF OF

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

ATTENDED THE COMPULSORY BRIEFING SESSION AT **UMNGENI-UTHUKELA WATER** AS FOLLOWS:

**TIME: 10H30**

**DATE: 10/09/2025**

**VENUE: Mkondeni Inland Office (7 Portland Road, Mkondeni PMB)**

AND IS THEREFORE FAMILIAR WITH THE CIRCUMSTANCES AND THE SCOPE OF THE SERVICE TO BE RENDERED.

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

**TENDERER’S SIGNATURE /REPRESENTATIVE**  **DATE:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**UMNGENI-UTHUKELA WATER SCM REPRESENTATIVE SIGNATURE**

(PRINT NAME)

**UMNGENI-UTHUKELA WATER’S STAMP**

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

**KZN LEGISLATURE STAMP**

**SBD 7.2 CONTRACT FORM - RENDERING OF SERVICES**

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

**PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)**

1. I hereby undertake to render services described in the attached bidding documents to uMngeni-uThukela Water in accordance with the requirements and task directives / proposals specifications stipulated in 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 date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
	1. Bidding documents, *viz*
* Invitation to bid;
* Proof of tax compliance status;
* Pricing schedule(s);
* Filled in task directive/proposal;
* Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
* Bidder’s Disclosure form;
* Special Conditions of Contract;
	1. General Conditions of Contract; and
	2. Other (specify)
1. 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 services 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.
2. 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.
3. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
4. I confirm that I am duly authorised to sign this contract.

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

WITNESSES

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

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

CAPACITY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CONTRACT FORM - RENDERING OF SERVICES (SBD 7.2)**

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

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

|  |  |
| --- | --- |
| **DESCRIPTION OF SERVICE**  |  |
| **PRICE (ALL APPLICABLE TAXES INCLUDED)** |  |
| **CONTRACT TERM / COMPLETION DATE**  |  |
| **TOTAL PREFERENCE POINTS CLAIMED** |  |
| **51% owned by women** |  |
| **51% owned by black people** |  |

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

SIGNED AT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ON:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

OFFICIAL STAMP

WITNESSES

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

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

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. [↑](#footnote-ref-1)
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. [↑](#footnote-ref-2)