

**UTHUKELA WATER**  
**VERIFICATION AND RECALIBRATION OF FLOW METERS**  
**OPS2023-HH-032**  
**TERMS OF REFERENCE & REQUEST FOR QUOTATIONS**

**1. Introduction:**

UThukela Water Pty (Ltd) is the bulk water service provider for Amajuba, uMzinyathi and Newcastle Water Service Authorities.

**2. Background:**

The flow rate measurement of the bulk water meters are critical to the accuracy of the meters which are used for billing purposes. uThukela Water requires a Service provider to verify and recalibrate the bulk flow meters with a reference standard flow measurement device, which can be calibrated across a specific known flow range. The accuracy of the installed bulk flow meters need to be measured by comparing the reference flow rate to the meter flow rate of the installed bulk meters, where a single flow is measured by both the bulk meter and the reference flow meter.

**3. Specifications:**

- The services of an approved professional service provider is required for the verification and recalibration of eighteen (18) of UTW bulk water flow meters.
- Service Provider is required to verify and recalibrate flow meters on the following sites:
  - Ngagane Water Purification Plant area (Newcastle)
  - Ntshingwayo Dam (Newcastle)
  - Biggarsberg Water Purification Plant (Dundee)
  - Tayside Raw Water Pump Station (26 km outside Dundee town)
  - Glencoe Reservoirs (Glencoe)
- Provide calibration certificates for each meter.

**4. Requirements:**

- Submit methodology/ calibration procedure.
- Submit Reference/test flow meter information and calibration certificate with calibration date.
- Submit person conducting the recalibration's competency certificate and training/qualifications.
- Submit proof of prior similar work experience and years' work experience.
- Please indicate time when service can be conducted and duration.
- Submit proof of registration and good standing with Compensation Commissioner in terms of COIDA.
- Submit proof of SHEQ compliance.

## 5. Quotation structure:

Please provide a price quotation (**itemised**) as below.

1. The price quoted is to include the following work:

ITEM	DESCRIPTION	UNIT	RATE	AMOUNT ( R )
	<b>Services</b>			
A-1	Verification / recalibration of 18 flow meters.	Sum	-	
A-2	Subsistence and travelling	Sum	-	
A-3	Supply calibration Certificates	Sum	-	
	Sub-Total			
	VAT (15 %)			
	<b>TOTAL (VAT INCLUDED)</b>			

## 6. Price Tendered:

- Tendered price must be submitted as per supplied specifications (Table above) and submit the back-up documentation as per the requirements.

**For any queries, please contact:**

**Please contact:** Mrs H. Hickley, Telephone number: 034 3285000 or

E-mail address: [hannelie.hickley@uthukelawater.co.za](mailto:hannelie.hickley@uthukelawater.co.za)

**The service provider are required to submit the following documents for their speciality as per the above description.**

1. Quotation
  2. MBD 4 attached.
  3. MBD 9 attached.
  4. CSD Summary reports
  5. Tax clearance certificate.
  6. Company registration Certificate
  7. BBBEE Certificate
- Bids will be adjudicated in terms of the Preferential Procurement Regulation, 2022 pertaining to Preferential Procurement Policy Framework Act, 5/2000, UTW SCM Policy and other applicable legislations, and will be based on 80/20 points system. Preference points will be awarded to service providers using their B-BBEE status level of contribution.

- The municipal Entity reserves a right to accept all, some or none of the bids submitted, either wholly or in part and is not obliged to accept the lowest bid.
- National Treasury General Conditions of the contracts are applicable.

All the above documents must be submitted via email to [quotes@uthukelawater.co.za](mailto:quotes@uthukelawater.co.za) for attention of SCM Manager no later than **14<sup>th</sup> March 2023**.

**Email subject "OPS2023-HH-032"**

**All potential service providers are encouraged to register on uThukela Water (PTY) Ltd database, please ignore if registered.**