

	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q25/553/LD	

INVITATION TO QUOTE	
Description	SUPPLY AND DELIVERY OF EPDM SEALS, STAINLESS STEEL KEEP RINGS AND HYDRAULIC JACKS FOR KEEPER RING INSTALLATION
Advert Date	30 January 2025
Closing Date and Time	4 February 2025 at 15:00 pm
Contents of RFQ	1. Invitation to quote 2. Bidders' information 3. Terms and Conditions 4. Undertaking by Bidder 5. RFQ specifications 6. Price Schedule [SBD 3.1] 7. Authority to Sign 8. Bidders' disclosure [SBD 4] 9. Preference points claim form (SBD 6.1) 10. Contract Form [SBD 7.1]
Compulsory/Non-Compulsory Briefing Session	N/A
SCM Enquiries	Londeka Dladla Tel: 033 846 1828 Email: Londeka.Dladla@umgeni.co.za
Technical Enquiries	Njabulo Kheswa Tel: 033 846 1833 / 083 724 2396 Email: Njabulo.kheswa@umgeni.co.za

Submissions:	Tip-Offs Anonymous Hotline:
by email to : scmquotes@umgeni.co.za using Quote number as the email subject	Report unethical conduct at Umgeni Water on: Toll Free Number: 0800 864 463 Email: umgeniwater@whistleblowing.co.za Toll Free Fax: 0800 212 689 Postal: Freepost KZN665, Musgrave, 4062 SMS: 33490 Online: www.whistleblowing.co.za <i>Stop theft / fraud / dishonesty / bribery / blackmail / intimidation, and remain anonymous.</i>

	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q25/553/LD	

2.BIDDERS INFORMATION

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

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

 Name of Representative
 (Duly Authorised)

 Signature

 Date

	REQUEST FOR QUOTATION RFQ Number: Q25/553/LD	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
---	--	--

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

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

	REQUEST FOR QUOTATION RFQ Number: Q25/553/LD	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
---	--	--

4. UNDERTAKING BY BIDDER

1. I/We hereby quote to supply all or any of the supplies and/or to render all or any of the services described in the attached documents to Umgani Water on the terms and conditions. In accordance with the specifications stipulated in the quotation documents (and which shall be taken as part of and be incorporated into this quote) at the prices and on the terms regarding time for delivery and/or execution inserted therein.

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

3. I/we furthermore confirm that I/we have satisfied myself as to the correctness and validity of my quote: that the price(s), rate(s) and preference quoted cover all of the work/item(s) and my obligations under a resulting contract, and I accept that any mistakes regarding the price(s) and calculations will be at my risk.

	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
RFQ Number: Q25/553/LD		

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

Name of Representative
(Duly Authorise)

Signature

Date

	REQUEST FOR QUOTATION		Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q25/553/LD		

SPECIFICATIONS OF GOODS REQUIRED

1. BACKGROUND

uMngeni- uThukela Water intends to procure specialized mechanical EPDM seals for repairs to joints of pre-stressed concrete pipes on the 53 Pipeline. The EPDM seals are a critical spare and have to be available when failures occur.

The 53 Pipeline is a **pre-stressed** concrete pipeline conveying portable water from DVH Harris to the 45 MI reservoir at uMlaas road. The 53 Pipeline is critical in supplementing supply to UMlaas road reservoir in order to have sustainable supply to meet the demands at this node.

2. DESCRIPTION OF GOODS/ SERVICES REQUIRED

The scope of work is for EPDM seal

- Supply of 686 mm diameter/±2115 mm circumference EPDM seals.
- Supply of 762 mm diameter/±2355 mm circumference EPDM seals.
- Supply of stainless steel keeper rings for the 686 mm
- Supply of stainless steel keeper rings for the 762 mm
- Supply of hydraulic jacks (Enerpac RC104 or similar approved)

3. EXTENT OF THE SERVICE

Delivery to Mkondeni Workshop

4. TECHNICAL SPECIFICATIONS

TIME FOR COMPLETION

The time allowed for the completion of any work must be abided to the time frames reflected (1 months = 4 weeks) from the date of placing the order.

SPECIFICATIONS OF THE MECHANICAL SEALS SCOPE

The Type 1 mechanical seals specified in this specification shall generally be used for the **internal sealing** of spigot and socket joints, of various types, that are no longer performing their intended function.

When used in conjunction with internal sleeves, the mechanical seals can be used to remedy or replace defective / failed pipes as for Type 2 and Type 3 respectively of this specification. This specification covers the supply and installation of mechanical seals for the **internal sealing** of pipe joints of 686 ID and 762ID .

APPLICABLE STANDARDS

DWS 9900 Corrosion Protection of Steel Pipes and Specials for Pipelines.

	REQUEST FOR QUOTATION		Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q25/553/LD		

DESIGN & PERFORMANCE

The mechanical seal shall comprise a continuous resilient EPDM rubber seal (minimum thickness = 4mm) maintained in position with two (2) stainless steel keeper rings that shall compress the seal to the inner pipe bore. A single keeper ring shall be fitted on either side of the pipe joint.

The design of the EPDM seal shall be formed in such a manner that increased pipe internal pressure tends to enhance the hydraulic seal.

The seal shall be capable of resisting an internal (positive) pressure of 20 bar and a negative pressure of 0.5 bar.

The keeper rings shall be of robust construction and shall be fabricated and stiffened in such a manner that they resist buckling when compression forces are applied to compress the EPDM seals into position. The design of the keeper ring shall ensure that it can be welded or bolted to retain the EPDM seal in the compressed position without causing welding damage to the EPDM seal.

The supplier may be required to furnish the Engineer with his design calculations.

MATERIALS

General

All materials shall be new and shall comply with SANS standards.

All materials shall be suitable for use on potable water applications and shall be subject to the approval of the Engineer.

The Contractor will be required to submit full particulars of all materials with his offer.

EPDM Seals

The EPDM seals shall be extruded from virgin material.

The seal shall have a minimum width of 200mm and it shall have at least four tongues, formed and located to enhance the seals sealing capability with increased internal pressure.

The pipe diameter shall be accurately determined and the seal vulcanized to form a continuous circular seal that shall snugly fit the joint accurately without the seal being in tension or suffering from buckling due to it being too large.

The vulcanized joint shall be free of defects and have a tensile strength equal to the parent material.

Keeper Rings

The keeper rings shall be fabricated from 304 stainless steel. All sharp edges and burrs shall be removed from the keeper rings. All factory and in-situ welds shall be pickled and passivated upon completion.

The stainless steel keeper rings shall be designed by the Contractor to ensure that they perform their intended function and do not buckle due to any unbalanced forces, dynamic loading or

	REQUEST FOR QUOTATION		Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q25/553/LD		

minor imperfections in pipe roundness. In this regard the Contractor shall assume that pipes may be up to 4% (on diameter) out of round.

The keeper rings shall have a minimum bearing width of 40mm. It shall be designed so that it may be compressed using hydraulic or mechanical means and once compressed in position; it shall be possible to weld the keeper ring in position without causing damage to the EPDM seal.

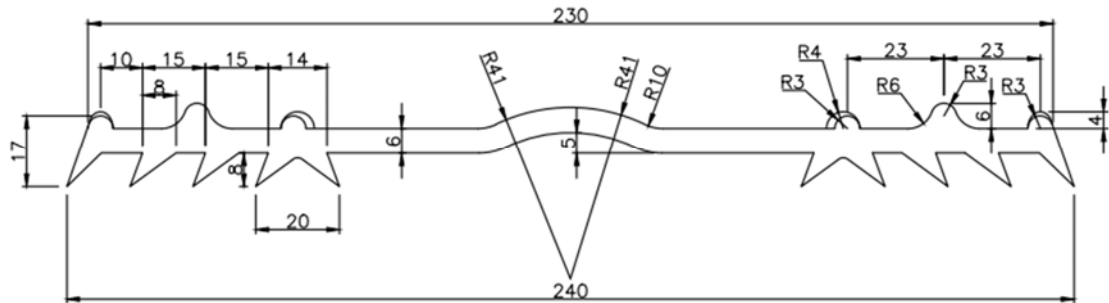


Figure 1 EPDM SEAL DRAWING

PERFORMANCE TESTING

The seals shall be drop tight when subjected to the maximum test pressure.

HYDRAULIC JACKS

Specifications

Units: Metric

Maximum Operating Pressure (bar)	700
Capacity Class (tonnage)	10
Maximum Cylinder Capacity Advance (kN)	101
Stroke (mm)	105
Collapsed Height A (mm)	171
Extended Height B (mm)	276
Return Type	Single-Acting, Spring Return
Plunger Type	Solid
Material	Steel
Cylinder Effective Area Advance (cm ²)	14,4
Oil Capacity Advance (cm ³)	152

	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q25/553/LD	

Surface Treatment	Paint
Coupler	CR400 Coupler
Weight (kg)	3,3

5. APPLICABLE NATIONAL AND INTERNATIONAL STANDARDS

The Manufacturer should be ISO 9001 certified and the product should be SABS certified.
The sourced material should comply to SANS 1200 specification

6. FORMAT OF COMMUNICATIONS

Communication will be conducted telephonically and via e-mail.

7. ELECTRONIC PAYMENTS

State details required / procedures to obtain electronic payments, as relevant

8. SITE INFORMATION

- Delivery to Pietermaritzburg UMkondeni Workshops

9. GENERAL

- 11.1 Contractor to work to uMngeni-UThukela Water's terms and conditions only.
Contractor's terms and conditions are not to be submitted as this may result in the contractors tender being null and void.
- 11.2 Work must be done during normal working hours only.
- 11.3 All Contractor staff and vehicles brought onto our site may and can be subject to a search when entering and when leaving our site.
- 11.4 If any specific regulations apply to this type of equipment and installation the onus is on the Contractor to provide details of this with their quote.
- 11.5 Workers to be under supervision at all times and Umgeni Water facilities such as phones, canteens and offices are out of bounds. Contractor to ensure their staff does not loiter around the site and stay in the area allocated to them.
- 11.6 If rules are not adhered to Umgeni Water reserves the right to get the contractors staff to leave site and have whatever the problem sorted out with the contractors management before the contractor may return to site and resume operations.
- 11.7 Umgeni Water will not entertain any claims for losses on site.
- 11.8 Site to be in a clean and tidy state at all times, site to be open to Umgeni Water for inspection and operation requirements.

	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q25/553/LD	

11.9 Contractor to remove and dispose of all waste daily from site.

11.10 Generally there will not be any delays to the work from Umgeni Water however if there is, Umgeni Water will not entertain any extra charges for standby or loss of materials that may be suffered by the contractor if Umgeni Water deems that adequate notice was given to the Contractor to halt operations due to unforeseen problems or water demand dictates halting work.

11.11 Umgeni Water is not responsible for any items or equipment brought onto our site whatever the circumstances. Umgeni Water will not provide storage facilities or be responsible for items left on site.

11.12 Contractor to supply all tools, transport, labour, materials and insurance that will be required for this contract.

11.13 All pages of quotation document to be signed and returned with tender.

11.14 The Contractor shall bear in mind that they will be working on an active Waste Water Treatment Plant which is treating wastewater 24hours/day 7days/week, under no circumstances shall the Contractor's staff or that of his sub-contractors interfere with any equipment, valves, metres etc. on the Plant

10. Special conditions

Health and safety requirements and procedures (Read with SANS 1921 - 1: 2004 clause 4.18)

The Safety Particular Specification included in this document shall be adhered to in all respects.

It is a requirement of this Contract that the Contractor shall provide a safe and healthy working environment and to direct all his/her activities in such a manner that his/her employees and any other persons, who may be directly affected by his/her activities, are not exposed to hazards to their health and safety. To this end the Contractor shall assume full responsibility to conform to all the provisions of the Occupational Health and Safety Act No 85 and Amendment Act No 181 of 1993, and the OHSA 1993 Construction Regulations 2003 issued on 18 July 2003 by the Department of Labour.

For the purpose of this Contract the Contractor is required to confirm his/her status as mandatory and employer in his/her own right for the execution of the contract by entering into an agreement with the Employer in terms of the Occupational Health and Safety Act by executing the Agreement form included in Section C1: Agreements and Contract Data.

11. PRICING

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

	REQUEST FOR QUOTATION RFQ Number: Q25/553/LD	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
---	---	---

12. EVALUATION PROCESS

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

a. First stage:

Mandatory Requirements

SBD 4 – Bidders disclosure

Administrative Requirements:

Bidder completed all RFQ Forms

Bidder submitted CIPC document/CSD Report

Valid B-BBEE Certificate/Sworn Affidavit

Second Stage: – Evaluation of Functionality

The purpose of application of qualification criteria is to determine the functionality of each proposal by assessing the quality thereof. Below is a detailed breakdown of the scoring criteria

Bidders from the second stage who have achieved 70 points or more will be eligible to submit to be evaluated on Price and Specific Goals

Functionality criteria	Description of requirements	Maximum points
Tenders Experience	Company experience in comprising the supply and delivery / Installation and fitment of EPDM seals for PCP to a value of above R100 000	100
TOTAL POINTS		100
MINIMUM QUALIFYING POINTS		70

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.

	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q25/553/LD	

Description	Period/Year	Value of work inclusive of VAT (Rand)	Size of EPDM seals	Company (where the pipes, fittings and specials were supplied)	Contact Details

Scoring of the Tenderer's experience will be as follows: **100**

DESCRIPTION	MAX POSSIBLE SCORE
Company experience in Contract/acquisitions comprising the supply, delivery ,Installation and fitment of EPDM seals on PCP to a value of above R100 000 <2 Contract/acquisitions – 0 points 2 Contract/acquisitions – 50 points 3 Contract/acquisitions – 70 points additional points for every contract/acquisitions more than 3 contract/acquisitions to a maximum 100 points List of supply of contracts/Purchases for the supply/delivery/installation and fitment of EPDM seals on PCP pipes: List of contracts/transactions with proof; in form of completion letters/Purchase order/Appointment letters	100

	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q25/553/LD	

Third Stage: Price and Preference goals

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

	Description	80/20	Evidence to be provided
HDI	51% owned by Black people	10	Valid B-BBEE Certificate/Sworn Affidavit
RDP	The promotion of South African owned enterprises	10	CIPC documents/CSD report
Total points for preferential goals		20	

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

	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q25/553/LD	

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

Name of bidder _____	RFQ number Q25/553/LD
Closing Time _____ 15H00	Closing date 4 February 2025

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

BASIC GOODS PRICE TABLE

Item No.	Material / Description of item	Unit	Qty (A)	Unit Price Per Unit Excl. Vat (B)	Quoted Price(AxB) Excl. Vat
1	Manufacture, Supply and deliver 686 mm ID EPDM seal	No.	50		
2	Manufacture, Supply and deliver 762 mm ID EPDM seal	No.	20		
3	Supply of kipper stainless steel rings for 686 mm ID Pipe	No.	100		
4	Supply of kipper stainless steel rings for 762 mm ID Pipe	No.	50		
5	Supply of hydraulic jacks for seal installation (Enerpac RC-104 or similar approved)	No.	2		
6	Jack accessories	Prov Sum	1	R80 000	R80 000
7	Delivery to Mkondeni workshops Pietermaritzburg	Sum	1		
				SUB TOTAL	
				VAT @ 15%	
				GRAND TOTAL (price SA Rands with all applicable taxes included)	
I (full name) _____, in my capacity as _____, the duly authorized representative of _____ (business name) hereby declares that the offer is in accordance with the attached specification, notes to suppliers & accepts all conditions/clauses contained in the said documents.					
Signature of duly authorized representative			_____	DATE: _____	

	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q25/553/LD	

Required by _____

Delivered to: _____

Brand and model _____

Country of origin _____

Does the offer comply with the specification(s)? YES/NO

If not to specification, indicate deviation(s) _____.

Period required for delivery _____.

Delivery: Firm/not firm

Delivery basis _____.

Note:

All delivery costs must be included in the bid price, for delivery at the prescribed destination.

All applicable taxes" includes value added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q25/553/LD	

7. AUTHORITY TO SIGN

RFQ NO: _____

Description: _____

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

Name: _____

Registration Number: _____
 RESOLUTION OF THE DIRECTORS OF THE COMPANY etc. RESOLVED that _____, in his/her capacity as _____, is authorized to make applications on behalf of the Close Corporation / Company / Partnership / Trust /Sole proprietor or sole trader for:

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

Signature of members:

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

	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q25/553/LD	

8. SBD 4 - BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling 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.

	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q25/553/LD	

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

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.

	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q25/553/LD	

bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

Signature

Date

Position

Name of bidder

	REQUEST FOR QUOTATION RFQ Number: Q25/553/LD	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
--	--	--

9. SBD 6.1 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

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

1. GENERAL CONDITIONS

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

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

the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

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

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

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

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100

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

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

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all

	REQUEST FOR QUOTATION		Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q25/553/LD		

applicable taxes less all unconditional discounts;

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$

Where

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

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20	or	90/10
$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$	or	$Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations,

	REQUEST FOR QUOTATION		Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q25/553/LD		

preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

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

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

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

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

The specific goals allocated points in terms of this tender <i>[select where applicable to this bid]</i>	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
51 % owned by Black people	10	
The promotion of South African owned enterprises	10	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm _____

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q25/553/LD	

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

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

	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q25/553/LD	

10. SBD 7.1 CONTRACT FORM - PURCHASE OF GOODS/WORKS

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

PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to Umgeni Water in accordance with the requirements and specifications stipulated in RFQ number Q23/520/NM at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Proof of tax compliance status;
 - Pricing schedule(s);
 - Technical Specification(s);
 - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
 - Bidder's Disclosure form;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works 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 TENDERER _____

DATE _____

WITNESSES

1. _____

2. _____

DATE: _____

	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q25/553/LD	

SBD 7.1 CONTRACT FORM - PURCHASE OF GOODS/WORKS

PART 2 (TO BE FILLED IN BY THE PURCHASER)

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

ITEM NO.	
PRICE (ALL APPLICABLE TAXES INCLUDED)	
BRAND	
DELIVERY PERIOD	
TOTAL PREFERENCE POINTS CLAIMED	
POINTS CLAIMED FOR 51 % OWNED BY BLACK PEOPLE	
POINTS CLAIMED FOR THE PROMOTION OF SOUTH AFRICAN OWNED ENTERPRISES	

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

SIGNED AT _____ ON _____

NAME (PRINT) _____

SIGNATURE _____

OFFICIAL STAMP

WITNESSES

1. _____

2. _____

DATE: _____