

	REQUEST FOR QUOTATION	
	RFQ Number: Q25/125/NS (A)	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023

Description	SUPPLY AND INSTALLATION OF WEATHER STATION EQUIPMENT FOR SELECTED UMNGENI-UTHUKELA WATER SITES
Advert Date	29 August 2024
Closing Date and Time	20 September 2024
Compulsory or Non-Compulsory Briefing Session	N/A
SCM Enquiries	Nozipho Sibiya Tel: 033 341 1324 Email: Nozipho.sibiya@umgeni.co.za
Technical Enquiries	Mlungisi Shabalala Tel: (033) 341-1251 Email: mlungisi.shabalala@umgeni.co.za
Contents of RFQ	1. Invitation to quote 2. Bidders information 3. Terms and Conditions 4. Undertaking by Bidder 5. Terms of Reference/RFQ specifications 6. Price Schedule 7. Authority to Sign 8. Bidders disclosure [SBD 4] 9. Preference points claim form (SBD 6.1) 10. Contract Form [SBD 7.2]

Quotation Submission:	Tip-Offs Anonymous Hotline:
by email to : scmquotes@umgeni.co.za using Q25/125/NS (A) as the email subject	Report unethical conduct at uMngeni-Uthukela Water on: Toll Free Number: 0800 864 463 Email: umgeniwater@whistleblowing.co.za Toll Free Fax: 0800 212 689 Postal: Freepost KZN665, Musgrave, 4062 SMS: 33490 Online: www.whistleblowing.co.za <i>Stop theft / fraud / dishonesty / bribery /blackmail / intimidation, and remain anonymous.</i>

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BIDDERS INFORMATION

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

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

 Name of Representative
 (Duly Authorised)

 Signature

 Date

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TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ)

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

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UNDERTAKING BY BIDDER

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

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

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

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

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

 Name of Representative
 (Duly Authorised)

 Signature

 Date

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Supply and Installation of Weather Station Equipment for selected uMngeni-uThukela Water sites

1. Project Objectives

To procure a Service Provider to supply, deliver and install automated rainfall stations at the following sites; (i) the Head Office of uMngeni-uThukela Water Board (Pietermaritzburg); (ii) the Mhlathuze Weir (Richards Bay) and (iii) the Nsezi Waterworks (Richards Bay). The Service Provider should also supply and install air temperature and humidity probes at the Head Office and Nsezi Waterworks stations. In addition, the Service Provider should supply a rainfall event data logger (for on-field calibration) and related software. Importantly, the Service Provider should ensure that the stations transmit the rainfall and temperature information for remote access by UUW staff. Working together with officials from uMngeni-uThukela Board, the Service Provider will be required to identify the ideal positions for the establishment of the respective stations. As such, the Service Provider should have, in their team, an instrument technician or scientist with at least 3 years' experience (traceable) in the installation and/or maintenance of meteorological equipment. Following installation, the Service Provider will be required to demonstrate the functioning of the weather stations to key UUW personnel. The demonstration/training should include, but not limited to, (i) explanation of how the different instruments function; (ii) maintenance guidelines; (iii) on-field calibration; (iv) common challenges and troubleshooting steps, as well as (v) IT-related components (i.e. program configuration, data download/export, essential variables, etc.).

2. Description of Services

The service is based on the use of meteorological and hydrological tools/skills/reasoning for the installation and maintenance of hydrometeorological equipment. Specifications of the instruments are shown below:

Instrument	Specifications
Tipping Bucket Rain Gauge	▪ Resolution: 0.2 mm (or 0.5 mm with reduction ring). ▪ Accuracy: $\pm 2\%$. ▪ Maximum intensity: > 140 mm/h (360 mm/h with reduction ring) ▪ Interfaces: Impulse output (reed contact). ▪ Dimensions: Ø165 mm, height 285 mm. ▪ Connection: type Open cable ends. ▪ Collecting area: at least 200 cm² ▪ Mounting type: on a pole, at least Ø 60 mm & 1.5 m height. ▪ Cable length: 3 m.
Air Temperature/Relative	<u>Sensor:</u>

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Humidity (RH) Probe	▪ mesh dust filter with nominal pore size of < 30 µm ▪ filtration efficiency of > 99.99% for particles of 200 nm or larger size ▪ Field-replaceable chip ▪ Sensor cap diameter: 12.5 mm ▪ Body diameter at connector: ~18 mm ▪ Length: ~180 mm ▪ Weight: ~250 g <u>Measurement Range:</u> ▪ Temp: -40 to +70°C ▪ RH: 0-100% <u>Accuracy:</u> ▪ Temp: +/- 0.2°C over the range -40 to +70°C and +/- 0.1°C over the range 20 to 60°C ▪ RH: +/-1.5% at 25°C, over the range 0 to 80% RH and +/-2% at 25°C, over the range 80 to 100% RH <u>Resolution:</u> ▪ Temp: 0.001°C ▪ RH: 0.001% RH
Data logger	▪ Operating temperature range: -20°C to +70°C ▪ Communication ports must include USB Micro B and RS-232 ▪ Switched 12V DC terminal ▪ Analog inputs :6 X single-ended or 3 individually configured differential ▪ Pulse Counters : 8 ▪ Voltage excitation terminals : 2 ▪ Digital Input/Output : 8 terminals configurable to digital input and output that includes high/low status, pulse width modulation, external interrupt and communication functions ▪ Input Limits : -100 to +2 500 mV ▪ Analog Voltage Accuracy: +/- (0.04% of measurement + offset) at 0° to 40°C ▪ Real-Time Clock Accuracy +/- 1 minute per month

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	- Power Requirements : 16 to 32V DC for charger input (CHG) - ADC 24-bit - Communication protocols : PakBus, ModBus, DNP3, SDI-12, TCP, UDP - CPU Drives/Programmes : 80 MB serial flash - Data Storage : 30 MB serial flash - Idle Current Drain : < 2mA - WiFi Option - Cell Option : GSM NB: The data logger should be compatible with existing software at uMngeni-uThukela Water, i.e. Loggernet. In addition, uMngeni-uThukela Water downloads data from automatic meteorological stations into the company server. See MQTT Protocol requirements below.
Modem	- CELL 215,4G/5G Modem and 7 dB antennae
Power Supply	12V, DC, 7Ah Rechargeable Lithium Battery - Battery dimensions: should be able to safely fit inside logger box 20 Watts Solar Panel - Solar Regulator 4 mm solar wire black and red - Poles, padlocks and lockable brackets for solar panel.
Mounting	- The Service Provider should provide all the required mounting equipment. The mounting pole should have a diameter of at least 60 mm. - Equipment should be positioned at international standard heights and orientation for meteorological measurements. - The solar panel should be positioned such that sunshine is optimised.
Rainfall event data logger (potable device to be used during on-field rain gauge)	- A rainfall event data logger that can be connected to a computer via USB. Event Sensor: two-wire interface for measuring mechanical and electrical contact closures (i.e.

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calibration)	bucket tips). ▪ Max input frequency: 1 Hz ▪ Preferred switch type: open ▪ Open circuit input voltage: Battery voltage, nominally 3.0 V ▪ Operating temperature: -20 to +70°C ▪ Maximum input voltage: Battery voltage +0.3 V ▪ Software: Logger compatible software with a once-off licence for permanent use by UUW (i.e. no recurring subscription fees).
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MQTT Protocol Support Requirements

Objective:

The data logger of the weather station must support the MQTT (Message Queuing Telemetry Transport) protocol to enable remote data collection and transmission to facilitate real-time monitoring and analysis of weather data.

Functional Requirements	1. MQTT Protocol Compatibility: - The data logger shall be capable of communicating using the MQTT protocol version 3.1.1 or higher. - It should support both MQTT publishing and subscribing functionalities. 2. Configurability: - The system must allow for the configuration of MQTT settings, including but not limited to: - MQTT broker address(es) for data transmission. - Port number(s) for MQTT communication. - Quality of Service (QoS) level for message delivery. - Authentication credentials (username/password) if required. - SSL/TLS encryption settings for secure communication.
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	3. Flexibility: - The data logger should offer flexibility in configuring multiple MQTT brokers for redundancy and load balancing purposes. - It should support both local and remote MQTT brokers, allowing for in-house deployment as well as cloud-based solutions. 4. Error Handling: - The system should have robust error handling mechanisms for MQTT connection failures, including automatic reconnection attempts with configurable retry intervals. - It should log any errors encountered during MQTT communication for troubleshooting purposes.
Non-Functional Requirements	1. Performance: - The data logger's MQTT implementation should ensure minimal latency and overhead for efficient data transmission. - It should be capable of handling high volumes of data with minimal impact on system performance. 2. Security: - The MQTT communication should support SSL/TLS encryption to ensure data confidentiality and integrity during transmission. - It should provide options for secure authentication to prevent unauthorized access to the MQTT broker.
Compliance	The implementation of MQTT support in the data logger must adhere to industry standards and best practices for MQTT protocol usage.

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Acceptance Criteria	- The data logger successfully establishes MQTT connections with configured brokers. - Data transmission occurs seamlessly between the weather station and the MQTT broker. - Configuration changes to MQTT settings take effect without disrupting normal operation.
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The Service Provider should provide equipment with at least a two-year warranty period and should be available to provide technical support during this period.

3. Extent of Services

The Service Provider will undertake the following tasks (i.e. deliverables):

- Supply and delivery of rainfall/weather station equipment as specified (including 1 rainfall event data logger).
- Provision of **Calibration Certificates** for all measuring meteorological equipment.
- Identification of appropriate sites for installation.
- Installation of equipment: (i) Rainfall, Temperature and Relative Humidity at Head Office and Nsezi Waterworks; (ii) Rainfall only at Mhlathuze Weir.
- Training of key personnel, including maintenance requirements (i.e. cleaning equipment, troubleshooting, calibration, etc.).
- Brief report detailing installation steps, as well as key maintenance requirements.
- Upon appointment, the Service Provider should, through an inception meeting, produce a detailed work plan with potential dates/deadlines for each deliverable. This work plan should be accepted by the Client's Project Manager before implementation. Any potential delays should be communicated in advance, i.e. at least 5 working days before the initially-agreed deliverable deadline.
- The Service Provider is expected to complete the project within two months (60 days) after appointment.
- Payments will be made at the completion of each deliverable and acceptance thereof by the Client's Project Manager.
- **It is important to note that payment for the installation will only be made if the stations transmit information to the U UW server, i.e. compliance with MQTT Protocol Support requirements.**
- Invoices and the required supporting documents for each deliverable should be submitted by the 25th day of each month (should a deliverable be complete) and payment is made by U UW by the end of the following month.

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- All deliverables should comply with SAWS and internationally-accepted meteorological equipment installation standards.
- The supplier should be prepared to assume work within two weeks after the appointment date.

4. Use of reasonable skill and care

- The Service Provider should use specialised skills in meteorological station installation and maintenance in line with SAWS and SABS standards. In addition, the Service Provider should use hydrological or/and meteorological reasoning, knowledge, skills and standards to produce the desired deliverables. The service provider must, in their team, have a technician with at least three (3) years' experience in the installation and/or maintenance of the required or related hydro-meteorological equipment. The technician's experience report or resume should be submitted together with quotation.
- The Service Provider is expected to supply robust, calibrated meteorological equipment, recognising the importance of accuracy in meteorological measurements.

5. Co-operation with other Service Providers

N/A

6. Applicable national and international standards

The service provider should base the equipment on SAWS, SABS and international standards to install and maintain automated weather stations.

1. Pricing

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

2. Evaluation Process

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

2.1 First stage: Administrative Requirements

- i. Bidder completed all RFQ Forms
- ii. Bidder registered on National Treasury CSD Mandatory Requirement
- iii. SBD 4 – Bidders disclosure

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2.2. Second Stage: Functionality

Returnable Schedule	Weighting %
Company experience in the installation of hydrometeorological instruments.	30
Scientist or technician experience in the installation and/or maintenance of hydrometeorological instruments.	50
Company Method Statement	20

2.2.1. Company Experience in installation of Hydrometeorological Equipment

The company should list their experience in the form relevant projects, i.e. projects where hydro-meteorological equipment were installed.

Project Name	Year(s)	Equipment Installed	Client Name	Contact Details

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

Experience – Number of Projects	Max Possible Score
1 Project – 10 points 2 Projects – 30 points 3 Projects – 70 points 4 projects- 80 points 5 Projects – 100 points	100

2.2.2 Scientist/Technician Experience

Acknowledging the fact that the Scientist or Technician may have been involved with the current bidding or different companies over his/her career, their experience will be assessed independently. Therefore, the Scientist/Technician should list their experience in the form relevant projects, i.e. Installation and/or maintenance of hydrometeorological equipment. These can include projects conducted with current bidding company.

Scientist/Technician Name:

Professional Registration Number (if scientist):.....

Project Name	Year(s)	Equipment Installed	Client Name	Contact Details

Scoring of the Scientist/Technician's experience will be as follows: [50]

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Experience – Number of Projects	Max Possible Score
1 Project – 10 points 2 Projects – 30 points 3 Projects – 70 points 4 Projects- 80 Points 5 Projects – 100 points	100

2.2.3 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 by in achieving the stated objectives for the project. The Tenderer must, as such, explain their 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 method statement 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 bidding company should submit a brief statement (max 5 pages) detailing the methodology to be followed to complete the project, including standards for the instruments, data transmission, as well as any other relevant information. Scoring will be based on the quality, as well as the clarity of the method statement.

Scoring of the Method Statement will be as follows: **20**

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.
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 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.

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2.3 Third Stage: Price and Preference goals

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

	Description	80/20	Evidence to be provided
RDP	South African Owned Enterprise	20	Valid CSD report/CIPC
Total points for preferential goals		20	

- Failure on the part of a bidder to submit proof or documentation required in terms of this RFQ to claim points for specific goals, will be interpreted to mean that preference points for specific goals are not claimed by the bidder.
- UW reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by UW.
- UW reserves the right to conduct negotiations with the qualifying bidder/s regarding any terms and conditions, including price(s), of a proposed contract where applicable. UW reserves the right not to accept the lowest financial offer or any offer.

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PRICING SCHEDULE – FIRM PRICES (PURCHASES)

NOTE:

- a) Only firm prices will be accepted. Non-Firm prices (including prices subject to rates of exchange variations) will not be considered
- b) In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point

Name of bidder _____	RFQ number Q25/125/NS
Closing Time 15h00	Closing date 20 September 2024

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

Item no.	QUANTIY	DESCRIPTION	UNIT PRICE	TOTAL
1.	1	Supply and Delivery of weather station equipment		
2.	1	Installation		
3.	1	Training and Demonstration		
4.	1	Report		
SUB TOTAL				
VAT @ 15%				
GRAND TOTAL (price SA Rands with all applicable taxes included)				
I (full name) _____, in my capacity as _____, the duly authorized representative of _____ (business name) hereby declares that the offer is in accordance with the attached specification, notes to suppliers & accepts all conditions/clauses contained in the said documents.				
Signature of duly authorized representative _____			DATE: _____	

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AUTHORITY TO SIGN

RFQ NO: Q25/125/NS

Description: _____

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

Company Name: _____

Registration Number: _____

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

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

(Sole member still must sign this resolution)

Signature of members:

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

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SBD 4 - BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

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

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

2.3.1 If so, furnish particulars:

3 DECLARATION

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

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

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

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

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

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

Signature

Date

Position

Name of bidder

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
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

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2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

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

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

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

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4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
South African Owned Enterprise	20	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm _____

4.4. Company registration number:

TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]

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

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

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

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SBD 7.1 CONTRACT FORM - PURCHASE OF GOODS/WORKS

This form must be filled in duplicate by both the successful bidder (part 1) and the purchaser (part 2). Both forms must be signed in the original so that the successful bidder and the purchaser would be in possession of originally signed contracts for their respective records.

PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to uMngeni-Uthukela Water in accordance with the requirements and specifications stipulated in the above mentioned RFQ number at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Proof of tax compliance status;
 - Pricing schedule(s);
 - Technical Specification(s);
 - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
 - Bidder's Disclosure form;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) _____

CAPACITY _____

SIGNATURE _____

NAME OF TENDERER _____

DATE _____

WITNESSES	
1	_____
2.	_____
DATE: _____	

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SBD 7.1 CONTRACT FORM - PURCHASE OF GOODS/WORKS

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I _____ in my capacity as _____
accept your quotation under reference number _____ dated _____
for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).

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 accompanied by the delivery note.

ITEM NO.	
PRICE (ALL APPLICABLE TAXES INCLUDED)	
BRAND	
DELIVERY PERIOD	
TOTAL PREFERENCE POINTS CLAIMED	
POINTS CLAIMED FOR SPECIFIC GOAL 1-SOUTH AFRICAN OWNED ENTERPRISE	

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

SIGNED AT _____ ON: _____

NAME (PRINT): _____ SIGNATURE: _____

OFFICIAL STAMP

WITNESSES

1. _____

2. _____

DATE: _____