



# REQUEST FOR QUOTATION

**RFQ Number: Q26/527/MM**

Form No: UW-RFQ-2  
Version No: 3/2023  
Effective Date: Jul 2023

<b>Description</b>	Appointment of an Environmental Control Officer (ECO)- for the Construction of the Imvutshane Gauging Weir
<b>Advert Date</b>	26 February 2026
<b>Closing Date and Time</b>	06 March 2026 at 15:00 pm
<b>Compulsory or Non-Compulsory Briefing Session</b>	N/A
<b>SCM Enquiries</b>	Mandisa Madlala <b>Tel:</b> 033 341 1198 <b>Email:</b> Mandisa.madlala@uuw.co.za
<b>Technical Enquiries</b>	Nomfundo Mngadi <b>Tel:</b> 0333411270 <b>Email:</b> Nomfundo.mngadi@uuw.co.za
<b>Contents of RFQ</b>	<ol style="list-style-type: none"> <li>1. Invitation to quote</li> <li>2. Bidders information</li> <li>3. Terms and Conditions</li> <li>4. Undertaking by Bidder</li> <li>5. Terms of Reference/RFQ specifications</li> <li>6. Price Schedule</li> <li>7. Authority to Sign</li> <li>8. Bidders disclosure [SBD 4]</li> <li>9. Preference points claim form (SBD 6.1)</li> <li>10. Contract Form [SBD 7.1 or SBD 7.2]</li> </ol>

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



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## BIDDERS INFORMATION

Name of Bidder	
Company Registration number	
VAT registration number	
Contact Person	
Telephone number	
Cell number	
E-mail address	
Postal address	
Physical address	
uMngeni-uThukela Vendor Number	
CSD Supplier number	

I certify that the information furnished on this form is true and correct. I further accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

\_\_\_\_\_  
Name of Representative  
(Duly Authorised)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ)

1. Any alteration made by the bidder must be initialled.
2. Use of correcting fluid is prohibited
3. Bidders must be registered on the National Treasury's Central Suppliers Database.
4. Tenderers are required to submit a valid Tax clearance verification PIN or CSD MAAA number
5. This quotation is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2022; the General Conditions of Contract (GCC) and if applicable any other Special Conditions of Contract.
6. The applicable preference point system for this tender is the 80/20 preference point system, Failure on the part of a tenderer to submit proof or documentation required in terms of this RFQ to claim points for specific goals, will be interpreted to mean that preference points for specific goals are not claimed by the bidder. Kindly refer to SBD 6.1 form for additional information.
7. Suppliers must complete the attached SBD 4 – Bidders disclosure, failure to complete these documents may result in the quotation being invalidated.
8. Quotations must be in accordance and comply with the terms of reference/specifications provided, unless otherwise stipulated.
9. The official uMngeni-uThukela Water quotation form must be used to quote the offered price. Should the allocated price page be insufficient, the tenderer may supplement the price page with an additional pricing breakdown.
10. Price Declaration must be completed, and should the total RFQ prices differ, the one indicated on the price declaration shall be considered the correct price.
11. The successful supplier may be required to fill in and sign a written Contract Form. (If applicable)
12. This document may contain confidential information that is the property of uMngeni-uThukela Water.
13. No part of the contents may be used, copied, disclosed or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a proposal in response to this RFQ, without prior written permission from uMngeni-uThukela Water and the Bidder.
14. All Copyright and Intellectual Property herein vests with uMngeni-uThukela Water and its Bidder.
15. Responses to this RFQ must be submitted by email [scmquotes@uuw.co.za](mailto:scmquotes@uuw.co.za). (*The applicable submission method is reflected on the cover page*).
16. It is the responsibility of the bidder to ensure that its response reaches uMngeni-uThukela Water on or before the closing date and time of the RFQ. Late and incomplete submissions will not be accepted.
17. No services must be rendered or goods delivered before an official uMngeni-uThukela Water Purchase Order form has been received.
18. **uMngeni-uThukela Water reserves the right to appoint more than one supplier/service provider and or to award the quote as whole or in part.**
19. A full copy of General Conditions of Contract (GCC) are available on the National Treasury website (<https://www.treasury.gov.za/divisions/ocpo/sc/generalconditions/general%20conditions%20of%20contract.pdf>)

### UNDERTAKING BY BIDDER

1. I/We hereby quote to supply all or any of the supplies and/or to render all or any of the services described in the attached documents to uMngeni-uThukela Water on the terms and conditions. In accordance with the specifications stipulated in the quotation documents (and which shall be taken as part of and be incorporated into this quote) at the prices and on the terms regarding time for delivery and/or execution inserted therein.
  
2. I/we agree that:
  - (a) the offer herein shall remain binding upon me and open for acceptance by uMngeni-uThukela Water during the validity period indicated and calculated from the closing time of the quote;
  - (b) this quote and its acceptance shall be subject to the Public Finance Management Act, 1999, uMngeni-uThukela Water's Supply Chain Management Policy and Procedures, the General and Special Conditions of Contract as may be applicable, with which I/we am fully acquainted;
  - (c) if I/we withdraw my quote within the period for which I/we have agreed that the quote shall remain open for acceptance, or fail to fulfil the contract when called upon to do so. uMngeni-uThukela Water may, without prejudice to its other rights, agree to the withdrawal of my quote or cancel the contract that may have been entered into between uMngeni-uThukela Water and I/us. I/we will then pay to uMngeni-uThukela Water any additional expenses incurred for having either to accept any less favourable quote or, if fresh quote have to be invited, the additional expenditure incurred by the invitation of fresh quotes and by the subsequent acceptance of any less favourable quotes. uMngeni-uThukela Water shall reserve the right to recover such additional expenditure by set-off against monies which may be due to me under this, or any other tender or contract or against any guarantee or deposit that may have been furnished by me or on my behalf for the due fulfilment of this or any other tender or contract. Pending the ascertainment of the amount of such additional expenditure to retain such monies, guarantee or deposit as security for any loss uMngeni-uThukela Water may sustain by reason of my default;
  - (d) if my quote is accepted, the acceptance may be communicated to me by electronic mail, to the email address supplied in my quotation document;
  - (e) the law of the Republic of South Africa shall govern the contract created by the acceptance of my quote and I choose *domicilium citandi et executandi* in the Republic at (full physical address) :  
  

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3. I/we furthermore confirm that I/we have satisfied myself as to the correctness and validity of my quote: that the price(s), rate(s) and preference quoted cover all of the work/item(s) and my obligations under a resulting contract, and I accept that any mistakes regarding the price(s) and calculations will be at my risk.
  
4. I/we hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement, as the Principal(s) liable for the due fulfilment of this contract.



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5. I/we agree that any action arising from this contract may in all respects be instituted against me and I/we hereby undertake to satisfy fully any sentence or judgement which may be pronounced against me as a result of such action.
6. I/we confirm that I/we have declared all and any interest that I or any persons related to my business has with regard to this quote or any related quotations by completion of the Declaration of Interest Section.
7. **I/WE, THE UNDERSIGNED, WHO WARRANT THAT I AM DULY AUTHORISED TO DO SO ON BEHALF OF THE TENDERER, CERTIFY THAT THE INFORMATION SUPPLIED IN TERMS OF THIS DOCUMENT IS CORRECT AND TRUE, THAT THE SIGNATORY TO THIS DOCUMENT IS DULY AUTHORISED AND ACKNOWLEDGE THAT:**
  - (1) The tenderer will furnish documentary proof regarding any tendering issue to the satisfaction of the uMngeni-uThukela Water, if requested to do so.
  - (2) If the information supplied is found to be incorrect and/or false then uMngeni-uThukela Water, in addition to any remedies it may have, may:
    - a) Recover from the contractor all costs, losses or damages incurred or sustained by uMngeni-uThukela Water as a result of the award of the contract, and/or
    - b) Cancel the contract and claim any damages, which uMngeni-uThukela Water may suffer by having to make less favourable arrangements after such cancellation.

\_\_\_\_\_  
Name of Representative  
(Duly Authorised)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### SCOPE OF WORK

#### 1. Background

The water supply to the Maphumulo area has been affected for a number of years due to limited water resources. As a result, Imvutshane Dam was built in 2015 as part of the Maphumulo Bulk Water Supply Scheme. The dam is located on Imvutshane River, approximately 10 km away from Maphumulo town at coordinates 29°12'32"S 31°01'50"E. It is well known that dams have an impact on downstream habitats and therefore need to be managed properly to balance the needs of the community versus the natural environment. As a result, it has become increasingly important to monitor downstream river flows in order to ensure that adequate compensation releases are maintained for healthy downstream ecological habitats, hence the proposal to construct a broad crested gauging weir below Imvutshane Dam to audit and measure environmental releases from the dam.

The geographic co-ordinates of the proposed Construction of the broad crested gauging weir will be on the Mvutshane river approximately 200m below the Imvutshane Dam Wall 29°12'32"S 31°01'50"E. (Refer to Figure 1: Locality Map).

#### PROJECT LOCATION

The proposed activity is located within Ward 8 of the Maphumulo Local Municipality within the iLembe District Municipality. The geographic co-ordinates of the proposed construction of the broad crested gauging weir will be on the Mvutshane river approximately 200m below the Imvutshane Dam Wall **29°12'32"S 31°01'50"E**. (Refer to **Figure 1: Locality Map**)



Figure 1. Imvutshane Dam Gauging Weir Locality Map.

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The access road to the Mvutshane dam which is near the project area lies along the P711. This road is approximately 5.1 km away from the Maphumulo town along the P711. The area can be accessed from the KwaZulu-Natal (KZN) North coast by travelling west from Stanger along the R74 until the Maphumulo Old Main road and from the Old main road travel south along the P711 towards Eshowe. The area can also be accessed from inland as well via the R74.

More specifically the geographic co-ordinates for the weir site is:

Latitude	Longitude
29°12'32"S	31° 01'50"E

## 2. Description of goods/ services required

UUW will provide the ECO with the EA, Environmental Management Programme (EMPr) and Water Use License (WUL). The ECO shall familiarise themselves with the requirements presented in these documents and develop a checklist to be used for auditing during the construction and rehabilitation phases of this project.

The ECO shall:

- 1) Notify the competent authority of the intention to commence with the construction phase of the project as per the regulatory requirements and notify the competent authority upon completion of the construction phase.
- 2) Request, review and approve all method statements required or deemed necessary for the construction and rehabilitation phases.
- 3) Conduct a pre-construction inspection of the entire project area prior to site establishment and site clearance to:
  - Appoint an experienced botanist to identify any red data species for rescue and advice on a suitable location for transplanting, if deemed necessary. In addition, the ECO shall keep a record of the condition of the site prior to construction commencing.
  - Ensure that all protected plants are tagged, and are not cut or damaged in any way.
  - Conduct all required permit/license application for the disturbance and removal of trees.
  - Assist the contractor in identifying a suitable area that can be used as the camp sites and spoil areas.
  - Establish and maintain a photographic database of conditions prior to construction including conditions of homes and other services most likely to be affected by the construction phase.
- 4) Conduct environmental awareness sessions, liaise with the UUW Environmental Site Officer (ESO) and the contractor, to highlight environmental requirements and compliance measures.

- 5) Provide guidance/advice that ensures implementation of appropriate environmental management measures and adherence with environmental legislation/regulations.
- 6) Undertake Environmental audits once a month for the duration of the project.
- 7) Under take bi- annual audit of the WUL as per the loicense condition and submit the report to the Regional Head.
- 8) Prepare monthly (8) environmental audit reports for submission to the DFFE.
- 9) The ECO shall make provision for a 5 (five) day review period of the audit report by the UUW Environmental Scientist/officer prior to submission to DFFE.
- 10) Draft audit reports to be submitted to Environmental Site Officer (ESO) and Scientist for review.
- 11) Audit reports to be submitted to the competent authorities monthly, post audits as per the conditions of Environmental Authorisation.
- 12) The audit reports must be compiled in compliance with GN regulation 326 of 07 April 2017, Appendix 7 of the EIA Regulations, as amended.
- 13) In addition, the report must comply with the conditions specified in the Environmental Authorisation for this project.
- 14) Attend and provide support during compliance audits with environmental authorities, as and when required.
- 15) Keep record of all activities on site, problems identified and transgressions. In conjunction with UUW ESO, the ECO must ensure records are kept related to compliance and non-compliance with the environmental authorisation and approved EMPr.
- 16) Ensure that incidents are investigated and reported timeously and in line with the regulatory requirements.
- 17) The ECO is required to request (in writing) method statements to be compiled by the contractor in cases where the EMPr may not have adequately addressed potential impact. The method statements must be approved by the ECO prior initiating the activity.
- 18) The ECO will monitor the implementation of the method statements.
- 19) Advise on rehabilitation measures to be implemented, especially for rehabilitation of the environmental sensitive areas which shall include watercourses and wetlands. The ECO will monitor the work carried out by the specialist rehabilitation sub-contractor and report to the UUW Environmental Scientist.
- 20) Where the property to be rehabilitated is privately owned, consultation with each land-parcel owner regarding their requirements for rehabilitation must be carried out in close liaison with UUW's Institutional and Social Development (ISD) personnel prior to construction in that area. A written agreement signed by representatives of both parties (i.e. Contractor and Landowner) must be acquired before construction begins in these areas.
- 21) After completion of construction the ECO must prepare a snag list and a site close out report which will include recommendations for the rehabilitation measures.
- 22) The ECO will be required to prepare the final snag list after rehabilitation process has been completed and a report highlighting the outstanding areas.

- 23) The ECO will be required to prepare a close out report for submission to DFFE within 30 days of completion of construction. The ECO shall make provision for a 5 day review period of the report by UuW environmental scientist prior to submission to DFFE.
- 24) Liaising with the Project Manager, Engineer's Representative and the Competent Authority throughout the construction and rehabilitation phases of the project.
- 25) Preparing and providing an environmental induction programme to every person involved in the project, including construction workers, on each construction site, prior to commencement of any construction activities.
- 26) Attending monthly progress site meetings where further environmental guidance will be provided to the project team. The ECO will form part of the professional team and should perform an active role for sound environmental management during the construction and rehabilitation phases of the project.
- 27) Ensuring that remedial action is implemented appropriately in the event of non-compliance.
- 28) The ECO must on quarterly basis, monitor and inspect that no waste water from the construction goes directly into any municipal sewers and/or adjacent properties including site streams.

### REPORTING REQUIREMENTS

The ECO will report to the Environmental Scientist (UuW) or delegated Environmental Site Officer. All reports submitted to authorities must be approved by the client's environmental representative.

- Monthly reporting to UuW Scientist and project team at progress meetings.
- Monthly compliance auditing and reporting to the DFFE Authority.
- Bi- annual (six monthly) auditing of the WULA and reporting to the relevant DWS authority.
- Close out report submission to the DFFE and DWS at the end of construction.

### 3. Deliverables/Key Outcomes.

To ensure compliance with environmental and heritage requirements throughout the project lifecycle, the Environmental Control Officer (ECO) shall be responsible for coordinating and documenting the following key actions and deliverables. This includes notifying relevant authorities—such as the Department of Forestry, Fisheries and the Environment (DFFE), Department of Water and Sanitation (DWS), and any other applicable regulatory bodies—of project commencement, progress, and non-conformances, and verifying all permit and licence approval requirements, particularly those related to protected trees, sensitive environments, and heritage features.

The ECO will compile and submit regular audit reports to uMngeni-uThukela Water (UuW) and the project team, provide compliance updates at technical team meetings, and submit compliance reports to DFFE, DWS, or other competent authorities as required. The ECO's deliverables will include: monthly, quarterly, and final compliance audit reports; water quality and flow monitoring reports for DWS; baseline and closure soil quality reports for affected landowners; flora rescue

documentation and rehabilitation progress updates; grave relocation protocols and closure documentation; review and sign-off of CPG partner reports; maintenance of an updated compliance register and non-conformance log; permit amendment records and official correspondence; and a final close-out report detailing lessons learned and environmental performance throughout the project.

4. The major activities to be carried out within each work component, deliverables to be provided within each work component: Work Component, Major Activities and Deliverables.

Work Component	Major Activities	Deliverables
Pre-Construction Phase	<ul style="list-style-type: none"> <li>• Attend inception and contract meetings.</li> <li>• Conduct site walkover with Engineer’s Representative.</li> <li>• Apply for permits if necessary</li> <li>• Review and comment on site camp and pipe yard locations.</li> <li>• Notify DFFE and DWS of project commencement.</li> <li>• Develop compliance tools (registers, checklists).</li> <li>• Conduct baseline soil and water quality sampling and lab analysis.</li> <li>• Identify and oversee flora rescue/relocation.</li> <li>• Conduct environmental inductions/awareness for contractor and CPG partners.</li> <li>• Review and approve contractor method statements.</li> </ul>	<ul style="list-style-type: none"> <li>• Inception meeting attendance record.</li> <li>• Walkover inspection notes.</li> <li>• All applicable permits in place.</li> <li>• Reviewed site layout with feedback.</li> <li>• Notification letters to DFFE and DWS.</li> <li>• Audit checklist and compliance register templates.</li> <li>• Soil and water baseline reports.</li> <li>• Flora rescue log.</li> <li>• Environmental Induction/Awareness attendance registers.</li> <li>• Approved method statements.</li> </ul>
Construction Phase	<ul style="list-style-type: none"> <li>• Conduct site inspections and environmental audits.</li> <li>• Monitor topsoil, erosion, and waste management.</li> <li>• Perform ongoing water quality and streamflow monitoring.</li> <li>• Conduct soil quality assessments post-disturbance.</li> <li>• Manage archaeological/grave</li> </ul>	<ul style="list-style-type: none"> <li>• Inspection and audit reports.</li> <li>• Topsoil, erosion, and waste logs.</li> <li>• Water sampling and streamflow reports.</li> <li>• Soil assessment and rehabilitation compliance reports.</li> <li>• Signed-off CPG reports.</li> <li>• NHRA reporting and permit applications (e.g., Section 36).</li> </ul>

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Work Component	Major Activities	Deliverables
	<p>discoveries and NHRA compliance.</p> <ul style="list-style-type: none"> <li>• Host DFFE, DWS, DAFF, SAHRA, EKZN Wildlife external audits.</li> <li>• Maintain non-conformance and incident register.</li> <li>• Conduct environmental inductions/awareness for contractor and CPG partners.</li> <li>• Review and approve contractor method statements.</li> <li>• Submit periodic reports.</li> <li>• Track deliverables for invoicing and project reporting.</li> </ul>	<ul style="list-style-type: none"> <li>• Audit attendance logs and responses.</li> <li>• Incident/non-conformance register.</li> </ul> <p>Environmental Induction/Awareness attendance registers.</p> <ul style="list-style-type: none"> <li>• Approved method statements.</li> <li>• Monthly/quarterly reports.</li> <li>• Deliverables tracking sheet.</li> </ul>
Post-Construction / Rehabilitation Phase	<ul style="list-style-type: none"> <li>• Assess rehabilitation success (vegetation, erosion, and flora).</li> <li>• Repeat and report on soil and water sampling.</li> <li>• Submit closure reports.</li> </ul>	<ul style="list-style-type: none"> <li>• Final compliance audit report.</li> <li>• Rehabilitation assessment report.</li> <li>• Post-construction soil and water quality reports.</li> <li>• Closure submissions to DFFE, DWS, SAHRA, EKZN Wildlife.</li> <li>• Archived records log.</li> </ul>
Additional Requirements	<ul style="list-style-type: none"> <li>• Facilitate or assist with EA, WUL, and permit amendments.</li> <li>• Maintain compliance amendment register.</li> <li>• Participate in community and landowner forums.</li> <li>• Assist with resolution of public complaints.</li> <li>• Support biodiversity and heritage specialists.</li> </ul>	<ul style="list-style-type: none"> <li>• Amendment applications and approval correspondence.</li> <li>• Compliance amendment register.</li> <li>• Community/landowner engagement records.</li> <li>• Complaint log and resolution reports.</li> <li>• Support documentation provided to specialists.</li> </ul>

## 5. Contract term

- The Contract will commence as soon as the main contractor is appointed by March 2026.
- The contract is anticipated to last the duration of the construction, which is expected to be 6 months and an additional 12 months for the rehabilitation phase resulting in a total of 18 months.

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## 6. Other information

Payment will be based on a schedule of deliverables aligned with project milestones and subject to submission of satisfactory reports and timesheets. This invoice, recon and supporting documents will be required to be submitted by the 21<sup>st</sup> of each month unless other formal arrangement have be made. All payments will be subject to the following expectations and clauses.

Payment Clauses:

PC 1. Authority notification & liaison: This will cover all activities concerning the initial notification and liaison with the Authority relating to Compliance and would include but will not be limited to, notifying the Authority of ECO and Contractor contact information, Authority site information, changes and updates to the EMPr, changes and updates to the rehabilitation plan.

PC 2. Monthly audit reports to the Project Manager and Project Team: This will be in the form of a checklist covering impacts, proposed mitigation and photographic evidence. All findings must be reported to the contractor whilst referencing the “PI” numbers in the Long Section maps provided by the Engineer.

Recommendations should be practical and unless the recommendation was suggested by the contractor, the ECO will attempt to seek buy in from the contractor to ensure successful implementation of these recommendations. The tenderer will provide weekly checklists to the Project Manager and Project Team within 24 hours of the site audit, for effective use and to enable timeous implementation of remedial measures. All inspection reports must be sent to the project team no later than 48 hours after the site inspection.

PC 3. Monthly compliance report: This will be a comprehensive environmental compliance report to the Department’s Compliance Monitoring and Enforcement Component of the Authority, as required by the Environmental Authorisation. The report will cover documentation review as well as the site audits with impacts, recommendations and photographic evidence. The audit will also address aspects such as the recommendation of the issuing of penalties to the Contractor for repeated or serious contraventions e.g. hazardous chemical/oil spills, dumping of foreign material into sensitive environmental areas such as wetlands and grasslands, destruction of or damage to protected vegetation, damage to cultural sites, breach of the 20m construction working area, etc.

The audit report will contain mitigation measures for each non-compliance issue raised; it would detail the time frames supplied for the rectification of such non-compliance issues; cover visual evidence of the site inspection in the form of photographs. An electronic version of the report should be sent to the Project Scientist/Environmental Officer for review before being sent to the Authority. A hard copy of the report will be sent to the Authority and the ECO will be required to send a copy of the waybill to the Project Scientist/Environmental Officer as proof.

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PC 4. Environmental awareness: The ECO will provide environmental induction/awareness training to all staff at the construction sites, during the inception of the construction phase as well as during the entire construction phase of the projects. This will extend to all activities associated with ensuring that adequate environmental awareness is created amongst the project team for effective prevention and minimization of environmental impacts. Environmental Awareness may be undertaken at least quarterly during toolbox talks. The ECO will ensure that all new staff on the construction site is adequately inducted on environmental matters. An attendance register will be signed and submitted as proof of training/awareness provided.

PC 5. Permits applied for: The ECO may be required to apply for permits relevant to the project. This will extend to applications such as, permits to the Department of Agriculture, Forestry and Fisheries (DAFF) to fell or prune protected trees; permits from Ezemvelo KwaZulu-Natal (EKZN) Wildlife to relocate protected plants; notification to Amafa/Heritage KwaZulu Natali (Amafa) for grave removal and relocation. The ECO will not be required to apply for a WUL.

PC 6. Authority compliance audit: This will extend to all tasks and activities associated with this item including:

- pre-audit preparation;
- obtaining agreement of suitable dates for the audit;
- authority/stakeholder liaison;
- ensuring representation at the audit;
- active participation during the audit;
- post audit liaison and feed back to project team;
- address findings with the project team and provide a response to the Authority.
- The ECO will be required to facilitate successful closeout of the compliance audit.

PC 7. Review of method statements: The ECO will be required to review method statements prepared by the contractor. These will include but not be limited to, river crossing method statements; trenching and topsoil separation for all construction activities; onsite storm water management; sanitation and sewage/waste disposal options; borrow pit/spoil site management; disinfection of pipeline (pre-operations); etc. The ECO will be required to review each method statement providing suggestions where appropriate. Written approval letters for each method statement will be submitted to the Project Scientist/Environmental Officer and Project team.

PC 8 Site camp and storage yard establishment: The ECO will be required to review the layout plans and suggest remedial measures to reduce environmental impacts that may arise from the establishment of the site camps and storage yards as well as associated activities. For site camps the ECO will, inter alia, check the plan for appropriate sanitation options, waste storage and disposal, grey water disposal options, vehicle wash bay areas, fuel storage and bunding, etc. and make suggestions for options that

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would have minimal impacts on the environment. For storage yards, in addition to other environmental impacts, the ECO will advise on topsoil management, re-instatement and rehabilitation of the affected area to minimise compaction and conserve topsoil integrity. Reports will be submitted to the Project Scientist/Environmental Officer and Project Team.

PC 9 Substantive amendments: This will include all activities related to amendments such as site inspection, assessment, preparation of amendment forms, specialist studies (public participation, heritage study as well as biodiversity/ecological assessment), advertising of the environmental authorisation within the required timeframe, appeals managed, authority/client and stakeholder liaison undertaken, EMPs/Rehabilitation Plans updated and approved.

PC 10 Meetings: Attend monthly progress and technical meetings. The ECO will be required to attend progress and technical meetings, forming part of the professional team to provide sound environmental management advice in order to reduce environmental impacts that may arise from technical changes in construction methodology, in alignment with environmental legislation. The attendance register must be signed and submitted as proof.

## **7. Mandatory requirements**

The preferred PSP should have the following qualifications:

- A Honours Degree (NQF level 8) in Social Science/ Natural Sciences/ Environmental Sciences/ Environmental Engineering or Agricultural Engineering, BA Environmental Management, or equivalent Environmental Management Studies.
- The independent ECO will be required to have undertaken Environmental Auditor Training or ECO training. Relevant proof must be supplied.
- Registration with the South African Council for Natural Scientific Professions- SACNASP in the field of Environmental Science, Ecology / Biodiversity or Environmental Management or related

### **Further skills required:**

The successful Environmental Specialist must have the following competencies

- Completed at least three projects as an Environmental Control Officer on construction projects of a similar nature.
- Working knowledge in ecology / biodiversity and environmental management
- Knowledge of alien vegetation control requirements.
- Knowledge of wetland protection, management and reinstatement requirements.
- Good communication skills in English (verbal and written)
- Experience with Authority liaison - Authority (DFFE/DEAT/DWS/DMR)

### **Condition of appointment of ECOs:**

- Note only the designated ECOs will be allowed to undertake the Environmental Compliance Audits.
- Should there be any changes with staff, the service provider will need a written permission from the Uuw Environmental Scientist to approve the staff changes.

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- The duration of the construction is anticipated to be 6 months. Including the 12 month's period for rehabilitation this contract is expected to last 18 months. Hence, the ECO should consider a contract period of 18 months when providing a costing for the quote.

The ECO will be a key member of the Project Team and will report to the U UW Environmental Scientist for the project duration period.

### **Mandatory documentation**

- Proof of Qualification including certified copies of Certificates.
- Signed Completion Certificates for previous experience of the tenderer.
- Proof of professional registration by key personnel.
- Sworn Affidavits for projects completed by key personnel.

### **8. Pricing**

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

### **9. Evaluation Process**

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

#### **9.1 First stage: Mandatory/ Administrative Requirements**

- SBD 4 – Bidders disclosure
- ECO must have Honours Degree (NQF level 8) in Social Science / Natural Sciences / Environmental Sciences / Environmental Engineering or Agricultural Engineering, BA Environmental Management, or equivalent Environmental Management Studies.
- Environmental Control Officer will be required to be registered with SACNASP in the field of Environmental Science. The independent ECO will be required to have undertaken accredited environmental auditor training or ECO training. Certificates or proof of professional registration and auditor training must be provided.

#### **9.2 Second Stage: Functionality**

#### **Functionality Evaluation:**

The table below lists the returnable schedules that set out the scoring criteria and sub criteria, and the percentage weighting for the score achieved against the relevant schedule:

Returnable Schedule	Weighting %
T2.2.08 Tenderer's Experience	20
T2.2.10 Experience of Key Personnel	70
T2.2.11 Method Statement	10



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**Failure to score a single point in any of the criteria listed above will deem the bid to be non-responsive and the bidder will be disqualified.**

### 9.2.1 Tenderers experience:

The experience of the Tenderer or joint venture partners in the case of an unincorporated joint venture or consortium will be evaluated on the basis of experience in similar projects or similar areas and conditions in relation to the scope of work.

Tenderers should briefly summarize their company's experience (and that of any specialist sub-consultants, joint venture partners or consortium members) relevant to the scope of work.

The summary table below may be used. If a separate table is prepared, it shall be put in tabular form with the same headings.

No.	Client Name/ Organisation	Contact Person	Tel. No.	Project Name	Description of key activities undertaken	Name of ECO	Value of appointm ent (Rands)	EA number	Start and End Dates
1									
2									
3									
4									
5									
6									
7									

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Scoring of the Tenderer's Company experience will be as follows: 20

DESCRIPTION	MAX POSSIBLE SCORE
<p>Company Experience as ECO in projects requiring Environmental Management (Compliance monitoring, auditing and reporting during the construction and rehabilitation phases)</p> <p><b>(Submit proof of previous experience such as signed completion certificates/reference letter)</b></p> <ul style="list-style-type: none"> <li>• 3 Projects- 50 points</li> <li>• 4 Projects- 60 points</li> <li>• 5 Projects- 70 points</li> </ul> <p>10 additional points for every project more than 5 to a maximum 100 points</p>	<b>100</b>
<b>Total Score</b>	<b>100</b>



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**TENDERER'S EXPERIENCE  
INSERT HERE**

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### 9.2.2 EXPERIENCE OF KEY PERSONNEL

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

#### A. ENVIRONMENTAL CONTROL OFFICER

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

- 1) General experience (total duration of activity), level of education and training and positions held by the key person.

A CV (**not more than 3 pages**) in the required format below, shall be provided for each key person should be attached to this schedule. Note that Copies of Qualification and Professional Registration Certificates should be attached separately.

**Each CV should be structured under the following headings:**

1. Personal particulars
  - name
  - date and place of birth
2. Name of current employer and position in Company
3. Overview of experience (year, organization, position and projects)
4. Outline of recent assignments / experience that have a bearing on the scope of work for this tender.

#### KEY PERSONNEL SCHEDULE

No.	Proposed Function	Key Person Name
1.	<b>Environmental Control Officer (ECO)</b>	

Scoring of the experience of key staff will be as follows: 70

DESCRIPTION	MAX POSSIBLE SCORE
<b>Key Personnel</b> Experience as ECO in projects requiring Environmental Management (Compliance monitoring, auditing and reporting during the construction and rehabilitation phases): <ul style="list-style-type: none"> <li>• 2 Projects- 30 points</li> <li>• 3 Projects- 50 points</li> <li>• 4 Projects- 70 points</li> </ul> 5 additional points for each additional project more than 4 to a max of 100 points.	<b>100</b>



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## EXPERIENCE OF KEY PERSONNEL

INSERT HERE

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### 9.2.3 METHOD STATEMENT [10]

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 in achieving the stated objectives for the project.

The Tenderer must as such explain his / her understanding of the objectives of the assignment and the Employer’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 Tenderer must attach his / her approach paper to this page. The method statement should not be longer than 8 pages.

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

- All the required pre-construction inspections, record keeping, applicable permit applications;
- Authority/stakeholder notification and liaison;
- Approach and plan to the following:
  - Environmental awareness;
  - Search and rescue activities;
  - Compliance monitoring and reporting;
  - Water quality monitoring and sampling;
- Post construction activities and close out audits.

The scoring of the Method statement will be as follows: 10

Technical approach and methodology	
<b>No submission (score 0)</b>	No Method Statement submitted
<b>Poor (score 40)</b>	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.
<b>Satisfactory (score 70)</b>	The approach is generic but tailored to address the general project objectives and methodology.
<b>Good (score 90)</b>	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.
<b>Very good (score 100)</b>	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.



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**METHOD STATEMENT**

**INSER HERE**

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### 9.3 Third Stage: Price and Preference goals

1. Subsequent to the evaluation of mandatory/ administrative requirements, the second stage of evaluation of the bids will be in respect of price and preferential procurement only.
2. Tenderer is tax compliant
3. In compliance with the Preferential Procurement Regulations 2022, the 80/20 preference point system is applicable: points for this bid shall be awarded for:
  - a) Price; and (8) and Preference as defined in SBD 6.1 (20)
4. The Preference Goals that have been identified for this bid is stipulated in SBD 6.1
5. Preferential goals and applicable points for this tender in terms of Preferential Procurement Regulations 2022, are indicated in the table below:

	Description	80/20	Evidence to be provided
HDI	Entities which are 51 % owned by black people	10	BBBEE Certificate / Sworn Affidavit / CSD Report
HDI	Entities which are 51% owned by youth	10	BBBEE Certificate / Sworn Affidavit / CSD Report
<b>Total points for preferential goals</b>		<b>20</b>	

6. Failure on the part of a bidder to submit proof or documentation required in terms of this RFQ to claim points for specific goals, will be interpreted to mean that preference points for specific goals are not claimed by the bidder.
7. UW 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 UW.
8. UW reserves the right to conduct negotiations with the qualifying bidder/s regarding any terms and conditions, including price(s), of a proposed contract where applicable UW reserves the right not to accept the lowest financial offer or any offer.

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## PRICING SCHEDULE (BOQ)– FIRM PRICES

### NOTE:

- a) Only firm prices will be accepted. Non-Firm prices (including prices subject to rates of exchange variations) will not be considered
- b) In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point

Name of bidder \_\_\_\_\_ RFQ number \_\_\_\_\_  
Closing Time \_\_\_\_\_ Closing date \_\_\_\_\_

OFFER TO BE VALID FOR 90 CALENDER DAYS FROM THE CLOSING DATE OF QUOTE.

### BILL OF QUANTITIES - PRICE TABLE

Item No.	Resource Function	Unit	Quantity	Rate	Amount (excl VAT)
<b>1. ENVIRONMENTAL AUTHORISATION AND PERMITS</b>					
1.1	Authority notification & liaison	Sum	1		R
1.2	Develop Checklist to be used for auditing	Sum	1		R
<b>2. PRE-CONSTRUCTION INSPECTION PHASE</b>					
2.1	Site visit with the Engineer's Representative pre-construction, including written feed-back on observations	Sum	1		R
2.2	Site camp identification/selection, including written feed-back on observations	Sum	1		R
2.3	Pipe-yard /material storage area identification/selection, including written feed-back on observations	Sum	1		R
2.4	Site camp establishment - assessment of the site plan and recommendations.	Sum	1		R
2.5	Borrow pits (2) and spoil sites (2) – initial site visit and assessment of relevant documentations	No.	4		R
2.6	Plant identification, marking, listing for rescue/removal and guidance for nursery establishment provided.	Sum	2		R
<b>3. CONSTRUCTION PHASE</b>					

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3.1	Compliance audits visits and liaison with Project Team	No.	15		R
3.2	Meetings - Attend monthly progress and technical meetings.	No.	15		R
3.3	Monthly compliance report for submission to project team and the Authority.	No.	20		R
3.5	WUL: <ul style="list-style-type: none"> <li>Letter of notification to DWS.</li> <li>Monthly audit reports undertaken against the WUL and reports submitted to the team and DWS.</li> <li>Water quality sampling and flow monitoring undertaken as per WUL requirements, including associated reporting.</li> <li>Amendments to WUL (minor).</li> </ul>	No	25		R
3.6	Environmental Awareness/toolbox talks.	No.	4		R
3.7	Keep record of all activities on site, problems identified and transgressions	Sum	1		R
3.8	The ECO will review method statements prepared by the contractor and submit the approvals to the Project team.	No.	6		R
3.9	Apply for required permits.	Sum	4		R
3.10	Snag list and mitigation measures undertaken for December shut down.	No.	2		R
3.11	Authority audits prepared for and attended. Information supplied. Audit with DFFE, DWS, DAFF.	No.	4		R
3.12	Adhoc site visits (with approval from Scientist)	No.	6		R
<b>4. PROJECT CLOSE-OUT PHASE</b>					
4.1	End of Construction Closeout – Inspection, snag list and report prepared with recommendations. Follow up site visits undertaken.	No.	2		R
4.2	Authority Closeout Report and Response (Construction site, pipe yard, workshop	No.	3		R

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	and Site Camp).				
4.4	Adhoc site visits, assessments and reports.	No.	4		R
<b>SUB TOTAL A</b>					

**TABLE 2: REHABILITATION MONITORING**

Item No.	Resource Function	Unit	Quantity	Rate	Amount (excl VAT)
1.1	Monthly site visits	No.	12		R
1.2	Monthly compliance report to team and DFFE	No.	6		R
1.3	DWS WUL Audit/compliance Report	No.	1		R
<b>SUB TOTAL B</b>					

**TABLE 3: SUMMARY**

Item	Description	Amount
1	Sub-total A	R
2	Sub-total B	R
<b>A</b>	<b>Total for all Items excluding VAT (1+2)</b>	<b>R</b>
B	Contingency @ 10% of A	R
<b>C</b>	<b>Subtotal (A + B)</b>	<b>R</b>
D	Escalation @ 10% of C	R
<b>E</b>	<b>Subtotal (C + D)</b>	<b>R</b>
F	VAT @ 15% of E	R
<b>Total including VAT (E+F)</b> <i>Carried forward to C1.1 (Offer).</i>		<b>R</b>

**FINAL SUMMARY**

Item	Description	Amount
1	Pre-construction Inspection Phase	R
2	Construction phase	R
3	Project close-out phase	R
4	Rehabilitation phase	R
<b>A</b>	<b>Total for all Items excluding VAT (1+2+3+4)</b>	<b>R</b>
B	Contingency @ 10% of A	R
<b>C</b>	<b>Subtotal (A + B)</b>	<b>R</b>
D	Escalation @ 10% of C	R
<b>E</b>	<b>Subtotal (C + D)</b>	<b>R</b>
F	VAT @ 15% of E	R
<b>GRAND TOTAL (price in SA Rands with all applicable taxes included)</b>		



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Does the offer comply with the specification(s)	YES		NO	
If not to specification, indicate deviation(s)				
I (full name) _____, in my capacity as _____, the duly authorized representative of _____ (business name) hereby declares that the offer is in accordance with the attached specification, notes to suppliers & accepts all conditions/clauses contained in the said documents.				
Signature of duly authorized representative	_____	DATE:	_____	



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### AUTHORITY TO SIGN

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

Description: \_\_\_\_\_

Close Corporation / Company / Partnership / Trust /Sole proprietor or Sole trader

Company Name: \_\_\_\_\_

Registration Number: \_\_\_\_\_

Resolution Of The Directors Of The Company etc. resolved that \_\_\_\_\_, in his/her capacity as \_\_\_\_\_, is authorized to make applications on behalf of the Close Corporation / Company / Partnership / Trust /Sole proprietor or sole trader for:

Any documentation relating to the business (which is not necessarily a change of ownership). The nominated person will also have access to webpage for the business. Signature(s) for Close Corporation / Company / Partnership / Trust/ Sole proprietor or sole trader.

(Sole member still must sign this resolution)

Signature of members:

Name	Signature	Date
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

**NB: FAILURE TO COMPLETE, SIGN AND DATE THE RESOLUTION AS OUTLINED ABOVE WILL RESULT IN THE TENDERER RENDERED INCOMPLETE AND MAY BE DISQUALIFIED/ ALTERNATIVELY THE TENDERER MAY ATTACH A SIGNED COMPANY RESOLUTION ON A COMPANY LETTERHEAD**

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## SBD 4 - BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

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

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

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> 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:

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<sup>1</sup> 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.

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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:

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### 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 consortium<sup>2</sup> 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.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted

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<sup>2</sup> 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.

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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

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**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 (SBD 6.1)**

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

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

**1. GENERAL CONDITIONS**

1.1 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**

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

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:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>TOTAL POINTS FOR PRICE AND SPECIFIC GOALS</b>	<b>100</b>

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

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

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

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

#### 3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

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#### 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)
Entities which are 51 % owned by black people	10	
Entities which are 51% owned by youth	10	

#### DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm \_\_\_\_\_

4.4. Company registration number: .....

TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]

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

4.5. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that



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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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## OFFICIAL BRIEFING SESSION/SITE INSPECTION CERTIFICATE N/A

THIS IS TO CERTIFY THAT (NAME)

\_\_\_\_\_

ON BEHALF OF

\_\_\_\_\_

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

**TIME:**

**DATE:**

**VENUE:**

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

\_\_\_\_\_  
**TENDERER'S SIGNATURE /REPRESENTATIVE**

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

\_\_\_\_\_  
**UMNGENI-UTHUKELA WATER SCM REPRESENTATIVE**  
(PRINT NAME)

\_\_\_\_\_  
**SIGNATURE**

**UMNGENI-UTHUKELA WATER'S STAMP**

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## SBD 7.2 CONTRACT FORM - RENDERING OF SERVICES

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

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

1. I hereby undertake to render services described in the attached bidding documents to uMngeni-uthukela Water in accordance with the requirements and task directives / proposals specifications stipulated in above mentioned RFQ Number at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid;
    - Proof of tax compliance status;
    - Pricing schedule(s);
    - Filled in task directive/proposal;
    - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
    - Bidder's Disclosure form;
    - Special Conditions of Contract;
  - (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 services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
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 fulfilment 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 bid.
6. I confirm that I am duly authorised to sign this contract.

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

CAPACITY \_\_\_\_\_

SIGNATURE \_\_\_\_\_

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

DATE \_\_\_\_\_

<b>WITNESSES</b>	
1.	_____
2.	_____
DATE:	_____

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

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

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

<b>DESCRIPTION OF SERVICE</b>	
<b>PRICE (ALL APPLICABLE TAXES INCLUDED)</b>	
<b>CONTRACT TERM / COMPLETION DATE</b>	
<b>TOTAL PREFERENCE POINTS CLAIMED</b>	
<b>POINTS CLAIMED FOR SPECIFIC GOAL 1</b>	
<b>POINTS CLAIMED FOR SPECIFIC GOAL 2</b>	

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

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

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

OFFICIAL STAMP

**WITNESSES**

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

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

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