



**TENDER NO:** 2021/051(a)

**TENDER TITLE:**  
**SUPPLY, DELIVER, INSTALL AND COMMISSION A LABORATORY BENCHTOP COD  
INSTRUMENT WITH AUTO SAMPLER AND ALL AUXILIARIES**

**VOLUME 1 – Tendering Procedures and Returnable Documents**

**Issued by:**

Umgeni Water  
310 Burger Street  
Pietermaritzburg

**Tender Queries:**

Contact Name: Zakhele Cele  
Telephone: 033 341 1313

**FOR INFORMATION ONLY**

**Name of Tenderer:** .....

**National Treasury CSD Number:** .....

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**Tender Number: SUPPLY, DELIVER, INSTALL AND COMMISSION A LABORATORY BENCHTOP COD INSTRUMENT WITH AUTO SAMPLER AND ALL AUXILIARIES**

**Tender Title: 2021/051(a)**

## **T1.1 TENDER NOTICE AND INVITATION TO TENDER**

Umgeni Water is a state owned business enterprise and it operates within the South African legislative parameters of the Water Services Act 108 of 1997, Public Finance Management Act 1 of 1999 and Public Audit Act 25 of 2004.

Competent and experienced service providers are invited to tender for the following:

**SUPPLY, DELIVER, INSTALL AND COMMISSION A LABORATORY BENCHTOP COD INSTRUMENT WITH AUTO SAMPLER AND ALL AUXILIARIES**

Evaluation method:

The tender will firstly be evaluated on eligibility. If found to be eligible, it will be further evaluated in two stages i.e.

- Functionality shall be assessed. A minimum functionality score of 70 points is required for the tender to be considered further.
- Price & Preference using the 80/20 Preference Point Scoring System in terms of PPPFA

The physical address for submission of tender documents and the submission of tenders is:

**Umgeni Water, 310 Burger Street, Pietermaritzburg.**

Instructions for accessing and for the submission of tender documents:

**FOR INFORMATION ONLY**

### **Tender Submission**

The physical address for and the submission of Tenders is:

**Umgeni Water, 310 Burger Street, Pietermaritzburg.**

### **How to Access Tender documents**

Tender documents are available from the Supply Chain Management Office. Documents will be issued by email, upon request and submission of proof of payment to [zakhele.cele@umgeni.co.za](mailto:zakhele.cele@umgeni.co.za). Documents will only be issued in electronic format, during working hours from 09h00 to 15h00 from [11 July 2022] to [22 July 2022]

A non-refundable tender fee of R 200 payable by Electronic Fund Transfer is required before collecting the Tender Document. Proof of EFT payment is to be provided on collection. The said transfers may be made to:

BANK NAME: NEDBANK LIMITED  
ACCOUNT NAME: UMGENI WATER BOARD – MAIN ACCOUNT  
ACCOUNT NUMBER: 1196366594  
REFERENCE: 2021/051(b) and Company Name.

**NOTE: 1 TENDER DOCUMENTS SHALL NOT BE ISSUED IF INCORRECTLY REFERENCED.**

**2 TENDERER TO FORWARD NOTIFICATION OF PAYMENT BY E-MAIL TO [Zakhele Cele] at [zakhele.cele@umgeni.co.za]**

**NOTE: NO CASH PAYMENT WILL BE ACCEPTED WHEN ISSUING TENDER DOCUMENTS**

Queries relating to the issue of these documents shall be addressed to: Zakhele Cele, Tel No.: 033 341 1313, e-mail: [Zakhele.cele@umgeni.co.za](mailto:Zakhele.cele@umgeni.co.za)

The closing time for submission of tenders is **12h00** on **11 August 2022**

Tenders are to be deposited in the tender box located outside the main entrance at **Umgeni Water, 310 Burger Street, Pietermaritzburg**.

Persons aggrieved by decisions or actions taken by Umgeni Water, may lodge an appeal within 7 days of the date of the intention to award advertisement appearing in the relevant print media.

The appeal (clearly stating reasons for appeal) and queries with regard to the decision of award are to be directed, in writing only to the Supply Chain Management Office,  
Attention: Supply Chain Management  
Email: [appeals@umgeni.co.za](mailto:appeals@umgeni.co.za)

Note that appeals not addressed to the abovementioned email will not be considered.

*Umgeni Water's standard conditions of tender are available on Umgeni Water's website [www.umgeni.co.za/sustainable\\_development/sud.asp](http://www.umgeni.co.za/sustainable_development/sud.asp)*

*For any other tender adverts, please visit this website.*

***Umgeni Water Reserves the Right to Award the Contract In Whole or In Part***

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## T1.2 TENDER DATA (INCLUDING SPECIAL CONDITIONS OF TENDER)

The general conditions of tender are the Umgeni Water Standard Conditions of Tender (document number: SCM009, a copy of which may be obtained from Umgeni Water Supply Chain Management office or can be downloaded from the following web site:

[https://www.umgeni.co.za/pdf/cm009\\_standard\\_conditions\\_of\\_tender.pdf](https://www.umgeni.co.za/pdf/cm009_standard_conditions_of_tender.pdf)

For purposes of this Contract the following Special Condition of Tender shall apply:

### F.3.8 Test for responsiveness

Sub-Clause F.3.8.1 Add the following new sub-clause:

“d) Meets the minimum Functionality requirement stated in the Tender Data.”

### F3.11.5 Method 4: Financial offer, quality and preferences

Delete this Clause in its entirety and substitute with:

#### “F.3.11.5 Functionality

Each member of the Purchaser’s tender evaluation committee is to independently score each tender in respect of functionality offered in accordance with the provisions of F.3.11.9. The committee is then to calculate the final score for each tender as the average of the score from each committee member, rejecting all tender offers that fail to score the minimum number of points stated in the tender data, if any.”

### Clause F.3.11.9 Scoring Quality

Substitute the word ‘quality’ wherever it appears with the word ‘functionality’.

The Standard Conditions of Tender make several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of Tender.

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Each item of data given below is cross-referenced to the clause in the Standard Conditions of Tender to which it mainly applies.

Clause number	Tender Data
	<b>F.1.1 Actions</b>
F.1.1	The Purchaser is <b>Umgeni Water</b>
	<b>F.1.2 Tender Documents</b>
F.1.2	The Tender Documents issued by the Purchaser comprise the following documents:  <b>VOLUME 1 – Tendering Procedures and Returnable Documents</b> <b>Part T1: Tendering procedures</b> <b>Part T2: Returnable documents</b>  <b>VOLUME 2 – Offer, Contract, Price, Scope of Work and Site Information</b> <b>Part C1: Agreements and Contract data</b> <b>Part C2: Pricing data</b> <b>Part C3: Scope of work</b> <b>Part C4: Site information</b>

T1.4.

	<b>F.1.4 Communication and Purchaser's agent</b>
F.1.4	<p>The Purchaser's agent is:</p> <p><b><u>Tender Queries</u></b></p> <p>Name: Zakhele Cele</p> <p>Address: 310 Burger Street, Pietermaritzburg</p> <p>Tel: 033 341 1313</p> <p>E-mail: Zakhele.cele@umgeni.co.za</p>
	<b>F.1.5 The Purchaser's right to accept or reject any tender offer</b>
F.1.5.2	The minimum period will be 3 months
	<b>F.2.1 Eligibility</b>
F.2.1	<p>Umgeni Water will only consider submissions from tenderers who satisfy the following criteria:</p> <p>a) The tenderer has completed the Bidders Disclosure Form (T2.2.2)</p> <p>b) Tenderers are required to achieve the stipulated minimum threshold as per the relevant Treasury Instruction Note on local content and production. (Refer to Returnable Document T2.2.8)</p> <p>Tenderers are required to achieve at least 35% Contract Participation Goals (CPG) including a minimum 10% Black Women participation and another 10% for Local participation of the value of goods, services and Works paid to one or more targeted enterprises to comply with Umgeni Water's BBBEE policy initiative.</p>
	<b>F.2.7 Clarification meeting</b>
F.2.7	There is no clarification meeting
	<b>F.2.12 Alternative tender offers</b>
F.2.12	No alternative tender offers will be considered.

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	<b>F.2.13 Submitting a tender offer</b>
F.2.13.3	Parts of each tender offer communicated on paper shall be submitted as an original
F.2.13.5 and F.2.13.7	<p>The Purchaser's details and address for delivery of tender offers are stated in T1.1 <b>Tender Notice and Invitation to Tender.</b></p> <p><b>Identification details</b> The identification details which must be stated in the tender offer outer package are:</p> <p><b>Tender Number</b> <b>Title of Tender</b> <b>Closing Date</b> <b>Closing Time</b> <b>Tenderer's Name</b> <b>Tenderer's Address</b></p> <p>Tenders issued in more than one volume must be returned in the same manner and bound separately as per the tender volumes issued. The tender box is available to the public 24 hours per day and 7 days per week. It is the Tenderers sole responsibility to ensure that tenders are placed in the tender box and only Tenders that have been placed in the tender box before the stipulated closing date and time will be considered.</p>
F.2.13.6	A two-envelope system is not applicable
	<b>F.2.15 Closing time</b>
F.2.15	The closing time for submission of tender offers is as stated in T1.1 <b>Tender Notice and Invitation to Tender.</b>
	<b>F.2.16 Tender offer validity</b>
F.2.16.1	The tender offer validity period is <b>120 days</b> from the closing date.
	<b>F.2.19 Inspections, tests and analysis</b>
F.2.19	There are no inspections, tests and analysis.
	<b>F.2.20 Submit securities, bonds, policies, etc.</b>
F.2.20	The Tenderer is required to submit with his Tender a letter of intent from an approved Financial Services Provider registered with the Financial Services Board to provide the Insurances to the format included in Part T2.2 of this procurement document.
	<b>F.2.23 Certificates</b>
F.2.23	<p>The tenderer is required to submit with his tender:</p> <ol style="list-style-type: none"> <li>1) A Tax Compliance Status letter (with pin) issued by the South African Revenue Services.</li> <li>2) Central Supplier Database (CSD) Report</li> <li>3) Proof of good standing in terms of the COID Act</li> <li>4) Certificate of Independent Bid Determination</li> <li>5) A valid affidavit or certified copy of B-BBEE Status Level Certificate or sufficient evidence to confirm status as a qualifying EME</li> <li>6) Company Registration Certificate</li> </ol>

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	<b>F.3.4 Opening of tender submissions</b>									
F.3.4	Tenders will be opened immediately after the closing time for tenders as stipulated in T1.1 Tender Notice and Invitation to Tender.									
	<b>F.3.8 Test for responsiveness</b>									
F.3.8	The minimum qualifying Functionality Evaluation Score shall be 70 (Seventy) points									
F.3.11.3 F.3.11.7 F.3.11.8	The procedure for the evaluation of responsive tenders is Method 2 (Financial Offer and Preference) will be in accordance with F.3.11.3 using formula 2 in F.3.11.7									
F.3.11.9	<p>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:</p> <table><thead><tr><th></th><th>Returnable Schedule</th><th>Weighting %</th></tr></thead><tbody><tr><td>T2.2.09</td><td>Tenderer's Experience</td><td>60</td></tr><tr><td>T2.2.10</td><td>Quality Assurance &amp; Environmental Management</td><td>40</td></tr></tbody></table> <p><b><u>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.</u></b></p> <p>The score allocated by each Bid Evaluation Committee member for a tender shall be the sum, of the scores relevant to each of the above listed returnable schedules multiplied by the percentage weighting for each as shown above.</p>		Returnable Schedule	Weighting %	T2.2.09	Tenderer's Experience	60	T2.2.10	Quality Assurance & Environmental Management	40
	Returnable Schedule	Weighting %								
T2.2.09	Tenderer's Experience	60								
T2.2.10	Quality Assurance & Environmental Management	40								
	<b>F.3.17 Provide copies of the contracts</b>									
F.3.17	The number of paper copies of the signed contract to be provided by the Purchaser is one.									
	<b>F3.18 Provide written reasons for actions taken</b>									
F3.18	<p><b>Appeals Process</b></p> <p>Persons aggrieved by decisions or actions taken by Umgeni Water, may lodge an appeal within 7 days of the date of the intention to award advertisement appearing in the relevant print media.</p> <p>The appeal (clearly stating reasons for appeal) and queries with regard to the decision of award are to be directed, in writing only to the Supply Chain Management Office, Attention: Supply Chain Management Email: <a href="mailto:appeals@umgeni.co.za">appeals@umgeni.co.za</a></p> <p>Note that appeals not addressed to the abovementioned email will not be considered.</p> <p><b><i>Umgeni Water Reserves the Right to Award the Contract In Whole or In Part.</i></b></p>									



T2.1

**T2.1 LIST OF ALL RETURNABLE DOCUMENTS AND SCHEDULES**

The Tenderer shall complete and submit the following returnable schedules and documents:

	Tenderer's Check List	Page No.
T2.2.1 Authority for Signatory		T2.3
T2.2.2 Bidders Disclosure		T2.9
T2.2.3 Tax Compliance Status Letter Requirements		T2.12
T2.2.4 Proof of Attendance at the Compulsory Clarification/Site Meeting		T2.14
T2.2.5 Contract Participation Goals (CPG)		T2.15
T2.2.6 Tenderer's Experience		T2.18
T2.2.7 Quality Assurance & Environmental Management		T2.21
T2.2.8 Local Production and Content Declaration Certificate (SBD 6.2)		T2.23
T.2.2.9 Method Statement		T2.30
T2.2.10 Preliminary Programme		T2.32
T2.2.11 Registration Certificate / Agreement / ID Document		T2.34
T2.2.12 Amendments, Qualifications and Alternatives		T2.35
T2.2.13 Record of Addenda to Tender Documents		T2.37
T2.2.14 VAT Registration Certificate		T2.38
T2.2.15 Schedule of Proposed Sub-Suppliers		T2.39
T2.2.16 Proof of Purchase of Tender Document		T2.40
T2.2.17 Goods and Services Sourced Internationally		T2.41
T2.2.18 Preference Points claim form in terms of the PPPFA Regulations 2017, substantiated by the B-BBEE Verified Status Level Verification Certificate		T2.43
T2.2.19 Letter of Good Standing in terms of COIDA Act		T2.50
T2.2.20 Tenderers Financial Standing		T2.51
T2.2.21 Suppliers Health and Safety Declaration		T2.52
T2.2.22 Pro forma OHS Notification		T2.53
T2.2.23 Letter of Intent for Public Liability		T2.45
T2.2.24 Central Supplier Database (CSD) Report		T2.56

## T2.2.1 AUTHORITY FOR SIGNATORY

*Fill in the relevant portion applicable to the type of organization*

### A. COMPANIES

If a Tenderer is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorizing the person who signs this Tender to do so, as well as to sign any contract resulting from this Tender and any other documents and correspondence in connection with this Tender and/or contract on behalf of the company must be submitted with this Tender, that is before the closing time and date of the Tender.

### AUTHORITY BY BOARD OF DIRECTORS

By resolution passed by the Board of Directors on ..... 20.....

Mr/Mrs ..... (whose signature appears below) has been duly authorized to sign all documents in connection with this Tender on behalf of

(Name of Company) .....

IN HIS/HER CAPACITY AS: .....

SIGNED ON BEHALF OF COMPANY: .....  
(PRINT NAME)

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SIGNATURE OF SIGNATORY: ..... DATE: .....

WITNESSES: .....

T2.3

**B. \_\_\_\_\_  
SOLE PROPRIETOR (ONE - PERSON BUSINESS)**

I, the undersigned .....

hereby confirm that I am the sole owner of the business trading as

.....

.....  
**SIGNATURE**

.....  
**DATE**

**FOR INFORMATION ONLY**

**C. PARTNERSHIP**

The following particulars in respect of every partner must be furnished and signed by every partner:

Full name of Partner	Residential Address	Signature
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

We, the partners in the business trading as .....

hereby authorize .....  
to sign this Tender as well as any contract resulting from the Tender and any other documents and  
correspondence in connection with this Tender and /or contract on behalf of

.....	.....	.....
Signature	Signature	Signature

.....	FOR INFORMATION ONLY	.....
Date		Date

**D. CLOSE CORPORATION**

In the case of a close corporation submitting a Tender, a certified copy of the Founding Statement of such corporation shall be included with the Tender, together with the resolution by its members authorizing a member or other official of the corporation to sign the documents on their behalf.

By resolution of members at a meeting on ..... 20 .....

at .....

Mr/Ms ....., whose signature appears below, has been authorized to sign all documents in connection with this Tender on behalf of (Name of Close Corporation)

.....

.....

**SIGNED ON BEHALF OF CLOSE CORPORATION:**

(PRINT NAME) .....

IN HIS/HER CAPACITY AS ..... DATE: .....

## FOR INFORMATION ONLY

SIGNATURE OF SIGNATORY: .....

WITNESSES: 1. ....

2. ....

**E. CO-OPERATIVE**

A certified copy of the Constitution of the co-operative must be included with the Tender, together with the resolution by its members authoring a member or other official of the co-operative to sign the Tender documents on their behalf.

By resolution of members at a meeting on ..... 20 .....

at .....

Mr/Ms ....., whose signature appears below, has been authorized to sign all documents in connection with this Tender on behalf of (Name of Co-Operative)

.....

**SIGNATURE OF AUTHORIZED REPRESENTATIVE/SIGNATORY:**

(PRINT NAME) .....

**IN HIS/HER CAPACITY AS** .....

**DATE:** .....

**SIGNED ON BEHALF OF CO-OPERATIVE:** .....

**NAME IN BLOCK LETTERS:** .....

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**WITNESSES:** 1. ....

2. ....

## F. JOINT VENTURE

If a tenderer is a joint venture, a certified copy of the resolution/agreement passed/reached signed by the duly authorised representatives of the enterprises, authorising the representatives who sign this tender to do so, as well as to sign any contract resulting from this tender and any other documents and correspondence in connection with the tender and/or contract on behalf of the joint venture must be submitted with this tender, before the closing time and date of the tender.

Authority to sign on behalf of the Joint Venture:

By resolution/agreement passed/reached by the joint venture partners on ..... 20 .....

Mr/Mrs ....., Mr/Mrs .....

Mr/Mrs .....and Mr/Mrs .....  
(whose signatures appear below) have been duly authorised to sign all documents in connection with this tender on behalf of:

(Name of Joint Venture) .....

In his/her capacity as: .....

Signed on behalf of (COMPANY NAME): .....  
(PRINT NAME)

Signature ..... Date: .....

In his/her capacity as: .....

Signed on behalf of (COMPANY NAME): .....  
(PRINT NAME)

Signature ..... Date: .....

In his/her capacity as: .....

Signed on behalf of (COMPANY NAME): .....  
(PRINT NAME)

Signature ..... Date: .....

In his/her capacity as: .....

Signed on behalf of (COMPANY NAME): .....  
(PRINT NAME)

Signature ..... Date: .....

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**G. CONSORTIUM**

If a tenderer is a consortium, a certified copy of the resolution/agreement passed/reached signed by the duly authorised representatives of the enterprises, authorising the representatives who sign this tender to do so, as well as to sign any contract resulting from this tender and any other documents and correspondence in connection with the tender and/or contract on behalf of the consortium must be submitted with this tender, before the closing time and date of the tender.

Authority to sign on behalf of the consortium:

By resolution/agreement passed/reached by the consortium partners on .....20 .....

Mr/Mrs ..... ,  
(whose signature appear below) have been duly authorised to sign all documents in connection with this tender on behalf of:

(Name of Consortium) .....

In his/her capacity as: .....

Signature ..... Date: .....

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1. T2.2.2

**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
FOR INFORMATION ONLY		

- 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**

---

<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.

2.3.1 If so, furnish particulars:

.....  
.....

### 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.
- 3.4 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.

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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.

---

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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### T2.2.3 TAX COMPLIANCE STATUS LETTER REQUIREMENTS

It is a condition of a Tender that the taxes of the successful Tenderer **must** be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the Tenderer's tax obligations.

- Bidders must ensure compliance with their tax obligations.
- Bidders are required to submit their unique personal identification number (pin) issued by SARS to enable the organ of state to verify the taxpayer's profile and tax status.
- Application for Tax Compliance Status (TCS) pin may be made via e-filing through the SARS website [www.sars.gov.za](http://www.sars.gov.za).
- Bidders may also submit a printed TCS certificate together with the bid.
- In bids where consortia / joint ventures / sub-contractors are involved, each party must submit a separate TCS certificate / pin / CSD number.
- Where no TCS is available but the bidder is registered on the Central Supplier Database (CSD), a CSD number must be provided.
- No bids will be considered from persons in the service of the state, companies with directors who are persons in the service of the state, or close corporations with members in the service of the state.

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**T2.2.3 TAX COMPLIANCE STATUS LETTER REQUIREMENTS (Continued.....)**

***[Tax Compliance Status (TCS) Letter obtained from SARS to be inserted here]***

**FOR INFORMATION ONLY**

**T2.2.4 PROOF OF ATTENDANCE AT THE COMPULSORY CLARIFICATION / SITE MEETING**

**NOT APPLICABLE**

This is to certify that

(Tenderer) .....

of (address) .....

.....

.....

was represented by the person(s) named below at the compulsory meeting held for all Tenderers at

(location).....

..... on (date) .....

starting at (time) .....

I / We acknowledge that the purpose of the meeting was to acquaint myself / ourselves with the site of the works and / or matters incidental to doing the work specified in the Tender documents in order for me / us to take account of everything necessary when compiling our rates and prices included in the Tender.

**Particulars of person(s) attending the meeting:**

Name: ..... Signature: .....

Capacity: .....

**FOR INFORMATION ONLY**

Name: ..... Signature: .....

Capacity: .....

**Attendance of the above person(s) at the meeting is confirmed by the Purchaser's representative, namely:**

Name: ..... Signature: .....

Capacity: ..... Date and Time: .....

## T2.2.6 CONTRACT PARTICIPATION GOALS

### NOT APPLICABLE

#### Objective

The objective of Umgeni Water's empowerment initiative is to bring about meaningful transformation in all procurement projects and in particular in the built environment / construction and consulting industry through achieving one or more of the following objectives:

- Meaningful Economic Participation;
- Local Economic Development;
- Transfer of Technical, Management and Entrepreneurial Skills; and
- Creation of sustainable Black Enterprises

#### Contract Participation Goals

Contract Participation Goal (CPG) – the **final** value of services paid to the CPG Partner/s based on the **final** contract value.

At the time of awarding the contract the 35% minimum CPG amount will be based on the contract award value exclusive of the following:

- VAT, CPA and Contingencies.

During contract implementation, adjustments relating to Provisional Sums and Contingencies linked to the CPG allocation will be agreed upon between the parties to the contract, as and when the need arises.

**CPG Partner/s** – Service provider/s selected from Umgeni Water's Supply Chain Management (SCM) Enterprise Development Database.

Tenderers (the main Service Provider irrespective of BBBEE classification) who are on Umgeni Water's SCM Enterprise Development Database are not exempt from this requirement and are still required to have a CPG Partner.

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Tenderers are required to achieve at least 35% Contract Participation Goals (CPG) including a minimum 5% Black Women Participation of the value of goods, services and Works paid to one or more enterprises (CPG Partner/s)

- 35% includes any special materials
- 35% excludes VAT, CPA and Contingencies.
- The tenderer will be required to achieve the actual Rand value committed for CPG, adjusted according to the following:
  - Variation Orders – Each VO will be evaluated by the Employer's Agent and the Project Manager to determine whether it should be counted, in its entirety or partially, as part of CPG or not.
  - Re-measurable Items (including CPA, and provisional sums) – Each re-measurable item change will be evaluated by the Employer's Agent and the Project Manager to determine whether it should be counted as part of CPG or not.

Within 2 weeks of the award of contract, the tenderer will be required to submit a cash flow projection for the main Service Provider and the CPG Partner/s

#### Applicability

The CPG target is applicable to all contracts to be adjudicated through the Umgeni Water procurement process and shall be achieved through the following mechanisms:-

- CPG Partner/s selection is concluded **after** adjudication of tenders and **before** contract award is made.
- The CPG Partner/s shall be selected according to the following criteria:

- CPG Partner/s are to be obtained from Umgeni Water's database of suppliers specifically earmarked for CPG purposes.
- In the event of services where Umgeni Water does not have an applicable service provider on its database, the tenderer may propose a suitable CPG Partner/s for consideration by Umgeni Water.
- Main service provider may propose a suitable CPG Partner/s, but Umgeni Water reserves the right to provide or arrange a CPG Partner/s to work with the successful company.
- Sub-contracting of the CPG Partner/s at the same rate / price that the tenderer would have offered to Umgeni Water whilst making profit margins consistent to the profit margins that the main Service Provider would have made under normal trading processes.
- Value of the work to be sub contracted shall be at least **35% (minimum of 5% shall be due to Black Women Participation)** of the total contract value excluding VAT, CPA and Contingencies.
- CPA is payable to the CPG Partner/s as per the indices stipulated in the contract document.
- The work allocated to the CPG Partner shall be performed by the CPG Partner directly and may not be allocated or sub-contracted out to other service providers.
- The main Service Provider **shall not** substitute any CPG Partner/s without the written approval of Umgeni Water.
- The working capital arrangements between the main Service Provider and the CPG Partner/s must be agreed upon between the two parties prior to commencement of works to ensure that the CPG Partner does not have cash flow challenges during contract implementation.

### Invoicing and Payment

The monthly measurement and payment will be according to the following guideline:

- Submission of payment certificate to the Employer's Agent by the Service Provider– by 20<sup>th</sup> of each month, or the nearest previous working day. The submission from the Service Provider shall include the signature of the CPG Partner indicating agreement with the measurements and rates applicable to the work undertaken by the CPG Partner.
- Submission to Umgeni Water by the Employer's Agent – by 25<sup>th</sup> of each month, or the nearest previous working day;
- Payment to the Service Provider – on the last day of the following month;
- The CPG Partner must be paid within reasonable time but no later than 3 working days after the Main Service Provider has been paid by Umgeni Water; and
- The submission from the Service Provider must include a schedule that clearly shows the following:
  - Total Contract Sum
  - Total amount payable to CPG Partner/s excluding current month
  - Amount payable to CPG Partner for current month
  - % split of Total amount payable to Main Service Provider and CPG Partner/s

### Monitoring and Reporting on CPG

- Umgeni Water will monitor CPG implementation on site. This may include direct contact with CPG Partner/s on site for verification purposes.
- The CPG Partner shall be in agreement with the measurement and payment for work completed, for the purposes of submitting payment certificates, as determined by the Service Provider. Should disagreements arise, Umgeni Water reserves the right to intervene to resolve the disagreement.
- CPG Partner/s shall attend all contractual meetings relevant to their scope of work including contract award negotiations, monthly contract site meetings and technical meetings.

### Eligibility Criteria

For tenders where the CPG target is applicable, those that do not offer a **minimum** CPG participation of **35%** (including minimum 5% Black Women Participation) according to the requirements mentioned above, will be deemed **ineligible**.



## DECLARATION REGARDING CONTRACT PARTICIPATION GOALS

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_  
(Bid Number and Description)

in response to the invitation for the bid made by:

**UMGENI WATER**

do hereby make the following declaration and certify the statements contained herein to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:  
(Name of Bidder)

1. I have read and I understand the contents of this Declaration and the fully completed bid document accompanying this declaration;
2. I understand and declare that the accompanying bid will, and must, be disqualified if this Declaration is found not to be true and complete in every respect;
3. I understand and declare that in the event that this bid is successful, I will be required to, and shall, fully implement the commitments that are submitted with this bid, in particular regarding the Bidder's contract participation goals and commitments towards the allocation of certain portion of the contract to small and emerging entities. Failure to implement such commitments as outlined in the bid document (in particular, as detailed in the bill of quantities) and or failure to provide the relevant information within the prescribed period as determined in the Letter of Intention to Award the Bid, shall automatically disqualify this bid from further consideration and the Employer has the right to, and must, when award the bid to the next highest ranked bidder; and as a result I or the bidder or any of its directors shall have no recourse against Umgeni Water.
4. I am authorized by the bidder to sign this Declaration, and to submit the accompanying bid, on behalf of the bidder;
5. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
6. I am aware that, and do consent to, the disqualification of my or the bidder's future bids with Umgeni Water in the event that the commitments made herein are not fulfilled and that such non-fulfillment amounts to abuse of Umgeni Water's supply chain policies and procedures and/or empowerment objectives which must be penalized, over and above the contractual sanctions as agreed to in line with the contract signed with Umgeni Water, with a sanction of restricting me and or my company (the bidder) and or any of its directors from conducting business with Umgeni Water for a period not exceeding ten (10) years.
7. I consent that should my company (the Bidder) deviate from the commitments and the spirit of the CPG objectives as agreed to, shall amount to a repudiation of the contractual arrangement between the two parties (Umgeni Water and the Bidder); and Umgeni Water shall have the right to terminate the contract with immediate effect and without giving my company (the Bidder) prior notice to remedy the breach.

\_\_\_\_\_  
Full Names & Surname  
(Duly authorized)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position

\_\_\_\_\_  
Name of Bidder

## **T2.2.8 DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS [ NOT APPLICABLE ]**

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

### **1. General Conditions**

1.1 Preferential Procurement Regulations, 2017 (Regulation 8) makes provision for the promotion of local production and content.

1.2 Regulation 8(2) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.

1.3 Where necessary, for bids referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.

1.4 A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.

1.5 The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

**The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.**

1.6 A bid may be disqualified if –

- (a) this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation; and
- (b) the bidder fails to declare that the Local Content Declaration Templates (Annex C, D and E) have been audited and certified as correct.

## 2. Definitions

- 2.1 **“bid”** includes written price quotations, advertised competitive bids or proposals;
- 2.2 **“bid price”** price offered by the bidder, excluding value added tax (VAT);
- 2.3 **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.4 **“designated sector”** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;
- 2.5 **“duly sign”** means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility(close corporation, partnership or individual);
- 2.6 **“imported content”** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour or intellectual property costs), plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;
- 2.7 **“local content”** means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;
- 2.8 **“stipulated minimum threshold”** means that portion of local production and content as determined by the Department of Trade and Industry; and
- 2.9 **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

## 3. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

Industry/sector/sub-sector	Minimum threshold for local content
Steel Power Pylons	100%
Rail Rolling Stock	65%
Set Top Boxes (STB)	30%
Office Furniture	85%
Solar Water Heater Components	70%
Electrical and telecom cables	90%

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Valves & actuators	70%
Steel pipes	80%
Working Vessels (Boats)	60%

4. Does any portion of the services, works or goods offered have any imported content?

(Tick applicable box)

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

- 4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on [www.reservebank.co.za](http://www.reservebank.co.za).

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

**FOR INFORMATION ONLY**

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

5. Were the Local Content Declaration Templates (Annex C, D and E) audited and certified as correct?

(Tick applicable box)

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

- 5.1. If yes, provide the following particulars:

- Full name of auditor: .....
- Practice number: .....
- Telephone and cell number: .....
- Email address: .....

(Documentary proof regarding the declaration will, when required, be submitted to the satisfaction of the Accounting Officer / Accounting Authority)

6. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

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**LOCAL CONTENT DECLARATION**  
**(REFER TO ANNEX B OF SATS 1286:2011)**

NOT APPLICABLE

FOR INFORMATION ONLY

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**T2.2.8 DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR  
DESIGNATED SECTORS (Continued.....)**

**NOT APPLICABLE**

**FOR INFORMATION ONLY**

## T2.2.9 TENDERER'S 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.

The evaluation will consider experience in relation to the management of programmes and projects and the provision of cost consulting services in relation to programmes of work as opposed to projects where bills of quantities have been used.

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

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

Project name	Period /Year	Value of work inclusive of VAT (Rand)	Company (where the Product was supplied)	Contact Details
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T2.24

Scoring of the Tenderer's experience will be as follows: 60

DESCRIPTION	MAX POSSIBLE SCORE
<p>Supplier must have at least three contactable references in South Africa</p> <ul style="list-style-type: none"><li>• 1 contactable reference in South Africa- 28 points</li><li>• 2 contactable references in South Africa- 35 points</li><li>• 3 contactable references in South Africa- 70 points</li></ul> <p>10 additional points for more than 3 references to a maximum of 100 points</p> <p><b>FOR INFORMATION ONLY</b></p>	<b>100</b>



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**T2.2.9 TENDERER'S EXPERIENCE (Continued)**

**INSERT HERE**

**FOR INFORMATION ONLY**

**T2.2.10 QUALITY ASSURANCE AND ENVIRONMENTAL MANAGEMENT**

1. Does the Tenderer have a quality management system which is certified in terms of ISO 9001: 2015 .....

YES	NO
-----	----

2. If “yes”, Tenderer to supply brief summary of structure of system:

.....

.....

.....

.....

.....

.....

.....

3. If “no”, does the Tenderer intend to apply for certification? .....
- By when? .....

YES	NO
Date	

OR

4. If “no”, does the Tenderer have its own system? .....

YES	NO
-----	----

**FOR INFORMATION ONLY**

5. If “yes”, please supply details of the system .....

.....

.....

.....

.....

.....

6. Does the Tenderer have an environmental management system which is certified in terms of ISO 14001 .....

YES	NO
-----	----

7. If “yes”, Tenderer to supply brief summary of structure of system:

.....

.....

.....

.....

.....

.....

8. If “no”, does the Tenderer intend to apply for certification?

By when? .....

YES	NO
Date	

OR

9. If “no”, does the Tenderer have its own system?.....

YES	NO
-----	----

10. If “yes”, please supply details of the system .....

.....

.....

.....

.....

*If the Tenderer does not intend to apply for certification it shall submit details of the quality / environmental management system presently in place.*

***[The Tenderer shall insert here a copy of the company’s quality assurance plan, control procedures and the relevant documentation supporting its commitment to environmental management. The successful Tenderer shall furnish the Employer a detailed Quality Control Plan (QCP) and Procedure for all materials, such as valves, pumps, motors, pipes, specials and fittings for approval prior to any fabrication, coating, lining and delivery. In the event of these documents being too extensive to be included in the procurement document, an abbreviated version of the master document will be included, referring to the master document.]***

Scoring of Quality Assurance and Environmental Management will be as follows: | 40 |

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QUALITY ASSURANCE AND ENVIRONMENTAL MANAGEMENT	
<b>No submission (score 0)</b>	No Quality Assurance Plan & support documents submitted The approach to Quality and Environmental Management 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>Poor (score 40)</b>	The approach is generic and not tailored to address the specific project objectives and methodology. The approach does not adequately deal with the critical characteristics of the project. The quality plan, manner in which risk is to be managed etc. is too generic.
<b>Satisfactory (score 70)</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 etc. is specifically tailored to the critical characteristics of the project.
<b>Good (score 90)</b>	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.
<b>Very good (score 100)</b>	Besides meeting the “good” rating. Evidence of ISO 9001 certification provided.

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**T2.2.11    METHOD STATEMENT** |    |

FOR INFORMATION ONLY

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**T2.2.11 METHOD STATEMENT (Continued)**

**INSERT HERE**

**FOR INFORMATION ONLY**

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**T2.2.12 PRELIMINARY PROGRAMME**

FOR INFORMATION ONLY

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**T2.2.12 PRELIMINARY PROGRAMME (Continued)**

**INSERT HERE**

*Insert additional schedules here if applicable and update Part C table with the additional appropriate schedules within Part C. Delete this note.*

**FOR INFORMATION ONLY**

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**T.2.2.13 REGISTRATION CERTIFICATE / AGREEMENT / ID DOCUMENT**

***Important note to Tenderer: The relevant supporting documents to the organization tendering i.e. Registration Certificates for Companies, Close Corporations and Partnerships, or Agreements and Powers of Attorney for Joint Ventures and Consortiums, or ID documents for Sole Proprietors, all as referred to in the foregoing forms and in T2.1, must be inserted here***

***INSERT HERE***

**FOR INFORMATION ONLY**



## T2.2.14 AMENDMENTS, QUALIFICATIONS AND ALTERNATIVES

*(This is not an invitation for amendments, deviations or alternatives but should the Tenderer desire to make any departures from the provisions of this contract he shall set out his proposals clearly hereunder. Umgeni Water will not consider any amendment, alternative offers or discounts unless forms (a), (b) and (c) have been completed to the satisfaction of the Purchaser).*

I / We herewith propose the amendments, alternatives and discounts as set out in the tables below:

**(a) AMENDMENTS**      **- NOT APPLICABLE**

PAGE, CLAUSE OR ITEM NO.	PROPOSED AMENDMENT

**FOR INFORMATION ONLY**

- [Notes: (1) Proposals for amendments to the General and Special Conditions of Contract are not acceptable, and will be ignored;  
(2) The Tenderer must give full details of all the financial implications of the amendments and qualifications in a covering letter attached to his Tender.

**(b) ALTERNATIVES**      **- NOT APPLICABLE**

PROPOSED ALTERNATIVE	DESCRIPTION OF ALTERNATIVE

- [Notes: (1) Individual alternative items that do not justify an alternative Tender, and an alternative offer for time for completion should be listed here.  
(2) In the case of a major alternative to any part of the work, a separate Bill of Quantities, programme, etc, and a detailed statement setting out the salient features of the proposed alternatives must accompany the Tender.  
(3) Alternative Tenders involving technical modifications to the design of the works and methods of construction shall be treated separately from the main Tender offer.]

---

**(c) UNCONDITIONAL DISCOUNTS**

ITEM ON WHICH DISCOUNT IS OFFERED	DESCRIPTION OF DISCOUNT OFFERED

***[Note: The Tenderer must give full details of the discounts offered in a covering letter attached to his Tender, failing which, the offer for a discount may have to be disregarded.]***

Signature ..... Date.....

**FOR INFORMATION ONLY**

### T2.2.15 RECORD OF ADDENDA TO TENDER DOCUMENTS

I / We confirm that the following communications amending the Tender documents that I / we received from Umgeni Water or his representative before the closing date for submission of Tenders have been taken into account in this Tender.

A signed copy of each addendum shall be inserted after this page.

ADDENDUM No	DATE	TITLE OR DETAILS

**FOR INFORMATION ONLY**

.....  
Signature  
(of person authorized to sign on behalf of the Tenderer )

.....  
Date

---

**T2.2.16 VAT REGISTRATION CERTIFICATE**

*[VAT Registration Certificate obtained from SARS to be inserted here]*

FOR INFORMATION ONLY

## T2.2.17 SCHEDULE OF PROPOSED SUB-SUPPLIERS

**Important note to Tenderer: The relevant supporting documents to the organization tendering i.e. Registration Certificates for Companies, Close Corporations and Partnerships, or Agreements and Powers of Attorney for Joint Ventures and Consortiums, or ID documents for Sole Proprietors, all as referred to in the foregoing forms and in T2.1, must be inserted here**

We notify you that it is our intention to employ the following Sub-Suppliers for work in this contract. If we are awarded a contract we agree that this notification does not change the requirement for us to submit the names of proposed Sub-Suppliers in accordance with requirements in the contract for such appointments. If there are no such requirements in the contract, then your written acceptance of this list shall be binding between us.

	Name and address of proposed Sub-Supplier	Nature and extent of work	Previous experience with Sub-Supplier
1.			
2.			
3.	FOR INFORMATION ONLY		
4.			
5.			

Signature ..... Date .....

Name..... Position .....

Tenderer.....

## **T2.2.18 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

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

### **1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to all tenders:

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

1.2 The value of this tender is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.

1.3 Preference points for this tender shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.  
(Refer to Clause 2.7)

**FOR INFORMATION ONLY**

1.3.1 The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>1.3.1.1 PRICE</b>	<b>80</b>
<b>1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION</b>	<b>20</b>
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.4 Failure on the part of a tenderer to fill in and/or to sign this form and submit a B-BBEE Affidavit, Verification Certificate from a B-BBEE Verification Agency accredited by the South African National Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA), issued prior to 01 January 2017 together with the tender, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5 The purchaser 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 purchaser.

### **2. DEFINITIONS**

2.1 "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;

2.2 "B-BBEE" means broad-based black economic empowerment as defined in section 1 of the Broad -Based Black Economic Empowerment Act;

- 2.3 “B-BBEE status level of contributor” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice, or Sector Code on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 “tender” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive tendering processes or proposals;
- 2.5 “Broad-Based Black Economic Empowerment Act” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 “comparative price” means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 “consortium or joint venture” 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;
- 2.8 “contract” **Error! Bookmark not defined.** means the agreement that results from the acceptance of a tender by an organ of state;
- 2.9 “EME” – (Exempted Micro Enterprise) means an Entity with annual turnover of R10 million or less means any enterprise with an annual total revenue of R5 million or less.
- 2.10 “Firm price” means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the Supplier and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 “functionality” means the measurement according to predetermined norms, as set out in the tender documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a tenderer;
- 2.12 “non-firm prices” means all prices other than “firm” prices;
- 2.13 “person” includes a juristic person;
- 2.14 “QSE” – (Qualifying Small Enterprise) means an Entity that qualifies for measurement under the QSE scorecard with turnover of R10 million or more but less than R50 Million.
- 2.15 “rand value” means the total estimated value of a contract in South African currency, calculated at the time of tender invitations, and includes all applicable taxes and excise duties;
- 2.16 “sub-contract” means the primary Supplier’s assigning, leasing, making out work to, or employing, another person to support such primary Supplier in the execution of part of a project in terms of the contract;
- 2.17 “total revenue” – means the total income of an entity from its operations as determined under South African Generally Accepted Accounting Practice, as per the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007;
- 2.18 “trust” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.19 “trustee” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

### 3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The tenderer obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more tenders have scored equal total points, the successful tender must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more tenders have scored equal points including equal preference points for B-BBEE, the successful tender must be the one scoring the highest score for functionality.
- 3.6 Should two or more tenders be equal in all respects, the award shall be decided by the drawing of lots.

### 4. POINTS AWARDED FOR PRICE

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

A maximum of 50 or 90 points is allocated for price on the following basis:

**FOR INFORMATION ONLY**

**80/20**

**or**

**90/10**

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

Where:

$P_s$  = Points scored for comparative price of tender under consideration  
 $P_t$  = Comparative price of tender under consideration  
 $P_{\min}$  = Comparative price of lowest acceptable tender

### 5. Points awarded for B-BBEE Status Level of Contribution

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



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

- 5.2 Tenderers who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA, prior to 01 May 2015 or a B-BBEE Affidavit with B-BBEE Status Level Certificates.
- 5.3 Tenderers other than EMEs must submit their original and valid B-BBEE status level Affidavit QSE (for entities whose turnover is between R10 million and R50 million, with 51% to 100% Black Ownership) verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA (prior to 1 January 2017) or a Verification Agency accredited by SANAS.
- 5.4 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate for consortiums or joint ventures and affidavit for trusts.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate tender.
- 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialised scorecard contained in the Amended B-BBEE Codes of Good Practice, Gazette No. 38766.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for, unless the intended sub-Supplier is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

## 6. TENDER DECLARATION

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

## 7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

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

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA (prior to 01 January 2017) or an Accounting Officer as contemplated in the CCA).

## 8. SUB-CONTRACTING

- 8.1 Will any portion of the contract be sub-contracted? **YES / NO** (delete which is not applicable)

- 8.1.1 If yes, indicate:

- i. what percentage of the contract will be subcontracted? ..... %
- ii. the name of the sub-Supplier? .....
- iii. the B-BBEE status level of the sub-Supplier? .....
- iv. whether the sub-Supplier is an EME / YES / NO (delete which is not applicable)

**FOR INFORMATION ONLY**

## 9. DECLARATION WITH REGARD TO COMPANY/FIRM

- 9.1 Name of organization: .....

- 9.2 VAT registration number: .....

- 9.3 Company Registration number: .....

- 9.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

- 9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

- 9.6 COMPANY CLASSIFICATION

T2.43

- 
- ☐ Manufacturer
  - ☐ Supplier
  - ☐ Professional service provider
  - ☐ Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business? .....

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct
- (ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the Supplier may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the 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) restrict the tenderer or Supplier, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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

**FOR INFORMATION ONLY**

.....  
**SIGNATURE(S) OF TENDERER(S):**

DATE: .....

ADDRESS: .....

.....

.....

**WITNESSES:**

1 .....

2 .....

---

**T2.2.18 .../continued B-BBEE STATUS LEVEL VERIFICATION CERTIFICATES**

Tenderers not submitting a **valid original or a certified copy** B-BBEE Status Level Verification Certificate or are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE but will not be disqualified from the tendering process.

FOR INFORMATION ONLY

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**T2.2.19 PROOF OF PURCHASE OF TENDER DOCUMENT**

**INSERT HERE**

**FOR INFORMATION ONLY**

## **T2.2.20 GOODS AND SERVICES SOURCED INTERNATIONALLY**

### **INTRODUCTION**

The National Industrial Participation (NIP) Programme, which is applicable to all government procurement contracts that have an imported content, became effective on the 1 September 1996. The NIP policy and guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and State Owned Entity purchases / lease contracts (for goods, works and services) entered into after this date, are subject to the NIP requirements. NIP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade and Industry (DTI) is charged with the responsibility of administering the programme.

#### **• PILLARS OF THE PROGRAMME**

- The NIP obligation is benchmarked on the imported content of the contract. Any contract having an imported content equal to or exceeding US\$ 10 million or other currency equivalent to US\$ 10 million will have a NIP obligation. This threshold of US\$ 10 million can be reached as follows:
  - (a) Any single contract with imported content exceeding US\$10 million.  
or
  - (b) Multiple contracts for the same goods, works or services each with imported content exceeding US\$3 million awarded to one seller over a 2 year period which in total exceeds US\$10 million.  
or
  - (c) A contract with a renewable option clause, where should the option be exercised the total value of the imported content will exceed US\$10 million.  
or
  - (d) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US\$ 3 million worth of goods, works or services to the same government institution, which in total over a two (2) year period exceeds US\$10 million.
- The NIP obligation applicable to suppliers in respect of sub-paragraphs 1.1 (a) to 1.1 (c) above will amount to 30 % of the imported content whilst suppliers in respect of paragraph 1.1 (d) shall incur 30% of the total NIP obligation on a pro-rata basis.
- To satisfy the NIP obligation, the DTI would negotiate and conclude agreements such as investments, joint ventures, sub-contracting, licensee production, export promotion, sourcing arrangements and research and development (R&D) with partners or suppliers.
- A period of seven years has been identified as the time frame within which to discharge the obligation.

#### **• REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY**

- In order to ensure effective implementation of the programme, successful tenderers (Suppliers) are required to, immediately after the award of a contract that is in excess of R10 million (ten million Rands), submit details of such a contract to the DTI for reporting purposes.
- The purpose for reporting details of contracts in excess of the amount of R10 million (ten million Rands) is to cater for multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as provided for in paragraphs 1.1.(b) to 1.1. (d) above.

#### **• TENDER SUBMISSION AND CONTRACT REPORTING REQUIREMENTS OF TENDERERS AND SUCCESSFUL TENDERERS (SUPPLIERS)**

T2.47

- Tenderers are required to sign and submit this Section together with the tender on the closing date and time.
- In order to accommodate multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as indicated in sub-paragraphs 1.1 (b) to 1.1(d) above and to enable the DTI in determining the NIP obligation, successful tenderers (Suppliers) are required, immediately after being officially notified about any successful tender with a value in excess of R10 million (ten million Rands), to contact and furnish the DTI with the following information:
  - (a) Tender / contract number.
  - (b) Description of the goods, works or services.
  - (c) Date on which the contract was accepted.
  - (d) Name, address and contact details of the government institution.
  - (e) Value of the contract.
  - (f) Imported content of the contract, if possible.
- The information required in paragraph 3.2 above must be sent to the Department of Trade and Industry, Private Bag X 84, Pretoria, 0001 for the attention of Mr Elias Malapane within five (5) working days after award of the contract. Mr Malapane may be contacted on telephone (012) 3941401, facsimile (012) 3942401 or e-mail at [Elias@thedti.gov.za](mailto:Elias@thedti.gov.za) for further details about the programme.

• **PROCESS TO SATISFY THE NIP OBLIGATION**

- Once the successful tenderer (Supplier) has made contact with and furnished the DTI with the information required, the following steps will be followed:
  1. the Supplier and the DTI will determine the NIP obligation;
  2. the Supplier and the DTI will sign the NIP obligation agreement;
  3. the Supplier will submit a performance guarantee to the DTI;
  4. the Supplier will submit a business concept for consideration and approval by the DTI;
  5. upon approval of the business concept by the DTI, the Supplier will submit detailed business plans outlining the business concepts;
  6. the Supplier will implement the business plans; and
  7. the Supplier will submit bi-annual progress reports on approved plans to the DTI.
- The NIP obligation agreement is between the DTI and the successful tenderer (Supplier) and, therefore, does not involve the purchasing institution.

Tender number ..... Closing date .....

Name of tenderer .....

Postal address .....

.....

Signature ..... Name (in print) .....

Date .....

T2.48

---

**T2.2.21 LETTER OF GOOD STANDING IN TERMS OF COID ACT**  
**(Compensation for Occupational Injuries and Diseases Act)**

**INSERT HERE**

**FOR INFORMATION ONLY**



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**T2.2.22 TENDERER'S FINANCIAL STANDING**

**In terms of the standard conditions of Tender, the Tenderer shall provide information about its commercial position, which includes information necessary for the Purchaser to evaluate the Tenderer's financial standing.**

To that end the Tenderer must provide with its Tender a bank rating, certified by its banker, to the effect that it will be able to successfully complete the contract at the Tendered amount within the specified time for completion.

**However, should the Tenderer be unable to provide a bank rating with its Tender, it shall state the reasons as to why it is unable to do so, and in addition provide the following details of its banker and bank account that it intends to use for project:**

Name of account holder: .....

Name of Bank: ..... Branch: .....

Account number: ..... Type of account: .....

Telephone number: ..... Facsimile number: .....

Name of contact person (at bank): .....

***Failure to provide either the required bank details or a certified bank rating with its Tender, will lead to the conclusion that the Tenderer does not have the necessary financial resources at its disposal to complete the contract successfully within the specified time for completion.***

**FOR INFORMATION ONLY**

The Purchaser undertakes to treat the information thus obtained as confidential, strictly for the use of evaluation of the Tender submitted by the Tenderer.

SIGNATURE: ..... DATE: .....  
(of person authorized to sign on behalf of the Tenderer)

## **T2.2.23 SUPPLIERS HEALTH AND SAFETY DECLARATION**

In terms of Clause 5(1)9(h) of the OHSA 1993 Construction Regulations 2014 (referred to as "the Regulations" hereafter), a Supplier may only be appointed to perform construction work if the Purchaser is satisfied that the Supplier has the necessary competencies and resources to carry out the work safely in accordance with the Occupational Health and Safety Act No 85 of 1993 and the OHSA 1993 Construction Regulations 2014.

To that effect a person duly authorized by the Tenderer must complete and sign the declaration hereafter in detail.

### **Declaration by Tenderer**

1. I the undersigned hereby declare and confirm that I am fully conversant with the Occupational Health and Safety Act No 85 of 1993 (as amended by the Occupational Health and Safety Amendment Act No 181 of 1993), and the OHSA 1993 Construction Regulations 2014.
2. I hereby declare that my company / enterprise have the competence and the necessary resources to safely carry out the construction work under this contract in compliance with the Construction Regulations and the Purchaser's Health and Safety Specifications.
3. I hereby undertake, if my Tender is accepted, to provide a sufficiently documented Health and Safety Plan in accordance with CR7(1) of the Construction Regulations, approved by the Purchaser or its representative, before I will be allowed to commence with construction work under the contract. I hereby agree that my company/enterprise will not have a claim for compensation for delay or extension of time because of my failure to obtain the necessary approval for the said safety plan.
4. I confirm that copies of my company's approved Health and Safety Plan, the Purchaser's Safety Specifications as well as the OHSA 1993 Construction Regulations 2014 will be provided on site and will at all times be available for inspection by the Supplier's personnel, the Purchaser's personnel, the Engineer, visitors, and officials and inspectors of the Department of Labour.
5. I hereby confirm that adequate provision has been made in my Tendered rates and prices in the bill of quantities to cover the cost of all resources, actions, training and all health and safety measures envisaged in the OHSA 1993 Construction Regulations 2014, including the cost for specific items that may be scheduled in the bill of quantities.
6. I hereby confirm that I will be liable for any penalties that may be applied by the Purchaser in terms of the said Regulations for failure on my part to comply with the provisions of the Act and the Regulations as set out in Regulation 30 of the Regulations.
7. I agree that my failure to complete and execute this declaration to the satisfaction of the Purchaser will mean that I am unable to comply with the requirements of the OHSA 1993 Construction Regulations 2014, and accept that my Tender will be prejudiced and may be rejected at the discretion of the Purchaser.
8. I am aware of the fact that, should I be awarded the contract, I must submit the notification required in terms of Regulation 4 of the OHSA 1993 Construction Regulations 2014 (*example attached hereafter*) before I will be allowed to proceed with any work under the contract.

SIGNATURE: ..... DATE: .....  
(of person authorized to sign on behalf of the Tenderer)

---

**T2.2.24 PRO FORMA OHS NOTIFICATION**

**PRO FORMA NOTIFICATION FORM IN TERMS OF THE OCCUPATIONAL HEALTH AND SAFETY  
ACT 1993, CONSTRUCTION REGULATIONS 2014**

***[In terms of Regulation 4 of the Construction Regulations 2014, the successful Tenderer must complete and forward this form prior to commencement of work to the office of the Department of Labour.]***

1. (a) Name and postal address of Supplier:

.....  
(b) Name of Supplier's contact person:

Telephone number:

2. Supplier's compensation registration number:

3. (a) Name and postal address of Purchaser:

## FOR INFORMATION ONLY

(b) Name of Purchaser's contact person or  
agent:

Telephone  
number

4. (a) Name and postal address of designer(s) for the project:

.....  
(b) Name of designer's contact person:

Telephone  
number

5. Name of Supplier's construction supervisor on site appointed in terms of Regulation 6(1):

Telephone number:

6. Name/s of Supplier's sub-ordinate supervisors on site appointed in terms of regulation 6(2).

7. \_\_\_\_\_  
Exact physical address of the construction site or site  
office:

8. Nature of the construction work:

.....  
9. Expected commencement date:

10. Expected completion date:

11. Estimated maximum number of persons on the construction site:

12. Planned number of Sub-contractors on the construction site accountable to Supplier:

13. Name(s) of Sub-contractors already chosen:

## FOR INFORMATION ONLY

.....

.....

SIGNED BY:

SUPPLIER: ..... DATE: .....

PURCHASER: ..... DATE: .....

---

**T2.2.25 LETTER OF INTENT FOR PUBLIC LIABILITY**

**INSERT HERE**

**FOR INFORMATION ONLY**

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**T2.2.26 CENTRAL SUPPLIER DATABASE (CSD) REPORT**

**Insert Here**

**FOR INFORMATION ONLY**



**CONTRACT No:** [2021/051(b)]

**CONTRACT TITLE:**  
[ **SUPPLY, DELIVER, INSTALL AND COMMISSION A LABORATORY COD INSTRUMENT, AUTO SAMPLER AND ITS AUXILIARIES** ]

**VOLUME 2 – Offer, Contract, Pricing, Scope of Work and Site Information**

**Issued by:**

Umgeni Water  
310 Burger Street  
Pietermaritzburg

**Tender Queries:**

Contact Name: [Zakhele Cele ]  
Telephone: [033 341 1313 ]

**FOR INFORMATION ONLY**

**Name of Tenderer:** .....

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FOR INFORMATION ONLY



---

## C.1 AGREEMENTS AND CONTRACT DATA

### **IMPORTANT NOTE ON C1.1:**

**ALL Tenderers MUST complete and sign Form A: OFFER (the first page hereafter).**

**Form B: ACCEPTANCE will be signed by the Employer and then only in the case of the successful Tenderer.**

**Form C: SCHEDULE OF DEVIATIONS must be signed by the Employer as well as the successful Tenderer after award of the contract.**

**Form D: CONFIRMATION OF RECEIPT must be signed by the successful Tenderer on receipt of a fully completed original copy of the Agreement including the Schedule of Deviations, if any.**

FOR INFORMATION ONLY

## C1.1 FORM OF OFFER AND ACCEPTANCE

### A: OFFER

The Purchaser, identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following works:

#### **TENDER NO. 2021/051 – SUPPLY, DELIVER, INSTALL AND COMMISSION A LABORATORY COD INSTRUMENT, AUTO SAMPLER AND ITS AUXILIARIES**

The Tenderer, identified in the Offer signature block below, has examined the documents listed in the Tender Data and addenda thereto as listed in the Returnable Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the Tenderer, deemed to be duly authorized, signing this part of this Form of Offer and Acceptance, the Tenderer offers to perform all of the obligations and liabilities of the Supplier under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the Contract Data.

#### **The offered total of the prices inclusive of Value Added Tax is:**

R ..... (*In words* .....),

This Offer may be accepted by the Purchaser by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the Tender Data, whereupon the Tenderer becomes the party named as the Supplier in the Conditions of Contract identified in the Contract Data.

**FOR INFORMATION ONLY**

**Signature:** (*of person authorized to sign the tender*)

.....

**Name:** (*of signatory in capitals*)

.....

**Capacity:** (*of Signatory*)

.....

**Name of Tenderer:** (*organization*)

.....

**Address:**

.....

.....

Telephone number: ..... Fax number: .....

**CIDB Registration Number of Tenderer:**

.....

**WITNESS:**

**Signature:** .....

**Name:** (*in capitals*) .....

---

**Date:** .....

FOR INFORMATION ONLY

## B: ACCEPTANCE

By signing this part of the Form of Offer and Acceptance, the Purchaser identified below accepts the Tenderer's Offer. In consideration thereof, the Purchaser shall pay the Supplier the amount due in accordance with the Conditions of Contract as set out in the General and Special Conditions of Contract, and identified in the Contract Data. Acceptance of the Tenderer's Offer shall form an agreement between the Purchaser and the Tenderer upon the terms and conditions contained in this Agreement and in the Contract that is the subject of this Agreement.

The terms of the contract are contained in

- C.1 Agreement, and Contract Data, (which include this Agreement)
- C.2 Pricing Data, including the Bill of Quantities
- C.3 Scope of Work
- C.4 Site Information

and the schedules, forms, drawings and documents or parts thereof, which may be incorporated by reference into Parts 1 to 4 above.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Tender Schedules as well as any changes to the terms of the Offer agreed by the Tenderer and the Purchaser during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Agreement. No amendments to or deviations from said documents are valid unless contained in this Schedule.

The Tenderer shall within two weeks after receiving a completed copy of this Agreement, including the Schedule of Deviations (if any), contact the Purchaser's agent (whose details are given in the Contract Data) to arrange the delivery of any other bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the Conditions of Contract identified in the Contract Data. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this Agreement.

Notwithstanding anything contained herein, this Agreement comes into effect on the date when the Tenderer receives one fully completed original copy of this document, including the Schedule of Deviations (if any). Unless the Tenderer (now Supplier) within five days of the date of such receipt notifies the Purchaser in writing of any reason why he cannot accept the contents of this Agreement, this Agreement shall constitute a binding contract between the parties.

**Signature:** .....

**Name: (in capitals)** .....

**Capacity:** .....

**Name of Purchaser: (organization)** .....

**Address:** .....

**Telephone number:** ..... **Fax number:** .....

## AS WITNESS

**Signature:** ..... **Name: (in capitals)** .....

**Date:** .....

## C: SCHEDULE OF DEVIATIONS

The extent of deviations from the tender documents issued by Umgeni Water prior to the tender closing date is limited to those permitted in terms of the Tender Data and the Conditions of Tender.

A Tenderer's covering letter will not necessarily be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid become the subject of agreements reached during the process of offer and acceptance, the outcome of such agreement shall be recorded here.

Any other matters arising from the process of offer and acceptance either as a confirmation, clarification or change to the tender documents and which it is agreed by the Parties becomes an obligation of the contract shall also be recorded here.

Any change or addition to the tender documents arising from the above agreements and recorded here shall also be incorporated into the final draft of the Contract.

1. **Subject:** .....  
**Details:** .....  
.....
2. **Subject:** .....  
**Details:** .....  
.....
3. **Subject:** .....  
**Details:** .....  
.....
4. **Subject:** .....  
**Details:** .....  
.....
5. **Subject:** .....  
**Details:** .....  
.....
6. **Subject:** .....  
**Details:** .....  
.....
7. **Subject:** .....  
**Details:** .....  
.....

FOR INFORMATION ONLY

By the duly authorized representatives signing this Schedule of Deviations, Umgeni Water and the Tenderer agree to and accept the foregoing Schedule of Deviations as the only deviations from and amendments to the documents listed in the Tender Data and addenda thereto as listed in the Tender Schedules, as well as any confirmation, clarification or change to the terms of the offer agreed by the Tenderer and Umgeni Water during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the Tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this Agreement.

---

**FOR THE TENDERER:**

Signature: .....

Name: .....

Capacity: .....

Tenderer: *(Name and address of organization)* .....

.....

**Witness:**

Signature: .....

Name: .....

Date: .....

**FOR THE PURCHASER**

Signature: .....

Name: .....

Capacity: .....

Purchaser: *(Name and address of organization)* .....

FOR INFORMATION ONLY

.....

**Witness:**

Signature: .....

Name: .....

Date: .....

---

**D: CONFIRMATION OF RECEIPT**

The Tenderer, (now Supplier), identified in the Offer part of this Agreement hereby confirms receipt from the Purchaser, identified in the Acceptance part of this Agreement, of one fully completed original copy of this Agreement, including the Schedule of Deviations on this

**FOR THE SUPPLIER:**

Signature: .....

Name: .....

Capacity: .....

**Signature and name of witness:**

Signature: .....

Name: .....

**FOR INFORMATION ONLY**

### C.1.2 CONTRACT DATA (including Special Conditions of Contract)

The Conditions of Contract are the Umgeni Water Standard Supply and Delivery of Goods Contract as per CIDB Contract for the Supply and Delivery of Goods (*August 2008*), (*Third Edition of CIDB document 1019*), a copy of which may be obtained from <https://www.google.co.za/> Contract for the Supply and Delivery of Goods.

Each item of data given below is cross-referenced to the clause in the Conditions of Contract to which it mainly applies.

#### Special Conditions of Contract

- **National Treasury Central Supplier Database**

The successful Tenderer is required to provide proof of registration with the National Treasury Central Supplier Database (CSD) prior to the award of contract.

- **Variation of cost of special materials**

Price adjustment for variations in the cost of special materials is not allowed. The appointed Supplier will be responsible for the impact on any exchange rate increases. Therefore the Supplier must apply forward cover. Umgeni Water will not be responsible for any price increases as a result of any Rand/Foreign currency exchange rate variance that will impact on the Form of Offer.

- **Application of Contract Price Adjustment Factor**

Contract Price Adjustment shall not be applicable

- **Insurances Provided by Supplier**

Public Liability Insurance. The limit of indemnity is R5million (Five Million Rand). The supplier shall be responsible for insuring the materials to be supplied to the point when the goods are offloaded from the delivery vehicle, stacked and accepted by an authorized Representative of the Purchaser.

- **Payments**

#### **SCC 10. Sub-Clause 10.1**

Progress measurement shall take place on or before, but not later than, the 20<sup>th</sup> of the month, but should the 20<sup>th</sup> be a 'non-working' day, it shall take place on the last working day prior to the 20<sup>th</sup>.

Statements, invoices and back-up documentation shall be submitted to the Purchaser on or before the 25<sup>th</sup> of the month for payment not later than the last day of the month following the month in which same were submitted.

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**PART 1: DATA PROVIDED BY THE PURCHASER**

CLAUSE	DATA
1	<p>The Purchaser is Umgeni Water</p> <p>The authorised and designated representative of the Purchaser is: Name: Debbie Trollip</p> <p>The address for receipt of communications is: Telephone: (033) 3411450 E-mail: <a href="mailto:debbie.trollip@umgeni.co.za">debbie.trollip@umgeni.co.za</a> Address: Darvill WWW, New England Road Extension</p>
1	The Period of Performance is 8 weeks from the Commencement Date.
5.4	Goods are to be delivered on weekdays between 09h00 and 15h00 at Darvill WWW, New England Road Extension OR Head Office Laboratory at 310 Burger Street, Pietermaritzburg
5.4.1	<p>The Service Provider is required to provide the following insurances:</p> <ol style="list-style-type: none"> <li>Public Liability Insurance Cover is: R10 000 000 (Ten million rand) Period of cover: For the period of performance</li> <li>Insurance against Goods in Transit Cover is: Replacement value Period of cover: For the period of performance</li> </ol> <p>Insurance cover requirements should be confirmed on award</p>
5.5	Delivery is to take place in accordance with the approved programme.
7c	The goods will remain free from defects for a period of 12 months
12.1.2	Interim settlement of disputes is to be by mediation.
12.2.2	In the event that the parties fail to agree on a mediator, the mediator is nominated by the Association of Arbitrators (Southern Africa)
12.2.4	Final settlement is by litigation.

The additional conditions of contract are:

- a) **Umgeni Water Reserves The Right To Award The Contract In Whole Or In Part**

## PART 2: DATA PROVIDED BY THE SUPPLIER

The Supplier is advised to read the **CIDB Contract for the Supply and Delivery of Goods (August 2008), (Third Edition of CIDB document 1019)** in order to understand the implications of this Data which is required to be provided.

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Each item of data given below is cross-referenced to the clause in the Conditions of Contract to which it mainly applies.

CLAUSE	DATA
1	<p>The Supplier is:</p> <p>Name: .....</p> <p>Address: .....</p> <p>.....</p> <p>Telephone: ..... Facsimile: .....</p>
1	<p>The authorised and designated representative of the Supplier is:</p> <p>Name: .....</p> <p>Address: .....</p> <p><b>FOR INFORMATION ONLY</b></p> <p>Telephone: ..... Facsimile: .....</p>

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**PART C2: PRICING DATA**

**C2.1 PRICING INSTRUCTIONS**

**(a) GENERAL**

The Bill of Quantities forms part of the Tender Documents and must be read and priced in conjunction with all the other documents comprising the Tender Documents.

The Tenderer is advised to check the number of pages and should any be found missing or in duplicate or the figures or writing indistinct or these Bill of Quantities contain any obvious errors, the Tenderer must inform the Purchaser at once and have it rectified. No liability whatsoever will be admitted in respect of errors due to the foregoing.

Should there be any doubt or obscurity as to the meaning of any particular item, the Tenderer must obtain an explanation of it, in writing, from the Purchaser. No claims for extras arising from any such doubt or obscurity will be admitted after delivery of the tender.

**(b) QUANTITIES REFLECTED IN THE BILL**

The quantities where shown in the Pricing Data are the estimated probable requirements to be supplied in the period of twelve months from the date of award of the Contract but the actual quantities ordered and supplied shall be at the sole discretion of the Purchaser.

**(c) PRICING OF THE BILL OF QUANTITIES**

All unit prices, extensions and totals must be filled in **black ink** and unit prices, extensions and totals submitted in electronic format will not be acceptable.

The quantities where shown in the Pricing Data are the estimated probable requirements to be supplied in the period of twelve months from the date of award of the Contract but the actual quantities ordered and supplied shall be at the sole discretion of the Purchaser.

Each item shall be priced and extended to the "Amount per Item" column by the Tenderer. If the Supplier omits to price any items in the Bill of Quantities, then these items will be considered to have a nil rate or price.

All items for which terminology such as "inclusive" or "not applicable" have been added by the Tenderer will be regarded as having a nil rate which shall be valid irrespective of any change in quantities during the execution of the Contract and shall be reflected in the Bill of Quantities as having a nil rate or price..

All rates and amounts quoted in the Bill of Quantities shall be in Rands and cents and shall include all levies and taxes (other than VAT). VAT will be added in the summary of the Bill of Quantities.

**(d) CORRECTION OF ENTRIES**

Incorrect entries shall not be erased or obliterated with correction fluid but must be crossed out neatly. The correct figures must be entered above or adjacent to the deleted entry in black ink, and the alteration must be initialled by the Tenderer.

**(e) ARITHMETICAL ERRORS**

Arithmetical errors found in the Bill of Quantities because of faulty multiplication or addition will be corrected by the Purchaser at the tender evaluation stage, as set out in the Conditions of Tender F3.9.

**(f) UNITS OF MEASUREMENT**

The units of measurement described in the Bill of Quantities are metric units for which the standard international abbreviations are used. Abbreviations used in the Bill of Quantities, including some non-standard abbreviations, are as follows:

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mm	=	millimetre
m	=	metre
km	=	kilometre
m <sup>2</sup>	=	square metre
m <sup>2</sup> pass	=	square metre-pass
ha	=	hectare
m <sup>3</sup>	=	cubic metre
ℓ	=	litre
kℓ	=	kilolitre
kW	=	kilowatt
kg	=	kilogram
t	=	ton (1000 kg)
No.	=	number
sum	=	lump sum

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## C2.2 PRICING SCHEDULE

### Bill of Quantities

Item Number	Item Description	Unit of Measure	Quantity	Rate	Amount per Item (excl VAT)
1.	Supply, install, commission a laboratory benchtop COD analyser, auto sampler and auxiliaries	No.	1		R
2.	Fully automated auto sampler with >100 position inclusive of sample mixing capabilities and integrated software	No.	1		R
3.	Intel Pentium Desktop (HP) mouse, keyboard, Acer 19.5" monitor, 1GB LAN card, 8GB RAM, Windows 10 64bit operating system, 1TB and drive USB x2	No.	1		R
4.	Certified Microsoft Office Package for CSV and test file integration	No.	1		R
5.	Delivery to Darvill Admin or Head Office Laboratory depending on the Darvill Admin building/lab renovations	No.	1		R
6.	Installation and commissioning	No.	1		R
7.	On-site training	No.	1		R
8.	Maintenance contract for a period of 3 years: Inclusive of a minimum of 4 service visits and all associated consumable spare parts for a 3 year period year maintenance	No.	1		R

<b>A - Total for all Items excluding VAT</b>	R
<b>B- VAT @ 15% of A</b>	R
<b>Total including VAT (A+B)</b> <i>carried forward to C1.1 (Offer).</i>	R

## **PART C3: SCOPE OF WORK**

*Supply, installation and commissioning of the equipment (COD Analyser, auto sampler and auxiliaries) according to the technical specifications provided. The equipment is to provide a full solution aligned with all requirements that may be imposed (including but not limited to: accreditation requirements, water quality legislation, waste water discharge license, current Laboratory infrastructure etc.*

*The service provider is to arrange delivery of the equipment to Umgeni Water in a manner so as to not damage the equipment and observing necessary legislation concerning transportation of such goods.*

*Install the equipment at Umgeni Water Head Office Laboratory or Process Services Laboratory at Darvill in Pietermaritzburg. Installation destination will be confirmed closer to delivery time.*

*Commissioning of the equipment. This process will involve testing the performance of the equipment against technical specifications, and the necessary imposed requirements to prove application warranty.*

*The service provider is to design and conduct preventative maintenance, servicing and repairs of the equipment to maintain its performance.*

*The services provider is required to have skilled personnel who are competent to perform all the technical activities as per manufacturer's instructions*

*The service provider is required to train the laboratory personnel and deem them competent.*

*Note to Complier Develop the scope of work in accordance with SANS 10403 utilising the following framework delete this note and all notes below. |*

### **- Purchaser's objectives**

*To supply install and commission an instrument and all associated auxiliaries for the determination of Chemical Oxygen Demand of surface, ground and saline water, wastewater and trade effluent samples. The National Environmental Management: Waste Act No 59:2008 requires laboratories to reduce/eliminate the hazardous liquid waste streams. Umgeni Water; currently utilises the traditional COD block potassium dichromate digestion method and all hazardous liquid waste is disposed of in Cape Town. In order to meet the requirements of the legislation an alternative method is required. A rapid, chemical free method based on the thermal oxidation of the sample at 200°C, with subsequent detection of the oxygen consumption based on the ASTM method D6238-98/2011. The method utilizes high purity nitrogen and ambient oxygen, with no hazardous waste disposal required. No catalysts must be required to aid oxidation. Reagent less analytical method.*

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**- Description of the Supply**

Parameter	Unit	Value
Rapid COD analyser and auxiliaries	1	
Measurement: Thermal Combustion	°C	1200
Measurement Ranges	mg/L	10-100;10-200;100-1000 1000-3000; 2000-15000 With ranges going up to 250 000
Response time of COD determination	minutes	3
Approx. Dimensions	mm	500 x 450 x 450
Approx. Weight	kg	37
Auto sampler		
Intel Pentium Desktop (HP) Mouse & keyboard, Acer 19,5" monitor, 1GB LAN Card, 8GB RAM, Windows 10 64bit operating system 1TB hard drive, USB x2		
Certified Microsoft Office Package for CSV and test file integration		
Onsite training and installation		

Provide a short description of the Supply and outline what the Supplier is to provide.

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**- Extent of the Supply**

Supply, deliver, install and commission a COD instrument and auto sampler and its auxiliaries.

- Supply, deliver and commission any auxiliary equipment required for the efficient operation of the unit e.g. Intel Pentium.
- Link instrument to Labware should the instrument be located at Laboratory Services
- Train Laboratory Services and Process Service technicians.

**- Use of reasonable skill and care**

The installation will be in either an accredited ISO 17025:2017 or a certified ISO 9001:2015 laboratory, therefore site induction will apply.

**- Co-operation with other Supply providers**

Not applicable

**- Brief**

Not applicable

**- Reference data**

Not applicable

**- Applicable national and international standards**

Not applicable.

- **Particular/Generic specifications**

*The instrument for the rapid determination of Chemical Oxygen Demand of surface, ground and saline water, wastewater and trade effluent samples. The National Environmental Management: Waste Act No 59:2008 requires laboratories to reduce/eliminate the hazardous liquid waste streams. Umgeni Water; currently utilises the traditional COD block potassium dichromate digestion method and all hazardous liquid waste is disposed of in Cape Town. In order to meet the requirements of the legislation an alternative method is required. A rapid, chemical free method based on the thermal oxidation of the sample at 1200°C, with subsequent detection of the oxygen consumption based on the ASTM method D6238-98/2011. The method utilizes high purity nitrogen and ambient oxygen, with no hazardous waste disposal required. No catalysts must be required to aid oxidation. Reagentless analytical method.*

- **Approvals**

*Not applicable.*

- **Procurement**

*Not applicable*

- **Access to land / buildings / sites**

*Notification in writing, 2 weeks prior to delivery in order for installation location to be identified and prepared. Delivery to be within working hours 08H00 to 16H00. Access to site to be arranged with Project Manager. Installation team to undergo site induction and all COVID -19 regulations to be adhered to.*

- **Planning and programming**

*Not applicable*

- **Software application for programming**

*Certified Microsoft Office Package as specified within the bill of quantities*

- **Quality management**

- *As per T2.2.10* **QUALITY ASSURANCE AND ENVIRONMENTAL MANAGEMENT**

- **Format of communications**

*Email*

- **Key personnel**

*Debbie Trollip.*

- **Management meetings**

*None required.*

- **Payment certificates**

*Not applicable.*

- **Property provided for the Supplier's use**

*Not applicable.*

- **Proof of compliance with the law**

*Not applicable.*

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**C4: SITE INFORMATION**

*Process Services Laboratory Darvill WWW,  
New England road Extension  
Pietermaritzburg*

*or*

*Laboratory Services Laboratory  
Umgeni water Head Office  
310 Burger Street  
Pietermaritzburg*

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