



REQUEST FOR PROPOSAL:

APPOINTMENT OF A SERVICE PROVIDER
FOR TRAVEL MANAGEMENT SERVICES
TO OVREBERG WATER FOR A PERIOD OF
36 MONTHS

BID NUMBER: RFP 0W-083/2025/26

CLOSING DATE: 24 April 2026

DOCUMENT INFORMATION SHEET

Title of Document	Appointment of a Service Provider Travel Management Services to Overberg Water for period of 36 months
Type of Document	Request for Proposal
Document Number	RFP OW-083/2025/26
Technical Specifications	Ms. Sarah Mathunyane
Department	Corporate Office
Prepared for	Overberg Water
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REQUEST FOR PROPOSAL

Appointment of a Service Provider to provide travel management services to the Overberg Water for a period of 36 months.

Procurement Number: RFP OW-083/2025/26

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

INVITATION AND SCOPE OF SERVICES

Appointment of a Service Provider for Travel Management Services to Overberg Water for period of 36 months.

CONDITIONS

- (a) Preference will be given to respondents who comply with the Overberg Water Supply Chain Management Policy & Procedures.
- (b) Preferential Procurement Policy Framework Act (PPPFA) principles and its Regulations, as updated, shall apply, whereby submissions will be evaluated according to the provisions of that Act, its Regulations and the Public Finance Management Act (PFMA).
- (c) Bidders must submit a valid BBBEE Verification Certificate from SANAS Accredited Verification Agency in order to be eligible for empowerment points. The Exempted Micro Enterprises (EME) may submit a sworn affidavit from the Commissioner of Oath confirming its and turnover and black shareholding.
- (d) The following scores will be applied:
 - (e) Price - 80,
 - (f) Specific goals - 20.

Request for Proposal (RFP) documents can be downloaded on e-Tender Portal and Overberg Water website (www.overbergwater.co.za).

One original completed bid document shall be placed in a sealed envelope clearly marked: **“Appointment of a Service Provider for Travel Management services for Overberg Water for period of 36 months”**.

The closing date and time for the receipt of completed bids is **Friday 24th of April 2026 at 12h00** at the reception desk of the **Overberg Water's Corporate Office, Trident Park3, Ground Floor, 1 Niblick Way, Somerset West, Cape Town**. Bids will not be opened in public and no late submissions will be considered.

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

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

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

Ms. Sarah Mathunyane (technical) at 021 – 851 2155 or email smathunyane@overbergwater.co.za, or Ayabulela Booi (SCM official) at 0218512155 or email abooi@overbergwater.co.za Any enquiry send other email address other than the ones indicated above will not be considered. All enquiries relating to the RFP must be send on or before **the 10th of April 2026 at 17H00**.

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

1 BACKGROUND

The Overberg Water was established in 1993 with the amalgamation of Duivenhoks and Ruensveld water boards. The Overberg Water is one of the national water public entities under the Department of Water and Sanitation (DWS). It exists to complement the work of the department and primarily supports the Minister as the shareholder. It is a water board providing bulk water services in terms of the Water Services Act 108 of 1997 and is subjected to a number of applicable laws such as the Constitution, the National Water Act 36 of 1998, Public Finance Management Act 1 of 1999. Overberg Water discharges its services by placing its customers ahead of the delivery menu. It has a long history of service delivery and placing customers in the forefront since its inception. Overberg Water has been a pillar of hope to its customers in terms of the quality of drinking water. The Head Office of OW is situated in Somerset West which is approximately 40 km from the Cape Town CBD and 30 km from Cape Town International Airport. It also has three water schemes functioning as satellite offices and these are Ruensveld West, Caledon; Ruensveld East Swellendam and Duivenhoks in Heidelberg.

The Overberg Water's area of jurisdiction is the south-western Cape in the west to the Heidelberg/Riversdale districts in the east and bounded by the Langeberg Mountains in the north and by the Indian Ocean in the south. Its area includes the following towns: Caledon, Napier, Bredasdorp, Riviersonderend, Swellendam, Heidelberg, Riversdale and a number of other smaller areas. It is situated in one of the water management areas, namely, the Breede-Olifants Water Management Area (BOCMA) which measures approximately 72 000 square kilometres. The BOCMA is the sole water resource authority in the catchment. The BOCMA "gives effect to its function to investigate and advise water users on the protection, conservation, management and control of water resources in a cooperative manner" (BOCMA, 2015).

The Water Board is also responsible for the Wastewater Treatment Plant for the various prisons in the Western Cape.

2. PURPOSE

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

3. VISION

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

4.MISSION

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

5.SCOPE OF THE REQUIRED SERVICE

1. INTRODUCTION

Overberg Water is a Water Services Institution is a state-owned entity listed in Schedule 3B of the Public Financial Act 1999 (PFMA), Act No 1 of 1999 as amended and operating in terms of the water Services Act ,1997 (WSA), Act No 108 of 1997.

Overberg Water provides water portable to end users and has the operational responsibility, according to the Water Services Act, to provide water and or sanitation services to one or more end consumers. Overberg Water distribute water to the surrounding and rural areas of Cape Agulhas, Theewaterskloof and Swellendam.

2. PURPOSE OF THIS REQUEST FOR PROPOSAL (RFP)

The purpose of this Request for Proposal (RFP) is to solicit proposals from potential bidder(s) for the provision of travel management services to the Overberg Water.

3. LEGISLATIVE FRAMEWORK OF THE BID

3.1. Tax Legislation

- 3.1.1. Bidder(s) must be compliant when submitting a proposal to [Institution name] and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991).
- 3.1.2. It is a condition of this bid that the tax matters of the successful bidder be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.
- 3.1.3. The Tax Compliance status requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 3.1.4. It is a requirement that bidders grant a written confirmation when submitting this bid that SARS may on an ongoing basis during the tenure of the contract disclose the bidder's tax compliance status and by submitting this bid such confirmation is deemed to have been granted.
- 3.1.5. Bidders are required to be registered on the Central Supplier Database and the National Treasury shall verify the bidder's tax compliance status through the Central Supplier Database.

3.1.6. Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database.

3.2. Procurement Legislation

The Overberg Water has a detailed evaluation methodology premised on Treasury Regulation 16A3 promulgated under Section 76 of the Public Finance Management Act, 1999 (Act, No. 1 of 1999), the Preferential Procurement Policy Framework Act 2000 (Act, No.5 of 2000) and the Broad-Based Black Economic Empowerment Act, 2003 (Act, No. 53 of 2003).

3.3. Technical Legislation and/or Standards

Bidder(s) should be cognisant of the legislation and/or standards specifically applicable to the services.

4. BRIEFING SESSION

No Briefing Session.

5. TIMELINE OF THE BID PROCESS

The period of validity of tender and the withdrawal of offers, after the closing date and time is **120 days**. The project timeframes of this bid are set out below:

Activity	Due Date
Questions relating to RFP from Service Provider(s)	All the queries regarding the RFP must be addressed to abooi@overbergwater.co.za smathunyane@overbergwater.co.za
The RFP closing date	24th of April 2026 at 12:00

All dates and times in this bid are South African standard time.

6. CONTACT AND COMMUNICATION

6.1. A nominated official of the bidder(s) can make enquiries in writing, to the specified person, Ayabulela Booi via email abooi@overbergwater.co.za and/or 021 851 2155 and Ms. Sarah Mathunyane via email smathunyane@overbergwater.co.za and/or 021 851 2155. Bidder(s) must reduce all telephonic enquiries to writing and send to the above email address.

- 6.2. The delegated office of Supply Chain Management may communicate with Bidder(s) where clarity is sought in the Request For Proposal.
- 6.3. All communication between the Bidder(s) and Overberg Water must be done in writing.
- 6.4. Whilst all due care has been taken in connection with the preparation of this bid, Overberg Water makes no representations or warranties that the content of the bid or any information communicated to or provided to Bidder(s) during the bidding process is, or will be, accurate, current or complete. Overberg Water, and its employees and advisors will not be liable with respect to any information communicated which may not accurate, current or complete.

7. LATE BIDS

Bids received after the closing date and time, at the address indicated in the bid documents, will not be accepted for consideration and where practicable, be returned unopened to the Bidder(s).

8. COUNTER CONDITIONS

Bidders' attention is drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by Bidders or qualifying any Bid Conditions will result in the invalidation of such bids.

9. FRONTING

- 9.1. Government supports the spirit of broad based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the Government condemn any form of fronting.
- 9.2. The Government, in ensuring that Bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct, or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry / investigation, the onus will be on the Bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid / contract and may also result in the restriction of the Bidder /contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies Overberg Water may have against the Bidder / contractor concerned.

10.SUPPLIER DUE DILIGENCE

Overberg Water reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. This may include site visits and requests for additional information.

Misrepresentation of information presented to Overberg Water, be it on capability statement or empowerment credentials will also lead to disqualification of the respondent.

Furthermore, OWB reserves or its authorised representatives to conduct a “due diligence” on tender(s) regarding the Bidder’s legal and empowerment status, technical ability, creditworthiness, security clearance, teams capability etc. By submitting a tender, bidder (s) undertakes to co-operate fully in this regard, within two days of receiving notification from OWB

11.SUBMISSION OF PROPOSALS

Bid documents may either be posted to

Ground Floor

Trident Park 3

1 Niblick Way

SOMERSET WEST **OR** placed in the tender box OR couriered to the aforesaid address on or before the closing date and time.

11.1. Bid documents will only be considered if received by Overberg Water before the closing date and time, regardless of the method used to send or deliver such documents to Overberg Water.

11.2. Bidders are requested to initial each page of the tender document on the top right-hand corner.

12.PRESENTATION / DEMONSTRATION

Overberg Water reserves the right to request presentations/demonstrations from the short-listed Bidders as part of the bid evaluation process.

13.DURATION OF THE CONTRACT

The successful bidder will be appointed for a period of 36 Months.

14.SCOPE OF WORK

14.1. Background

Overberg Water’s primary objective in issuing this RFP is to enter into agreement with a successful bidder(s) who will achieve the following:

a) Provide Overberg Water with the travel management services that are consistent and reliable and will maintain a high level of traveller satisfaction in line with the service levels;

- b) Achieve significant cost savings for Overberg Water without any degradation in the services;
- c) Appropriately contain Overberg Water's risk and traveller risk.

14.2. **Travel Volumes**

The current Overberg Water total volumes per annum includes air travel, accommodation, car hire and conference venue, etc.

14.2.1. **General**

The successful bidder will be required to provide travel management services. Deliverables under this section include without limitation, the following:

- a. The travel services will be provided to all Travellers travelling on behalf of Overberg Water, locally and if need be internationally and regionally. This will include employees and contractors, consultants and clients where the agreement is that Overberg Water is responsible for the arrangement and cost of travel.
- b. Provide travel management services during normal office hours (Monday to Friday 8h00 – 17h00) and provide after hours and emergency services.
- c. Assist with further negotiations for better deals with travel service providers.
- d. Familiarisation with current Overberg Water Travel Policy and implementations of controls to ensure compliance.
- e. Penalties incurred as a result of the inefficiency or fault of a travel consultant will be for the TMC's account, subject to the outcome of a formal dispute process.
- f. Provide a facility for Overberg Water to update their travellers' profiles.
- g. Manage the third-party service providers by addressing service failures and complaints against these service providers.
- h. Consolidate all invoices from travel suppliers.
- i. Provide the reference letters from at least three (3) contactable existing/recent clients (within past 3 years) which are of a similar size to Overberg Water.

14.2.2. **Reservations**

The Travel Management Company will:

- a. Receive travel requests from travellers and/or travel bookers, respond with quotations (confirmations) and availability. Upon the receipt of the relevant approval, the travel agent will issue the required e-tickets and vouchers immediately and send it to the travel booker and traveller via the agreed communication medium.
- b. always endeavour to make the most cost-effective travel arrangements based on the request from the traveller and/or travel booker.

- c. apprise themselves of all travel requirements for destinations to which travellers will be travelling and advise the Traveller of alternative plans that are more cost effective and more convenient where necessary.
- d. obtain a minimum of three (3) price comparisons for all travel requests where the routing or destination permits.
- e. book the negotiated discounted fares and rates where possible.
- f. must keep abreast of carrier schedule changes as well as all other alterations and new conditions affecting travel and make appropriate adjustments for any changes in flight schedules prior to or during the traveller's official trip. When necessary, e-tickets and billing shall be modified and reissued to reflect these changes.
- g. book parking facilities at the airports where required for the duration of the travel.
- h. respond timely and process all queries, requests, changes and cancellations timeously and accurately.
- i. Must be able to facilitate group bookings (e.g. for meetings, conferences, events, etc.)
- j. must issue all necessary travel documents, itineraries and vouchers timeously to traveller(s) prior to departure dates and times.
- k. advise the Traveller of all visa and inoculation requirements well in advance.
- l. assist with the arrangement of foreign currency and the issuing of travel insurance for international trips where required.
- m. facilitate any reservations that are not bookable on the Global Distribution System (GDS).
- n. facilitate the bookings that are generated through their own or third party Online Booking Tool (OBT) where it can be implemented.
- o. note that, unless otherwise stated, all cases include domestic, regional and international travel bookings.
- p. Visa applications will not be the responsibility of the TMC; however, the relevant information must be supplied to the traveller(s) where visas will be required.
- q. Negotiated airline fares, accommodation establishment rates, car rental rates, etc, that are negotiated directly or established by National Treasury or by Overberg Water are **non-commissionable**, where commissions are earned for Overberg Water bookings all these commissions should be returned to Overberg Water on a quarterly basis.
- r. Ensure confidentiality in respect of all travel arrangements and concerning all persons requested by Overberg Water.
- s. Timeous submission of proof that services have been satisfactorily delivered (invoices) as per Overberg Water's instructions.

14.2.3. **Air Travel**

- a. The TMC must be able to book full-service carriers as well as low-cost carriers.
- b. The TMC will book the most cost-effective airfares possible for domestic travel.
- c. For international flights, the airline which provides the most cost effective and practical routings may be used.
- d. The TMC should obtain three or more price comparisons where applicable to present the most cost effective and practical routing to the Traveller.
- e. The airline ticket should include the applicable airline agreement number as well as the individual loyalty program number of the Traveller (if applicable).
- f. Airline tickets must be delivered electronically (SMS and/or email format) to the traveller(s) and travel bookers promptly after booking before the departure times.
- g. The TMC will also assist with the booking of charters for VIPs utilising the existing transversal term contract where applicable as well as the sourcing of alternative service providers for other charter requirements.
- h. The TMC will be responsible for the tracking and management of unused e-tickets as per agreement with the institution and provide a report on refund management once a quarter.
- i. The TMC must during their report period provide proof that bookings were made against the discounted rates on the published fairs where applicable.
- j. Ensure that travellers are always informed of any travel news regarding airlines (like baggage policies, checking in arrangements, etc.)
- k. Assist with lounge access when required.

14.2.4. **Accommodation**

- a. The TMC will obtain price comparisons within the maximum allowable rate matrix as per the cost containment instruction of the National Treasury.
- b. The TMC will obtain three price comparisons from accommodation establishments that provide the best available rate within the maximum allowable rate and that is located as close as possible to the venue or office or location or destination of the traveller.
- c. This includes planning, booking, confirming and amending of accommodation with any establishment (hotel group, private hotel, guest house or Bed & Breakfast) in accordance with Overberg Water's travel policy.
- d. Overberg Water travellers may only stay at accommodation establishments with which Overberg Water has negotiated corporate rates. Should there be no rate agreement in place in the destination, or should the contracted establishment be unable to accommodate the traveller, the TMC will source suitable accommodation bearing in mind the requirement of convenience for the traveller and

conformation with acceptable costs, or as stipulated in written directives issued from time to time by the National treasury or Overberg Water.

e. Accommodation vouchers must be issued to all Overberg Water travellers for accommodation bookings and must be invoiced to Overberg Water as per arrangement. Such invoices must be supported by a copy of the original hotel accommodation charges.

f. The TMC must during their report period provide proof, where applicable, that accommodation rates were booked within the maximum allowable rates as per the cost containment instruction of the National Treasury.

g. Cancellation of accommodation bookings must be done promptly to guard against no show and late cancellation fees.

14.2.5. Car Rental and Shuttle Services

a. The TMC will book the approved category vehicle in accordance with the Overberg Water Travel Policy with the appointed car rental service provider from the closest rental location (airport, hotel and venue).

b. The travel consultant should advise the Traveller on the best time and location for collection and return considering the Traveller's specific requirements.

c. The TMC must ensure that relevant information is shared with travellers regarding rental vehicles, like e-tolls, refuelling, keys, rental agreements, damages and accidents, etc.

d. For international travel the TMC may offer alternative ground transportation to the Traveller that may include rail, buses, and transfers.

e. The TMC will book transfers in line with the Overberg Water Travel Policy with the appointed and/or alternative service providers. Transfers can also include bus and coach services.

f. The TMC should manage shuttle companies on behalf of the Overberg Water and ensure compliance with minimum standards. The TMC should also assist in negotiating better rates with relevant shuttle companies.

g. The TMC must during their report period provide proof that negotiated rates were booked, where applicable.

14.2.6. After Hours and Emergency Services

a. The TMC must provide a consultant or team of consultants to assist Travellers with after hours and emergency reservations and changes to travel plans.

b. A dedicated consultant/s must be available to assist VIP/Executive Travellers with after hour or emergency assistance.

c. After hours' services must be provided from Monday to Friday outside the official hours (17h00 to 8h00) and twenty-four (24) hours on weekends and Public Holidays.

- d. A call centre facility or after hours contact number should be available to all travellers so that when required, unexpected changes to travel plans can be made and emergency bookings attended to.
- e. The Travel Management Company must have a standard operating procedure for managing after hours and emergency services. This must include purchase order generation of the request within 24 hours.

14.3. **Communication**

14.3.1. The TMC may be requested to conduct workshops and training sessions for Travel Bookers of Overberg Water.

14.3.2. All enquiries must be investigated, and prompt feedback be provided in accordance with the Service Level Agreement.

14.3.3. The TMC must ensure sound communication with all stakeholders. Link the business traveller, travel coordinator, travel management company in one smooth continuous workflow.

14.4. **Financial Management**

14.4.1. The TMC must implement the rates negotiated by Overberg Water with travel service providers or the discounted air fares, or the maximum allowable rates established by the National Treasury where applicable.

14.4.2. The TMC will be responsible to manage the service provider accounts. This will include the timely receipt of invoices to be presented to Overberg Water for payment within the agreed time period.

14.4.3. Enable savings on total annual travel expenditure and this must be reported and proof provided during monthly and quarterly reviews.

14.4.4. The TMC will be required to offer a 30-day bill-back account facility to institutions should a lodge card not be offered. 'Bill back', refers to the supplier sending the bill back to the TMC, who, in turn, invoices Overberg Water for the services rendered.

14.4.5. Where pre-payments are required for smaller Bed & Breakfast /Guest House facilities, these will be processed by the TMC. These are occasionally required at short notice and even for same day bookings.

14.4.6. Consolidate Travel Supplier bill-back invoices.

14.4.7. The TMC is responsible for the consolidation of invoices and supporting documentation to be provided to Overberg Water's Financial Department on the agreed time period (e.g. weekly). This includes attaching the Travel Authorisation or Purchase Order and other supporting documentation to the invoices reflected on the Service provider bill-back report or the credit card statement.

14.4.8. Ensure Travel Supplier accounts are settled timeously.

14.5. Technology, Management Information and Reporting

14.5.1. The TMC must have the capability to consolidate all management information related to travel expenses into a single source document with automated reporting tools.

14.5.2. The implementation of an Online Booking Tool to facilitate domestic bookings should be considered to optimise the services and related fees.

14.5.3. All management information and data input must be accurate.

14.5.4. The TMC will be required to provide the Overberg Water with a minimum of three (3) standard monthly reports that are in line with the National Treasury's Cost Containment Instructions reporting template requirements at no cost.

The reporting templates can be found on

<http://www.treasury.gov.za/legislation/pfma/TreasuryInstruction/AccountantGeneral.aspx>

14.5.5. Reports must be accurate and be provided as per Overberg Water's specific requirements at the agreed time. Information must be available on a transactional level that reflect detail including the name of the traveller, date of travel, spend category (example air travel, shuttle, accommodation).

14.5.6. Overberg Water may request the TMC to provide additional management reports.

14.5.7. Reports must be available in an electronic format for example Microsoft Excel.

14.5.8. Service Level Agreements reports must be provided on the agreed date. It will include but will not be limited to the following:

i. Travel

- a) After hours' Report;
- b) Compliments and complaints;
- c) Consultant Productivity Report;
- d) Long term accommodation and car rental

ii. Finance

- a) Reconciliation of commissions/rebates or any volume driven incentives;
- b) Creditor's ageing report;
- c) Creditor's summary payments;
- d) Daily invoices;
- e) No show report;

14.5.9. The TMC will implement all the necessary processes and programs to ensure that all the data is secure at all times and not accessible by any unauthorised parties.

14.6. Account Management

14.6.1. An Account Management structure should be put in place to respond to the needs and requirements of the Public Entity and act as a liaison for handling all matters with regard to delivery of services in terms of the contract.

14.6.2. The TMC must appoint a dedicated Account or Business Manager that is ultimately responsible for the management of the Overberg Water's account.

14.6.3. The necessary processes should be implemented to ensure good quality management and ensuring Traveller satisfaction at all times.

14.6.4. A complaint handling procedure must be implemented to manage and record the compliments and complaints of the TMC and other travel service providers.

14.6.5. Ensure that the Overberg Water's Travel Policy is enforced.

14.6.6. The Service Level Agreement (SLA) must be managed and customer satisfaction surveys conducted to measure the performance of the TMC.

14.6.7. Ensure that workshops/training is provided to Travellers and/or Travel Bookers

14.6.8. During reviews, comprehensive reports on the travel spend and the performance in terms of the SLA must be presented.

14.7. Cost Management

14.7.1. The National Treasury cost containment initiative and the Overberg Water's Travel Policy is establishing a basis for a cost savings culture.

14.7.2. It is the obligation of the TMC Consultant to always advise on the most cost-effective option, and costs should be within the framework of the National Treasury's cost containment instructions.

14.7.3. The TMC plays a pivotal role to provide high quality travel related services that are designed to strike a balance between effective cost management, flexibility, and traveller satisfaction.

14.7.4. The TMC should have in-depth knowledge of the relevant supplier(s)' products, to be able to provide the best option and alternatives that are in accordance with Overberg Water's Travel Policy to ensure that the Traveller reaches his/her destination safely, in reasonable comfort, with minimum disruption, cost effectively and in time to carry out his/her business.

14.8. Office Management

14.8.1. The TMC to ensure high quality service to be always delivered to the Overberg Water's travellers.

14.9. Resources required for travel services

a) Account Manager

The Account Manager is required to have a bachelor's degree in Tourism, Sales, Business Management, Communications, Marketing, and Customer Relationship Management, Business Administration or any other related field.

The resource must have a minimum of Five (5) years' or more experience in client relationship and accounts management in travel or hospitality industry. Experience working in a customer Service orientated environment, sales or marketing. Experience in solution development for the identified improvement areas, coordinating involvement of any relevant business personnel and addressing consumer concerns, Public sector client knowledge and relationship management etc.

The resource needs to understand the process and functionality:

- Online Solution System Build
- User Training
- Super-User Training
- Client Navigational Support
- Drive increased online adoption
- Virtual Credit Card payment
- Understand and promote the value of the VCC option where applicable
- Expense Management
- Understand and promote the value of our Expense Management platform where applicable
- Offer technical support
- System Integration
- Understand and promote the benefits of system integration

The resource will ensure that OWB have a full understanding of the various products and services. Comparison of rates, peer benchmarking and ensuring alignment of rate offering according to the OWB travel policy and perform duties below.

- Provide advisory services
- Virtual Credit Cards Customer benefits & processes
- VIP & BULK Service Offerings (Executive booking service offering / BULK – Service Offering arranging Meeting Incentive Conference and Events)
- Ensure delivery of MI reports monthly according to the client's requirements.
- Discuss areas of improvement, trends and opportunities for negotiations.
- Reviewing reporting in monthly meetings, ensure that discussions are minuted.
- All Ad hoc reporting must be charged out according to the client's specific pricing models.
- Ensure regular Travel Spend Reviews are presented according to the contractual obligations (Quarterly, Biannual, and Annual) analysing costs, supplier spend, trends and recommendations regarding improvements within the travel program.
- A valid Contract in place per client at all times (Signed & Valid)
- Service level Agreement in place and valid at all times
- Balanced Scorecard in place where applicable and supporting reporting requirements measured monthly/quarterly
- Client details updated at all times (contacts, addresses etc.)

- Corporate agreements and validity tracking information
- ECC usage and charges and Reporting
- Client review presentation to be saved in the relevant folders according to the client's needs (quarterly, annually, bi-annually)
- Client workshop presentations and trainings
- Ensure a communication time frame of 24 to 48 hours from receipt and acknowledgement of all communication within in 2 hours of receipt.
- Ability to manage task and deadlines accordingly.
- Maintain regular client visits as per SLA and minutes thereof

b) Operational Manager

The resource is required to have National diploma in hospitality, tourism, business management or relevant field and have a minimum of three (3) years of experience in the travel or hospitality industry. Experience in International and Domestic reservation and Travel, Fares and Ticketing, and other travel requirements, Customer Service. Knowledge of online travel platforms. Sound geographical global knowledge. Strong administration and communication skills. Public sector client knowledge and relationship management.

The resource needs to have the following understanding:

- Good understanding of the Travel Request system
- Basic knowledge of AGM
- Ability to embrace the Online technology solutions.
- Adherence to all TMC policies
- Creating shell profiles for clients
- Complete all mandatory monthly & adhoc training provided by TMC.

c) Travel Consultants (Two (2) CVs to be submitted)

The resource is required to have National diploma in hospitality, tourism, business or relevant field and have a minimum of three (3) years of experience in the travel or hospitality industry. Experience in International and Domestic reservation and Travel, Fares and Ticketing, and other travel requirements, Customer Service. Knowledge of online travel platforms. Sound geographical global knowledge. Strong administration and communication skills. Public sector client knowledge and relationship management.

14.10. Volume driven incentives

14.10.1. It is important for bidders to note the following when determining the pricing:

NT has negotiated non-commissionable fares and rates with various airlines carriers and other service providers.

- No override commissions earned through NT reservations will be paid to the TMCs;
- An open book policy will apply and any commissions earned through the NT volumes will be reimbursed to NT.

15. TMCs are to book these negotiated rates or the best fare available, whichever is the most cost effective for the institution.

OBJECTIVES

The main purpose is to appoint a Service Provider for Travel Management Services to Overberg Water for period of 36 months.

PERIOD OF PERFORMANCE

The period of performance of the contract resulting from this solicitation is expected to commence as soon as the process of evaluating the tender is concluded.

ADVANCE PAYMENT

Please note that Overberg Water will not be making any advance payments to the potential service provider.

ADMINISTRATIVE MANDATORY REQUIREMENTS

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

DESCRIPTION	MINIMUM PROOF REQUIRED	TICK SUPPLIED	
		YES	NO
Tax Compliance Status	Tax pin (Valid)		
Central Supplier Database Registration	Proof of CSD registration number/CSD Report		
SBD 1	Completed and signed		
SBD 4	Completed and signed		
SBD 3.2	Completed and signed		
SBD 6.1	Completed and signed		
Certified copy of B-BBEE certificate/Sworn Affidavit	To claim preference points bidders must submit copy of their BBEE		
Company's registration certificate from CIPRO	Valid CIPRO certificate		

Mandatory Requirement

The information contained in the Table below is mandatory and will be used in assessing the responsiveness of bidders. Failure to submit and complete all mandatory information will result in submissions being deemed null and void and shall be considered “non-responsive” and therefore not considered. Due diligence will be conducted prior to the acceptance of bidders on qualification and functionality.

DESCRIPTION	MINIMUM PROOF REQUIRED	TICK SUPPLIED	
		YES	NO
Provide proof of ASATA (Association of South African Travel Agents) membership	Copy of the valid membership certificate (must be in the bidders name, if not, proof of partnership must be submitted)		
Provide proof of IATA (International Air Transport Association) membership	Copy of the valid membership certificate (must be in the bidders name, if not, proof of partnership must be submitted)		
ID copies of the Directors	All directors ID copies		

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

- Evaluation Method 2, which entails the balance between Functionality, Financial offer and Price & Preferences 80/20 points system, will be adopted as follows;
- Functionality Points = max 100 points (Minimum threshold=70%)
- Price=80 points (tenders will be awarded a maximum of 80 points for price)
- Specific goals

Evaluation criteria

The 80/20 preference points system as prescribed in the Preferential Procurement Regulations, 2011 Pertaining to the Preferential Procurement Policy Framework Act, (ACT NO 5 OF 2000) (PPPFA) will be applied to evaluate this bid. The lowest acceptable bid will score 80 points for price and a maximum of 20 points will be awarded for attaining Specific Goals. Bids received will be evaluated on the three (3) phases namely **Mandatory Requirements, Functionality Compliance / Specification Compliance** and **Price and Preference Point System**.

Phase 2: Technical Functionality Compliance.

Bidders must score at least 70 out of 100 in respect of functionality to qualify for advancement to Phase 3. A bidder that scores less than 70 out of 100 will be regarded as submitting a non-responsive bid and will be disqualified. Bidders who fail to obtain a minimum score for each criterion will be disqualified.

The weight that will be allocated to each functionality criterion is as follows:

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

A bidder must meet 70 out of 100 on technical functionality requirements.

No.	Functionality	Criteria/ Guide	Max Weight	Score Claimed	
1	Industrial Experience				
1.1	<p>COMPANY EXPERIENCE</p> <p>Summary of Company and its key focus areas. Demonstrate at least five (5) years relevant experience in travel management within the public sector. Provide at least three (3) or more similar Projects with evidence that were executed in the past five (5) years (2020 to current) as per the scope of work.</p> <p>The list and provided evidence must address successfully completed project/s in the following sequence:</p> <ul style="list-style-type: none"> Reference letter/s, description of the project. Client name, Client contact (i.e., email and office number), Project start date, project end date, contract value. <p>NB Referees will be contacted to confirm. Letter that does not reflect all required items will be allocated the lowest score</p>		10		
	5 or more reference letters submitted reflecting all items and discussed in detail.	Excellent			5
	4 reference letters submitted reflecting all items.	Very Good			4
	3 reference letters submitted reflecting all the items.	Good			3
	2 reference letters submitted reflecting some items with little to no detail.	Average			2
	0-1 reference letters submitted reflecting some items with little to no detail.	Poor			1
2	<p>KEY PROJECT EXPERTISE AND EXPERIENCE</p> <p>The bidder must provide a CV for the nominated Account Manager (1), operational manager (1) and two (2) CVs for consultants as required below. Each CV must clearly indicate the position of the resource as per our requirements and CVs must be signed by the proposed resource and not signed on behalf of the proposed resource. Where a bidder submits more than four (4) CVs only the first 4 will be considered in order of the required resources listed below.</p>				
	Project Account Manager: Experience				
	<p>Minimum of 5 years' experience in Travel Management but not limited to:</p> <ul style="list-style-type: none"> Client Relationship Accounts Management Financial Management Experience of working in a Customer Service Orientated Environment Solution Development for identified Improvement areas Coordinating involvement of any relevant business personnel 	8 or more years of relevant experience with contactable references.	5	20	
		6 - 7 years of relevant experience with contactable references.	4		
		5 years' relevant experience. with contactable references.	3		
		3 – 4 years relevant experience with contactable	2		

	<ul style="list-style-type: none"> • Address consumer concerns • Information management and reporting. • Data and business system analysis. • Understanding of government systems. • Training and skills transfer. • VIP and executive client handling, and Public sector client knowledge and relationship management.	references.			
		2 years or less relevant experience with contactable references.	1		
Operational Manager: Experience					
	Minimum of three (3) years of experience in the travel or hospitality industry. Experience in International and Domestic reservation and Travel, Fares and Ticketing, and other travel requirements, Customer Service. Knowledge of online travel platforms. Sound geographical global knowledge. Strong administration skills, understanding public sector environment, worked on VIP clients and Public sector client knowledge and relationship management.	5 or more years of relevant experience with contactable references.	5	15	
		4 years of relevant experience with contactable references.	4		
		3 years' relevant experience. with contactable references.	3		
		2 years relevant experience with contactable references.	2		
		1 year or less relevant experience with contactable references.	1		
Travel Consultants X2: Experience					
	Minimum three (3) years of experience in the travel or hospitality industry. Experience in International and Domestic reservation and Travel, Fares and Ticketing, and other travel requirements, Customer Service. Extensive knowledge of online travel platforms. Sound geographical global knowledge. VIP and Executive client handling, Strong administration skills and public sector knowledge.	5 or more years of relevant experience with contactable references.	5	10	
		4 years of relevant experience with contactable references.	4		
		3 years' relevant experience. with contactable references.	3		
		2 years relevant experience with contactable references.	2		
		1 year or less relevant experience with contactable references.	1		

	Reservations				
	Describe Management of all reservations/bookings <ul style="list-style-type: none"> Hotels (Accommodation) Reservations Car Rental Bookings Flight Bookings Visa & Passport Requirements Travel Insurance & Documentation Special Requests & Preferences After-hours and emergency services: The bidder should have capacity to provide reliable and consistent after hours and emergency support to traveller(s) and how it is accessed. Management of itinerary confirmations in relation to all reservations and coordination. 	All 8 elements are outlined and aligned to the project with 2 value added services	5	5	
		All 8 elements are outlined and aligned to the project with 1 value added services	4		
		All 8 elements are outlined and aligned to the project	3		
		7 elements are outlined and aligned to the project	2		
		6 and less elements are outlined	1		
	Describe Managing of group bookings: <ul style="list-style-type: none"> Meetings & Conferences Arrangements Event Venue Bookings & Coordination Group Flight Reservations Hotel Block Bookings Ground Transportation & Logistics Catering & Special Requirements On-Site and off-Site Support & Coordination Specify whether these bookings are managed by the Travel Management Company (TMC) or outsourced based on the event scale and requirements.	All 7 elements are outlined and aligned to the project with 2 value added services	5	5	
		All 7 elements are outlined and aligned to the project with 1 value added services	4		
		All 7 elements are outlined and aligned to the project	3		
		6 elements are outlined and aligned to the project	2		
		5 and less elements are outlined	1		
	Directly negotiated rates Describe how these specific rates will be secured. <ul style="list-style-type: none"> Negotiation & Contracting (Securing Competitive Rates) OBT (Online Booking Tool) Integration (Providing Access to Updated Rates) Automated Rate Management (Loading, Updating & Maintaining Accuracy) Rate Auditing & Compliance (Ensuring Proper Application & Cost 	All 5 elements are outlined and aligned to the project with 2 value added services	5	5	
		All 5 elements are outlined and aligned to the project with 1 value added services	4		
		All 5 elements are outlined and aligned to the project	3		
		4 elements are outlined and aligned to the project	2		
		3 and less elements are outlined	1		

	<p>Savings)</p> <ul style="list-style-type: none"> • Reporting & Monitoring Tools (Tracking Utilization & Identifying Discrepancies) 				
	<p>Outline how to manage airline reservations</p> <ul style="list-style-type: none"> • Flight Route Optimization (Balancing Cost effectiveness & Convenience) • Fare Comparison & Negotiation (Securing Best Available Rates) • Refund Process Management (Handling Refundable & Non-Refundable Tickets) • Unused Non-Refundable Ticket Management (Credit Tracking & Reuse) • Special Airline Services (Preferred Seating, Waitlist Clearance) • Special Meal Requests (Dietary Accommodations) 	All 6 elements are outlined and aligned to the project with 2 value added services	5	5	
		All 6 elements are outlined and aligned to the project with 1 value added services	4		
		All 6 elements are outlined and aligned to the project	3		
		5 elements are outlined and aligned to the project	2		
		4 and less elements are outlined	1		
3	Communication				
3.1	<p>Outline How Travel Bookers Will Be Informed of the Travel Booking Processes</p> <ul style="list-style-type: none"> • Training & Guidance (Workshops, Manuals, and Online Resources) • User-Friendly Booking Platforms (Step-by-Step Assistance) • Itinerary Access & Notifications (Mobile App & SMS Updates) • Real-Time Communication Tools (Live Chat, Email Alerts) • Integrated Workflow (Seamless Coordination Between Traveller, Travel Booker & TMC) 	All 5 elements are outlined and aligned to the project with 2 value added services	5	5	
		All 5 elements are outlined and aligned to the project with 1 value added services	4		
		All 5 elements are outlined and aligned to the project	3		
		4 elements are outlined and aligned to the project	2		
		3 and less elements are outlined	1		
4	Financial Management				
4.1	<p>Describe Implementation & Management of Negotiated and Allowable Rates</p> <ul style="list-style-type: none"> • Implementation of Negotiated & Maximum Allowable Rates (Ensuring Compliance with NT 	All 6 elements are outlined and aligned to the project with 2 value added services	5	5	
		All 6 elements are outlined and aligned	4		

	<p>Regulations and legislations)</p> <ul style="list-style-type: none"> • 30-Day Bill-Back Account Facility Management (Efficient Processing & Reconciliation) • Pre-Payment Handling for Smaller B&Bs & Guesthouses (Secure & Timely Payments) • Invoicing Process & Discrepancy Resolution (Matching Purchase Orders & Invoices, Supporting Documentation, Reconciliation) • Timely Invoice Provision to OWB (Ensuring Accuracy & Compliance) <ul style="list-style-type: none"> • Credit Card Reconciliation Process <p>(Transaction Tracking, Timing, Reporting & Deliverables)</p>	<p>to the project with 1 value added services</p> <p>All 6 elements are outlined and aligned to the project</p> <p>5 elements are outlined and aligned to the project</p> <p>4 and less elements are outlined</p>	<p></p> <p>3</p> <p>2</p> <p>1</p>		
5	Technology, Management Information and Reporting				
5.1	<p>Describe the Proposed Booking System & Data Management</p> <ul style="list-style-type: none"> • Booking System Overview (GDS, OBT, or SBT Capabilities) • Solution Modules in OBT (Bookings, Approvals, Safety & Risk, Payments & Expense, Reporting & Analytics, Mobile Applications) • Access to Non-GDS Inventories (Low-Cost Carriers, Consolidators, Hotel Web Rates) • Data & Management Information Handling (Traveller Profiles, Savings Tracking, Unused Tickets, 	<p>All 8 elements are outlined and aligned to the project with 2 value added services</p> <p>All 8 elements are outlined and aligned to the project with 1 value added services</p> <p>All 8 elements are outlined and aligned to the project</p> <p>7 elements are outlined and aligned to the project</p> <p>6 and less elements are outlined</p>	<p>5</p> <p>4</p> <p>3</p> <p>2</p> <p>1</p>	5	

	<p>Cancellations, Behaviour Analysis, Transaction-Level Data)</p> <ul style="list-style-type: none"> • Standard & Custom Reports (Examples of Available Reports, Customization Options) • Technology & Reporting Solutions for NT (Proposed Tools & Features) • Compliance with NT Monthly Reporting Requirements (Alignment with NT Travel Guide) • Integration with NT's ERP System (Compatibility, Turnaround Time, Cost Breakdown if Required) 				
6	Account Management				
6.1	<p>Describe Account Management, Quality Control & Service Assurance</p> <ul style="list-style-type: none"> • Proposed Account Management Structure (Detailed Organogram) • Quality Control Procedures (Processes to Ensure Consistent Service Delivery) • Handling of Queries, Requests, Changes & Cancellations (Issue Resolution, Mitigation Strategies, Performance Standards) • Complaint Handling Procedure (Detailed Steps for Addressing & Resolving Complaints) • Customer Satisfaction Surveys (Feedback Collection & Continuous Improvement) • Workshops & Training for Travellers & Travel Bookers (Capacity Building & Policy Awareness) 	<p>All 6 elements are outlined and aligned to the project with 2 value added services</p>	5	5	
		<p>All 6 elements are outlined and aligned to the project with 1 value added services</p>	4		
		<p>All 6 elements are outlined and aligned to the project</p>	3		
		<p>5 elements are outlined and aligned to the project</p>	2		
		<p>4 and less elements are outlined</p>	1		
7	Cost Management				
7.1	<p>Describe Strategic Cost Savings Plan & Compliance Monitoring</p> <ul style="list-style-type: none"> • Comprehensive Cost Savings Strategy (Planned Initiatives for Contract Duration) • Targeted Cost Reduction Areas (Airfare, Accommodation, Car Rental, Service Fees, Policy Compliance) • Cost Savings Alerts During Travel Requests (Real-Time 	<p>All 7 elements are outlined and aligned to the project with 2 value added services</p>	5	5	
		<p>All 7 elements are outlined and aligned to the project with 1 value added services</p>	4		
		<p>All 7 elements are outlined and aligned to the project</p>	3		

	<p>Notifications for Cheaper Alternatives)</p> <ul style="list-style-type: none"> • Tracking of Out-of-Policy Bookings (Audit Trail for Identifying Trends & Traveller Behaviour) • Data Analysis for Policy Compliance (Insights on Non-Adherence & Cost Impact) • Annual Travel Spend Optimization (Strategies to Maximize Savings for NT) • Reporting & Benchmarking (Tracking Cost Savings Achieved & Future Opportunities) 	6 elements are outlined and aligned to the project	2		
		5 and less elements are outlined	1		
	All documents in support of the various sections above must be submitted to claim the maximum. Missing or incomplete documentation will result in a zero score for the relevant section.				
	TOTAL			100	

The service Provider who fails to meet 70 out of 100 will automatically be disqualified.

Quantitative Assessment

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

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

Area of Adjudication	Maximum Points
Tendered Price (S _P)	80
Specific Goals	20
Total Points (S)	100

SPECIFIC CONDITIONS

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

RETURNABLE SCHEDULES

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

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

TERMS AND GENERAL CONDITIONS

- (a) All submissions must be received by the OVERBERG WATER no later than **Friday, 24th of April 2026 at 12h00**. Respondents must submit their proposals before the closing date and time. No late submissions will be considered.
- (b) All submissions and subsequent information received will become the property of the Overberg Water and will not be returned.
- (c) Failure to complete all supplementary information will result in submissions being deemed null and void and shall be considered “non-responsive” and therefore not considered;
- (d) Telegraphic, telexed, faxed or e-mailed submissions will not be accepted; One original document shall be placed in sealed envelopes clearly marked. “APPOINTMENT OF A SERVICE PROVIDER FOR TRAVEL MANAGEMENT SERVICES TO OVERBERG WATER FOR A PERIOD OF 36 MONTHS” at the Reception desk of Overberg Water’s Corporate Office, Trident Park 3, Ground Floor, 1 Niblick Way, Somerset West, Cape Town;
- (e) Respondents or their representatives (including the courier services) must ensure that they register their submissions in the Lodging Sheet at the Reception Desk of the above-mentioned Overberg Water offices, wherein they will indicate the name of the person delivering the submission, the number of copies submitted, the time and date of submission and sign the document;
- (f) All enquiries and submissions regarding this Request for Proposal (RFP) must be directed to:
- Mr. Ayabulela Booi : Supply Chain Management Unit Contact Number:028512155;Email:abooi@overbergwater.co.za and/or Ms. Sarah Mathunyane (Technical Queries) Contact Number: 021 851 2155; Email:smathunyane@overbergwater.co.za;
- (g) The contact persons reflected above shall be the only point of contact for this contract. Failure to observe this requirement might lead to immediate disqualification of the respondent.
- (h) The Overberg Water reserves the right not to accept any submission.
- (i) Bidders must comply with Regulation 13(c) of the Public Service Regulations, 2016 which states that “an employee in the public service shall not conduct business with any organ of state or be a director of a public or private company conducting business with an organ of state, unless such employee is in an official capacity a director of a company listed in ANNEXURE 2 and 3 of the PFMA”.
- (j) Submission of a Request for Proposal and its subsequent receipt by the Overberg Water does not represent a commitment on the part of the Overberg Water to proceed further with any Respondent or any project;
- (k) No costs incurred by the Respondents in the preparation of their submission will be reimbursed;
- (l) Public Liability - Overberg Water shall not be liable in respect of any claims, damages,

accidents, etc. to persons, properties, vehicle rights, etc. that may arise from the carrying out of this contract.

(m) Tender prices must remain valid for a period of 120 days (calculated from closing date of the bid).

DISQUALIFICATION

- (a) It must be stressed that any queries relating to this request must be addressed only to **Mr. Ayabulela Booi and/or Ms. Sarah Mathunyane** who are identified as a contact person for this contract; Mr. Ayabulela Booi: Supply Chain Management Unit Contact Number: 021 – 851 2155; Email: abooi@overbergwater.co.za and/or **Ms. Sarah Mathunyane** (Technical Queries) Contact Number: 021 851 2155; Email: smathunyane@overbergwater.co.za. The queries must be in writing, addressed to the above-mentioned officials.
- (b) Respondents are not to communicate in any manner or form whatsoever with members of Overberg Water personnel about the RFP until the preferred Service Provider has been selected and the procurement process completed;
- (c) Respondents are advised that should there be any contact with Overberg Water staff and the Adjudication Team which could in any way be seen or deemed to constitute a conflict of interest, bribe or otherwise influence the process and the outcome thereof, will result in immediate disqualification;
- (d) Misrepresentation of information presented to the Overberg Water, be it on capability statement or empowerment credentials will also lead to disqualification of the respondent.

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

SBD1

**PART A
INVITATION TO BID**

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

BID NUMBER:	RFP OW-083/2025/26	CLOSING DATE:	24th of April 2026	CLOSING TIME:	12H00
DESCRIPTION	Appointment of a Service Provider Travel Management Services to Overberg Water for period of 36 months				

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).

BID RESPONSE DOCUMENTS BE DEPOSITED IN THE BID BOX SITUATED AT

Overberg Water's Corporate Office
Trident Park 3, Ground Floor
1 Niblick Way, Somerset West
Cape Town.

SUPPLIER INFORMATION

NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE		NUMBER
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE		NUMBER
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			

	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	Yes		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> No				

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)
	<input type="checkbox"/>	A REGISTERED AUDITOR NAME:

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

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

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO BE RE-TYPED) OR ONLINE
- 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B- BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

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

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO
- 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? YES NO
- 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO
- 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

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

BIDDER: _____

PRICING SCHEDULE (attached Annexure A)

Validity Period: 120 days

The preferred service provider to provide Overberg Water rates to fulfill the scope of works listed above. All prices must be exclusive of VAT. All costs to include travel costs and accommodation if applicable.

Pricing Instructions:

By signing the Price Schedule, a bidder warrants that:

- 2.1.1 the relevant quotation is correct;
- 2.1.2 the rates(s) and prices(s) quoted cover all the work/item(s) specified in the quotation document;
- 2.1.3 the rate(s) and price(s) cover all the supplier's obligations under a resulting contract, including all disbursements;
- 2.1.4 any mistakes and/or omissions regarding rate(s) and price(s) or errors in calculation shall be at the supplier's risk and will not be considered for incomplete pricing.
- 2.1.5 Bidders must show VAT payable separately on the Price Schedule.

SIGNED at _____ (place) on the _____ day of _____ (month), 20____.

Signature

Date

Print name: _____
On behalf of the Supplier (duly authorised)

Annexure A



RFP NO
 RFP NAME Request for Proposal for Travel Management Services to Overberg Water for Period of 36
 BIDDER NAME

1.1 TRANSACTION FEES

ITEM	Transaction Type	Estimated Volume	TRADITIONAL BOOKINGS			ONLINE BOOKINGS		
			Unit Price (Excl VAT)	Unit Price (Incl VAT)	Total Price (Incl VAT)	Unit Price (excl VAT)	Unit Price (incl VAT)	Total Price (Incl VAT)
1	Air Travel-Domestic	500						
2	Refunds -Air Domestic	85						
3	Car Rental-Domestic	300						
4	Car Rental-Regional	40						
5	Transfers/Shuttle-Domestic	25						
6	Accommodation-Domestic	350						
7	Bus-Coach Bookings	25						
8	Train bookings-International	45						
9	Courier services for travel documentation							
10	SMS Notifications	700						
11	Parking bookings	100						
12	Cancellations	170						
13	Changes per Booking	170						
14	After Hours Services	170						
15	Additional Ad-hoc Reports(pp)	25						
16	Customized Reports(per report)	40						
17	Travel Lodge card Reconciliation							
18	Debtors Account Reconciliation	40						
	Total	2 615			R			R

Percentage Split between Online Bookings and Traditional

PRICE BEFORE CONFERENCE TRANSACTION FEES

R

1.2 CONFERENCE TRANSACTION FEE

ITEM	Description	Percentage Fee	Total Price(Excl VAT)	Total Price (inc VAT)
1.	Conference Transaction Fee (At the Fixed Amount of R1000,000 in 3 years)			
		R		R

Please indicate the percentage of conference fees based on the given amount

TOTAL PRICE THAT WILL BE USED FOR EVALUATION PURPOSE

R

NOTE

The above schedule is in relation to transaction/admin fees to the agent. The travel costs will be based on the actual costs

**THE RESOLUTION TAKEN BY THE BOARD OF DIRECTORS / MEMBERS
/ PARTNERS**

RESOLUTION of a meeting of the Board of Directors / Members / Partners of

NAME OF TENDERER

Held at _____ on _____
(Place) (Date)

RESOLVED THAT:

1. The enterprise submits a Tender to the Overberg Water .
2. Mr/Mrs/Ms

In his/her capacity as

and who will sign as follows: _____
(SPECIMAN SIGNATURE)

be, and is hereby, authorized to sign the Tender and any and all other documents and/or correspondence in connection with and relating to the Tender, as well as to sign any contract, and or all documentation resulting from the award of the Tender to the enterprise mentioned above.

Note: The resolution **must be signed by all the directors or members / partners** of the bidding enterprise. Should the space provided below not be sufficient for all the directors to sign, please provide a separate sheet in the same format below.

	Name	Capacity	Signature
1			
2			
3			
4			
5			

THE RESOLUTION TAKEN BY THE BOARD OF DIRECTORS OF A CONSORTIUM OR JOINT VENTURE

RESOLUTION of a meeting of the Board of Directors / Members / Partners of

_____ NAME OF TENDERER _____

Held at _____ on _____
(Place) (Date)

RESOLVED THAT:

1. The enterprise submits a quotation to Overberg Water.

(list all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the Consortium / Joint Venture):

_____ and

_____ and

2. Mr/Mrs/Ms _____

In his/her capacity as _____

and who will sign as follows: _____
(SPECIMAN SIGNATURE)

be, and is hereby, authorized to sign the Tender and any and all other documents and/or correspondence in connection with and relating to the Tender, as well as to sign any contract, and or all documentation resulting from the award of the Tender to the **Consortium / Joint Venture** enterprise mentioned above.

3. The enterprise in the form of a consortium or joint venture accept jointly and several liability with parties under item 1 above for the fulfillment of the obligations of the joint venture deriving from, and in any way connected with the contract to be entered into with the Overberg Water in respect of the project described above under item 1.
4. The **Consortium / Joint Venture** enterprise chooses as its domicilium citandi et executandi for all purposes arising from this joint venture agreement and contract with the Overberg Water in respect of the project under item 1:

(Physical Address)

Note: The resolution **must be signed by all the directors or members / partners** of the bidding enterprise. Should the space provided below not be sufficient for all the directors to sign, please provide a separate sheet in the same format below.

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

JOINT VENTURE

Only to be completed if applicable

Name of Joint Venture:	
Names of Each Enterprise:	
(1) Name and Address of Enterprise:	
(2) Name and Address of Enterprise:	
(3) Name and Address of Enterprise:	
Has an original valid Tax Clearance Certificate been submitted for each enterprise?	YES <input type="checkbox"/> NO <input type="checkbox"/>
CIDB Registration Number(s), if any:	

Submit your Joint Venture Agreement together with this annexure. If no Joint Venture Agreement is submitted, your tender will be disqualified.

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:
.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:
.....
.....

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

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

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

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \text{ or } P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

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

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

3.2.1. POINTS AWARDED FOR PRICE

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

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \text{ or } P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women	5	
People with disability	5	
Youth (35 and below)	5	
Location of enterprise western cape	2	
B-BBEE status level contributors from level 1 and 2 which are EME and QSE	3	
TOTAL points for specific goals	20	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

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

..... SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME:
DATE:
ADDRESS:

Table 1: Specific goals for the tender and points allocation are indicated as per the table below:

In terms of Regulation 4(2); 5(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this bid the bidder will be allocated points based on the bidder's goals claimed as per table 5. Bidder's goal claimed must be supported by proof/ documentation stated as per table 5 and the special conditions of this bid where applicable:

Table 1:

The specific goals allocated points in terms of this tender	Number of maximum points allocated (80/20 system)	Bidder's points claimed for specific goals (To be completed by Bidder)
Women Ownership	5	
Disability Ownership	5	
Youth Ownership	5	
Location of enterprise (local equals province) Western Cape	2	
B-BBEE status level contribution from level 1 to 2 which are QSE or EME	3	
TOTAL SCORED POINTS	20	

Specific goals” means specific goals as contemplated in section 2(1)(d) of the PPPFA Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programs of the Reconstruction of Development Programme as published in *Government Gazette* No. 16085 date 23 November 1994.

“Ownership” means the percentage ownership and control, exercised by individuals within an enterprise.

"Disability" means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.

- i. A blind person (in terms of the Blind Persons Act, 1968 (Act no.26 of 1968));
- ii. A deaf person, whose hearing is impaired to such an extent that he/she cannot use it as a primary means of communication.
- iii. A person who, as a result of permanent disability, requires a wheelchair, caliper or crutch to assist him/her to move from one place or another.
- iv. A person who requires an artificial limb; or
- v. A person who suffers from a mental illness (in terms of the Mental Health Act, 1973 (Act no. 18 of 1973)).

"Youth" means, in respect of a person younger than 35 years of age.

"Location of enterprise" Local equals province. Where a project cuts across more than one province, the bidder may be located in any of the relevant provinces to claim and be allocated the points.

Women, disability, and youth will be measured by calculating the pro-rata percentage of ownership of the bidding company which meets the criterion. E.g., Company A has five shareholders each of whom own 20% of the company. Three of the five shareholders meet the criterion, i.e., they are women/disability/youth. Therefore, this bidder will obtain 60% of the points allowable for this goal.

Table 1: Documents required for verification of Bidder's claimed points

Documents/ information listed on the below table 6 must be submitted to support and verify points claimed as per

Table 1

Specific Goal	Requires Proof Documents
Women Ownership	Full CSD Report
Disability Ownership	Full CSD Report (medical certificate)
Youth Ownership	Full CSD Report
Location of enterprise	Full CSD Report
B-BBEE status level contribution from level 1 to 2 which are QSE or EME	Valid B-BBEE certificate/sworn affidavit Consolidated B-BBEE certificate in cases of Joint Ventures (JV) Full CSD Report for each bidder who formed a (JV)

Failure on the part of a bidder to submit proof of documentation required in terms of this tender to claim specific goals with the bid, will be interpreted to mean that preference points for specific goals are not claimed and will not be allocated



CONSENT FORM

I/We, the undersigned _____ (Full names and surname) with Identity Number _____ hereby certify that I/we are the shareholders/official representatives of _____ (Company name) with company Registration Number _____ hereby declare, agree and undertake the following towards Overberg water
(Hereinafter):

1. I/We hereby give consent to Overberg water or such other person or entity that Overberg water may designate, the absolute right and permission to conduct checks, assessments and to verify my information to evaluate, adjudicate and reporting to authorities as per the National Treasury's requirements.
2. I/We acknowledge that Overberg water is committed to protecting and promoting the privacy of my/our Personal Information including that of entity or any other individuals or organization and to give effect to the constitutional right to privacy and to fulfil its obligations under the Protection of Personal Information Act No 4 of 2013 (Hereinafter 'POPI').
3. I/We hereby give consent to Overberg water to process my/our Personal Information where the processing is necessary and only for purposes verifications in the evaluation of submitted proposals for RFQs, bids, payments and reports.
4. Overberg water acknowledges and agrees that the Personal Information will not, under any circumstances, be processed for purposes prohibited by POPI and/or the principles contained in POPI and that the processing of Personal Information will be done fairly and in accordance with legal provisions, given that the purpose for which processing of the Personal Information is adequate, relevant and not excessive.
5. Overberg water herewith defend, indemnify and hold you harmless from any action or claim of any nature whatsoever that might be brought by any person whatsoever against you as a result of any personal loss, injury or damage arising directly or indirectly from any act or omission on Overberg water's part relating to or incidental to the failure from Overberg water's part to honour the above provisions, or otherwise, as the case may be.
6. I/We acknowledge and agree that I/We have read this consent form in its entirety and that I/We fully understand the nature, content and implications hereof and agree hereto, and that I/We shall be fully bound hereto from date of signature hereof.

Signed at _____ on this _____ day of _____ 20_____

Print Name and Surname: _____(Company Representative's Signature

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

1. Acceptance/Contract Commencement and purchase orders

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

2. Standards

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

3. Payment– Clause 16 of the GCC

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

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

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

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

4. Applicable Law – Clause 30 of GCC

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

5. Insurance – Clause 11 of GCC

5.1 Without limiting the obligations of the supplier in terms of this contract, the supplier shall effect and maintain the following insurances:

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

5.2 The supplier shall be obliged to furnish Overberg Water with proof of such insurance

