

REQUEST FOR QUOTATION

RFQ Number: Q26/002/MD

Form No: UW-RFQ-1
 Version No: 1/2024
 Effective Date: Jul 2024

Description	Request for Quotation to Supply and Installation of Roller Blinds and Temporary Window Film at uMngeni Water Services, Westville Office
Advert Date	30 January 2026
Closing Date and Time	05 February 2026 12:00 pm
Compulsory Briefing Session	N/A
SCM Enquiries	<i>Mbali Dimba</i> Email: Mbali.Dimba@uuw.co.za
Technical Enquiries	<i>Bavana Maharaj</i> Email: Bavana.Maharaj@uuw.co.za
Contents of RFQ	1. Invitation to quote 2. Bidders' information 3. Terms and Conditions 4. Undertaking by Bidder 5. Terms of Reference/RFQ specifications 6. Price Schedule 7. Authority to Sign 8. Bidders' disclosure [SBD 4] 9. Preference points claim form (SBD 6.1) 10. Briefing session certificate [applicable]

Quotation Submission:	Tip-Offs Anonymous Hotline:
Quotations clearly marked, using the quote number and RFQ description as a subject 'Quotations dropped in the tender box will be accepted. Submission of quotations received after 12h00 will not be accepted. N.B Emailed quotations will not be accepted.	Report unethical conduct at uMngeni Water Services to: The Office of the Managing Director Attention: The Managing Director Email: Peter.Thompson@uuw.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 (If applicable)	
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

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 with and comply with the terms of reference/specifications provided, unless otherwise stipulated.
9. The official uMngeni Water Services 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 Water Services.
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 Water Services and the Bidder.
14. All Copyright and Intellectual Property herein vests with uMngeni Water Services and its Bidder.
15. Responses to this RFQ must be submitted **to No.6 The Boulevard, Westway Office Park, Intersection of Spine Road and the Boulevard, Westville, Durban**. Deposit in the tender box situated as indicated on the quotation request form, marked appropriately 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 Water Services 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 Water Services Purchase Order form has been received.
18. **uMngeni Water Services reserves the right to appoint more than one supplier/service provider and or to award the quote as a whole or in part.**
19. A full copy of the General Conditions of Contract (GCC) is available on the National Treasury website (<https://www.treasury.gov.za/divisions/ocpo/sc/generalconditions/general%20conditions%20of%20contract.pdf>)

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

Name of Representative
(Duly Authorised)

Signature

Date

SPECIFICATIONS OF GOODS REQUIRED

1. Background

uMngeni Water Services (UWS) has leased new offices at No. 6 The Boulevard, Westway Office Park, Intersection of Spine Road and The Boulevard, Westville, Durban.

Description of goods/ services required

The purpose of this RFQ is to invite quotations from experienced and reputable suppliers for the supply and installation of roller blinds and temporary window film at the UWS offices located in Westway Office Park in Durban. The detailed specifications for the roller blinds for the UWS Boardroom is provided in Table 1 below and the specifications for the temporary window film is provided in Table 2.

Please note: The supplier is also required to remove temporary window film that is currently installed in the UWS Boardroom prior to installation of the roller blinds.

Table 1: Blinds Specification for the UWS Boardroom

OFFICE BLINDS SPECIFICATION	
BLIND SPECIFICATION TO BE USED	
 REMOTE ONLY WHERE BLINDS ARE AUTOMATIC BATTERY OPERATED	Blockout Specification: (Boardroom of UWS) Blindquip: Roller Blockout Premier Weave Colour: Pearl Pelmet: Matching pelmet, with insertable fascia fabric, in matching fabric. - Pelmet to be fitted 150mm above window reveal to brick wall. 150mm is added to onsite measurements as shown below. - Pelmet width to be as dimensioned below. Where possible pelmet and blind to overlap window onto brick wall by 50mm. 50mm is added to onsite measurements as shown below. Mechanism - Automatic Battery Operated: Classic roller control blinds via remote. Support and active links as needed for best functioning blinds in each area. All blinds to align with existing window mullions, as shown below in dimensions and quantity of blinds.
	2. Blockout Blind Specification: Blindquip Blockout Premierweave _ Colour: Pearl 

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GENERAL NOTE:

ALL LEVELS AND DIMENSIONS ARE TO BE CHECKED ON SITE BEFORE THE COMMENCEMENT OF ANY WORK. ANY DISCREPANCIES ARE TO BE REPORTED TO THE INTERIOR DESIGNER IMMEDIATELY. THE BLINDS SUPPLIER AND INSTALLER MUST ENSURE THE OPTIMAL FUNCTIONALITY OF EACH SPACE. IF ANY ADDITIONAL PARTS ARE REQUIRED, THEY MUST BE PROVIDED AND INCLUDED BY THE BLINDS SPECIALISTS.

AREA: BOARDROOM		QTY	
	BLIND 1: LHS Control	3	Automatic Battery Operated - Blockout Specification
	Width : 1980mm + 50mm = 2030mm		
	Height : 1230mm + 150mm = 1380mm		
	BLIND 2: LHS Control		
	Width : 1975mm + 50mm = 2025mm		
	Height : 1230mm + 150mm = 1380mm		
	BLIND 3: RHS Control		
	Width : 1995mm + 50mm = 2045mm		
	Height : 1230mm + 150mm = 1380mm		

Table 2: Temporary Window Film Specification for the UWS Offices

Temporary Window Film Measurements for each Window as shown in Image		
Windows	Length	Height
SCM Office		
	77 mm	106.5 mm
	81 mm	111 mm
	77 mm	106.5 mm
	81 mm	111 mm
	77 mm	106.5 mm
Senior HR Manager		
	81 mm	111 mm
	81 mm	111 mm
	77 mm	106.5 mm
	81 mm	111 mm
Corporate Services Office		
	77 mm	106.5 mm
	81 mm	111 mm
	77 mm	106.5 mm
	81 mm	111 mm
	77 mm	106.5 mm
Boardroom Break Area		
	77 mm	106.5 mm
	81 mm	111 mm
Chairman's Office		
	77 mm	111 mm
	81 mm	106.5 mm
	77 mm	111 mm
	81 mm	106.5 mm
	77 mm	111 mm
	81 mm	106.5 mm
	77 mm	111 mm
	81 mm	106.5 mm

MD's Office		
	84 mm	106 mm
	88 mm	111 mm
	84 mm	106 mm
	88 mm	111 mm
	84 mm	106 mm
	88 mm	111 mm

2. Deliverables/Key Outcomes for Appointed Supplier

Description	Indicative date for delivery
On site measurements for confirmation on roller blinds and temporary window film measurements prior to manufacturing	February 2026
Supply and installation of roller blinds and temporary window film as per specifications	February 2026

3. Other information

- We estimate the quantity to be delivered is as per the "Roller Blinds and Temporary Window Film Specifications", provided in this RFQ document.
- We require the supply and installation of the roller blinds and temporary window film to be delivered at No. 6 The Boulevard, Westway Office Park, Intersection of Spine Road and The Boulevard, Westville, Durban.
- Payment will be at the end of the deliverables.

4. Mandatory documentation/requirements

- Bidder completed all RFQ Forms
- Bidder registered on National Treasury CSD
- SBD 4 – Bidders disclosure
- Valid BBBEE certificate
- CIPC
- Valid Sars Tax Pin

5. Other documents

In addition to this RFQ document, the documents listed below form part of this RFQ:

- Annexure A: Space Planning Layout - drafted by the interior designer appointed for the design of the UWS Offices.

6. Special conditions

- The service providers may be required to make presentations, provide further information or clarification to the evaluation committee.
- The service providers must ensure that the pricing provided in their submission is aligned to specifications for the roller blinds and temporary window film as demonstrated and must provide unit rates and total cost for each line item.
- All service providers responding to this RFQ will quote as per the roller blinds and temporary window film specifications and measurements provided in **Tables 1 and 2**. The appointed service provider will have to confirm blind and window film measurements by conducting on site measurements prior to manufacturing.

- d) Due to operational constraints, it is highly preferred that the work be conducted over a weekend (Saturday and/or Sunday). Bidders unable to commit to a weekend schedule should clearly state their availability and propose an alternative timeline for consideration. However, bidders who will be able to work on the weekends will be at an advantage.

7. 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.

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The bidder is responsible for all the cost that they shall incur related to the preparation and submission of the quotation.

8. Evaluation Process

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

First stage: Mandatory/ Administrative Requirements

- 8.1 Bidder completed all RFQ Forms
- 8.2 Bidder registered on National Treasury CSD
- 8.3 SBD 4 – Bidders disclosure
- 8.4 Valid BBBEE certificate
- 8.5 CIPC
- 8.6 Valid SARS Tax Pin

8.7 Second Stage: Functionality

- 8.7.1 Refer to the below table for the functionality requirements which will be used when evaluating the second stage.

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Criteria	Documentation required	Target		Company 01		Company 02	
1. Eligibility criteria: Confirmation of compliance	- Bidder completed all RFQ Forms - Bidder registered on National Treasury CSD - SBD 4 – Bidders' disclosure - Valid BBBEE certificate - CIPC - Valid SARS Tax Pin	N/A	Yes/No				
2. Compliance to scope & specification	Suppliers are to submit a declaration stating that they understand the scope of work and the specifications.	N/A	Complied with all requirements of the scope documents and specification.				
3. Delivery Time	Suppliers are to submit their delivery schedule, and a written, signed letter on the company's letterhead will be accepted.	50	1. Three-day commitment after receipt of a purchase order = 50 points. 2. Four-day commitment after receipt of a purchase order = 40 points. 3. Five-day commitment after receipt of a purchase order = 30 points.				
4. Experience	A supplier is required to submit a traceable reference of work completed in the form of purchase orders obtained from previous clients. Purchase orders must be specific to supply hot-work components.	50	1. Five purchase order submitted = 50 points. 2. Five purchase order submitted = 40 points. 3. Five purchase order submitted = 30 points.				
Total		100					

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8.8 Third Stage: Price and Preference goals

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

5. Preferential goals and applicable points for this tender in terms of Preferential Procurement Regulations 2022, are indicated in the table below:

	Description	80/20	Evidence to be provided
HDI	An entity that is at least 51% owned by black people	10	• CIPC/ CSD
HDI	An entity that is at least 51% owned by women	10	• BBBEE Affidavit/ • CIPC/ CSD
Total points for preferential goals		20	

6. Failure on the part of a bidder to submit proof or documentation required in terms of this RFQ to claim points for specific goals, will be interpreted to mean that preference points for specific goals are not claimed by the bidder.
7. UWS 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 UWS.
8. UWS 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 UWS reserves the right not to accept the lowest financial offer or any offer.

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PRICING SCHEDULE (BOQ)– FIRM PRICES

NOTE:

- Only firm prices will be accepted. Non-Firm prices (including prices subject to rates of exchange variations) will not be considered
- 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 _____
Closing Time _____ Closing date _____

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

BILL OF QUANTITIES - PRICE TABLE

Item No.	Material / Description of item	Qty (A)	Unit Measure	Unit Price Excl. (B)	Quoted Price (A x B) Excl. Vat
Roller Blinds					
	Boardroom	3			
Temporary Window Film					
	Removable of existing window film in Boardroom	6			
	SCM Offices	5			
	Boardroom Break Area	2			
	Chairman of UWS	8			
	Managing Director of UWS	6			
	Senior Human Resources Manager	4			
	Corporate Services	5			
SUB TOTAL					
Vat (15%)					
GRAND TOTAL (price in SA Rands with all applicable taxes included)					
Does the offer comply with the specification(s)			YES		NO
If not to specification, indicate deviation(s)					
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					

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conditions/clauses contained in the said documents.

Signature of duly authorized
representative

DATE:

AUTHORITY TO SIGN

RFQ NO: _____

Description: _____

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

Company Name: _____

Registration Number: _____

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

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

(Sole member still must sign this resolution)

Signature of members:

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

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

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SBD 4 - BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

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

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

2.3.1 If so, furnish particulars:

3 DECLARATION

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

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

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

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

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

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

Signature_____
Date_____
Position_____
Name of bidder

**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).

1.2 To be completed by the organ of state

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

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

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

2. DEFINITIONS

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

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

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 points is allocated for price on the following basis:

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

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

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 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 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 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 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 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 <i>[select where applicable to this bid]</i>	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
An entity that is at least 51% owned by black people	10	
An entity that is at least 51% owned by women	10	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm _____

4.4. Company registration number:

TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]

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

4.5. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/

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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 Water Services 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 fulfilment 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:	_____

SBD 7.1 CONTRACT FORM - PURCHASE OF GOODS/WORKS

PART 2 (TO BE FILLED IN BY THE PURCHASER)

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

ITEM NO.	
PRICE (ALL APPLICABLE TAXES INCLUDED)	
BRAND	
DELIVERY PERIOD	
TOTAL PREFERENCE POINTS CLAIMED	
POINTS CLAIMED FOR SPECIFIC GOAL 1	
POINTS CLAIMED FOR SPECIFIC GOAL 2	
POINTS CLAIMED FOR SPECIFIC GOAL 3	
POINTS CLAIMED FOR SPECIFIC GOAL 4	

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

SIGNED AT _____

ON: _____

NAME (PRINT): _____

SIGNATURE: _____

OFFICIAL STAMP

WITNESSES

1. _____

2. _____

DATE: _____

CONTRACT FORM - RENDERING OF SERVICES (SBD 7.2)**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

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

DESCRIPTION OF SERVICE	
PRICE (ALL APPLICABLE TAXES INCLUDED)	
CONTRACT TERM / COMPLETION DATE	
TOTAL PREFERENCE POINTS CLAIMED	
POINTS CLAIMED FOR SPECIFIC GOAL 1	
POINTS CLAIMED FOR SPECIFIC GOAL 2	
POINTS CLAIMED FOR SPECIFIC GOAL 3	
POINTS CLAIMED FOR SPECIFIC GOAL 4	

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

SIGNED AT _____

ON: _____

NAME (PRINT): _____

SIGNATURE: _____

OFFICIAL STAMP

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WITNESSES

3. _____

4. _____

DATE: _____