



TENDER NO: 2025/029

**APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT SKILLS AUDIT FOR
UMNGENI-UTHUKELA WATER EMPLOYEES IN ALL SITES**

VOLUME 1 – Tendering Procedures and Returnable Documents

Issued by:

uMngeni-uThukela Water
310 Burger Street
Pietermaritzburg

Tender Queries:

Contact Name: Silindile Hudla
Telephone: 035 902 1079

Name of Tenderer: _____

National Treasury CSD Number: _____

Tip-Offs Anonymous Hotline:	Appeals/Objections
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>	Persons aggrieved by tender award decisions taken by uMngeni-uThukela Water , may lodge an appeal within <u>7 calendar days</u> of the date of the intention to award advertisement. UUW shall only consider written appeals/objections clearly stating reasons for appeal directed to: The Supply Chain Management Office, Attention: Supply Chain Management Email: appeals@uuw.co.za



APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO CONDUCT SKILLS AUDIT FOR UMNGENI-UTHUKELA WATER EMPLOYEES IN ALL SITES

CONTENTS

TABLE OF CONTENTS

<u>DESCRIPTION</u>	<u>PAGE</u>	<u>SHEET COLOUR</u>
VOLUME 1		
THE TENDER		
T1 TENDERING PROCEDURES		
T1.1 Tender Notice and Invitation to Tender	T1.3	White
T1.2 Tender Data.....	T1.6	Pink
T.2 RETURNABLE DOCUMENTS		
T2.1 List of Returnable Documents	T2.11	Yellow
T2.2 Returnable Schedules and Documents.....	T2.12	Yellow
VOLUME 2		
THE CONTRACT		
C.1 AGREEMENTS AND CONTRACT DATA		
C1.1 Form of Offer and Acceptance	C1.73	Yellow
C1.2 Contract Data	C1.78	Yellow
C.2 PRICING DATA		
C2.1 Pricing Instructions	C2.83	Yellow
C2.2 Pricing Schedule.....	C2.84	Yellow
C.3 SCOPE OF WORK	C3.86	Blue
C.4 SITE INFORMATION.....	C4.89	Green
C.5 ANNEXURES (Omit if not applicable)	C5.1	White
C5.1 uMngeni-uThukela Water Insurance Summary and Claims Procedure		

Tender Number: 2025/029

APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO CONDUCT SKILLS AUDIT FOR UMNGENI-UTHUKELA WATER EMPLOYEES IN ALL SITES

T1.1 TENDER NOTICE AND INVITATION TO TENDER

uMngeni-uThukela Water is a state owned business enterprise that operates within the South African legislative parameters. The primary function of uMngeni-uThukela Water is to supply treated water in bulk to its municipal customers.

Competent and experienced Service Providers are invited to Tender for the following:

Appointment Of A Professional Service Provider To Conduct Skills Audit For uMngeni-uThukela Water Employees In All Sites For A Period Of Six Months

In addition to the Eligibility Criteria specified in Clause F2.1 of the tender document, tenderers are required to fulfil the following:

Qualification and Association affiliation required (Specify)

Qualification of a Lead Consultant:

The Lead Consultant must have a minimum of Honors Degree /Postgraduate Diploma in Industrial Psychology / Commerce / Human Resource Development (NQF Level 8)

Evaluation method:

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

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

- Price and Preference goals

1. In compliance with the Preferential Procurement Regulations 2022, the 80/20 preference point system is applicable: points for this bid shall be awarded for:
 - a) Price; and (80) and
 - b) Preference as defined in SBD 6.1 (20)
2. The Preference Goals that have been identified for this bid is stipulated in SBD 6.1
3. Failure on the part of a bidder to submit proof or documentation required in terms of this tender document to claim points for specific goals, will be interpreted to mean that preference points for specific goals are not claimed by the bidder.
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 entity which is at least 51% owned by Black People	10	Sworn Affidavit/ Valid B-BBEE Certificate/CIPC Documents/ CSD Report/I.D
HDI	An entity which is at least 51% owned by Black Youth	10	
Total points for preferential goals		20	

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

The physical address for submission of Tender documents and the submission of Tenders is: **uMngeni-uThukela Water, 310 Burger Street, Pietermaritzburg.**

**NOTE: 1 TENDER DOCUMENTS SHALL NOT BE ISSUED IF INCORRECTLY REFERENCED.
2 TENDERER TO FORWARD TENDER DOCUMENT REQUEST BY E-MAIL TO** Silindile Hudla AT
Silindile.Hudla@uuw.co.za.

Queries relating to the issue of these documents shall be addressed to: Ms Silindile Hudla, Tel No.: 035 902 1079, e-mail: Silindile.Hudla@uuw.co.za.

NB: The closing time for submission of Tenders is **12h00 on 26 June 2025**

Documents may be collected during working hours from 09h00 to 15h00 from 26 May 2025 to 06 June 2025

Queries relating to the issue of these documents shall be addressed to: Ms Silindile Hudla, Tel No.: 035 902 1079, e-mail: Silindile.Hudla@uuw.co.za

Tenders are to be deposited in the Tender Box located outside the main entrance at **uMngeni-uThukela Water, 310 Burger Street, Pietermaritzburg.**

uMngeni-uThukela Water's Standard Conditions of Tender are available on uMngeni-uThukela Water's website: <https://www.umgeni.co.za/wp-content/uploads/2023/07/SCM009-Standard-Conditions-of-Tender.pdf>

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

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

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

For any other Tender adverts, please visit this website.

uMngeni-uThukela Water Reserves the Right to Award the Contract In Whole or In Part.

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

The conditions of tender are the uMngeni-uThukela Water Standard Conditions of Tender (document number: SCM056, a copy of which may be obtained from uMngeni-uThukela Water Supply Chain Management office or can be downloaded from the following web site:
<https://www.umgeni.co.za/wp-content/uploads/2023/07/SCM009-Standard-Conditions-of-Tender.pdf>

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

F.3.8 Test for responsiveness

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

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

F3.11.3 Method 2: Functionality, Price and Preference

Functionality

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

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

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

Clause number	Tender Data
	F.1.1 Actions
F.1.1	The Employer is uMngeni-uThukela Water
	F.1.2 Tender Documents
F.1.2	The Tender Documents issued by the Employer comprise the following documents: VOLUME 1 – Tendering Procedures and Returnable Documents Part T1: Tendering procedures Part T2: Returnable documents VOLUME 2 – Offer, Contract, Price and Scope of Work Part C1: Agreements and Contract data Part C2: Pricing data Part C3: Scope of work Part C4: Site information
	F.1.4 Communication and Employer’s agent
F.1.4	The Employer’s agent is : <u>Tender Queries</u>

	Name: Silindile Hudla Address: uMngeni-uThukela Water, 10 Burger Street, Pietermaritzburg, 3201 E-mail: Silindile.Hudla@uuw.co.za
	F.2.1 Eligibility
F.2.1	uMngeni-uThukela Water will only consider submissions from tenderers who satisfy the following criteria: a) The tenderer completed the Bidders Disclosure Form (T2.2.2) b) The Lead Project Facilitator must submit his/her CV with recent certified copies of qualification Tenderes must have Relevant experience in conducting Skills audit within the last 10 years.
	F.2.7 Clarification meeting
F.2.7	N/A
	F.2.12 Alternative tender offers
F.2.12	No alternative tender offers shall be considered.
	F.2.13 Submitting a tender offer
F.2.13.3	<i>No alternative tender offers shall be considered</i>
F.2.13.5 and F.2.13.7	The Employer's details and address for delivery of tender offers are stated in T1.1 Tender Notice and Invitation to Tender. Identification details The identification details which must be stated in the tender offer outer package are: Tender Number Tender Title Closing Date Closing Time Tenderer's Name Tenderer's Address Tenders issued in more than one volume shall be returned in the same manner and bound separately as per the tender volumes issued. The tender box is available to the public 24 hours per day and 7 days per week. It is the Tenderers sole responsibility to ensure that tenders are placed in the tender box and only Tenders that have been placed in the tender box before the stipulated closing date and time shall be considered.
F.2.13.6	A two-envelope system is not applicable
	F.2.15 Closing time
F.2.15	The closing time for submission of tender offers is as stated in T.1.1 Tender Notice and Invitation to Tender.

	F.2.16 Tender offer validity				
F.2.16.1	The tender offer validity period is 120 calendar days from the closing date.				
	F.2.23 Certificates				
F.2.23	The Tenderer is required to submit with his tender: 1) A Tax Compliance Status letter (with pin) issued by the South African Revenue Services. 2) Central Supplier Database (CSD) Report 3) Company registration certificate 4) Certificates of qualifications				
	F.3.4 Opening of tender submissions				
F.3.4	Tenders shall be opened immediately after the closing time for tenders as stipulated in T1.1 Tender Notice and Invitation to Tender .				
	F3.8 Test for responsiveness				
F.3.8	The minimum qualifying Functionality Evaluation Score shall be (70) (seventy) points				
	F.3.11 Evaluation of tender offers				
F.3.11.3	The procedure for the evaluation of responsive tenders is Method 2 (Functionalty, Price and Preference)				
F.3.11.3	The following preference point systems are applicable to all Tenders:				
(4c)	1) 80/20 system for Tenders with a Rand value of up to R50 000 000.00, inclusive of VAT, in which 80 points are allocated for price and 20 points for preference in respect of all responsive Tenders received.; and				
(5c)					
F.3.11.7	Scoring Price				
F.3.11.9	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: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th><th style="background-color: #f4a460;">SUBCRITERIA</th></tr> </thead> <tbody> <tr> <td style="height: 20px;"></td><td></td></tr> </tbody> </table>		SUBCRITERIA		
	SUBCRITERIA				

Criteria Breakdown

12.1. Stage 2: – Evaluation of Functionality

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

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

Note: Failure to score a minimum qualifying score in any of the criteria listed below will deem the bid to be non-responsive and the bidder will be

1. Company Experience (Weighing 70%)

In case of a partnership/consortium or joint venture, **if one of the partners** has the requested experience, project value and key personnel. The bidder must score points where all requested documentation is submitted by the bidder.

documentation is submitted by the bidder.

Relevant experience in conducting Skills audit within the last 10 years.	Points	Max. Points
1 Projects	10	70
2 Projects	20	
3 Projects	30	
4 Projects	40	
5 Projects	50	
6 projects	60	
≥ Projects	70	
Total Scored For Company Experience		Max 70

Note: Positive Reference Letter – The letter must be signed by the previous or Current Employer with the employer's letter head, showing the contract **period (start & completion date)** and **clear scope of the project**. **No points will be allocated if positive reference letters are not submitted.**

2. Experience of Key Personnel (Weighing 20%)

Note: Detailed CV and certified copies of qualifications not be older than 6 months **must** be attached in order to claim points.

2.1 Experience of a Lead Consultant in Skills Auditing Qualification of a Lead Consultant: The Lead Consultant must have a minimum of Honors Degree /Postgraduate Diploma in Industrial Psychology / Commerce / Human Resource Development (NQF Level 8)	Points	Max. Points
---	--------	-------------

	Experience of key personnel to be assessed:		
	1 year of experience in Skills Auditing	5	
	2 years of experience in Skills Auditing	10	
	3 years of experience in Skills Auditing	15	
	≥ years of experience in Skills Auditing	20	
	Total Scored For Lead Consultant		Max 20
	3. Locality (Weighing 10%)		
	3.1 Locality		
	Outside the KwaZulu Natal Province	5	
	Within the KwaZulu Natal Province	10	
	Total Scored For Locality		Max 10
	MINIMUM QUALIFYING POINTS		70
	Note: Points for locality will only be scored if the bidder submits either a valid lease agreement or municipal rates bill not older than 3 months or signed traditional council's letter or Ward councilors signed letter confirming business operating address. An intent to lease an office will not be accepted.		



TENDER NO. 2025/029
CONTRACT DESCRIPTION

APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO CONDUCT
SKILLS AUDIT FOR UMNGENI-UTHUKELA WATER EMPLOYEES IN ALL SITES
TENDERING PROCEDURES
T1.10.

	uMngeni-uThukela Water's Standard Conditions of Tender and Conditions of Contract are available on uMngeni-uThukela Water's website https://www.umgeni.co.za/supplier-documentation/ uMngeni-uThukela Water reserves the right to award the Contract in whole or in part.
--	---

T2.1 LIST OF ALL RETURNABLE DOCUMENTS AND SCHEDULES

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

	Tenderer's Check List	Page No.
T2.2.1 Authority for Signatory		[T2.13]
T2.2.2 Bidders Disclosure		[T2.20]
T2.2.3 Tax Compliance Status Letter Requirements		[T2.23]
T2.2.5 Contract Participation Goals (CPG)		[T2.26]
T2.2.6 Tenderer's Experience		[T2.30]
T2.2.7 Key Personnel Assigned to the Work		[T2.33]
T2.2.8 Experience of Key Personnel		[T2.34]
T2.2.9 Proposed Organization and Staffing		[T2.37]
T2.2.10 Method Statement		[T2.39]
T2.2.11 Preliminary Programme		[T2.41]
T2.2.12 Registration Certificate / Agreement / ID Document		[T2.43]
T2.2.13 Amendments, Qualifications and Alternatives		[T2.44]
T2.2.14 Record of Addenda to Tender Documents		[T2.46]
T2.2.15 VAT Registration Certificate		[T2.47]
T2.2.16 Schedule of Proposed Sub-Consultants		[T2.48]
T2.2.17 Proof of Purchase of Tender Document		[T2.49]
T2.2.18 Letter of Good Standing in terms of COID Act		[T2.50]
T2.2.19 Preference Points claim form in terms of the PPPFA Regulations 2022		[T2.51]
T2.2.20 Tenderer's Financial Standing		[T2.63]
T2.2.21 Tenderer's Health and Safety Declaration		[T2.64]
T2.2.22 Pro forma OHS Notification		[T2.65]
T2.2.23 Letter of Intent to provide Professional Indemnity		[T2.67]
T2.2.24 Registration Certificates		[T2.68]
T2.2.25 Central Supplier Database (CSD) Report		[T2.69]

T2.2.1 AUTHORITY FOR SIGNATORY

Fill in the relevant portion applicable to the type of organization

A. COMPANIES

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

AUTHORITY BY BOARD OF DIRECTORS

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

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

(Name of Company)

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF COMPANY:
(PRINT NAME)

SIGNATURE OF SIGNATORY: **DATE:**

WITNESSES:

B. SOLE PROPRIETOR (ONE - PERSON BUSINESS)

I, the undersigned

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

.....

.....
SIGNATURE

.....
DATE

C. PARTNERSHIP

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

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

We, the partners in the business trading as

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

..... Signature	 Signature	 Signature
--------------------	--------------------	--------------------

..... Date	 Date	 Date
---------------	---------------	---------------

D. CLOSE CORPORATION

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

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

at

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

.....

.....

SIGNED ON BEHALF OF CLOSE CORPORATION:

(PRINT NAME)

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

SIGNATURE OF SIGNATORY:

WITNESSES: 1.

2.

E. CO-OPERATIVE

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

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

at

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

.....

SIGNATURE OF AUTHORIZED REPRESENTATIVE/SIGNATORY:

(PRINT NAME)

IN HIS/HER CAPACITY AS

DATE:

SIGNED ON BEHALF OF CO-OPERATIVE:

NAME IN BLOCK LETTERS:

WITNESSES: 1.

2.

F. JOINT VENTURES

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

Authority to sign on behalf of the Joint Venture:

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

Mr/Mrs, Mr/Mrs

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

(Name of Joint Venture)

In his/her capacity as:

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

Signature Date:

In his/her capacity as:

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

Signature Date:

In his/her capacity as:

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

Signature Date:

In his/her capacity as:

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

Signature Date:

G. CONSORTIUM

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

Authority to sign on behalf of the consortium:

By resolution/agreement passed/reached by the consortium partners on20

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

(Name of Consortium)

In his/her capacity as:

Signature Date:

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

T2.2.2 BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. BIDDER'S DECLARATION

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

.....

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:

.....

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.

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.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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.

T2.2.3 TAX COMPLIANCE STATUS LETTER REQUIREMENTS

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

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

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

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

T2.2.6 TENDERER'S EXPERIENCE [70]

The experience of the Tenderer or joint venture partners in the case of an unincorporated joint venture or consortium will be evaluated on the basis of experience in similar projects or similar areas and conditions in relation to the scope of work. Before compiling the company's experience, the Tenderer shall familiarise himself with the evaluation criteria listed on T2.23 and submit only projects relevant to the functionality score for assessment.

Tenderers should briefly summarize their company's experience (and that of any specialist sub-consultants, joint venture partners or consortium members) relevant to the scope of work.

The summary table below may be used. If a separate table is prepared, it shall be put in tabular form with the same headings.

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)	Client/Employer	Client reference Contact Details

Scoring of the Tenderer's Company experience will be as follows: [70]

DESCRIPTION	MAX POSSIBLE SCORE																					
1. <u>Company Experience</u> In case of a partnership/consortium or joint venture, if one of the partners has the requested experience, project value and key personnel. The bidder must score points where all requested documentation is submitted by the bidder. <table><tr><td>Relevant experience in conducting Skills audit within the last 10 years.</td><td>Points</td><td>Max. Points</td></tr><tr><td>1 Projects</td><td>10</td><td rowspan="7"></td></tr><tr><td>2 Projects</td><td>20</td></tr><tr><td>3 Project</td><td>30</td></tr><tr><td>4 projects</td><td>40</td></tr><tr><td>5 Projects</td><td>50</td></tr><tr><td>6 Projects</td><td>60</td></tr><tr><td>7 Projects</td><td>70</td></tr><tr><td colspan="2">Total For Company Experience</td><td>Max 70</td></tr></table>	Relevant experience in conducting Skills audit within the last 10 years.	Points	Max. Points	1 Projects	10		2 Projects	20	3 Project	30	4 projects	40	5 Projects	50	6 Projects	60	7 Projects	70	Total For Company Experience		Max 70	70
Relevant experience in conducting Skills audit within the last 10 years.	Points	Max. Points																				
1 Projects	10																					
2 Projects	20																					
3 Project	30																					
4 projects	40																					
5 Projects	50																					
6 Projects	60																					
7 Projects	70																					
Total For Company Experience		Max 70																				

T2.2.6 TENDERER'S EXPERIENCE (Continued)

INSERT HERE

T2.2.7 KEY PERSONNEL ASSIGNED TO THE WORK []

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

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

Tenderers are advised to check the functionality requirements listed for key personnel in Section T2.2.8 to ensure the nominated key personnel are appropriately qualified and experienced. The key personnel that will be evaluated for functionality in terms of Section T2.2.8 are to be listed in the table below. Tenderers may list additional Key Personnel in the additional rows provided but these will not be scored for functionality.

KEY PERSONNEL SCHEDULE

No.	Designation	Key Person Name
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

T2.2.8 EXPERIENCE OF KEY PERSONNEL [40]

Provide relevant information (CV's) as prescribed below for each of the Key Personnel proposed in Section T2.2.7.

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.

Lead Consultant in Skills Auditing

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 to Section T2.2.12

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 Company

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

Experience of a Lead Consultant in Skills Auditing Qualification of a Lead Consultant: The Lead Consultant must have a minimum of Honors Degree /Postgraduate Diploma in Industrial Psychology / Commerce / Human Resource Development (NQF Level 8)			20
Experience of key personnel to be assessed:			
1 year of experience in Skills Auditing	5		
2 years of experience in Skills Auditing	10		
3 years of experience in Skills Auditing	15		
4 years of experience in Skills Auditing	20		
Total Scored For Lead Consultant		Max 20	

T2.2.8 EXPERIENCE OF KEY PERSONNEL (Continued)

INSERT KEY PERSONNEL CVs HERE

T2.2.9 PROPOSED ORGANIZATION AND STAFFING []

The Tenderer should propose the structure and composition of their team i.e. the main disciplines involved, the key staff member / expert responsible for each discipline, and the proposed technical and support staff and site staff. The roles and responsibilities of each key staff member / expert should be set out as job descriptions. In the case of an association / joint venture / consortium, it should, indicate how the duties and responsibilities are to be shared.

The Tenderer must attach his / her organization and staffing proposals to this page.

T2.2.9 PROPOSED ORGANIZATION AND STAFFING (Continued)

INSERT HERE

T2.2.10 METHOD STATEMENT | 0 |

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 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 approach paper will be as follows: N/A

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. • Not all critical specialist studies are covered in the method statement • Risk or Quality Management plan not in place/ in place but does not cover 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, manner in which risk is to be managed is very generic. • All critical specialist studies are covered in the method statement • Risk Management plan or Quality Management plan to deal with the critical aspects of the project is 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. • All critical specialist studies are covered in the method statement and the plan is sufficiently flexible to accommodate changes that may occur. • Risk Management plan / Quality management plan to deal with the critical aspects of the project and is specifically tailored to the critical characteristics of the project.
Very good (score 100)	Besides meeting the "good" rating, the important issues are approached in an innovative and efficient way, indicating that the Tenderer has outstanding knowledge of state-of-the-art approaches. • The approach paper details ways to improve the project outcomes and the quality of the outputs and ensure timely delivery of the project in less than 6 months.

T2.2.10 METHOD STATEMENT (Continued)

INSERT HERE

T2.2.11 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 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.

(Note to the compiler: Provide a short description of the items to be include in the programme to enable the bidder to give meaningful response to this item – Delete this note) []

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 Tender Data.

Scoring of the preliminary programme will be as follows:

	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 and subcomponents and linkages and compliance with completion date and is flexible to accommodate delays from all stakeholders involved (DWS/DEA/UUW Project team ad any additional stakeholders identified)
----------------------------------	---

T2.2.11 PRELIMINARY PROGRAMME (Continued)

INSERT HERE

T2.2.12 REGISTRATION CERTIFICATE / AGREEMENT / ID DOCUMENT

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

INSERT HERE

T2.2.13 AMENDMENTS, QUALIFICATIONS AND ALTERNATIVES

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

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

(a) AMENDMENTS - NOT APPLICABLE

PAGE, CLAUSE OR ITEM NO.	PROPOSED AMENDMENT

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

(b) ALTERNATIVES - NOT APPLICABLE

PROPOSED ALTERNATIVE	DESCRIPTION OF ALTERNATIVE

- [Notes: (1) Individual alternative items that do not justify an alternative Tender, and an alternative offer for time for completion should be listed here.
(2) In the case of a major alternative to any part of the work, a separate Bill of Quantities, programme, etc, and a detailed statement setting out the salient features of the proposed alternatives must accompany the Tender.

- (3) *Alternative Tenders involving technical modifications to the design of the works and methods of construction shall be treated separately from the main Tender offer.]*

(c) UNCONDITIONAL DISCOUNTS

ITEM ON WHICH DISCOUNT IS OFFERED	DESCRIPTION OF DISCOUNT OFFERED

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

Signature Date.....

T2.2.14 RECORD OF ADDENDA TO TENDER DOCUMENTS

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

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

ADDENDUM No	DATE	TITLE OR DETAILS

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

.....
 Date

T2.2.15 VAT REGISTRATION CERTIFICATE

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

T2.2.16 SCHEDULE OF PROPOSED SUB- CONSULTANTS

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

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

	Name and address of proposed Sub-Consultant	Nature and extent of work	Previous experience with Sub-Consultant
1.			
2.			
3.			
4.			
5.			

Signature Date

Name..... Position

Tenderer.....

T2.2.17 PROOF OF PURCHASE OF TENDER DOCUMENT []

INSERT HERE

**T2.2.18 LETTER OF GOOD STANDING IN TERMS OF COID ACT
(Compensation for Occupational Injuries and Diseases Act)**

INSERT HERE

T2.2.19 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

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

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

2. DEFINITIONS

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

- (b) **“price”** means an amount of money tendered for goods or services, and includes all 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:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)}
 \end{array}$$

Where

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

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

3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)}
 \end{array}$$

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, 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 entity which is at least 51% owned by Black People	10	
An entity which is at least 51% owned by Black Youth	10	

DECLARATION WITH REGARD TO COMPANY/FIRM

- 4.3. Name of company/firm.....
- 4.4. Company registration number:
- 4.5. TYPE OF COMPANY/ FIRM
- ☐ Partnership/Joint Venture / Consortium
 - ☐ One-person business/sole propriety
 - ☐ Close corporation
 - ☐ Public Company
 - ☐ Personal Liability Company
 - ☐ (Pty) Limited
 - ☐ Non-Profit Company
 - ☐ State Owned Company
- [TICK APPLICABLE BOX]

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

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

T2.2.20 TENDERER'S FINANCIAL STANDING

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

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

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

Name of account holder:

Name of Bank: Branch:

Account number: Type of account:

Telephone number: Facsimile number:

Name of contact person (at bank:

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

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

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

T2.2.21 TENDERER'S HEALTH AND SAFETY DECLARATION

In terms of the Occupational Health and Safety Act (OHSA) 85 of 1993 and specifically the Government Notice No.R84 of 7 February 2014 by Department of Labour comprising the Construction Regulations 2014 (hereafter referred to as "the Regulations"), the Professional Services Provider appointed in terms of this tender assumes the role of the "Designer" as defined by the Regulations.

The Regulations impose duties on the Designer with regard to the design of both permanent and temporary works contemplated in terms of the Scope of Work outlined in C3. To that effect a person duly authorized by the Tenderer shall complete and sign the declaration hereafter in detail.

Declaration by Tenderer

1. I the undersigned hereby declare and confirm that I am fully conversant with the Occupational Health and Safety Act No 85 of 1993 (as amended by the Occupational Health and Safety Amendment Act No 181 of 1993), and the Construction Regulations, 2014 contained in Government Notice No. R 84.
2. I hereby declare that my company / enterprise has the competence and the necessary resources to carry out the design work contemplated under this contract with due regard to the "Duties of Designer" outlined in Regulation 6 and to achieve compliance with the Regulations and the Employer's Health and Safety Specifications.
3. I hereby undertake, if my Tender is accepted, to comply with the requirements of the Regulations as they apply to the Designer and also as they apply to any other duties that, by agreement, may be delegated to me by the Employer. I hereby agree that my company/enterprise will not have a claim for compensation for delay or extension of time because of my failure to comply with these requirements.
4. I hereby confirm that adequate provision has been made in my Tendered rates and prices in the Pricing Schedule (C2) to cover the cost of all resources, actions, training and all health and safety measures envisaged for the designer in the Regulations.
5. I hereby confirm that I will be liable for any penalties that may be applied by the Employer in terms of the Contract Data (C1.2 Clause 3.12) for failure on my part to comply with the provisions of the Act and the Regulations.
6. I agree that my failure to complete and execute this declaration to the satisfaction of the Employer will mean that I am unable to comply with the requirements of the Regulations, and accept that my Tender will be prejudiced and may be rejected at the discretion of the Employer.

SIGNATURE: DATE:

NAME (Print)
(of person authorized to sign on behalf of the Tenderer)

T2.2.22 PRO FORMA OHS NOTIFICATION

NOT APPLICABLE TO THIS TENDER

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

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

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

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

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

Telephone number:

.....

2. Supplier's compensation registration

number:.....

3. (a) Name and postal address of

Purchaser:.....

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

Telephone

number:.....

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

.....

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

Telephone

number:.....

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

Telephone number:.....

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

.....

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

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

8. Nature of the construction work:.....

9. Expected commencement
date:.....

10. Expected completion date:.....

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

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

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

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

SIGNED BY:

SUPPLIER: DATE:

PURCHASER: DATE:

**T2.2.23 LETTER OF INTENT TO PROVIDE PROFESSIONAL INDEMNITY AND PUBLIC
LIABILITY INSURANCE**

Requirements in respect of Public Liability and Professional Indemnity Insurance
are stated in Contract Data Clause 5.4.1 on Page **C1.9** of Volume 2 of the tender
document.]

INSERT HERE

T2.2.24 REGISTRATION CERTIFICATES

T2.2.25 CENTRAL SUPPLIER DATABASE (CSD) REPORT

INSERT HERE



TENDER NO. 2025/029

CONTRACT DESCRIPTION

APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT SKILLS AUDIT FOR
UMNGENI-UTHUKELA WATER EMPLOYEES IN ALL SITES

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

Issued by:

uMngeni-uThukela Water
310 Burger Street
Pietermaritzburg

Tender Queries:

Contact Name: Silindile Hudla
Telephone: 035 902 1079

Name of Tenderer: _____

National Treasury CSD Number: _____

CONTRACT DESCRIPTION
 APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO CONDUCT SKILLS AUDIT
 FOR UMGENI-UTHUKELA WATER EMPLOYEES IN ALL SITES



CONTENTS
56

TABLE OF CONTENTS

<u>DESCRIPTION</u>	<u>PAGE</u>	<u>SHEET COLOUR</u>
VOLUME 1		
THE TENDER		
T1 TENDERING PROCEDURES		
T1.1 Tender Notice and Invitation to Tender	T1.1	White
T1.2 Tender Data.....	T1.3	Pink
T.2 RETURNABLE DOCUMENTS		
T2.1 List of Returnable Documents	T2.1	Yellow
T2.2 Returnable Schedules and Documents.....	T2.3	Yellow
VOLUME 2		
THE CONTRACT		
C.1 AGREEMENTS AND CONTRACT DATA		
C1.1 Form of Offer and Acceptance	C1.2	Yellow
C1.2 Contract Data	C1.7	Yellow
C.2 PRICING DATA		
C2.1 Pricing Instructions	C2.1	Yellow
C2.2 Pricing Schedule.....	C2.2	Yellow
C.3 SCOPE OF WORK	C3.1	Blue
C.4 SITE INFORMATION.....	C4.1	Green



CONTRACT DESCRIPTION
APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO CONDUCT
SKILLS AUDIT FOR UMNGENI-UTHUKELA WATER EMPLOYEES IN ALL SITES
AGREEMENTS & CONTRACT DATA
C1.57

C.1 AGREEMENTS AND CONTRACT DATA

IMPORTANT NOTE ON C1.1:

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

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

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

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



CONTRACT DESCRIPTION
 APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO CONDUCT
 SKILLS AUDIT FOR UMNENGI-UTHUKELA WATER EMPLOYEES IN ALL SITES
 AGREEMENTS & CONTRACT DATA
 C1.58

C1.1 FORM OF OFFER AND ACCEPTANCE

A. OFFER

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract for the procurement of

Insert broad description of the works, service or supply and delete this note

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

The Tenderer, identified in the Offer signature block, has examined the draft contract as listed in the Acceptance section and agreed to provide this Offer.

Use this wording in place of the preceding paragraph in the case where a contract is negotiated with a single Tenderer as there will be no Tender Data. Delete row if not applicable. This will be very rarely used

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

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VAT IS:

(in words)

.....

.....Rand;

(in figures) R.....

The Tenderer confirms that he has read the Standard Professional Services Contract referred to in C1.2 Contract Data.

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

Signature(s) (of persons authorized to sign the acceptance)

Name(s)

Capacity

For the Tenderer:

(Insert name and address of organization)

.....

Name & Signature of Witness



CONTRACT DESCRIPTION
APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO CONDUCT
SKILLS AUDIT FOR UMNGENI-UTHUKELA WATER EMPLOYEES IN ALL SITES
AGREEMENTS & CONTRACT DATA
C1.59

Date



CONTRACT DESCRIPTION
 APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO CONDUCT
 SKILLS AUDIT FOR UMNGENI-UTHUKELA WATER EMPLOYEES IN ALL SITES
 AGREEMENTS & CONTRACT DATA
 C1.60

B: ACCEPTANCE

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

The terms of the contract are contained in:

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

and the schedules, forms, drawings and documents or parts thereof, which may be incorporated by reference into Parts 1 to 5 above.

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

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

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

Signature: (of person authorized to sign the acceptance)

Name: (of signatory in capitals)

Capacity: (of Signatory)

Name of Employer: (organization) uMngeni-uThukela Water

Address 310 Burger Street, Pietermaritzburg

Telephone number: 033 341 1111 **Fax number:**

AS WITNESS

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

Date:



CONTRACT DESCRIPTION
 APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO CONDUCT
 SKILLS AUDIT FOR UMNGENI-UTHUKELA WATER EMPLOYEES IN ALL SITES
 AGREEMENTS & CONTRACT DATA
 C1.61

C: SCHEDULE OF DEVIATIONS

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

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

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

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

1. **Subject:**
Details:

2. **Subject:**
Details:

3. **Subject:**
Details:

4. **Subject:**
Details:

5. **Subject:**
Details:

6. **Subject:**
Details:

7. **Subject:**
Details:

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



CONTRACT DESCRIPTION
 APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO CONDUCT
 SKILLS AUDIT FOR UMNGENI-UTHUKELA WATER EMPLOYEES IN ALL SITES
 AGREEMENTS & CONTRACT DATA
 C1.62

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

FOR THE TENDERER:

Signature:

Name:

Capacity:

Tenderer: *(Name and address of organization)*

Witness:

Signature:

Name:

Date:

FOR UMNGENI UTHUKELA WATER

Signature:

Name:

Capacity:

Witness:

Signature:

Name:

Date:



CONTRACT DESCRIPTION
 APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO CONDUCT
 SKILLS AUDIT FOR UMNGENI-UTHUKELA WATER EMPLOYEES IN ALL SITES
 AGREEMENTS & CONTRACT DATA
 C1.63

Item No.	Consultant Role/Position	Daily/ Hourly Rate (A)	EST. DAY/ Hours (B)	No Of Resources (C)	Total (R) (A X B X C)
1	Skills Audit Services for uMngeni-uThukela Water as per Scope of Work – Submitted & Approved project plan (aligned with the scope of work & timelines)				
2	One-on-One Interviews				
3	Focus Group Interviews				
4	Online Survey				
5	Identify Critical and Scarce skills and Core Positions for uMngeni-uThukela Water				
6	Conduct Competency Mapping				
7	Feedback to Focus Groups				
8	Submit Report (to include 5 year Skills Plan)				
	DISBURSEMENTS (IF APPLICABLE) (Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices)				
SUB TOTAL(VAT EXCL)					
VAT@15%					
TOTAL P/M (VAT INCL)					
TOTAL ALL INCLUSIVE PRICE X NUMBER HRS/DAYS/ MONTHS FOR SIX (6) MONTHS 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: _____	

D: CONFIRMATION OF RECEIPT

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

FOR THE CONTRACTOR:



CONTRACT DESCRIPTION
APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO CONDUCT
SKILLS AUDIT FOR UMNGENI-UTHUKELA WATER EMPLOYEES IN ALL SITES
AGREEMENTS & CONTRACT DATA
C1.64

Signature:

Name:

Capacity:

Signature and name of witness:

Signature:

Name:



CONTRACT DESCRIPTION
 APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO CONDUCT
 SKILLS AUDIT FOR UMNGENI-UTHUKELA WATER EMPLOYEES IN ALL SITES
 AGREEMENTS & CONTRACT DATA
 C1.65

C.1.2 CONTRACT DATA (INCLUDING SPECIAL CONDITIONS OF CONTRACT)

This services contract is based upon the Standard Professional Services Contract (July 2009) (third Edition of CIDB document 1014), published by the Construction Industry Development Board (see www.cidb.org.za).

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

Special Conditions of Contract

1. National Treasury Central Supplier Database

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

2. Application of Contract Price Adjustment Factor

N/A

3. Progress Measurement and Payments

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

Statements, invoices and back-up documentation together with a Payment Certificate shall be submitted to the Employer on or before the 25th of the month for payment not later than the last day of the month following the month in which same were submitted.



CONTRACT DESCRIPTION
 APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO CONDUCT
 SKILLS AUDIT FOR UMNGENI-UTHUKELA WATER EMPLOYEES IN ALL SITES
 AGREEMENTS & CONTRACT DATA
 C1.66

PART 1: DATA PROVIDED BY THE EMPLOYER

Clause	Data
	The Employer is uMngeni-uThukela Water
3.4 and 4.3.2	The authorized and designated representative of the Employer is: Name: Nelisiwe Mbatha The address for receipt of communications is: uMngeni-uThukela Water, Corner of South Central and Battery Bank, Richards Bay, Alton, 3900 Telephone: 035 902 1079 Facsimile: N/A E-mail: Silindile.Hudla@uuw.co.za Address: uMngeni-uThukela Water, Corner of South Central and Battery Bank, Richards Bay, Alton, 3900
1	The Project is Appointment of a Service Provider to Conduct Skills Audit for uMngeni-uThukela Water Employees in all Sites including Head Office.
1	The Period of Performance is six (6) months from the Commencement Date.
3.5	The location for the performance of the Skills Audit Project is all uMngeni-uThukela Water sites including the head office
3.9.2	The time based fees used to determine changes to the contract price are as stated in the Pricing Data
3.12	The Maximum Penalty Amount (MPA) shall be 7.5% of the Contract Price (CP) Professional indemnity insurance Minimum cover is: R 5 000 000 (five million rand) Period of cover: For the period of performance Insurance cover requirements should be confirmed with the Risk Department on award
3.15	The Service Provider is required to obtain the Employer's prior approval in writing before taking any of the following actions: Accessing the Water Treatments Plants and Offices in the Head Office and or Richards Bay Regional Office Accessing uMngeni-uThukela Water Employee's information such as qualification details
7.2	The Service Provider is required to provide personnel in accordance with the provisions of Clause 7.2 and to complete the Personnel Schedule.
8.1	The Service Provider is to commence the performance of the Services within 14 Days of date that the Contract becomes effective.



CONTRACT DESCRIPTION
 APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO CONDUCT
 SKILLS AUDIT FOR UMNENGI-UTHUKELA WATER EMPLOYEES IN ALL SITES
 AGREEMENTS & CONTRACT DATA
 C1.67

8.4.3 (c)	The period of suspension under Clause 8.5 is not to exceed 6 weeks.
9.1	Copyright of documents prepared for the Project shall be vested with the Employer.
11.1	A Service Provider may subcontract any work for which he hasn't the skill and competency to perform.
12.1	Interim settlement of disputes is to be by adjudication.
12.2 / 12.3	Final settlement is by arbitration.
12.2.1	In the event that the parties fail to agree on an adjudicator, the adjudicator is nominated by the Association of Arbitrators (Southern Africa).
12.4.1	In the event that the parties fail to agree on an arbitrator, the arbitrator is nominated by Association of Arbitrators (Southern Africa).
13.1.3	All persons in a joint venture or consortium shall carry a minimum professional indemnity insurance of the value stipulated in clause 5.4.1 of the Contract Data
1	Delete the word of "Start" from "Start Date" and replace with "Commencement" and substitute the words "Contract Data" with "Form of Offer and Acceptance".



CONTRACT DESCRIPTION
 APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO CONDUCT
 SKILLS AUDIT FOR UMNGENI-UTHUKELA WATER EMPLOYEES IN ALL SITES
 AGREEMENTS & CONTRACT DATA
 C1.68

PART 2: DATA PROVIDED BY THE SERVICE PROVIDER

Clause	Data																
1	The Service Provider is. Name: Address: Telephone: Facsimile:																
5.3	The authorized and designated representative of the Service Provider is: Name: The address for receipt of communications is: Address: Telephone: Facsimile:																
5.5 7.1.2	The Key Persons and their jobs / functions in relation to the services are: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Name</th> <th>Specific duties</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Name	Specific duties														
Name	Specific duties																

**APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO CONDUCT
SKILLS AUDIT FOR UMNGENI-UTHUKELA WATER EMPLOYEES IN ALL SITES
SCOPE OF WORK
C3.69**

Table 1. Work Stages and Proportion of Fee to be paid for completion of each month

No.	Work Stage Description
Month One	Conduct Skills Audit in the following plants and provide evidence:
	- Head Office: 310 Burger Street, Pietermaritzburg - Jabu Ndlovu Street: 390 Jabu Ndlovu, Pietermaritzburg - Izintaba Regional Office: 7 Portland Road, Mkondeni Pietermaritzburg - Coastal Regional Office: Pineside, 13 Pineside Road, New Germany - D.V. Harris: Town Bush Valley Road, Ferncliffe, Pietermaritzburg
Month Two	Conduct Skills Audit in the following plants and provide evidence in each month:
	- Jabu Ndlovu Street: 390 Jabu Ndlovu, Pietermaritzburg - Izintaba Regional Office: 7 Portland Road, Mkondeni Pietermaritzburg - Coastal Regional Office: Pineside, 13 Pineside Road, New Germany - D.V. Harris: Town Bush Valley Road, Ferncliffe, Pietermaritzburg - Hill Crest: 18 Old Main Road, Hillcrest, Gillits - Park Rynie: Main Road, Park Rynie - Amanzimtoti: Seadoone Road, Dooneside - Craigieburn: Craigieburn - Durban Heights: 88 Dunkeld Road, Reservoir Hills - Hazelmere: No. 1 Timber Road, Canelands, Verulam - Mtwalume: Mtwalume Road, South Coast
Month Three	Conduct Skills Audit in the following plants and provide evidence in each month:
	- Umzinto: Off R612 to Ixopo - Wiggins: 251 Wiggins Road, Cato Manor - Msinsi Head Office: 18 Old Main Road, Everton, Gillits - Eshowe Water works: 23 Bulwer Street, Eshowe - uMhlali Regional Office: R102 Old Main Road, Dolphin Coast - Richards Bay Regional Office: Nsezi Water Treatment Plant, Weir Water Plant and Pump station Wastewater Disposal Scheme, Jozini and Nkandla plan - Richards Bay Regional Office: Cnr South Central Artery & Battery Bank, Richards Bay
•Month Four NKANDLA	Conduct Skills Audit in the following plants and provide evidence in each month: - Mfongosi Packaging Plant - Middledrift Water Treatment Works - Thukela Packaging Plant - Melmoth Packaging Plant - Inkandla Bulk - Mvutshini Water Treatment Plant - Qhudeneni Waste Water - Fort Louis Packaging Plant - Khombe Waste Water

**APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO CONDUCT
 SKILLS AUDIT FOR UMNGENI-UTHUKELA WATER EMPLOYEES IN ALL SITES |
 SCOPE OF WORK
 C3.70**

	• Kwabadala Waste Water • Ophindweni Packaging Plant • Pikiliyeza Waste Water
Month Five uMLALAZI	Conduct Skills Audit in the following plants and provide evidence in each month: • Bongindaba Packaging Plant • Donsintaba Packaging Plant • Ofasimba Packaging Plant • Obanjeni Waste Water • Catherine Booth Waste Water • Ekuphumuleni Hospital Pump Station • Ekuphumuleni Hospital and Community Water Treatment Plant • Vuma Packaging Plant • Mbongolwane Water Treatment Plant • Gingindlovu Waste Water • Nomponjwana Waste Water • Nkanyezi Packaging Plant • Ntombokazi Packaging Plant • Kholwani Packaging Plant • Mthunzini Waste Water • Nohhahha Packaging Plant • Eshowe Waste Water • Greater Mthonjaneni Waste Water
Month Six	Writing reports that will provide evidence that all the above Water & Waste Water, Pump Station and Packaging Plants were included in the Skills Auding process and results involve all uMngeni-uThukela Water employees

PART C3: SCOPE OF WORK

1. Background & Business needs

- a) Umgeni Water and Mhlathuze Water were amalgamated to form one Water Board to serve the province of Kwa-Zulu Natal. The entity was then renamed to be uMngeni-uThukela Water (Uuw). This amalgamation necessitated that employees should acquire new skills in order to deal with the challenges within the water sector.
- b) Uuw requires a Service Provider that would conduct a skills audit in order to assist the new entity to understand the gap/s between the existing skills and the required skills within Uuw.
- c) Skills audit is relevant to the department strategic objective as follows; Leadership and employee development *is achieved when uMngeni-uThukela Water is a participatory, collaborative organisation dedicated to continual learning and improvement, recruits and retains a workforce that is competent, motivated, and adaptive and works safely, ensures institutional knowledge is retained and improved; provides opportunities for professional and leadership development, and creates an integrated and well-co-ordinated senior leadership team.*
- d) The service provider will be required to conduct skills audit and identify the gaps between the existing and the desired skills within the organization and provide a detailed report detailing the outcome of the skills audit with the list of skills gaps in each occupational categories.

2. Broad Scope of Work/ Specifications / TORs

The service provider must embark on a skills audit process which will identify the skills gap in Uuw organization through assessing employee's competencies linked to job profiles within the organizational structure. Furthermore, the service provider must also identify uMngeni-uThukela Water Scarce, Critical and Core positions and conduct competency mapping.

A list of positions to be interviewed will be submitted to the successful service provider. The result will provide an indication of skills gaps in order to identify where training is required. The outcome of a skills audit should provide a clear picture of the skills and competencies of a particular employee. The results should provide the organization with an understanding of the skills and knowledge available and the required skills. The audit will cover approximately 1600 employees who will be representing all positions from all uMngeni-uThukela Water organization including water treatment plants that is within its operational area, on different sites as follows:

The service provider must provide both English & Isizulu language speakers to conduct out interviews, training etc.

- Head Office: 310 Burger Street, Pietermaritzburg
- Jabu Ndlovu Street: 390 Jabu Ndlovu, Pietermaritzburg
- Izintaba Regional Office: 7 Portland Road, Mkondeni Pietermaritzburg
- Coastal Regional Office: Pineside, 13 Pineside Road, New Germany
- Richards Bay Regional Office: Cnr South Central Artery & Battery Bank, Richards Bay
- D.V. Harris: Town Bush Valley Road, Ferncliffe, Pietermaritzburg
- H.D. Hill: 161 Morcom Road, Prestbury
- Midmar: Mayflower Road - off Prospect Road, Howick
- Umlaas Road: Next to the N3 Freeway, Opposite the Umlaas Road off-ramp
- Darvill: New England Road Extension, Pietermaritzburg
- Mearns PumpStation: Mearns Farm, Rosetta Road, Mooi River
- Mpophomeni: Mpophomeni Township
- Hill Crest: 18 Old Main Road, Hillcrest, Gillits

[APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO CONDUCT
SKILLS AUDIT FOR UMNGENI-UTHUKELA WATER EMPLOYEES IN ALL SITES]
SCOPE OF WORK
C3.72

- Park Rynie: Main Road, Park Rynie
- Amanzimtoti: Seadoone Road, Dooneside
- Craigieburn: Craigieburn
- Durban Heights: 88 Dunkeld Road, Reservoir Hills
- Hazelmere: No. 1 Timber Road, Canelands, Verulam
- Mtwalume: Mtwalume Road, South Coast
- Umzinto: Off R612 to Ixopo
- Wiggins: 251 Wiggins Road, Cato Manor
- Msinsi Head Office: 18 Old Main Road, Everton, Gillitts
- Eshowe Water works: 23 Bulwer Street, Eshowe
- uMhlali Regional Office: R102 Old Main Road, Dolphin Coast
- Richards Bay Regional Office: Nsezi Water Treatment Plant, Weir Water Plant and Pump station Wastewater Disposal Scheme
- Mfongosi Packaging Plant
- Middledrift Water Treatment Works
- Thukela Packaging Plant
- Melmoth Packaging Plant
- Inkandla Bulk
- Mvutshini Water Treatment Plant
- Qhudeni Waste Water
- Fort Louis Packaging Plant
- Khombe Waste Water
- Kwabadala Waste Water
- Ophindweni Packaging Plant
- Pikiliyeza Waste Water
- Bongindaba Packaging Plant
- Donsintaba Packaging Plant
- Ofasimba Packaging Plant
- Obanjeni Waste Water
- Catherine Booth Waste Water
- Ekuphumuleni Hospital Pump Station
- Ekuphumuleni Hospital and Community Water Treatment Plant
- Vuma Packaging Plant
- Mbongolwane Water Treatment Plant
- Gingindlovu Waste Water
- Nomponjwana Waste Water
- Nkanyezi Packaging Plant
- Ntombokazi Packaging Plant
- Kholwani Packaging Plant
- Mthunzini Waste Water
- Nohhahha Packaging Plant
- Eshowe Waste Water
- Greater Mthonjaneni Waste Water

3. Employer's objectives

[The purpose for this submission is to appoint a Professional Service Provider to conduct Skills Audit for uMngeni-uThukela Water Board]

4. Description of the services

[Conduct Skills Audit and provide detailed report of the existing skills and the gap between the existing skills and the required skills. Also provide the interventions and methodologies to close the gaps]

4. Extent of the services

[The appointed Service Provider will be required to ensure completion of the Skills Audit within six (6) months.

[APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO CONDUCT
SKILLS AUDIT FOR UMNGENI-UTHUKELA WATER EMPLOYEES IN ALL SITES]
SCOPE OF WORK
C3.73

5. Use of reasonable skill and care

The Service Provider is required to use reasonable skills and care when conducting the skills audit and preparing the report to ensure timeous completion of the project.

6. Co-operation with other services providers

The Service Provider being appointed will commence the work once awarded with the tender and there will be inception meeting to introduce the Service Provider to the Executives, Seniors and Supervisors of the organisation.

7. Brief

Various tasks to be undertaken shall include:

- Service Provider introduced to the Talent & OD Team
- Inception meeting with the Management of the Organisation
- conduct skills audit in the specified offices and plant i.e. more than 5 plants per month and provide evidence of work done per month.
- write a report about findings
- provide a close-out report

Time Frame

The project is anticipated to be completed within a period of six (6) months. The appointed Professional Service Provider should provide a clear program identifying milestones and deliverables.

Corrections or revisions to the reports and other documents prepared by the Professional Service Provider are anticipated and shall be considered as part of the normal Skills Audit Process. No extension of time or fees shall be allowed for corrections as described herein above.

8. Proposal Submission

Proposal shall include the following:

- Demonstration of an understanding of the scope of work required.
- A clear understanding of what is required as deliverables.
- CV(s) of proposed service provider personnel showing relevant qualifications and experience of key personnel in undertaking work of similar nature.
- Cost estimate for all tasks of work is required. The hourly rate of personnel must be stated as well as an estimate of time. The Service Provider should be aware that invoicing should be task-based and as such the proposal should identify how the budget is to be allocated for proposed tasks.
- A clear program identifying milestones and deliverables. The project is anticipated to be completed within a period of six (6) months but service providers are encouraged to advise if and why this timeframe cannot be met.

9. Reference data

- Employees Job Profiles
- Existing qualifications or required
- Job Titles
- Required organization Policies

10. Applicable national and international standards

- 3.1 Basic Conditions of Employment Act 75 of 1997 as amended
- 3.2 Broad Base Black Economic Empowerment Act 53 of 2003

- 3.3 Employment Equity Act 55 of 1998 as amended
- 3.4 Higher Education Act 101 of 1997
- 3.5 Skills Development Act 97 of 1998 as amended
- 3.6 Skills Development Levies Act 9 of 1999
- 3.7 South African Qualifications Authority Act 58 of 1995

11. Particular/Generic specifications

N/A

12. Approvals

Gaining access to the Water & Waste Water Treatment Plants and into employees personal information will require approval from the U UW Chief Officer, Co-operate Services.

13. Procurement

N/A

14. Access to land / buildings / sites

Gaining access to the U UW Head Office, Regional Offices Water & Waste Water Treatment Plants will require approval from the U UW Chief Operations Officer.

15. Planning and programming

To be specified by the Service Provider and must not exceed six (6) months

16. Software application for programming

N/A

17. Quality management

To be specified by the Service Provider as to which Quality Management System are they going to use in order to conduct the Skills Audit and to write a report

18. Format of communications

- Draft digital and hard copies of reports for all specialist studies must be submitted to U UW _ Talent & OD Section for review. A period of a week must be allowed to this task.
- Survey, Questionnaires or Interview script and all other documents to be used must *be* submitted to U UW.

19. Key personnel

Lead Project Facilitator is the only Key person to be scored, however the Service Provider is required to provide an Organogram of all the specialists that will be responsible for the different components of this project.

20. Management meetings

Fortnightly meetings are required at a minimum, however the Project Team will meet as frequently as necessary to achieve the objectives of the programme and deliver the required project outputs. Project meetings will be scheduled aligned to milestones, deliverables or when challenges are experienced.

The U UW Project Team will schedule an inception meeting and all routine fortnightly meetings are the responsibility of the appointed service provider

21. Forms for contract administration

N/A

22. Electronic payments

**APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO CONDUCT
 SKILLS AUDIT FOR UMNGENI-UTHUKELA WATER EMPLOYEES IN ALL SITES**
SCOPE OF WORK
C3.75

Payments of the Service Providers will be done in accordance to Finance policies after completion of each milestone.

23. Daily records
N/A

24. Professional indemnity insurances
Refer to C.1.2 Contract Data Clause 5.4.1 and state number of copies and the place where policies are to be presented.

25. Payment certificates
Invoices are to be submitted by the 25th of each month and should be milestone/phase based. Proof of work completed must be submitted with each invoice.

26. Use of documents by the Employer
Reference material and as proof of work completion

27. Property provided for the Service provider's use
Personnel or Employees qualifications will be provided on request

28. Proof of compliance with the law

Compliance with POPIA Act since the Service Provider will be dealing with peoples information. Service Provider should also sign the Confidentiality indemnity

PART C4: SITE INFORMATION

Most sites are in rural or gravel road. They are scattered throughout Inland Region, uLwandle or South Coast, King Cetshwayo District Municipality and Richards Bay Regional Region that includes Nkandla and Jozini.

]

Disclaimer

Personal Information (PI) requested in this form is mandatory for operational and administrative processes, and to comply with regulatory requirements. Umgani Uthukela Water will take reasonable steps to ensure that the Personal Information collected on this form is processed responsibly, kept safe and confidential, and does not unjustifiably infringe your privacy. This is in compliance to the Protection of Personal Information Act No. 4 of 2013.