

	REQUEST FOR QUOTATION		Form No: UW-RFQ-2 Version No: 1.1/2020 Effective Date: Jul 2020
	RFQ No: Q23/185/SH		

**You are hereby invited to submit a Quotation for the following requirements of
MGENI WATER**

Advert Date:	14 October 2022			
RFQ Ref Number:	Q23/185/SH			
Description Of Goods/Services:	MAPPING OF WOODY INVASIVE ALIEN PLANTS IN THE UMGENI CATCHMENT			
Closing/Due Date:	27 October 2022		Closing Time:	15:00
Non-Compulsory Briefing / Clarification meeting:	UMGENI WATER (HEAD OFFICE Canteen) 310 Burger Street Pietermaritzburg DATE : 24 October 2022 TIME : 11h00			
Documents Are Obtainable From:	UMGENI WATER (HEAD OFFICE) Supply Chain Management Unit 310 Burger Street, Pietermaritzburg,3201			
SCM Procedure Enquiries may be directed to:	Buyer's Name & Surname: Snenhlanhla Hlongwane Tel No. : 033 341 1369 Email Address : Snenhlanhla.hlongwane@umgeni.co.za			
Submissions:	Mapping of Woody Invasive Alien Plants in the Umgeni Catchment, Supply Chain Management Section UMGENI WATER (HEAD OFFICE) Supply Chain Management Unit 310 Burger Street Pietermaritzburg, 3201 OR By email to: scmquotes@umgeni.co.za NB: use <u>Quote Number</u> as email subject			
Technical Enquiries: (PM – Details)	Contact Person: Nwabisa Dlamini Email: Nwabisa.dlamini@umgeni.co.za Tel : 033 341 1906			

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Tip-Offs Anonymous Hotline:

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

Stop theft / fraud / dishonesty / bribery / blackmail / intimidation and remain anonymous.

This RFQ is subject to the general conditions of the RFQ, National Treasury's general conditions of contract (GCC) and, if applicable, any other special conditions of contract (SCC).

1. INFORMATION ABOUT THE TENDERER

RFQ Number	
Name of tenderer	
Registration number	
VAT registration number	
Telephone number	
Cell Number	
E-mail address	
Postal address	
Physical address	
Umgeni Water Vendor No.	
CSD Supplier number	
CSD Unique Registration Reference Number	
Contact person's name	

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 tenderer (duly authorised)

Signature of tenderer

Signature of tenderer

Date

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

1. Any alteration made by the tenderer must be initialled.
2. Use of correcting fluid is prohibited
3. This quotation is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2017; the General Conditions of Contract (GCC) and if applicable any other Special Conditions of Contract.
4. Companies must be registered on the National Treasury's Central Suppliers Database.
5. Suppliers are advised that the 80/20 preference points system shall be applied in the evaluation of this quotation. To qualify for preference points suppliers are required to submit certified copies of valid B-BBEE status Level Verification Certificates to substantiate their B-BBEE rating claims. Refer to SBD 6.1 form.
6. Suppliers must complete the Bidders Disclosure form attached **SBD 4** -Failure to complete these documents may result in the quotation being invalidated.
7. Quotations must be in accordance and comply with the specifications/scope of work provided, unless otherwise stipulated.
8. The official Umgeni Water quotation form must be used to tender the offered price. Should the allocated price page be insufficient, the tenderer may supplement the price page with an additional pricing breakdown.
9. The successful supplier may be required to fill in and sign a written Contract Form. (If applicable)
10. This document may contain confidential information that is the property of Umgeni Water.
11. 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 Tenderer.
12. All Copyright and Intellectual Property herein vests with Umgeni Water and its Tenderer.
13. Quotations must be submitted by email scmquotes@umgeni.co.za or be deposited in the tender box situated as indicated on the quotation request form marked appropriated as directed. (*The applicable submission method is reflected on the cover page*). Suppliers should ensure that quotations are delivered before closing time and to the correct address.
14. 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.
15. Late and incomplete submissions will not be accepted.
16. 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.
17. Tenderers are required to submit a valid Tax clearance verification PIN.
18. No services must be rendered or goods delivered before an official Umgeni Water Purchase Order form has been received.

The Tenderer accepts the above terms, conditions, and Umgeni Water's Standard Conditions of Tender*.	Accept	Do not accept

*A full copy of UW's Standard Conditions of Tender are available on Umgeni Water's website.

http://www.umgeni.co.za/pdf/cm009_standard_conditions_of_tender.pdf

3. CONDITIONS OF QUOTE

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 Umgeni 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 Umgeni 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, Umgeni 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. Umgeni 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 Umgeni Water and I/us. I/we will then pay to Umgeni 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. Umgeni 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 Umgeni 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.
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.

4. CERTIFICATION OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT

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 Umgeni Water, if requested to do so.
- (2) If the information supplied is found to be incorrect and/or false then Umgeni Water, in addition to any remedies it may have, may: -
 - a) Recover from the contractor all costs, losses or damages incurred or sustained by Umgeni Water as a result of the award of the contract, and/or
 - b) Cancel the contract and claim any damages which Umgeni Water may suffer by having to make less favourable arrangements after such cancellation.

SIGNED ON THIS _____ DAY OF _____ 20____ AT _____

SIGNATURE OF TENDERER OR DULY
AUTHORISED REPRESENTATIVE

FULL NAME (IN BLOCK LETTERS)

ON BEHALF OF (TENDERER'S NAME) _____

CAPACITY OF SIGNATORY _____

NAME OF CONTACT PERSON (IN BLOCK LETTERS) _____

POSTAL ADDRESS _____

POSTAL CODE _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

CELLULAR PHONE NUMBER: _____

E-MAIL ADDRESS: _____

5. SCOPE OF WORK

5.1. BACKGROUND

The South African National Biodiversity Institute (SANBI) is currently implementing the five-year Global Environmental Facility (GEF) funded Ecological Infrastructure for Water Security (EI4WS) Project, in partnership with the Department of Forestry, Fisheries and Environment and the Development Bank of Southern Africa. The project aims to develop policy and capacity incentives for mainstreaming biodiversity and ecosystem values into national, regional, and local development policy and finance and is working in two demonstration water catchments. One of these demonstration catchments is the Greater Umgeni catchment, located in KwaZulu-Natal. SANBI has entered into a collaboration agreement with Umgeni Water (UW) to implement some of the work of the project in the Greater Umgeni catchment.

Invasive Alien Plants (IAPs) are a problem of global significance and South Africa is not an exception. South Africa experiences major issues due to the introduction and establishment of non-native plants whose presence threatens ecosystems, habitats of indigenous species, and water availability. Human movement and its activities across the world are considered major contributors to the spread of IAPs. With water being a key enabler for future economic growth and environmental sustainability, the control and management of invasive alien plants is an important aspect of the protection of ecological infrastructure and water resources.

The National Environmental Management: Biodiversity Act No. 10 of 2004 (NEMBA) regulates all invasive organisms in South Africa and categorizes IAPs into four different categories namely: Category 1a, 1b, 2, and 3. These categories of IAPs need to be controlled or removed from areas where they may cause harm or where they are prohibited.

In response to the pressing need to mitigate the impacts of IAPs on water resources, the Ecological Infrastructure for Water Security (EI4WS) project has taken the initiative to appoint a service provider to map woody IAPs within the Umgeni Catchment for effective management. The semi-qualitative protocol for mapping woody alien invasive species developed by SANBI and the Institution of Natural Resources (INR) will be used to do the mapping in the Umgeni Catchment.

5.2. PURPOSE OF THE APPOINTMENT

The purpose of this document is to appoint a competent professional service provider (PSP) to map the woody invasive alien plants in the Umgeni Catchment using the developed mapping protocol.

5.3. DURATION OF THE PROJECT

The PSP will be required to conclude this project within 12 months. There will be no extensions granted for these 12 months.

5.4. PROJECT OUTCOMES

The PSP will be required to demonstrate innovative and creative ways to meet the project scope while building capacity (UW, SANBI, and other stakeholders). The scope of work for this project is outlined below.

5.5. PROJECT SCOPE

The scope of this project is the following:

- Convene and facilitate a stakeholder workshop to assist stakeholders to identify data gaps and synergies in the existing mapping of invasive alien species within the Umgeni catchment.
- Review the “The Development of a Semi-Quantitative Protocol for Mapping Woody Invasive Alien Plant Species Project Technical Report” and incorporate the lessons learnt in applying the protocol.
- Apply the developed semi-quantitative protocol for mapping woody invasive alien plant species to close the mapping gaps. This process shall include:
 - Segment and data preparation
 - Assessment of ancillary and data refinement of segments
 - Attribute table and domain preparation
 - Incorporating existing IAP mapping data
 - Engagement with specialists
 - Infield mapping and verification
- Review the process and outcomes to identify challenges and forward recommendations for improving the mapping protocol.
- Convene and facilitate a stakeholder workshop to discuss the result of the mapping exercise and invite inputs from stakeholders on recommendations.

5.6. DELIVERABLES

The following deliverables are expected as part of the services that will be provided by the appointed service provider:

- An inception report which includes a detailed work plan indicating the phases of work, timing, key deliverables and milestones, and the budget breakdown.
- Gap analysis report
- A technical report showing a map/s of woody invasive plants including:
 - GIS Project files where all the maps are produced (either as map package or geo-package) and all spatial data with accompanying metadata (primary and secondary data)
 - Identified challenges and forward recommendations for improving the mapping protocol
- Process infograph for the steps that were followed to undertake the mapping of invasive alien plants in the Umgeni catchment
- An explanation of how skills have been imparted/transferred to project staff from Umgeni Water and SANBI.

5.7. SKILLS AND COMPETENCIES REQUIRED:

To fulfil the requirements for mapping invasive alien plants in the Umgeni Catchment, the service provider should have the following demonstrable experience, skills, and competencies:

- Excellent conceptual and writing skills.
- Proven record in compiling maps of ecological features and undertaking spatial analysis including the use of ArcGIS and QGIS.
- Ability to map and identify invasive alien plants.
- An understanding of IAPs and associated impacts.
- Excellent communication and facilitation skills to conduct workshops and meetings.
- Excellent planning, coordination, and organisational skills.
- An ability to incorporate action learning and information transfer.
- Excellent stakeholder engagement skills.

5.8. EXPERIENCE AND QUALIFICATION OF PSP:

The key personnel that will be assigned to undertaking the study should have expertise in GIS and 5 years of experience in the mapping of ecological features. Furthermore, the key personnel should have proven knowledge and experience working in the Greater Umgeni catchment with stakeholders.

5.9. REPORTING REQUIREMENTS

Following confirmation of the selection and appointment of the professional service provider, an inception meeting shall be held between the PSP and the Umgeni Water and SANBI project team. The purpose of the meeting will be to:

- Confirm the scope of work and any information requirements.
- Obtain additional project background information from Umgeni Water and SANBI; and
- Confirm the project approach, project scope and design, reporting requirements, and schedule.
- The successful service provider will be required to provide monthly progress reports and monthly progress meetings will be held between the PSP and the Umgeni Water project team.

5.10. EVALUATION OF PROPOSAL

The potential service provider will be required to submit, at its own cost, a proposal/method statement in which it will show its ability to perform the tasks described in these Terms of Reference.

The proposal or method statement, including a work programme schedule and a detailed schedule of resources with costs, should be concise and to the point.

Proposals shall include the following:

- CV of proposed key personnel indicating the project manager and showing relevant qualifications and experience.
- Demonstration of an understanding of the scope of work required.
- Method statement indicating the methodology that will be followed to undertake the assessment and develop the rehabilitation plan.
- Work or preliminary program indicating timeframe for deliverables.
- A clear understanding of what is required as deliverables to this project must be presented.
- A cost estimate for all tasks of work is required. The hourly rate of personnel must be stated. The costing should indicate costs per task as well as overall costs.

- Travel and disbursements must be incorporated into the budget.
- Administration costs including project management fees must also be included where applicable.

6. ELIGIBILITY AND EVALUATION CRITERIA

6.1 Evaluation method:

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

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

Stage 1

Eligibility
Umgeni Water will only consider submissions from tenderers who satisfy the following criteria:
a) The Suppliers must complete the Bidders Disclosure form attached SBD 4
b) The Key personnel needs to be registered with the relevant professional registration bodies i.e. SACNASP or SAGC or similar

Stage 2

Functionality	
The minimum qualifying Functionality Evaluation Score shall be seventy (70) points.	
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	30
• Experience of Key Personnel	30
• Method Statement	30
• Preliminary programme	10
<u>Failure to score a single point in any of the criteria listed above will deem the bid to be non-responsive and the bidder will be disqualified.</u>	

Note: Bidders must achieve a minimum score of 70 points for Stage 2 and the technical criteria, in order to be considered for the next level of the evaluation process i.e., Price and BBBEE.

Stage 3

Price Evaluation
The procedure for the evaluation of responsive tenders is Method 2 (Financial Offer and Preference) using Price & Preference 80/20 Preference Point Scoring System in terms of PPPFA

6.2. **FUNCTIONALITY CRITERIA**

6.2.1. **TENDERER'S EXPERIENCE (30)**

The experience of the Tenderer or joint venture partners in the case of an unincorporated joint venture or consortium will be evaluated based on experience in similar projects or similar areas and conditions in relation to the scope of work. The evaluation will consider the experience in relation to the management of programs and projects and the provision of cost consulting services in relation to programs of work as opposed to projects where bills of quantities have been used. Tenderers should very briefly describe their experience in this regard relevant to the scope of work and attach this to this schedule.

Tenderer's experience

The experience of the Service Provider 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 in relation to the scope of work. Service Providers should very briefly describe their experience in this regard relevant to the scope of work and attach this to this schedule.

Description of work (service)	Period / Year	Value of work (i.e. the service provided) inclusive of VAT (Rand)	Company (Where the Service was provided)	Contact details

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Bidders needs to fully complete the Company Experience table above and provide proof of previous experience.

Scoring of the Tenderer's experience will be as follows: [30]

DESCRIPTION	MAX POSSIBLE SCORE
Understanding of the UW's requirements: Bidders must indicate their understanding of the scope of work, timelines, and output for this project and submit proof of their previous experience by listing projects successfully conducted in similar Government entities, State Owned Enterprises, and Private Sector Businesses/organizations. Company experience in using GIS-based spatial analysis tools or protocols to map ecological features. (Submit proof of previous experience). 3 Projects – 10 points 4 Projects – 20 points 5 Projects – 30 points 6 Projects – 40 points 5 additional points for every project more than 6 projects to a maximum of 60 points Company experience and understanding of alien invasive vegetation. (Submit proof of previous experience). 3 year – 5 Points 4 years – 10 points 5 years – 15 points 5 additional points for every year more than 5 years to a maximum of 20 points Company experience in undertaking stakeholder engagement 3 year – 5 points 4 years – 5 points 5 years – 15 points 5 additional points for every year more than 5 years to a maximum of 20 points	100

TENDERER'S EXPERIENCE (Continued)

INSERT TENDERER'S EXPERIENCE HERE

DO NOT USE DRAFT

6.2.2. KEY PERSONNEL EXPERIENCE ASSIGNED TO THE WORK

Insert in the table below the key personnel and their proposed function.

KEY PERSONNEL SCHEDULE

No.	Proposed Function	Key Person Name
1.	Project Manager with excellent conceptual, writing, planning, coordination, and organisational skills.	
2.	GIS Analyst / GIS Specialist with a proven record in compiling maps of ecological features and undertaking spatial analysis including the use of ArcGIS and QGIS, and an ability to map and identify invasive alien plants	
3.	An Ecologist with a proven experience of working with and understanding of IAPs and associated impacts	
4.	A Social Scientist with proven experience of excellent communication, stakeholder engagement and facilitation skills in conducting workshops and meetings, and ability to incorporate action learning and information transfer	

EXPERIENCE OF KEY PERSONNEL

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

Key Person Positions

- A. **Project Manager**
- B. **GIS Analyst / GIS Specialist**
- C. **Ecologist**
- D. **Social Scientist**

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

- 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 of each key person of not more than 3 pages should be attached to this schedule.

Each CV should be structured under the following headings:

1. Personal particulars;
 - name.
 - date and place of birth.
 - place (s) of tertiary education and dates associated therewith.
2. Qualifications.
3. Name of current employer and position in enterprise.
4. Overview of last 10 years of experience (year, organization, position, and projects).
5. Outline of recent assignments/experience that has a bearing on the scope of work.

The scoring of the experience of key staff will be as follows: [30]

The proposed project team should include CV's showing experience in projects of a similar nature. This must include details of the project Leader; backup project Leader and support team proposed for the project and must demonstrate the overall multi-disciplinary capability of the team and internal support structures. Experience of the Project Manager (submit proof of experience). • 3 years – 5 points • 4 years - 10 points • 5 years – 15 points 5 additional points for every year more than 5 years to a maximum of 30 points Experience of the GIS Analyst / GIS Specialist in the mapping of ecological features (submit proof of experience). • 3 projects – 10 points • 4 projects – 20 points • 5 projects – 30 points 10 additional points for every project more than 5 projects to a maximum of 50 points. Experience of the Ecologist in projects relating to Invasive Alien Plants (submit proof of experience). • 3 years – 5 points • 4 years – 10 points A Maximum of 10 points available Experience of the Social Scientist (submit proof of experience). • 3 years – 5 points • 4 years – 10 points A Maximum of 10 points available	100
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EXPERIENCE OF KEY PERSONNEL (Continued)

INSERT KEY PERSONNEL CVs HERE

DO NOT USE DRAFT

PROFESSIONAL REGISTRATION

**PLEASE INSERT PROFESSIONAL REGISTRATION CERTIFICATE HERE (SACNASP OR SAGC or
SIMILAR)**

DO NOT USE DRAFT

6.2.3. METHOD STATEMENT

The method statement must respond to the Scope of Work and outline the proposed approach/methodology. The method statement should articulate what value the Tenderer will add 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 purchaser'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, and 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/proposal to this page. The approach paper/proposal should not be longer than 8 pages.

The scoring of the approach paper/proposal will be as follows: [30]

Technical approach and methodology	
No submission (Score 0)	No Method Statement submitted
Poor (Score 40)	The technical approach and/or methodology is poor / is unlikely to satisfy project objectives or requirements. The Tenderer has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the project.
Satisfactory (Score 70)	The approach is generic but tailored to address the general project objectives and methodology. The approach does not deal with the critical characteristics of the project. The quality plan and how risk is to be managed is very generic.
Good (Score 90)	The approach is specifically tailored to address the specific project objectives and methodology and is sufficiently flexible to accommodate changes that may occur during execution. The quality plan and approach to managing risk is specifically tailored to the critical characteristics of the project.
Very good (Score 100)	Besides meeting the "good" rating, the important issues are approached innovatively and efficiently, indicating that the Tenderer has outstanding knowledge of state-of-the-art approaches. The approach paper details ways to improve the project outcomes and the quality of the outputs.

METHOD STATEMENT (Continued)

INSERT METHOD STATEMENT HERE

DO NOT USE DRAFT

6.2.4. PRELIMINARY PROGRAMME

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 following the information supplied in the Contract, requirements of the Project Specifications, and with all other aspects of his Tender.

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 Tender Data.

Scoring of the preliminary programme will be as follows: | 10 |

	Suitability of programme
No submission (Score 0)	No preliminary programme submitted.
Poor (Score 40)	Programme is inadequate and/or considered unrealistic and does not achieve required completion date.
Satisfactory (Score 70)	Programme is considered realistic and adequately shows the main components and compliance with completion date.
Good (Score 90)	Programme is considered realistic and includes the main components and sub subcomponents and compliance with completion date.

Very good (Score 100)	Programme is considered realistic and includes the main components, subcomponents, linkages, and compliance with completion date.
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PRELIMINARY PROGRAMME (Continued)

INSERT PRELIMINARY PROGRAMME HERE

DO NOT USE DRAFT

PRICING:

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

7. INSTRUCTION TO TENDERERS

	Mandatory Requirement	Comply (Yes/No)	Remarks
1	CSD Summary report		
2	B-BBEE Certificate and/or Affidavit		
3	Tax Clearance Certificate and/or TAX Verification PIN		
4	Certificate of Incorporation (CIPC Registration Certificate listing company directors/shareholders/owner/s)		
5	Professional Registration with SACNASP or SAGC or Similar		

Pricing Schedule – Bill of Quantities

Item Number	Item Description	Unit of Measure	Quantity	Rate	Amount per Item (excl VAT)
1.	Mapping Woody Invasive Plants in the uMngeni Catchment.	1	1		
A. Sub-Total for all Items excluding VAT					R
B. VAT @ 15%					R

C. Contingencies @20% of A	R
Total including VAT <i>carried forward to (Offer)</i>	R

7.1 **PRICE DECLARATION**

Please indicate your total RFQ price in words below **(compulsory)**:

NB: It is mandatory to indicate your total RFQ price as requested above. This price must be the same as the total RFQ price you submit in your pricing schedule. Should the total RFQ prices differ, the one indicated above shall be considered the correct price.

The following must be noted:

- All prices must be VAT inclusive and must be quoted in South African Rand (ZAR).
- All prices must be firm and fixed from the quotation closing date and for the duration of the contract
- All prices must have supplied according to the costing template provided, pricing breakdown schedules may be supplied as annexures to the quoted if deemed necessary.
- The cost of delivery, labour, etc. must be included in the total quoted price.

8. 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 the 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:

.....

- 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

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.

enterprise whether or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

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

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.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

DO NOT USE DRAFT

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

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

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

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2 The value of this bid is estimated to exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
- 1.3 Points for this bid shall be awarded for:
- (a) Price; and
 - (b) B-BBEE Status Level of Contributor.
- 1.4 The maximum points for this bid are allocated as follows:

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

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black

Economic Empowerment Act, 2003 (Act No. 53 of 2003);

- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEM WILL BE APPLIED FOR THIS TRANSACTION

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

80/20

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

Where

- P_s = Points scored for price of bid under consideration
- P_t = Price of bid under consideration
- $P_{\min}$ = Price of lowest acceptable bid

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

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

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

8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

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

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

6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted? (Tick applicable box)

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

7.1.1 If yes, indicate:

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

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

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

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

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

9. TYPE OF COMPANY/ FIRM [Tick applicable box]

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company

☐ (Pty) Limited

9.1 **DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

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

9.2 **COMPANY CLASSIFICATION [TICK APPLICABLE BOX]**

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

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

9.4 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

WITNESSES (Full Name & Signature)

1. _____

Signature: _____

2. _____

Signature: _____

Signatory: _____

Tenderer's Signature: _____

Address: _____

(To be used If/When Applicable to purchase)

10. DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS –Not Applicable

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

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

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

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

Where

x is the imported content in Rand

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

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) on the date of advertisement of the bid as indicated in paragraph 3.1 below.

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

1.6.A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

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

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
_____	_____ %
_____	_____ %
_____	_____ %

3. Does any portion of the goods or services offered have any imported content?
(Tick **YES** ☐ **NO** ☐ **applicable box**)

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

The relevant rates of exchange information is accessible on www.resbank.co.za

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

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	

Other	
-------	--

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

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

DO NOT USE DRAFT

11. LOCAL CONTENT DECLARATION – Not Applicable

(REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF QUOTE NO. ISSUED BY: UMGENI WATER

NB

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on http://www.thedti.gov.za/industrial_development/ip.jsp. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, _____ the _____ undersigned,

(full

names),

do hereby declare, in my capacity as

of _____ (name of bidder
entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
 - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.

The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E.

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

NAME (PRINT) _____ SIGNATURE: _____

WITNESS No. 1 _____

DATE:

WITNESS No. 2 _____

DATE:

12. CERTIFICATE OF ACQUAINTANCE WITH RFQ, TERMS & CONDITIONS & APPLICABLE DOCUMENTS

By signing this certificate, the **Respondent** is deemed to acknowledge that he/she has made himself/herself thoroughly familiar with, and agrees with all the conditions governing this **RFQ No Q23/185/SH**. This includes those terms and conditions contained in any printed form stated to form part hereof, including but not limited to the documents stated below. As such, **Umgeni Water** will recognise no claim for relief based on an allegation that the **Respondent** overlooked any such condition or failed properly to take it into account for the purpose of calculating tendered prices or any other purpose:

- | |
|---|
| 1 Umgeni Water's Standard Conditions of Tender* |
| 2 Umgeni Water's Terms and Conditions of Contract for the supply of Good/Services to Umgeni Water's |

Should the Tenderer find any terms or conditions stipulated in any of the relevant documents quoted in the **RFQ No Q23/185/SH** unacceptable, it should indicate which conditions are unacceptable.

The Tenderer accepts that an obligation rests on them to obtain clarity relating to any uncertainties regarding any quote, which they intend to respond on, before submitting an offer. The Tenderer agrees that he/she will have no claim based on an allegation that any aspect of this **RFQ No Q23/185/SH** was unclear but in respect of which he/she failed to obtain clarity.

SIGNED at _____ on this _____ day of _____ 20____

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 _____

Name _____

2 _____

Name _____

SIGNATURE OF TENDERER'S AUTHORISED REPRESENTATIVE:

NAME: _____ DESIGNATION: _____

13. *A full copy of UW's Standard Conditions of Tender are available on Umgeni Water's website.

http://www.umgeni.co.za/pdf/cm009_standard_conditions_of_tender.pdf

DO NOT USE DRAFT

13. OFFICIAL BRIEFING SESSION/SITE INSPECTION CERTIFICATE

Site/building/institution involved: **UMGENI WATER**

QUOTE No: Q23/185/SH

Description: Mapping of Woody Invasive Alien Plants in the Umgeni Catchment

NON- COMPULSORY BRIEFING SESSION/CLARIFICATION MEETING

THIS IS TO CERTIFY THAT (NAME) _____

ON BEHALF OF _____

ATTENDED THE NON-COMPULSORY BRIEFING SESSION AT **UMGENI 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: _____

UMGENI WATER SCM REPRESENTATIVE
(PRINT NAME)

SIGNATURE

UMGENI WATER'S STAMP

14. CONTRACT FORM – RENDERING OF SERVICES

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 SERVICE PROVIDER)

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 **Quote** number **Q23/185/SH** _____ 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 tender.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Tendering documents, viz
 - Invitation to Quote;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Technical Specification(s);
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2017;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination
 - Umgeni Water's Standard Conditions of Tender t;
 - (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 quotation 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 quote.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

WITNESSES (Full Name & Signature)

1. _____

Signature: _____

2. _____

Signature: _____

DATE

CONTRACT FORM – RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I _____
_____ in my capacity as _____
accept your Quote under reference number _____ Dated _____ for the
supply of goods/works indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. 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.

DESCRIPTION OF SERVICE	PRICE APPLICABLE INCLUDED) (ALL TAXES	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTIO N	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)
Mapping of Woody Invasive Alien Plants in the Umgeni Catchment				

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

SIGNED AT _____ ON _____ / _____ / _____

NAME (PRINT) _____ SIGNATURE _____

OFFICIAL COMPANY STAMP

WITNESSES (Full Name & Signature)

1. _____

Signature: _____

2. _____

Signature: _____

Date: _____

DO NOT USE DRAFT