



BID DOCUMENT

BID NO. AW2022/23/34

BID DESCRIPTION

PROCUREMENT OF A SERVICE PROVIDER FOR VAT REVIEW AND RECOVERIES SERVICES

CLOSING DATE

23 JANUARY 2023 AT 11H00am

NO EMAILED SUBMISSION WILL BE ACCEPTED

BIDDER TO COMPLETE

COMPANY NAME	
CSD NUMBER	

ISSUED AND PREPARED BY: AMATOLA WATER
PRIVATE BAG X3
VINCENT
5217
Tel: +27 43 707 3700

TABLE OF CONTENTS

SECTION A: TENDERING PROCEDURE, SPECIFICATION AND PRICING

Invitation to bid (SBD 1)	4
Terms and conditions for Bidding	6
Structure of Technical Proposal document	13
Criteria for Evaluations	18
Pricing Schedules	33

SECTION B: RETURNABLE DOCUMENTS

Form B	Schedule of similar projects undertaken by the tenderer	19
Form B:1	Confirmation of references to Amatola Water	20
Form B:2	Confirmation of references to Amatola Water	21
Form B:3	Confirmation of references to Amatola Water	22
Form B:4	Confirmation of references to Amatola Water	23
Form B:5	Confirmation of references to Amatola Water	24
SBD 4	Bidder's Disclosure	25
SBD 6.1	Preference Points claim form	28
SBD 3.1	Pricing Schedule - Firm Prices (Purchases)	34
SBD 3.2	Price Adjustments - Non-firm prices (purchases)	36

SECTION C: THE CONTRACT

SBD 7.2 Contract Form – Rendering of Services	38
General Conditions of Contract	39

SECTION A
TENDERING INVITATION, PROCEDURE,
SPECIFICATION AND PRICING

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR PROCUREMENT OF A SERVICE PROVIDER FOR VAT REVIEW AND RECOVERIES SERVICES.

BID NUMBER:	AW 2022/22/34	CLOSING DATE:	23 January 2023	CLOSING TIME:	11:00 AM
DESCRIPTION	PROCUREMENT OF A SERVICE PROVIDER FOR VAT REVIEW AND RECOVERIES SERVICES				

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

BID RESPONSE DOCUMENTS MUST BE DEPOSITED IN THE BID BOX LISTED BELOW

Reception area of Amatola House					
6 Lancaster Road					
Vincent					
East London					
THE BID BOX IS AVAILABLE FOR BIDS TO BE DEPOSITED BETWEEN 08:00AM – 16:00PM FROM MONDAY TO FRIDAY.					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		☐ Yes ☐ No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	☐	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)			
	☐	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)			
	☐	A REGISTERED AUDITOR			
		NAME:			

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

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ANSWER PART B:3 BELOW]
SIGNATURE OF BIDDER		DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
TOTAL NUMBER OF ITEMS OFFERED			
TOTAL BID PRICE (ALL INCLUSIVE)			
BIDDING PROCEDURE AND SCM ENQUIRIES MAY BE DIRECTED TO: nndlamla@amatolawater.co.za		TECHNICAL INFORMATION MAY BE DIRECTED TO: ongcaphe@amatolawater.co.za	
ONLY WRITTEN QUERIES VIA EMAIL WILL BE ATTENDED TO			
PUBLIC ENTITY	AMATOLA WATER		
CONTACT PERSON	Ms. N Ndlamla - Lead Demand Specialist	CONTACT PERSON	Mr. Ngcaphe – Finance
E-MAIL ADDRESS		E-MAIL ADDRESS	
nndlamla@amatolawater.co.za		ongcaphe@amatolawater.co.za	

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

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

2. TAX COMPLIANCE REQUIREMENTS

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

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

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

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

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

TENDER NOTICE AND INVITATION TO TENDER

BID NO: AW2022/23/34

PROCUREMENT OF A SERVICE PROVIDER FOR VAT REVIEW AND RECOVERIES SERVICES

Amatola Water Board is a state-owned, South African water utility established in November 1997 and is mandated to render water services to water sector institutions, to local government and other customers in the Eastern Cape.

INVITATION AND SCOPE OF WORK

Suitably experienced and qualified service providers are invited to respond to this bid invitation for the

Bid Number	Bid Name	Scope of Work	Bid Closing Date and Time
AW2022/23/34	PROCUREMENT OF A SERVICE PROVIDER FOR VAT REVIEW AND RECOVERIES SERVICES	Amatola Water is hereby inviting all the suitably qualified a service provider for vat review and recoveries services service to provide	23 January 2023 at 11:00 am

BID PUBLICATION

An open competitive bidding process is to be followed. A bid invitation will be published in the regional newspaper, Amatola Water website and National Treasury Website(e-tender).

Tender documents shall be downloaded for free from the Amatola Website (www.amatolawater.co.za) on **Thursday, 01 December 2022 at 09:00am.**

COMPULSORY BID CLARIFICATION MEETING

A compulsory clarification meeting with representatives of the employer will be held at **Nahoon dam, Boathouse, on Thursday 08th December 2022 at 11:00am. (co-ordinates: 32°54'43.86"S 27°48'32.08"E)**

Attendance and completion of the attendance register(s) is compulsory for all Tenderers. Tenderers must appear on the attendance register to be considered as being present.

Those parties arriving more than 15 minutes after the actual commencement of the briefing will not be allowed to sign the Attendance Register and we will conduct roll call at the of the briefing session. Prospective tenderers that do not attend the compulsory clarification meeting will not be allowed to tender and will be viewed as non-compliant.

EVALUATION CRITERIA

This bid will be evaluated in three (3) stages:

Stage One: Compliance Screening/ Administrative Compliance

Stage Two: Functionality

Stage Three: PPPFA

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:

Maximum points on price	-	80 points
Maximum points for BBEE	-	20 points
TOTAL	-	100 points

BIDDERS SHALL TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

- The 2017 Preferential Procurement Policy Framework Act 2000 (PPPFA) principles shall apply, whereby submissions will be evaluated accordingly to the provisions of the Act.
- Broad Based Black Economic Empowerment (B-BBEE) Status will be scored in accordance with the DTI Codes of Good Practice and bidders must submit their original and valid B-BBEE status level certificate or a certificate issued by a registered auditor, accounting officer (as contemplated in section 60 (4) of the Closed Corporation Act, 1984) or an accredited verification agency in order to be eligible for B-BBEE points.
- Amatola Water does not bind itself to accept the lowest or any tender and reserves the right to accept any tender or portion of a tender.
- Tenders which are late, incomplete, unsigned or submitted electronically will not be accepted.
- All tenders are to remain valid for a period of 12 weeks from the closing date of the submission.
- A Tax Compliance status PIN (an original valid SARS certificate) must be submitted with the tender document in order to be considered.

BID SUBMISSION

The original completed bid documents and all supporting documents (in a separate file), must be submitted in a sealed envelope or parcel endorsed with the Bid Number and Bid Description as detailed in the Tender Data. The sealed envelope must be deposited in the Bid/Tender Box located in the reception area of **Amatola House, 6 Lancaster Rd, Vincent, East London**, prior to the time and date indicated in the bid notice and the Tender Data. The bid submissions will be opened in public shortly the closing time.

BID ENQUIRIES

No telephonic enquiries relating to this tender will be entertained. All enquiries regarding this tender must be in writing only and must be directed to: Ms N. Ndlamla - E-mail: nndlamla@amatolawater.co.za

Mr S. Galada

Acting Chief Executive Officer

Amatola Water supports transformation through Preferential Procurement and tenders will be awarded in accordance with Amatola Water's Supply Chain Management Policy.

SPECIAL TENDER CONDITIONS

1. DEFINITIONS

The word "Bidder/Tenderer" in these conditions shall mean and include any firm of Contractors, Suppliers, Service Providers or any company or body incorporated or unincorporated.

2. BID SUBMISSION

The original completed bid documents must be submitted in a sealed envelope endorsed with the Bid Number and Bid Description as detailed in the Tender Data. The sealed envelope must be deposited in the Bid/Tender Box, located in the reception area of **Amatola Water, 6 Lancaster Road, Vincent, East London**, not later than the time and date specified on the cover page and SBD 1 of this bid.

3. PERIOD OF VALIDITY FOR BIDS AND WITHDRAWAL OF BID AFTER CLOSING DATE

All Bids must remain valid for a period of 90 (ninety) days from the closing date as stipulated in the Bid document.

4. AUTHORITY TO SIGN BID DOCUMENTS

In the case of a Bid being submitted on behalf of a company, close corporation or partnership, evidence must be submitted to the Amatola Water at the time of submission of the Bid that the Bid has been signed by persons properly authorised thereto by resolution of the directors or under the articles of the entity.

5. LATE BIDS

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

Form A must be completed. Failure to complete Form A will invalidate your bid.

6. JOINT VENTURE REQUIREMENTS

DEFINITION:- "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.

Should a group of companies/firms and/or interested parties wish to enter into a joint venture / consortium agreement the following minimum requirements must be met: -

- a. A properly signed copy of the joint venture/consortium agreement must be attached.
- b. Each member of the joint venture/consortium's taxes must be in order.
- c. After the award of a contract to a joint venture/consortium, the successful joint venture group or consortium must provide a combined joint venture/consortium Tax Clearance Certificate.
- d. After the award of a contract to a joint venture/consortium, the successful joint venture group or consortium must provide the details of the joint venture / consortium banking details.
- e. A trust, consortium or joint venture will qualify for points of their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- f. 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.

THE JOINT VENTURE/CONSORTIUM AGREEMENT MUST CONTAIN THE FOLLOWING: -

- a. Who the managing member will be.
- b. Who the signatory of authority will be.
- c. How the joint venture/consortium share of profit will be split.
- d. The bank account details where payments will be deposited into.
- e. The agreement must be signed by all parties.
- f. The agreement must be certified by a Commissioner of Oaths.
- g. The postal and physical address where all correspondence will be sent to

7. OBLIGATIONS OF THE SERVICE PROVIDER:

The successful bidder and preferred service provider shall:

- 1.1 Abide by the Service Level Agreement concluded and act as a partner to Amatola Water.
- 1.2 Provide all relevant information necessary to the achievement of the above.
- 3.3 Respond within reasonable time to decisions that need be made, support required and any other matters that may need resolving in order not to delay the operations of Amatola Water.

8. CONDITIONS OF TENDER

- I. Submission of this proposal signifies the applicant's acceptance of the conditions as laid down in this document, unless clearly stated otherwise.
- II. Any expense incurred by the applicant in preparing and submitting this proposal will be for the applicant's account.
- III. Amatola Water reserves the right not to accept any proposal and cancel the bid as and when the need arises.
- IV. The contractor must provide references on Form B that the company has undertaken projects of a similar nature.
- V. Failure to comply with the above requirements will result in submitted proposals being disqualified.

BID SPECIFICATION

PROCUREMENT OF A SERVICE PROVIDER FOR VAT REVIEW AND RECOVERIES SERVICES

1. BACKGROUND AND INTRODUCTION

Amatola Water (AW) is a state-owned water utility established in November 1997 and is mandated to render water services to water sector institutions, local government and other customers in the Eastern Cape.

The purpose of this bid is to outline the requirements specification for the appointment of a suitably qualified and experienced Service Provider for Vat review and recovery. The application of the Value Added Tax (VAT) Act, Act No.89 of 1991, is a complex issue and not easy to interpret and contains numerous exceptions and provision. Given the fact that the financial implications of misrepresentation can be detrimental to Amatola and the prescription period of the claim proviso (1) of section 17 of the Vat Act that limits the period in which a vendor may claim an input deduction to five years. VAT has a direct impact on the financial affairs of Amatola Water.

VAT Act section 54- Agents

(1) For the purposes of this Act, where an agent makes a supply of goods or services for and on behalf of any other person who is the principal of that agent, that supply shall be deemed to be made by that principal and not by that agent: Provided that, where that supply is a taxable supply and that agent is a vendor, the agent may, notwithstanding anything to the contrary in this Act, issue a tax invoice or a credit note or a debit note in relation to such supply as if the agent had made a taxable supply, and to the extent that that tax invoice or credit note or debit note relates to that supply, the principal shall not also issue a tax invoice or a credit note or a debit note, as the case may be: Provided further that where an agent issues a tax invoice on behalf of a principal, such tax invoice must be issued within 21 days of the date of that supply by that agent.

(2) For the purposes of this Act, where any vendor makes a taxable supply of goods or services to an agent who is acting on behalf of another person who is the principal for the purposes of that supply, that supply shall be deemed to be made to that principal and not to such agent: Provided that such agent may nevertheless request that he be provided with a tax invoice and the vendor may issue a tax invoice or a credit note or debit note as if the supply were made to such agent.

2. SCOPE OF WORKS

The scope of works entails a VAT review, general ledger and Vat recovery for the current and previous five (5) years.

3. SPECIFIC REQUIREMENTS

3.1 VAT Review

- a) Facilitate a VAT review, which includes a review of the current status of the treatment of VAT by Amatola Water accounting system to ensure appropriate application of the relevant provisions of the VAT Act to ensure optimal claiming of the input tax and appropriate declaration of the output timeously.
- b) Detail examination into the general ledger where VAT was potentially not claimed.
- c) Calculate the appropriate percentage based on the current and previous five (5) years.
- d) VAT Recovery.
- e) Review the VAT treatment of all grants, conditional or unconditional to ensure that the treatment is correct from a VAT as well as grant condition point of view.
- f) A comprehensive written report must be submitted on the findings of the review/recovery identifying risk areas, internal control weaknesses and recommendations for improvement.
- g) Working papers of all relevant calculations should be handed over to Amatola Water.

3.2 VAT Recovery

- a) Review the VAT treatment of all grants, conditional or unconditional to ensure that the treatment is correct from a Vat as well as grant condition point of view.
- b) A comprehensive written report must be submitted on the findings of the review/recovery identifying risk areas, internal control weaknesses and recommendations for improvement.
- c) Working papers of all relevant calculations should be handed over to Amatola Water.

4 BID CRITERIA FOR EVALUATION

Bidders must submit all required documents indicated hereunder with the bid documents at the closing, date and time of the bid. During this evaluation phase, bidder's responses will be evaluated based on the documents submitted under mandatory requirements. The bid document must be completed in all respects in non-erasable ink. Bids must be submitted on original bid documents. Bid documents must remain intact and no portion may be detached. **Any bid that does not meet these requirements will be disqualified and will be considered as non-responsive.**

The received bid proposals will be evaluated in three stages to arrive to the final phase of bid award, and the phases will be as follows:

STAGE 1 – COMPLIANCE SCREENING / ADMINISTRATIVE COMPLIANCE

In this phase all bids received will be verified for compliance and completeness of the submitted proposal per the below set of requirements. Bidders who fail to comply with the below requirements will be eliminated and bidders who comply with the below progresses to the next phase.

The following declaration forms must be completed and signed in full:

SBD 1: Invitation to Bid

SBD 3.1: Pricing Schedule

SBD 4: Bidder's Disclosure

FORM A: AUTHORITY TO SIGN: In the case of a Bid being submitted on behalf of a company, close corporation, or partnership, evidence must be submitted to the Amatola Water at the time of submission of the Bid that the Bid has been signed by persons properly authorised thereto by resolution of the directors.

FORM B: schedule of previous similar contracts satisfactorily completed. FORM B will incorporate B1, B2, B3, B4 and B5 and must be completed, signed and stamped.

Certificate of Professional Registration:

a) The Bidder must possess valid registration with South African Revenue Service (SARS) as a Tax Practitioner (Provide PR Number)

b) The bidder must be registered with the Recognised Controlling Body as referred to in s 240A of the Tax Administration Act

All forms and declarations must be signed and completed and returned with the Bid Document as a whole. Failure to sign and / or complete the forms and declarations will result in the bid being disqualified.

STAGE 2 – FUNCTIONALITY CRITERIA

Only bidders who meet the minimum score (70 points) criteria below will be considered and failure to comply will render your bid non-responsive:

Points will be allocated as per the table below.

Only bidders who meet the minimum score (70 points) criteria below will be considered and failure to comply will render your bid non-responsive:

Points will be allocated as per the table below.

1) Company Previous Experience	Tenderers shall provide full details of similar, successfully completed VAT Review/Recovery assignments/projects within municipalities, government institutions and/or State Owned Enterprises. Confirmation of similar, successfully completed VAT Review/Recovery assignments/projects within Government/State-owned/municipal environment. This should be in the form of valid Amatola Water form B1, B2, B3, B4 and B5. i) 5 or more similar projects completed. (30 points) ii) 3 to 4 similar projects completed. (15 points) iii) 1 to 2 similar projects completed (5 points) iv) No similar project(s) completed (0 point) Note: Form B1, B2, B3, B4 & B5 must be submitted as evidence of company experience. Reference letters will not be accepted.	Maximum Points 30
2) Qualifications and Experience Of Key Personnel	a) Curriculum vitae and certified copies of qualification(s) must be attached for each of the team members. (Amatola Water reserves the right to verify and confirm the qualifications) Project Leader (Postgraduate qualification in Taxation). i) More than 5 years' relevant experience + Post Grad in Taxation (15 points) ii) 2 to 4 years relevant experience + Post Grad in Taxation (10 points) iii) Less than 2 years relevant experience + Post Grad in Taxation points (0 point)	Maximum Points 45

	b) Team member 1 (Diploma or higher qualification in Taxation) i) More than 5 years' relevant experience + Diploma or higher qualification in Taxation (15 points) i) 2 to 4 years relevant experience + Diploma or higher Qualification in Taxation (10 points) i) Less than 2 years relevant experience + Diploma or higher qualification in Taxation points (5 points) c)Team Member2 ii) i} More than 5 years' relevant experience + Diploma or higher qualification in Taxation (15 points) ii) 2 to 4 years relevant experience + Diploma or higher Qualification in Taxation (10 points) ii) Less than 2 years relevant experience + Diploma or higher qualification in Taxation points (5 points)	
3) VAT Recovered	Amounts recovered for Government/State-owned/municipality. i) Above R20 000 000 (25 points) ii) R10 000 000 – R20 000 000 (15 points) iii) Below R10 000 000 (5 points) Note: Form B1, B2, B3, B4 and B5 must be submitted as evidence of VAT amount recovered. Reference letters will not be accepted.	Maximum Points 25

In case of joint ventures, an official business agreement must be submitted in the bid proposal.

STAGE 3 – PRICE AND PREFERENCE 80/20

Bidders are required to complete the preference claim form (SBD 6.1) and must submit their valid BBBEE status level verification certificate or certified copy of sworn affidavit at the closing date and time of the bid in order to claim the BBBEE status level points.

Only bidders who have completed and signed the declaration part of the preference claim form and who have submitted a BBBEE status level certificate from an accredited verification agency or affidavit will be considered for preference points, failure on the part of the bidder to comply with the above will be deemed that preference points for BBBEE status level are not claimed and therefore be allocated zero (0)

PRICE AND PREFERENCE (BBEE)	
Price	80%
BBBEE	20%
Total Points for price and BBBEE	100

The lowest or any bid will not necessarily be accepted, and your bid may be accepted in part or as a whole.

SECTION B: RETURNABLE DOCUMENTS

The following documents must be completed in full and submitted with this bid:

SBD 1: Invitation to Bid

FORM B : SCHEDULE OF PREVIOUS SIMILAR CONTRACTS SATISFACTORILY CARRIED OUT BY THE TENDERER

FORM B1 must be completed, signed and stamped.

FORM B2 must be completed, signed and stamped.

FORM B3 must be completed, signed and stamped.

FORM B4 must be completed, signed and stamped.

FORM B5 must be completed, signed and stamped

SBD 4: Bidder's Disclosure

SBD 3.1: Pricing Schedule: Firm prices

SBD 3.2: Pricing Adjustments: Non- firm prices

The following documents must be submitted with this bid:

- CSD and Tax Verification PIN
- B-BBEE VERIFICATION CERTIFICATE
- JOINT VENTURE AGREEMENT (IF APPLICABLE)

FORM B: schedule of previous related contracts satisfactorily carried out by the tenderer

Service Providers should very briefly describe their experience in this regard by completing the schedule below by providing details of at **least five (5) comparable term contracts** within the last 5 years relating to the PROCUREMENT OF A SERVICE PROVIDER FOR VAT REVIEW AND RECOVERIES SERVICES to corporate clients or public entities. All the required information requested below should be provided and a **general listing of contracts completed will not suffice.**

Comparable supply contracts of the entity within the last 5 years	Short Description	Contract Value (incl. VAT)	Dates (Commencement; Completion)	Client and contactable reference (include phone no.)

SIGNED ON BEHALF OF TENDERER:

FORM B.1: CONFIRMATION OF REFERENCES TO AMATOLA WATER

NAME OF BIDDING COMPANY:	
PREVIOUS CLIENT/EMPLOYER NAME:	
TENDER/BID NUMBER OF COMPLETED CONTRACT/PROJECT	
DESCRIPTION OF CONTRACT/ PROJECT PREVIOUSLY COMPLETED	
VALUE OF WORK COMPLETED	
DURATION AND DATE COMPLETED:	

The above-mentioned Bidding Company is in the process of submitting a Bid/RFQ for **BID number: AW 2022/23/34-PROCUREMENT OF A SERVICE PROVIDER FOR VAT REVIEW AND RECOVERIES SERVICES** for Amatola Water. If your company had prior exposure with the Bidding Company, as part of the evaluation process for this bid, Amatola Water requires your company to confirm goods/services supplied by the above Bidding Company as per below questionnaire.

1. Were the goods/ services supplied according to the required quality as per the description/specification and were delivered on time?	Select applicable rating ☐ Excellent, ☐ Good, ☐ Satisfactory, ☐ Poor
2. Kindly, indicate their overall performance on the project.	Select applicable rating ☐ Excellent, ☐ Good, ☐ Satisfactory, ☐ Poor

Full Name of Authorised Signatory

Contact Number Email address.....

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

***CLIENT (EMPLOYER) STAMP HERE**

***Incomplete and/or unsigned form will not be accepted and Amatola Water reserves the right to contact any Client Company listed as a reference. Hand-written imprints on the stamp area will not be accepted.**

FORM B.2: CONFIRMATION OF REFERENCES TO AMATOLA WATER

NAME OF BIDDING COMPANY:	
PREVIOUS CLIENT/EMPLOYER NAME:	
TENDER/BID NUMBER OF COMPLETED CONTRACT/PROJECT	
DESCRIPTION OF CONTRACT/ PROJECT PREVIOUSLY COMPLETED	
VALUE OF WORK COMPLETED	
DURATION AND DATE COMPLETED:	

The above-mentioned Bidding Company is in the process of submitting a Bid/RFQ for **BID number: AW 2022/23/34-PROCUREMENT OF A SERVICE PROVIDER FOR VAT REVIEW AND RECOVERIES SERVICES** for Amatola Water. If your company had prior exposure with the Bidding Company, as part of the evaluation process for this bid, Amatola Water requires your company to confirm goods/services supplied by the above Bidding Company as per below questionnaire.

1. Were the goods/ services supplied according to the required quality as per the description/specification and were delivered on time?	Select applicable rating ☐ Excellent, ☐ Good, ☐ Satisfactory, ☐ Poor
2. Kindly, indicate their overall performance on the project.	Select applicable rating ☐ Excellent, ☐ Good, ☐ Satisfactory, ☐ Poor

Full Name of Authorised Signatory

Contact Number Email address.....

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

***CLIENT (EMPLOYER) STAMP HERE**

***Incomplete and/or unsigned form will not be accepted and Amatola Water reserves the right to contact any Client Company listed as a reference. Hand-written imprints on the stamp area will not be accepted.**

--

FORM B.3: CONFIRMATION OF REFERENCES TO AMATOLA WATER

NAME OF BIDDING COMPANY:	
PREVIOUS CLIENT/EMPLOYER NAME:	
TENDER/BID NUMBER OF COMPLETED CONTRACT/PROJECT	
DESCRIPTION OF CONTRACT/ PROJECT PREVIOUSLY COMPLETED	
VALUE OF WORK COMPLETED	
DURATION AND DATE COMPLETED:	

The above-mentioned Bidding Company is in the process of submitting a Bid/RFQ for **BID number: AW 2022/23/34-PROCUREMENT OF A SERVICE PROVIDER FOR VAT REVIEW AND RECOVERIES SERVICES** for Amatola Water. If your company had prior exposure with the Bidding Company, as part of the evaluation process for this bid, Amatola Water requires your company to confirm goods/services supplied by the above Bidding Company as per below questionnaire.

1. Were the goods/ services supplied according to the required quality as per the description/specification and were delivered on time?	Select applicable rating ☐ Excellent, ☐ Good, ☐ Satisfactory, ☐ Poor
2. Kindly, indicate their overall performance on the project.	Select applicable rating ☐ Excellent, ☐ Good, ☐ Satisfactory, ☐ Poor

Full Name of Authorised Signatory

Contact Number Email address.....

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

*CLIENT (EMPLOYER) STAMP HERE

**Incomplete and/or unsigned form will not be accepted and Amatola Water reserves the right to contact any Client Company listed as a reference. Hand-written imprints on the stamp area will not be accepted.*

FORM B.4: CONFIRMATION OF REFERENCES TO AMATOLA WATER

NAME OF BIDDING COMPANY:	
PREVIOUS CLIENT/EMPLOYER NAME:	
TENDER/BID NUMBER OF COMPLETED CONTRACT/PROJECT	
DESCRIPTION OF CONTRACT/ PROJECT PREVIOUSLY COMPLETED	
VALUE OF WORK COMPLETED	
DURATION AND DATE COMPLETED:	

The above-mentioned Bidding Company is in the process of submitting a Bid/RFQ for **BID number: AW 2022/23/34-PROCUREMENT OF A SERVICE PROVIDER FOR VAT REVIEW AND RECOVERIES SERVICES** for Amatola Water. If your company had prior exposure with the Bidding Company, as part of the evaluation process for this bid, Amatola Water requires your company to confirm goods/services supplied by the above Bidding Company as per below questionnaire.

1. Were the goods/ services supplied according to the required quality as per the description/specification and were delivered on time?	Select applicable rating ☐ Excellent, ☐ Good, ☐ Satisfactory, ☐ Poor
2. Kindly, indicate their overall performance on the project.	Select applicable rating ☐ Excellent, ☐ Good, ☐ Satisfactory, ☐ Poor

Full Name of Authorised Signatory

Contact Number Email address.....

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

***CLIENT (EMPLOYER) STAMP HERE**

***Incomplete and/or unsigned form will not be accepted and Amatola Water reserves the right to contact any Client Company listed as a reference. Hand-written imprints on the stamp area will not be accepted.**

FORM B.5: CONFIRMATION OF REFERENCES TO AMATOLA WATER

NAME OF BIDDING COMPANY:	
PREVIOUS CLIENT/EMPLOYER NAME:	
TENDER/BID NUMBER OF COMPLETED CONTRACT/PROJECT	
DESCRIPTION OF CONTRACT/ PROJECT PREVIOUSLY COMPLETED	
VALUE OF WORK COMPLETED	
DURATION AND DATE COMPLETED:	

The above-mentioned Bidding Company is in the process of submitting a Bid/RFQ for **BID number: AW 2022/23/34-PROCUREMENT OF A SERVICE PROVIDER FOR VAT REVIEW AND RECOVERIES SERVICES** for Amatola Water. If your company had prior exposure with the Bidding Company, as part of the evaluation process for this bid, Amatola Water requires your company to confirm goods/services supplied by the above Bidding Company as per below questionnaire.

1. Were the goods/ services supplied according to the required quality as per the description/specification and were delivered on time?	Select applicable rating ☐ Excellent, ☐ Good, ☐ Satisfactory, ☐ Poor
2. Kindly, indicate their overall performance on the project.	Select applicable rating ☐ Excellent, ☐ Good, ☐ Satisfactory, ☐ Poor

Full Name of Authorised Signatory

Contact Number Email address.....

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

***CLIENT (EMPLOYER) STAMP HERE**

***Incomplete and/or unsigned form will not be accepted and Amatola Water reserves the right to contact any Client Company listed as a reference. Hand-written imprints on the stamp area will not be accepted.**

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....

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

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

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

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

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

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids 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, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

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

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

1.2 a) The value of this bid is estimated to be below R50 000 000 (all applicable taxes included) and therefore the**80/20**..... preference point system shall be applicable; or

b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

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

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

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

$P_{\min}$ = Price of lowest acceptable bid

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

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

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14

4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

5. BID DECLARATION

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

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

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

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

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	☐	NO	☐
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

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

(Tick applicable box)

YES	☐	NO	☐
-----	--------------------------	----	--------------------------

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

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

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:

8.2 VAT registration number:

8.3 Company registration number:

8.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....
.....
.....

8.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

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

8.8 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 contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

SECTION C:

PRICING INSTRUCTIONS, PRICING SCHEDULE AND CONTRACT

PRICE INSTRUCTIONS AND ESCALATION

The following pricing schedules must be completed in full:

SBD 3.1: Pricing Schedule: Firm prices

SBD 3.2: Pricing Schedule: Non- firm prices (Not Applicable)

NB: If there are any unconditional discount offers, kindly attach a schedule that will indicate where those discounts are applied from.

Failure to fully complete the pricing instructions will invalidate your bid. All line items should be completed.

No claim in respect of any price escalation will be considered by the Amatola Water unless it is specifically stated in the Pricing Schedule that the Bid is subject to price escalation.

When escalation is claimed for during the contract period, proof of such escalation must be furnished and the calculation itself must be submitted to corroborate such proof. Escalation will only be calculated on the official index figures supplied by the Department of Statistics or the Price Controller, which ever may be applicable.

All orders placed will be based on the current Bid prices. It is the responsibility of the Bidder to inform Amatola Water of any escalation prior to implementation of the escalated price. Failure to do so will negate any such claims.

VALUE ADDED TAX

In calculating the cost of the supply and delivery of services and / or material, the supplier will issue a "Tax Invoice" for all services rendered and / or materials supplied, which will reflect the exclusive cost of such services, goods or materials with the relevant Value Added Tax being added to the total.

VAT must be included in the Bid price but must be shown separately.

Non-VAT vendors must not include VAT in their bid price

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of Bidder.....Bid number.....

Closing Time ...**11:00am** Closing date:

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

Appointed service provider will be paid on an agreed percentage from VAT amount realized.

%

The percentage must be transferred to SBD 1, failure to do so will lead to the bid/RFQ being disqualified

Required by:

- At:
- Brand and model
- Country of origin
- Does the offer comply with the specification(s)?
- If not to specification, indicate deviation(s)
- Period required for delivery
- Delivery:

Amatola Water

.....

.....N/A.....

.....N/A.....

*YES/NO

.....

.....

*Firm/not firm

PRICE ADJUSTMENTS

A NON-FIRM PRICES SUBJECT TO ESCALATION

1. IN CASES OF PERIOD CONTRACTS, NON FIRM PRICES WILL BE ADJUSTED (LOADED) WITH THE ASSESSED CONTRACT PRICE ADJUSTMENTS IMPLICIT IN NON FIRM PRICES WHEN CALCULATING THE COMPARATIVE PRICES

IN THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING FORMULA:

$$Pa = (1 - V)Pt \left(D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{R4t}{R4o} \right) + VPt$$

Where:

Pa	=	The new escalated price to be calculated.
(1-V) Pt	=	85% of the original bid price. Note that Pt must always be the original bid price and not an escalated price.
D1, D2..	=	Each factor of the bid price eg. labour, transport, clothing, footwear, etc. The total of the various factors D1, D2...etc. must add up to 100%.
R1t, R2t.....	=	Index figure obtained from new index (depends on the number of factors used).
R1o, R2o	=	Index figure at time of bidding.
VPt	=	15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

3. The following index/indices must be used to calculate your bid price:

Index..... Dated.....	Index..... Dated.....	Index..... Dated.....
Index..... Dated.....	Index..... Dated.....	Index..... Dated.....

2. FURNISH A BREAKDOWN OF YOUR PRICE IN TERMS OF ABOVE-MENTIONED FORMULA. THE TOTAL OF THE VARIOUS FACTORS MUST ADD UP TO 100%.

FACTOR (D1, D2 etc. e.g. Labour, transport etc.)	PERCENTAGE OF BID PRICE

PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS

1. Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.

PARTICULARS OF FINANCIAL INSTITUTION	ITEM NO	PRICE	CURRENCY	RATE	PORTION OF PRICE SUBJECT TO ROE	AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		

2. Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)

AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD:	DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE	DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE	DATE UNTIL WHICH NEW CALCULATED PRICE WILL BE EFFECTIVE

CONTRACT FORM - RENDERING OF SERVICES

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

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

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .
2. The following documents shall be deemed to form and be read and construed as part of this agreement:

(i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of bidder’s past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;

(ii) General Conditions of Contract; and

(iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)
CAPACITY
SIGNATURE
NAME OF FIRM
DATE

WITNESSES	
1	
2	

CONTRACT FORM - RENDERING OF SERVICES
PART 2 (TO BE FILLED IN BY THE PURCHASER)

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

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

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

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

- 1
 ...
 2

GENERAL CONDITIONS OF CONTRACT

The General Conditions of Contract (GCC) of July 2010, for Government Procurement as published by National Treasury will be applicable to this contract