

REQUEST FOR QUOTATION

RFQ Number: Q24/660/ZM

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

Description	PROVISION OF A DETAILED DESIGN OF A CHLORINE GAS MANUFACTURING FACILITY
Advert Date	12 June 2024
Closing Date and Time	30 July 2024 at 15:00 pm
Compulsory Briefing Session	Venue: Durban Heights Training Centre 88 Dunkeld Rd, Reservoir Hills, Durban, 4091 Date: 18/06/2024 Time: 13:00 pm Alternative teams meeting: Meeting ID: 335 764 219 963 Passcode: MA9Yfp Bidders must ensure that they bring their documents to the clarification meeting for signing purposes. No concessions will be made for bidders who do not have their bid documents in their possession
SCM Enquiries	<i>Zandile Mhlongo</i> Tel: 033 341 1217 Email: zmhlongo@mhlathuze.co.za
Technical Enquiries	<i>Bavana Maharaj</i> Tel: 031 268 7123 Email: Bavana.Maharaj@umgeni.co.za
Contents of RFQ	1. Invitation to quote 2. Bidders information 3. Terms and Conditions 4. Undertaking by Bidder 5. Terms of Reference/RFQ specifications 6. Price Schedule 7. Authority to Sign 8. Bidders disclosure [SBD 4] 9. Preference points claim form (SBD 6.1) 10. Briefing session certificate 11. Contract Form [SBD 7.1 or SBD 7.2]

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Quotation Submission:	Tip-Offs Anonymous Hotline:
Quotation to be submitted by email to : scmquotes@umgeni.co.za using Quote number Q24/660/TN as the email subject	Report unethical conduct at uMngeni-uThukela 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>

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BIDDERS INFORMATION

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

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

Name of Representative
(Duly Authorised)

Signature

Date

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TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ)

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

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UNDERTAKING BY BIDDER

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

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

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

4. I/we hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement, as the Principal(s) liable for the due fulfilment of this contract.

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

 Name of Representative
 (Duly Authorised)

 Signature

 Date

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SCOPE OF WORK

1. Background

Umgeni Water Services requires the provision of a detailed design of a chlorine gas manufacturing facility.

2. Description of goods/ services required

PROVISION OF A DETAILED DESIGN OF A CHLORINE GAS MANUFACTURING FACILITY

3. Deliverables/Key Outcomes.

3.1 CLIENT'S OBJECTIVE

Umgeni Water Services (UWS) is a 100 % subsidiary of uMngeni-uThukela Water (UUW), the largest supplier of bulk potable water in the province of KwaZulu-Natal in South Africa. UWS seeks to establish a chemical manufacturing facility, focusing on production of key water treatment chemicals such as polymeric coagulants and chlorine-based disinfectants.

UWS requests for proposals from professional service providers (PSP) for the provision of services for the design development of a manufacturing facility to produce chlorine gas. The PSP must have relevant experience with establishing chemical manufacturing facilities and a clear understanding of the manufacturing and residuals handling processes, as well as legal and regulatory requirements, for production of chlorine gas.

3.2 PROJECT APPROACH

UWS envisages the project on establishing a chlorine gas manufacturing facility to be carried out in the following five stages:

- Stage 1 – Design development;
- Stage 2 – Procurement;
- Stage 3 – Construction and installation;
- Stage 4 – Commissioning; and
- Stage 5 – Handover.

UWS seeks procurement services for awarding the RFQ to complete Stage 1 (Design development) only. UWS reserves the right to not award any RFQ for Stages 2 to 5 of the project at this period.

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3.3 SCOPE OF WORK FOR DESIGN DEVELOPMENT

The overall purpose of the design development stage is to:

- Establish a complete design of the chlorine manufacturing facility i.e. to produce all the process specifications, equipment/component specifications, process control philosophy, engineering drawings (process flowing diagrams, piping and instrumentation diagrams, plant layout);
- Ensure integration of sub-system designs (utilities, mass and energy, system control, interfaces, etc.); and
- Integrate operating and maintenance designs.

The appointed supplier will be responsible for undertaking detailed process design, mechanical design, and electrical and instrumentation design. Civil engineering design will be required for provision of engineering drawings and plant layout. The detailed design for the PAC manufacturing facility must cater for a design capacity of 20 ton/day. The project is classified as a brownfield project and the designated location for the facility is to be Durban Heights Water Works (88 Dunkeld Road, Reservoir Hills, Durban, 4091). The design will also need to take into consideration a wide range of technical, financial, social, legal, economic, land use and environmental aspects which should be integrated to provide a recommended final solution.

3.4 KEY DELIVERABLES

The appointed supplier shall be responsible for the provision of the following key deliverables related to the design development for a chlorine gas manufacturing facility:

- Detailed design report including fully editable design calculations;
- Process flow diagrams (PFDs) and piping & instrumentation diagrams (P&IDs);
- Plant layout, including storage facility for raw materials and primary and secondary products;
- HAZOP report: To be facilitated by an independent facilitator prior to finalization of the design report. The design report and all associated documentation must be updated to take into account the outcomes from the HAZOP study;
- Functional design specification (FDS);
- Equipment/instrument lists and data sheets;
- List of critical spares;
- Material of construction (MOC) table for piping and equipment;
- Heating, ventilation and air conditioning (HVAC) design (if applicable);
- Detailed cost estimate (within 10% accuracy; can be rate-based); and
- Construction and commissioning timelines.

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The appointed supplier must ensure the report shows full detail of design criteria, assumptions, calculations, references, and results. The appointed supplier must submit the final report in a fully editable electronic format (unlocked spreadsheets in Microsoft Excel format, report in Microsoft Word format, drawings in AutoCAD) as well as hard copy.

3.5 DETAILED DESIGN REPORT CONSIDERATIONS

The detailed design report shall be provided with the following items addressed:

- Process and technology/equipment selection;
- Detailed process description including process chemical reactions involved, process conditions and mass and energy balances;
- Raw material supply and design feed rates;
- Residuals treatment and management;
- Battery limits, constraints, assumptions and exclusions;
- Risks and mitigation;
- Engineering standards and technical deviations;
- Utility requirements;
- Noise level limitations;
- Fire-proofing requirements;
- Control and operating philosophy (includes start-up / shutdown requirements, during commissioning and during normal operation as well as a preliminary alarm and trip setting list must also be provided);
- Distributed control system / supervisory control and data acquisition (SCADA) systems;
- Insulation and tracing philosophy;
- Reliability, accessibility and maintainability;
- Hazardous area classification;
- Sparing philosophy (i.e. redundancy);
- Electrical load list;
- Risk assessment (HAZOP studies);
- Health, safety and environmental aspects / risks (including consideration of all types of emissions – liquid, solid, vapour, noise);
- Sustainability;
- Highlight environmental studies (e.g. Environmental Impact Assessment) required/triggered by the design and identify the relevant environmental legislation. The appointed supplier will not be required to undertake any environmental studies for the project. The supplier shall provide the requirements to conduct these environmental studies as well as the projected time period for conducting the studies;

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- Estimates of the annual operating and maintenance costs for the design (including power and maintenance costs), comment should be provided on the sustainability and total lifecycle costs;
- Consideration of energy saving initiatives;
- Value engineering (review of new or existing products during the design development to reduce costs and increase functionality, ultimately increasing the value of the product);
- Material selection (consideration of primary materials of construction for the design and the applicability to the design detailed in terms of the materials' availability, ease of implementation, lifecycle, maintenance, strength, and cost);
- Staffing requirements for operation and maintenance of the plant;
- Plant layout – consideration for modular configurations and potential future expansion;
- Storage requirements for final product (chlorine gas) and other products (e.g. caustic soda, hydrogen gas); and
- Land/space requirement and geotechnical considerations (if applicable);

3.6 APPLICABLE LEGISLATION

The appointed supplier must consult with the relevant legislation, policy, standards, programmes and plans relating to the following aspects during the design development:

- The South African Constitution;
- Environmental management;
- Waste management;
- Air quality;
- Water;
- Biodiversity;
- Heritage;
- Health and safety risk;
- Planning;
- Municipal bylaws and permits; and
- Local policies, programmes and plans.

For example:

- American National Standards Institute (ANSI) / National Sanitation Foundation (NSF) Standard 60;
- National Environmental Management Act 107 of 1998 (NEMA);
- National Environmental Management Waste Act 59 of 2008 (NEMWA);
- National Water Act 36 of 1998 (NWA);
- Occupational Health and Safety Act 85 of 1993 (OSHA); and

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- South African Major Hazard Installation (MHI) Regulations.

3.7 PROJECT TEAM REQUIREMENTS

The appointed supplier must ensure the following key personnel are included in the project team for design development:

- Project Manager: Assign a project manager with experience in managing projects in the built environment.
- Civil/Mechanical/Electrical Engineers: Assign engineers with civil, mechanical and electrical qualifications with experience in construction and commissioning of engineering projects.
- Chemical/Process Engineers: Assign experienced chemical engineers who have expertise in the development and production of chlorine-based disinfectants. They will be responsible for designing and optimizing the manufacturing process.

It is recommended that the following personnel also be consulted with during design development:

- Safety, Health, Environmental and Quality (SHEQ) Advisor to ensure compliance with health and safety regulations, environmental regulations, and quality control.
- Process & Quality Control Technicians with expertise in quality control and assurance to ensure that the produced chlorine gas meets the required standards and specifications.
- Production/Process Technicians who have experience with operating and maintaining the manufacturing equipment, monitoring the production process, and troubleshooting any issues that may arise.

3.8 PROCUREMENT PROCESS

Standard Uuw procurement procedures would be followed to procure the services of the supplier. UWS reserves the right to award this RFQ in part or in full.

3.9 BID SUBMISSION REQUIREMENTS

The bidder should submit the following:

- Company profile and relevant experience in the industrial sector – preferably in the chemical or water treatment sectors;
- Qualifications and experience of project team;
- Case studies of previous projects carried out for chemical manufacturing facilities;

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- Projected timeline to carry out detailed design (including potential project risks and delays and mitigation plan);
- Detailed budget proposal for project; and
- Conceptual report which must include (at minimum) process selection and description, proposed equipment/technologies, process flow diagram and method statement (proposed approach and methodology for conducting detailed design).

3.10 PREFERENTIAL PROCUREMENT

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

- Failure on the part of a bidder to submit proof or documentation required in terms of this RFQ to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- UWS reserves the right to require of a supplier, either before the RFQ is adjudicated or at any time subsequently, to substantiate any claim in regard to preference points claimed, in any manner required by UWS.

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

SPECIFIC GOALS ALLOCATED POINTS FOR THIS RFQ	NUMBER OF POINTS	NUMBER OF POINTS CLAIMED
The promotion of South African owned enterprises	10	
An entity that is at least 51 % owned by black people	10	
TOTAL POINTS SPECIFIC GOALS	20	

3.11 CONCLUSION

The appointed supplier will provide a detailed design for UWS to establish a Chlorine Gas Manufacturing Facility.

4. Contract term

The Contract will be for 6-12 months.

5. Other information

- a) Payment will be on invoice on a deliverable basis.

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6. Pricing

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

7. Evaluation Process

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

7.1 First stage: Mandatory/ Administrative Requirements

7.1.1 Mandatory Requirements

- SBD 4 – Bidders disclosure
- Bidder attended compulsory briefing session
- Project Manager: A Bachelor's Degree/Bachelor of Technology in Engineering with professional registration with the Engineering Council of South Africa (ECSA) Pr. Eng. / Pr. Tech. Eng.) OR Bachelor Degree in Project Management with a professional registration (PMP / PrCM / PrCPM);
- Mechanical Engineer: Bachelor's Degree/Bachelor of Technology in Mechanical Engineering with a professional registration with ECSA (Pr. Eng. / Pr. Tech. Eng.);
- Civil Engineer: Bachelor's Degree/Bachelor of Technology in Civil Engineering with a professional registration with ECSA (Pr. Eng. / Pr. Tech. Eng.);
- Electrical Engineer: Bachelor's Degree/Bachelor of Technology in Electrical Engineering with a professional registration with ECSA (Pr. Eng. / Pr. Tech. Eng.); and
- Chemical Engineer: Bachelor's Degree/Bachelor of Technology in Chemical Engineering with a professional registration with ECSA (Pr. Eng. / Pr. Tech. Eng.).

7.1.2 Administrative Requirements

- Bidder completed all RFQ Forms
- Bidder registered on National Treasury CSD
- HDI preferential points claim: BBBEE Affidavit/ CIPC/CSD
- RDP preferential points claim: CIPC/CSD

7.2 Second Stage: Functionality

7.2.1 EVALUATION CRITERIA AND SCORING

- Bidders will be evaluated based on the following criteria, with a maximum total score of 100 points. Only bidders with a score of 70% and above will be considered further for price evaluation.

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

Returnable Schedule Weighting %

Tenderer's Experience (25)
Experience of Key Personnel (50)
Method Statement (15)
Preliminary Programme (10)

N.B: FAILURE TO SCORE A SINGLE POINT IN ANY OF THE CRITERIA LISTED ABOVE WILL DEEM THE BID TO BE NON-RESPONSIVE AND THE BIDDER WILL BE DISQUALIFIED.

The score allocated by each Cross Functional Sourcing Team (CFST) for this RFQ shall be the sum of the scores relevant to each of the above listed returnable schedules multiplied by the percentage weighting for each as shown above.

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7.2.2 Tenderer's Experience:

Project name and location	Duration and Year Completed	Rand Value of work incl. VAT (Fee not project value)	Size/Capacity (of Infrastructure to be Designed)	Internal/External Project* (Please indicate)	Client/Employer (if external project)	Client reference Contact Details

* Projects provided to showcase tenderer's experience can be internal or external i.e. tenderer conducted the project in-house (design, build and operation), not under contract for a client/employer. Umgani Water Services will also accept experience of plant operation and maintenance as an indication of tenderer's experience and must show an understanding of the design basis of the plant, including the mass balances, heat balances and scalability of the project.

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Scoring of the Tenderer's Company experience will be as follows: 25

DESCRIPTION	MAX POSSIBLE SCORE
Number of projects for providing turnkey services (design, supply, construction, installation, commissioning, handover) (Submit proof of previous experience in the form of a letter of award or copy of purchase order from external supplier. Submit plant design report, plant capacity report and plant overview and historical report for projects conducted internally.) • <2 projects – 0 points • 2 projects – 30 points • 3 projects – 50 points, • 4 project - 70 points • 10 additional point for every project more than 4 projects to a maximum of 100 points	100

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7.2.3 KEY PERSONNEL ASSIGNED TO THE WORK

- Key personnel are those who will play an essential role in the contract.
- These include the persons responsible for managing the contract, coordinating the engineering, discipline lead engineers, subject matter experts and management of the construction monitoring phase where relevant

KEY PERSONNEL SCHEDULE

No.	Designation	Key Person Name
1.	Project Manager	
2.	Mechanical Engineering	
3.	Civil Engineering	
4.	Electrical Engineering	
5.	Chemical Engineering	

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7.2.4 EXPERIENCE OF KEY PERSONNEL

Provide relevant information (CV's) as prescribed below for each of the Key Personnel proposed in table above.

For the purpose of functionality evaluation, the employer regards the experience of the following Key Personnel as critical to project success and these personnel will be scored for functionality. The scoring criteria are outlined in the table below.

1. Project Manager
2. Mechanical Engineer
3. Civil Engineer
4. Electrical Engineer
5. Mechanical Engineer

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

- 1) General experience (total duration of activity), level of education and training and positions held by the key person.
- 2) The education, training and experience of the person, in the specific sector, field, subject, etc which is directly linked to the scope of work.

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

Each CV should be structured under the following headings:

1. Personal particulars
 - Name and surname
 - Date and place of birth
 - Place (s) of tertiary education and dates associated therewith
2. Qualifications
3. Name of current employer and position in Company
4. Overview last 10 years of experience (year, organization, position and projects)
5. Outline of recent assignments / experience that have a bearing on the scope of work for this tender **and the scoring criteria below**. The outline shall include start and finish dates of the assignments

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The scoring of the experience of Key Personnel shall be as follows: 50

The proposed study team for the study including CV's showing experience in projects of a similar nature. Project Manager Years of Relevant Experience: Experience of in the management of construction engineering projects and/or chemical manufacturing industry • 1 project: 1 point • 2 projects: 5 points • 3 projects: 10 points • 4 projects: 15 points • > 4 projects: 20 points Mechanical Engineer Years of Relevant Experience: Experience with construction engineering projects and/or chemical manufacturing industry • 1 project: 1 point • 2 projects: 5 points • 3 projects: 10 points • 4 projects: 15 points • > 4 projects: 20 points Civil Engineer Years of Relevant Experience: Experience with construction engineering projects and/or chemical manufacturing industry • 1 project: 1 point • 2 projects: 5 points • 3 projects: 10 points • 4 projects: 15 points • > 4 projects: 20 points Electrical Engineer Years of Relevant Experience: Experience with construction engineering projects and/or chemical manufacturing industry • 1 project: 1 point • 2 projects: 5 points • 3 projects: 10 points • 4 projects: 15 points • > 4 projects: 20 points Chemical Engineer Years of Relevant Experience: Experience with process design for engineering projects and/or chemical manufacturing industry • 1 project: 1 point • 2 projects: 5 points • 3 projects: 10 points • 4 projects: 15 points • > 4 projects: 20 points	100
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7.2.5 COPY OF QUALIFICATIONS

To be insert here

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7.2.6 Method Statement / Conceptual Report Submission:

- The method statement must respond to the Scope of Work and outline the proposed approach or methodology. The method statement should articulate what value the Tenderer will add by in achieving the stated objectives for the project.
- The Tenderer must as such explain his / her understanding of the objectives of the assignment and the employer's stated and implied requirements, highlight the issues of importance, and explain the technical approach they would adopt to address them.
- The approach paper should explain the methodologies which are to be adopted, demonstrate the compatibility of those methodologies with the proposed approach.
- The approach should also include a quality plan which outlines processes, procedures and associated resources, applied by whom and when, to meet the requirements and indicate how risks will be managed and what contribution can be made regarding value management

The Tenderer must attach his / her approach paper to this page. The approach paper should not be longer than 8 pages

The scoring of the method statement/conceptual report submission will be as follows: 15

No submission (score 0)	No conceptual report submission. Response to conceptual report submission is incomplete and non-compliant. Bidder fails to meet minimum requirements.
Poor (score 40)	Bidder submits conceptual report but fails to provide adequate evidence that all minimum requirements can be satisfied. The solutions presented are not relevant to the stipulated criteria for the project.
Satisfactory (score 70)	Bidder submits conceptual report that meets the minimum stipulated criteria but the proposed design approach and methodology is not logically organized.
Good (score 90)	Bidder submits conceptual report that meets all stipulated criteria and the proposed design approach and methodology has a logical flow. The bidder demonstrates a broad understanding of the required detailed design.
Very good (score 100)	Bidder submits conceptual that exceeds the stipulated criteria. The bidder has shown the ability to add value and is innovative in their design approach and methodology. In addition, the bidder has provided additional information and insights in his/her understanding of the required detail design.

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7.2.7 Preliminary Programme / Project Timeline:

- The Tenderer shall detail below or attach a preliminary programme reflecting the proposed sequence and tempo of execution of the main work components. The programme shall be in accordance with the information supplied in the Contract, requirements of the Project Specifications and with all other aspects of his Tender.
- The programme is to include the main / sub-components with associated key milestones and interdependencies. The table below may be used for this purpose but is insufficiently detailed to ensure a good functionality score. Alternatively a separate programme may be attached. It is preferred that a separate programme, prepared using project scheduling software is attached.
- The contract should note that the contract is required to be completed, commissioned and handed over to the Employer by the date specified in the contract data.

PROGRAMME														
Component / Sub- component	WEEKS / MONTHS													

Note: The programme must be based on the completion time as specified in the Contract Data. No other completion time that may be indicated on this programme will be regarded as an alternative offer, unless it is listed in supported by a detailed statement to that effect, all as specified in the quotation data.

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Scoring of the preliminary programme will be as follows: 10

Technical approach and methodology	
No submission (score 0)	No submission of project timeline.
Poor (score 40)	Response is incomplete and non-compliant; bidder fails to meet minimum requirements.
Satisfactory (score 70)	Bidder fails to provide adequate evidence that all minimum requirements can be satisfied.
Good (score 90)	The bidder meets all the minimum requirements and is well justified in their solution to achieve the project objectives timeously. The bidder has highlighted the project risks and provided a risk mitigation plan that can minimize further delays.
Very good (score 100)	The bidder's response exceeds the minimum requirements stipulated in the scope of work. The bidder has shown the ability to add value and is innovative in presenting their solution to the project timeline submission.

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7.3 Third Stage: Price and Preference goals

- 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.
- Tenderer is tax compliant
- In compliance with the Preferential Procurement Regulations 2022, the 80/20 preference point system is applicable: points for this bid shall be awarded for:
 - Price; and (80) and Preference as defined in SBD 6.1 (20)
- The Preference Goals that have been identified for this bid is stipulated in SBD 6.1
- 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	AN ENTERPRISE AT LEAST 51% OWNED BY BLACK PEOPLE	10	• BBBEE Affidavit/ • CIPC/ • CSD
RDP	SOUTH AFRICAN OWNED ENTERPRISE	10	• CIPC/ • CSD
Total points for preferential goals		20	

- 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.
- UW reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by UW.
- UW reserves the right to conduct negotiations with the qualifying bidder/s regarding any terms and conditions, including price(s), of a proposed contract where applicable. UW reserves the right not to accept the lowest financial offer or any offer.



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PRICING SCHEDULE (PROFESSIONAL/CONSULTING SERVICES)

Name of bidder _____ RFQ number _____
Closing Time _____ Closing date _____

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

CONSULTANTS MUST NOTE THAT THE PRICE QUOTED IS A TOTAL INCLUSIVE PRICE TO COMPLETE THE EXPECTED SCOPE OF WORK IN FULL, INCLUSIVE OF ALL APPLICABLE TAXES AND DISBURSEMENTS FOR THE PROJECT.

NO	CONSULTANT ROLE/POSITION	HOURLY RATE (A)	EST. HOURS(B)	NO OF RESOURCES (C)	TOTAL (R) (A x B x C)
1.					
2.					
3.					
4					
5					
DISBURSEMENTS (IF APPLICABLE) (Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices)					
Sub-total (VAT Excl.)					
VAT @15%					
TOTAL ALL INCLUSIVE PRICE (VAT INCL.)					
Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all disbursements/expenses inclusive of all applicable taxes for the project.					
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: _____	

Bidders must note that the price quoted is a TOTAL INCLUSIVE PRICE to complete the expected scope of work in full, inclusive of all applicable taxes and disbursements for the project.

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AUTHORITY TO SIGN

RFQ NO: _____

Description: _____

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

Company Name: _____

Registration Number: _____

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

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

(Sole member still must sign this resolution)

Signature of members:

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

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

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SBD 4 - BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

2.3.1 If so, furnish particulars:

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

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.

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from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

Signature

Date

Position

Name of bidder

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
AN ENTERPRISE AT LEAST 51% OWNED BY CLACK PEOPLE	10
SOUTH AFRICAN OWNED ENTERPRISE	10
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

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2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

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

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

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

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4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
AN ENTERPRISE AT LEAST 51% OWNED BY BLACK PEOPLE	10	
SOUTH AFRICAN OWNED ENTERPRISE	10	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm _____

4.4. Company registration number:

TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]

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

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

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the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

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

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

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OFFICIAL BRIEFING SESSION/SITE INSPECTION CERTIFICATE

[Insert RFQ number and description]

THIS IS TO CERTIFY THAT (NAME)

ON BEHALF OF

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

TIME:

DATE:

VENUE:

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

TENDERER'S SIGNATURE /REPRESENTATIVE

DATE:_____

UMNGENI-UTHUKELA WATER SCM REPRESENTATIVE
(PRINT NAME)

SIGNATURE

UMNGENI-UTHUKELA WATER'S STAMP

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SBD 7.2 CONTRACT FORM - RENDERING OF SERVICES

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

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

1. I hereby undertake to render services described in the attached bidding documents to uMngeni-uThukela Water in accordance with the requirements and task directives / proposals specifications stipulated in above mentioned RFQ Number at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Proof of tax compliance status;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
 - Bidder's Disclosure form;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due 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: _____	

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CONTRACT FORM - RENDERING OF SERVICES (SBD 7.2)

PART 2 (TO BE FILLED IN BY THE PURCHASER)

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

DESCRIPTION OF SERVICE	
PRICE (ALL APPLICABLE TAXES INCLUDED)	
CONTRACT TERM / COMPLETION DATE	
TOTAL PREFERENCE POINTS CLAIMED	
POINTS CLAIMED FOR AN ENTERPRISE AT LEAST 51% OWNED BY BLACK PEOPLE	
POINTS CLAIMED FOR SOUTH AFRICAN OWNED ENTERPRISE	

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

SIGNED AT _____ ON: _____

NAME (PRINT): _____ SIGNATURE: _____

OFFICIAL STAMP

WITNESSES

1. _____

2. _____

DATE: _____