

**You are hereby invited to submit a Quotation for the following requirements of
UMGENI WATER**

Advert Date:	08 December 2022		
RFQ Ref Number:	Q23/323/NM		
Description Of Goods:	UMKHOMAZI WATER PROJECT PHASE 1 - POTABLE WATER COMPONENT: APPOINTMENT OF AN EAP TO UNDERTAKE THE WATER USE LICENCE APPLICATION		
Closing Date:	20 December 2022	Closing Time:	12H00
Compulsory Briefing / Clarification meeting:	A compulsory clarification meeting with the representatives of Umgeni Water will take place on 13 December 2022 at 11:00 via Microsoft Teams		
Documents Are Obtainable From:	Via email		
SCM Procedure Enquiries may be directed to:	Nosipho Mkhize Tel No. 033 341 1034 Email Address: nosipho.mkhize@umgeni.co.za		
Submissions:	Quotations are to be deposited in the Tender Box located outside the main entrance at Umgeni Water, 310 Burger Street, Pietermaritzburg, 3200. NB: use Q23/323/NM as email subject		
Technical Enquiries: (PM – Details)	Contact Person: Mbali Dlamini Email: mbali.dlamini@umgeni.co.za Tel : 033 341 1586		
Contents			
<ol style="list-style-type: none"> 1. Invitation Cover Page 2. Information about the Quotation 3. Terms and conditions of Request for Quotation (RFQ) 4. Eligibility and Evaluation Criteria 5. RFQ Specifications 6. Price Page 7. Returnable Documents 8. Declaration of Interest 9. Preferential Procurement Claim form 10. Certificate of Acquaintance with RFQ T&Cs. 11. Contract Forms 			

This RFQ is subject to the general conditions of the RFQ, National Treasury's general conditions of contract (GCC) and, if applicable, any other special conditions of contract (SCC).

Tip-Offs Anonymous Hotline:

Report unethical conduct at Umgeni Water on:

Toll Free Number: 0800 864 463

Email: umgeniwater@whistleblowing.co.za

Toll Free Fax: 0800 212 689

Postal: Freepost KZN665, Musgrave, 4062

SMS: 33490

Online: www.whistleblowing.co.za

Stop theft / fraud / dishonesty / bribery /blackmail / intimidation, and remain anonymous.

This RFQ is subject to the general conditions of the RFQ, National Treasury's general conditions of contract (GCC) and, if applicable, any other special conditions of contract (SCC).

	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 1.1/2020 Effective Date: Jul 2020
	Q23/323/NM	

2. Information about the Quotation

Name of tenderer	
Registration number	
VAT registration number	
Telephone number	
Cell number	
E-mail address	
Postal address	
Physical address	
Umgeni Water Vendor No.	
CSD Supplier number	
CSD Unique Registration Reference Number	
Contact person's name	

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 tenderer (duly authorised)

Signature of tenderer

Signature of tenderer

Date

3. TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ)

1. Any alteration made by the tenderer must be initialled.
2. Use of correcting fluid is prohibited
3. This quotation is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2017; the General Conditions of Contract (GCC) and if applicable any other Special Conditions of Contract.
4. Companies must be registered on the National Treasury’s Central Suppliers Database.
5. Suppliers are advised that the 80/20 preference points system shall be applied in the evaluation of this quotation. To qualify for preference points suppliers are required to submit certified copies of valid B-BBEE status Level Verification Certificates to substantiate their B-BBEE rating claims. Refer to SBD 6.1 form.
6. Suppliers must complete the attached **BIDDER’S DISCLOSURE**. Failure to complete these documents may result in the quotation being invalidated.
7. Quotations must be in accordance and comply with the specifications/scope of work provided, unless otherwise stipulated.
8. The official Umgeni Water quotation form must be used to tender the offered price. Should the allocated price page be insufficient, the tenderer may supplement the price page with an additional pricing breakdown.
9. The successful supplier may be required to fill in and sign a written Contract Form. (If applicable)
10. This document may contain confidential information that is the property of Umgeni Water.
11. 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 Umgeni Water and the Tenderer.
12. All Copyright and Intellectual Property herein vests with Umgeni Water and its Tenderer.
13. Quotations 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*). Suppliers should ensure that quotations are delivered before closing time and to the correct address.
14. It is the responsibility of the bidder to ensure that its response reaches Umgeni Water on or before the closing date and time of the RFQ.
15. Late and incomplete submissions will not be accepted.
16. 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.
17. Tenderers are required to submit a valid Tax clearance verification PIN.
18. No services must be rendered or goods delivered before an official Umgeni Water Purchase Order form has been received.

The Tenderer accepts the above terms, conditions, and Umgeni Water’s Standard Conditions of Tender*.	Accept	Do not accept

*A full copy of UW’s Standard Conditions of Tender are available on Umgeni Water’s website.

http://www.umgeni.co.za/pdf/cm009_standard_conditions_of_tender.pdf

CONDITIONS OF QUOTE

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 Umgeni 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 Umgeni 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, Umgeni 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. Umgeni 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 Umgeni Water and I/us. I/we will then pay to Umgeni 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. Umgeni 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 Umgeni 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) :
.....
.....

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.

CERTIFICATION OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT

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 Umgeni Water, if requested to do so.
- (2) If the information supplied is found to be incorrect and/or false then Umgeni Water, in addition to any remedies it may have, may: -
 - a) Recover from the contractor all costs, losses or damages incurred or sustained by Umgeni Water as a result of the award of the contract, and/or
 - b) Cancel the contract and claim any damages which Umgeni Water may suffer by having to make less favourable arrangements after such cancellation.

SIGNED ON THIS _____ DAY OF _____ 20 _____ AT _____

**SIGNATURE OF TENDERER OR DULY
AUTHORISED REPRESENTATIVE**

FULL NAME (IN BLOCK LETTERS)

ON BEHALF OF (TENDERER'S NAME) _____

CAPACITY OF SIGNATORY _____

NAME OF CONTACT PERSON (IN BLOCK LETTERS) _____

POSTAL ADDRESS _____

POSTAL CODE _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

CELLULAR PHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK/SPECIFICATIONS/ REQUIREMENTS:

1. INTRODUCTION

1.1. BACKGROUND

The current water resources of the Integrated Mgeni Water Supply System (WSS) are insufficient to meet the long-term water requirements of the system. The Mgeni WSS is fully developed and there are no further infrastructure options available to improve the system yield. The projected growth in water demands in the greater eThekweni-Msunduzi region will further compromise the assurance of supply of the Mgeni WSS.

A new source of water is therefore required to support the Mgeni WSS to meet the projected water demand growth in the greater eThekweni-Msunduzi region. Several options to augment the water resources in the Mgeni WSS have been investigated, these include:

- Sewage Effluent Reuse;
- Desalination;
- Reduction of Mgeni WSS Support to the South Coast System; and
- uMkhomazi Water Project.

The uMkhomazi Water Project Phase 1 (uMWP-1), which entails the transfer of water from the undeveloped uMkhomazi River (also known as the UMkhomaas or Mkhomazi) to the existing Mgeni system, was identified to be the most viable option to provide a large volume of water to fulfil the long-term water requirements of the Mgeni system.

The uMWP-1 consists of both Raw Water and Potable Water components which are being undertaken by the Department of Water and Sanitation (DWS) and Umgeni Water, respectively. The uMWP-1 will provide a supply of water to the region from a completely new source via an inter-catchment transfer. It also indirectly improves the water supply to the Greater Pietermaritzburg region by removing a significant portion of the EThekweni Water Supply (EWS) demand from the Upper Mgeni system at Umlaas Road, thereby making this water available to the Greater Pietermaritzburg region.

The Mkhomazi-Mgeni Transfer Pre-Feasibility Study concluded that the first phase of the uMWP-1 would comprise a new dam at Smithfield on the uMkhomazi River near Richmond, a multi-level intake tower and pump station, a water transfer pipeline/tunnel to a balancing dam at Baynesfield Dam or a similar in-stream dam, a water treatment works at Baynesfield in the uMlaza River valley and a gravity pipeline to the Umgeni bulk distribution reservoir system, below the reservoir at Umlaas Road. From here, water will be distributed under gravity to eThekweni and possibly low-lying areas of Pietermaritzburg. Phase two of the uMWP may be implemented when needed and could comprise the construction of a large dam at Impendle further upstream on the uMkhomazi River to release water to the downstream Smithfield Dam. Together, these developments have been identified as having a 99% assured stochastic yield of about 388 million m³/year.

The proposed uMWP-1 project was approved by the Department of Forestry, Fisheries and the Environment (DFFE) under Environmental Authorisation (EA) Number: **14/12/16/3/3/3/95** and **14/12/16/3/3/3/95/AM2**. The Water Use Licence Application (WULA) for the project has been initiated however an Environmental Assessment Practitioner (EAP) must be appointed to amend the Potable Water Component Environmental Management Programme (EMPr) and finalise and submit the WULA.

1.2. PROJECT DESCRIPTION

The project area is situated in the southern part of KwaZulu-Natal (KZN), in the uMgungundlovu District Municipality. The western part of the project area falls within the Richmond Local Municipality and the eastern part in the Mkhambathini Local Municipality.

The majority of the project area is located on privately owned land which is predominantly used for commercial farming and forestry. Phase 1 of the proposed uMWP-1, will comprise the Smithfield Dam, a raw water tunnel to Baynesfield, the Langa balancing dam at Baynesfield, a raw water pipeline, a Water Treatment Works (WTW) in the Baynesfield area and a potable water pipeline from the WTW to Umlaas Road, where it will connect to the Western Aqueduct via the existing '57 Pipeline owned by Umgeni Water. The proposed uMWP-1 scheme is depicted in **Figure 1** and the Potable Water component consists of the infrastructure shown in the **Table 1** below.



Figure 1: Proposed uMkhomazi Water Project

Table 1: The proposed uMWP-1 Potable Water consists of the construction of the following infrastructure

Potable Water Component	Associated Infrastructure	Associated Activities
Water Treatment Works & Potable Water Reservoir	<ul style="list-style-type: none"> ▪ Access roads ▪ 600 m by 350 m (21 Ha) WTW, which includes (amongst others): <ul style="list-style-type: none"> ○ Control room; ○ Inlet works; ○ Chemical storage area; ○ Pre-chlorination facility; ○ Clarifiers; ○ Filters; ○ Post-chlorination facility; ○ Sludge holding tanks; ○ Thickeners; ○ Sludge storage area; and ○ Sludge dewatering area. ▪ Reservoir for storage of treated water 	<ul style="list-style-type: none"> ▪ Site clearing and establishment ▪ Construction camp ▪ Hauling of material ▪ Storage ▪ Cut and fill ▪ Related construction activities ▪ Commissioning of works ▪ Sludge and washwater management ▪ Water quality monitoring ▪ Operation and maintenance

Potable Water Component	Associated Infrastructure	Associated Activities
	<ul style="list-style-type: none"> ▪ Operator's offices ▪ Parking facilities ▪ Fencing 	
Potable Water Pipeline	<ul style="list-style-type: none"> ▪ Access roads ▪ Two (2) x 2500mm gravity pipelines running in parallel ▪ Chambers and valves. 	<ul style="list-style-type: none"> ▪ Construction servitude ▪ Site clearing and establishment ▪ Drilling ▪ Hauling and disposal of spoil material ▪ Related construction activities ▪ Permanent servitude registration ▪ Operation and maintenance

2. DETAILED SCOPE OF WORK

In compliance with the National Water Act (NWA), a WULA in terms of Section 40 of the NWA will be required. An Environmental Assessment Practitioner (EAP) is required to undertake a WULA for the proposed project. The appointed EAP will be required to undertake the necessary processes, in terms of Section 40 of the NWA, to obtain a Water Use Licence (WUL) before construction commences.

2.1. WATER USE LICENSE APPLICATION

This should include, but not limited to:

- Pre-application enquiry meeting with the authority;
- Site inspection meeting with the authority to confirm water uses, determine information requirements and the need for public participation;
- Submission of a Technical Report on the water use licence application (as contemplated in regulation 10(3));
- Undertaking a Public Participation in relation to the WULA. A responsible authority may, at any stage of the application process, require the applicant-
 - a) To give suitable notice in newspapers and other media-
 - Describing the licence applied for;
 - Stating that written objections may be lodged against the application before a specified date, which must be not less than 60 days after the last publication of the notice;
 - Giving an address where written objections must be lodged; and
 - Containing such other particulars as the responsible authority may require.
 - b) To take such other steps as it may direct to bring the application to the attention of the relevant organs of state, interested persons and the general public; and
 - c) To satisfy the responsible authority that the interests of any other person having an interest in the land will not be adversely affected.
- Develop / prepare a Public Participation Report which must be submitted to the responsible authority. The report must contain the following –
 - a) written comments or objections of interested and affected parties;
 - b) record of meetings; and
 - d) register of interested and affected parties as contemplated in regulation 18
- Lodge an appeal to the Minister, as contemplated in Regulation 22, for any appeals arising out of the licence application.

- Data collection and collation of required information for submission to DWS. The information may range from completion of application forms, submission of reports and any other additional information required to ensure that the water use licence and permits are obtained.

The following reports must be prepared and submitted:

- Technical Report;
- Aide Memoir (Section 21(a) and (b) -if the purpose of taking of water from a water resource is to treat it in a water treatment works);
- Wetland Delineation and Assessment Report;
- Wetland Management and Rehabilitation Plan (Systematic rehabilitation programme, re-vegetation, alien and exotic species control etc.)
- Geohydrological Report;
- Hydrological Report;
- Floodline Assessment Report;
- Public Participation Report;
- Environmental Management Plan (EMP) for the pre-construction, construction, operational and decommissioning phases. The plan should describe requirements in terms of:
 - a) Erosion management and control;
 - b) Topsoil management;
 - c) Re-grassing (including species to be planted and areas to be rehabilitated);
 - d) Re-vegetation requirements (including species to be planted and areas to be re-vegetated);
 - e) Dune rehabilitation if applicable; and
 - f) Any other rehabilitation measures identified in the EMP.
- Storm Water Management Plan;
- Monitoring Programme for surface and groundwater and Auditing Plan;
- Plant Species Plan;
- Rehabilitation Plan and Rehabilitation Bill of Quantities;
- Waste Management Plan;
- Landscape Maintenance Plan;
- Water Quality Report;
- Soil Analysis Report;
- Floral Species Rescue and Relocation Plan;
- Sludge Management Plan;
- Erosion Management Plan;
- Risk Assessment and Management Plan based on the impact importance which refers to the nature, extent, magnitude, duration and probability of the impact balanced with the mitigation measures and structured in a matrix categorised as Low, Medium and High Risks;
- Section 27 Motivation Report addressing all eleven (11) Section 27(1) factors as outlined in the Act.

2.2. PUBLIC PARTICIPATION PROCESS

A procedure for public participation must be conducted as contemplated in section 41(4) of the NWA, as part of the WULA process. The Public Participation Process should include:

- Engagement with communities;
- Creation of landowner database and undertaking cadastral searches for landowners;
- Stakeholder notification;
- Newspaper notifications/advertisements;
- Background information documents;
- Placement of site notices around the proposed project site;
- Landowner consultation and public participation;

- Open day/public meeting;
- Comments from authorities (Traditional, Local, District) and/or service providers (Eskom, Telkom, etc.) are recorded in a comments and response report;
- Assisting with appeals;
- A Public Participation Report must be prepared, which must contain the following:
 - a) Written comments or objections of interested and affected parties;
 - b) Records of meetings; and
 - c) Register of interested and affected parties as contemplated in Regulation 18.
- Where a person is desirous but unable to access written comments due to-
 - a) Illiteracy; or
 - b) Disability
- Reasonable alternative methods of recording comments must be provided for.

3. PROJECT DELIVERABLES

The deliverables arising from the WULA should include the following:

- Copies of all formal documentation submitted to the authorities in the application process;
- Copies of all specialist's reports;
- Public Participation report;
- Environmental Management Plan;
- Rehabilitation plan and rehabilitation Bill of Quantities; and
- Record of application for all required permits from relevant authorities.

4. REPORTING REQUIREMENTS

Once the suitable EAP has been selected, a kick-off meeting will be arranged between the EAP and Umgeni Water's project team.

The meeting will aim at:

- Confirming the Terms of Reference (TOR) and any information needed;
- Obtaining additional project background information from Umgeni Water; and
- Confirming the project approach, project scope and design, reporting requirements and schedule.

5. CONTRACT TERM

It is anticipated that the Contract will commence in January 2023

EVALUATION CRITERIA

The EAP shall have one of the following qualifications: a minimum of an Honours Degree in Natural Science/ Environmental Science/ Environmental Engineering/ Agricultural Engineering or equivalent Science degree. If the qualification was not obtained from South Africa, the tenderer is required to obtain confirmation from South African Qualifications Authority (SAQA) of the equivalent qualification with respect to South African standards. **The EAP must also be registered with SACNASP or EAPASA.**

The EAP will be required to submit, at its own cost, a proposal in which it will show its ability to perform the tasks described in these TOR in the stipulated period. The proposal, including a work programme schedule and a detailed schedule of resources with costs, should be concise and to the point.

Proposals shall include the following:

- CV of the EAP which should be structured under the following headings:
 - Personal particulars (name, date and place of birth, place (s) of tertiary education and dates associated therewith);
 - Qualifications;
 - Name of current employer and position in Company;
 - Overview last 10 years of experience (year, organization, position and projects); and
 - Outline of recent assignments / experience that have a bearing on the scope of work for this tender and the scoring criteria below. The outline shall include start and finish dates of the assignments
- Demonstration of an understanding of the scope of work required;
- Work programme indicating time frame and deliverables;
- A clear understanding of what is required as per the deliverables of the project outlined in these ToR must be presented;
- Cost estimate for all tasks of work required; and
- Administration including project management fees where applicable.

Eligibility

Umgeni Water will only consider submissions from tenderers who satisfy the following criteria:

- a) the Tenderer has completed and signed the Bidders disclosure form and there are no conflicts of interest which may impact on the Tenderer's ability to perform the contract in the best interests of the Purchaser or potentially compromise the tender process and persons in the employ of the state are permitted to submit tenders or participate in the contract;
- b) The Environmental Assessment Practitioner (EAP) shall have one of the following qualifications: a minimum of an Honours Degree in Natural Science/ Environmental Science/ Environmental Engineering/ Agricultural Engineering/ or equivalent Science degree. If the qualification was not obtained from South Africa, the tenderer is required to obtain confirmation from South African Qualifications Authority (SAQA) of the equivalent qualification with respect to South African standards. **The EAP must also be registered with EAPASA.**

6. FUNCTIONALITY CRITERIA

The tender will firstly be evaluated on functionality as per below criteria followed by the price.

6.1. EVALUATION OF TENDER OFFERS

6.1.1. TENDERER'S EXPERIENCE (20 POINTS)

DESCRIPTION	MAX POSSIBLE SCORE
<p>Company experience in projects comprising Water Use License Applications. (submit proof of previous experience e.g. reference letters or appointment letters).</p> <ul style="list-style-type: none"> • 1 project – 30 points, • 2 projects – 45 points, • 3 projects – 60 points, • 4 projects – 70 points, <p>5 additional points for every project more than 4 projects to a maximum of 100 points</p>	<p>100</p>

6.1.2. EXPERIENCE OF KEY PERSONNEL (60 POINTS)

DESCRIPTION	MAX POSSIBLE SCORE
<p>The Key Personnel (EAP) must supply information to show experience relating to projects of a similar nature that were undertaken.</p> <p>Experience of the EAP in Water Use License Applications:</p> <ul style="list-style-type: none"> • 1 project - 15 points • 2 projects - 30 points • 3 projects - 45 points • 4 projects - 60 points • 5 projects - 70 points <p>10 additional point for every project more than 5 projects to a maximum of 100 points.</p>	<p>100</p>

Note: Details of a back-up EAP, who meets the requirements, must also be provided.

6.1.3. METHOD STATEMENT (10 POINTS)

The method statement must respond to the Scope of Work and outline the proposed approach / methodology. The method statement should articulate what value the Tenderer will add by achieving the stated objectives for the project.

The Tenderer must as such explain his / her understanding of the objectives of the assignment and the Purchaser's stated and implied requirements, highlight the issues of importance, and explain the technical approach they would adopt to address them. The approach paper should explain the methodologies which are to be adopted, demonstrate the compatibility of those methodologies with the proposed approach. The approach should also include a quality plan which outlines processes, procedures and associated resources, applied by whom and when, to meet the requirements and indicate how risks will be managed and what contribution can be made regarding value management.

The method statement shall cover but not limited to the following:

- All the required pre-construction inspections, record keeping, applicable permit applications;
- Stakeholder liaison and search and rescue activities where applicable;
- Applicable legal requirements;
- Project Initiation;
- Identification of interested and Affected Parties and Authority Consultation;
- WULA process;
- Public Participation process; and
- Limitations, assumptions and exclusions.

The approach paper should not be longer than 8 pages.

The scoring of the approach paper will be as follows:

Technical approach and methodology	
No submission (score 0)	No Method Statement submitted
Poor (score 40)	The technical approach and / or methodology is poor / is unlikely to satisfy project objectives or requirements. The Tenderer has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the project.
Satisfactory (score 60)	The approach is tailored to address the project objectives and methodology. The quality plan and management of risk in the project plan is generic.
Good (score 80)	The approach is specifically tailored to address the specific project objectives and methodology and is sufficiently flexible to accommodate changes that may occur during execution. The quality plan and approach to managing risk is specifically tailored to the critical characteristics of the project.
Very good (score 100)	Besides meeting the "good" rating, the important issues are approached in an innovative and efficient way, indicating that the Tenderer has outstanding knowledge of state-of-the-art approaches. The approach paper details ways to improve the project outcomes and the quality of the outputs.

6.1.4. PRELIMINARY PROGRAMME – (10 POINTS)

The Tenderer shall detail below or attach a preliminary programme reflecting the proposed sequence and tempo of execution of the main work components. The programme shall be in accordance with the information supplied in the Contract, requirements of the Project Specifications and with all other aspects of this Tender.

The preliminary programme shall be in line with the tasks covered in the method statement. The programme is to indicate the entire project milestone and project deliverables.

The contractor should note that the contract is required to be completed, commissioned and handed over to the Purchaser by the date specified in the contract data.

7. PRICING:

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

The tenderer is required to review the scope of work and determine the costs required to do the work. The tenderer is required to fill in the values and complete the pricing schedule as per the tables below.

Table 2: Work Stages and Proportion of Fee to be paid for completion of each stage

Item No.	Description	Units	Quantity	Rate	Rand Value of Work Stage
<u>SECTION 1: WATER USE LICENCE APPLICATION</u>					
1.1	Project Management <ul style="list-style-type: none"> ▪ Pre-application enquiry meeting with the authority to confirm project scope and environmental legal requirements; ▪ Authority liaison and communication with Umgeni Water and relevant stakeholders; ▪ Completion of licence application forms for all water uses; ▪ Landowner consent forms (DWS forms for each land parcel); and ▪ Licencing administration fees 	Sum	1	R	R
1.2	Site inspection	Sum	1	R	R
1.3	Attend monthly progress meetings to provide technical support (make provision for 30 meetings)	No.	30	R	R
1.4	Attend EPCM: Gate Reviews (make provision for 10 meetings -pre-meetings, meetings and post meetings)	No.	10	R	R
1.5	Preparation and submission of the Technical Report on Water Use Licence Application	Sum	1	R	R
Sub Total 1					
<u>SECTION 2: REPORTS TO BE PREPARED AND SUBMITTED FOR APPROVAL</u>					
2.1	Wetland Delineation and Assessment Report	Sum	1	R	R
2.2	Wetland Management and Rehabilitation Plan (Systematic rehabilitation programme, re-vegetation, alien and exotic species control etc.)	Sum	1	R	R
2.3	Geohydrological Report	Sum	1	R	R
2.4	Hydrological Report;	Sum	1	R	R
2.5	Floodline Assessment Report	Sum	1	R	R
2.6	Storm Water Management Plan	Sum	1	R	R
2.7	Monitoring Programme for surface and groundwater and Auditing Plan	Sum	1	R	R
2.8	Plant Species Plan	Sum	1	R	R

Item No.	Description	Units	Quantity	Rate	Rand Value of Work Stage
2.9	Rehabilitation Plan and Rehabilitation Bill of Quantities	Sum	1	R	R
2.10	Waste Management Plan	Sum	1	R	R
2.11	Water Quality Report	Sum	1	R	R
2.12	Soil Analysis Report	Sum	1	R	R
2.13	Risk Assessment and Management Plan	Sum	1	R	R
2.14	Section 27 Motivation Report	Sum	1	R	R
2.15	Floral Species Rescue and Relocation Plan	Sum	1	R	R
2.16	Erosion Management Plan	Sum	1	R	R
2.17	Sludge Management Plan	Sum	1	R	R
2.18	Environmental Management Plans for the pre-construction, construction, operational and decommissioning phases	Sum	1	R	R
2.19	Budgetary Allowance for any other specialist studies or licence/permit application that may be required	Prov. Sum	1	R 200 000.00	R 200 000.00
Sub Total 2					
SECTION 3: PUBLIC PARTICIPATION IN RELATION TO THE WULA					
2.1	Develop / prepare a Public Participation Report which must be submitted to the responsible authority.	Sum	1	R	R
2.2	Landowner title deed search and database establishment	Sum	1	R	R
2.3	Background information document	Sum	1	R	R
2.4	Landowner consultation/consent forms signed	Sum	1	R	R
2.5	Give notice to all potential I&APs (Fixing notice boards, giving written notice to occupiers of the affected land parcels, placing advertisements, using reasonable alternative methods, local radio stations in a local language)	Sum	1	R	R
2.6	Public meetings / open days (make provision for 5 meetings)	No.	5	R	R
2.7	Comments and response register (draft and final)	Sum	1	R	R
2.8	Consultation with regulatory authorities (<i>DEA, DWS, DAFF, AMAFA/SAHARA, EKZN wildlife, DMR, Ingonyama Trust, Department of land affairs and other</i>)	Sum	1	R	R
2.9	Consultation with affected service providers (Eskom, Telkom, DoT, Transnet, Local and District Municipalities and others) 2 meetings and 1 site visit for each service provider	Sum	1	R	R
2.11	Water Use Licence advertised and distributed to all IAPs and appeals managed	Sum	1	R	R
2.12	Adhoc site visits (make provision for 10 site visits)	No.	10	R	R
Sub Total 3					R

Table 3: Summary of Work Stages

A. Subtotal 1 for WULA	R
B. Subtotal 2 for Reports to be prepared and submitted for approval	R
C. Subtotal 3 for Public Participation Process	R
D. Subtotal 4 (Sum of A to C)	R
E. Contingencies @ 20% of Subtotal 4	R
F. Total (D + E)	R
G. Add VAT @ 15% on F	R
H. Total Amount including VAT	R

Price Declaration

Please indicate your total RFQ price in words below **(compulsory)**:

NB: It is mandatory to indicate your total RFQ price as requested above. This price must be the same as the total RFQ price you submit in your pricing schedule. Should the total RFQ prices differ, the one indicated above shall be considered the correct price.

The following must be noted:

- All prices must be VAT inclusive and must be quoted in South African Rand (ZAR).
- All prices must be firm and fixed from the quotation closing date and for the duration of the contract
- All prices must have supplied according to the costing template provided, pricing breakdown schedules may be supplied as annexures to the quoted if deemed necessary.
- The cost of delivery, labour etc. must be included in the total quoted price.

7. Returnable Documents

	Mandatory Requirement	Comply (Yes/No)	Remarks
1	CSD Summary report		
2	Certified copy of a B-BBEE Certificate and/or Affidavit		
3	Tax Clearance Certificate and/or TAX Verification PIN		
4	Certificate of Incorporation (CIPC Registration Certificate listing company directors/shareholders/owner/s)		

8. 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:
.....
.....

3 DECLARATION

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.

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.
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

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.

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
- 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 The value of this bid is estimated to exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
- 1.3 Points for this bid shall be awarded for:
- (a) Price; and
 - (b) B-BBEE Status Level of Contributor.
- 1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser 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 the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;

- 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
- 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) “**QSE**” means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEM WILL BE APPLIED FOR THIS TRANSACTION

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

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted? (*Tick applicable box*)

YES		NO	
-----	--	----	--

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE (*Tick applicable box*)

YES		NO	
-----	--	----	--

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME ✓	QSE ✓
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

- 8.1 Name of company/firm:.....
- 8.2 VAT registration number:.....
- 8.3 Company registration number:.....

9. TYPE OF COMPANY/ FIRM [Tick applicable box]

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

9.1 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

9.2 COMPANY CLASSIFICATION [TICK APPLICABLE BOX]

- Manufacturer

- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

9.3 Total number of years the company/firm has been in business: _____

9.4 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

<p>WITNESSES (Full Name & Signature)</p> <p>1. _____ Signature: _____</p> <p>2. _____ Signature: _____</p> <p style="text-align: center;">_____ Date</p>	<p>Signatory: _____</p> <p>Tenderer's Signature: _____</p> <p>Address: _____ _____ _____</p> <p style="text-align: center;">_____ Date</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------

12. RFQ NUMBER: Q23/232/NM

CERTIFICATE OF ACQUAINTANCE WITH RFQ, TERMS & CONDITIONS & APPLICABLE DOCUMENTS

By signing this certificate, the **Respondent** is deemed to acknowledge that he/she has made himself/herself thoroughly familiar with, and agrees with all the conditions governing this **RFQ**. This includes those terms and conditions contained in any printed form stated to form part hereof, including but not limited to the documents stated below. As such, **Umgeni Water** will recognise no claim for relief based on an allegation that the **Respondent** overlooked any such condition or failed properly to take it into account for the purpose of calculating tendered prices or any other purpose:

1 Umgeni Water's Standard Conditions of Tender*
2 Umgeni Water's Terms and Conditions of Contract for the supply of Good to Umgeni Water's

Should the Tenderer find any terms or conditions stipulated in any of the relevant documents quoted in the RFQ unacceptable, it should indicate which conditions are unacceptable.

The Tenderer accepts that an obligation rests on them to obtain clarity relating to any uncertainties regarding any quote, which they intend to respond on, before submitting an offer. The Tenderer agrees that he/she will have no claim based on an allegation that any aspect of this RFQ was unclear but in respect of which he/she failed to obtain clarity.

SIGNED at _____ on this _____ day of _____ 20_____

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 _____

Name _____

2 _____

Name _____

SIGNATURE OF TENDERER'S AUTHORISED REPRESENTATIVE:

NAME: _____ DESIGNATION:

*A full copy of UW's Standard Conditions of Tender are available on Umgeni Water's website.
http://www.umgeni.co.za/pdf/cm009_standard_conditions_of_tender.pdf

13. CONTRACT FORM - PURCHASE OF GOODS

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

PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to **UMGENI WATER** in accordance with the requirements and specifications stipulated in **Quote** number Q23/232 NM at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of tender.

2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Tendering documents, viz
 - Invitation to Quote;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Technical Specification(s);
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2017;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination
 - Umgeni Water's Standard Conditions of Tender t
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)

3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the quotation documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.

5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other quote.

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

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES (Full Name & Signature)	
1.	_____
	Signature: _____
2.	_____
	Signature: _____
	Date: _____

**CONTRACT FORM - PURCHASE OF GOODS
PART 2 (TO BE FILLED IN BY THE PURCHASER)**

- I _____
_____ in my capacity as _____
accept your Quote under reference number Q22/232/NM Dated _____ for the supply of
goods indicated hereunder and/or further specified in the annexure(s).
- An official order indicating delivery instructions is forthcoming.
- I undertake to make payment for the goods/works delivered in accordance with the terms and
conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the
delivery note.

Item Description BoQ(Attached)	PRICE (ALL APPLICABLE TAXES INCLUDED)	DELIVERY DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)
UMkhomazi Water Project phase 1 - potable water component: appointment of an EAP to undertake the water use licence application				

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

SIGNED AT _____ ON _____ / _____ / _____

NAME (PRINT) _____ SIGNATURE _____

OFFICIAL COMPANY STAMP

WITNESSES (Full Name & Signature)	
1.	_____ Signature: _____
2.	_____ Signature: _____
Date: _____	