



**TENDER NO:** 2019/226

**TENDER TITLE:**  
EXPRESSION OF INTEREST FOR INVITATION OF ELECTRICAL AND INSTRUMENTATION  
CONTRACTORS FOR INCLUSION ON UMGENI WATER ENTERPRISE AND SUPPLIER  
DEVELOPMENT PROGRAMME

**VOLUME 1 – Tendering Procedures and Returnable Documents**

**Issued by:**

Umgeni Water  
310 Burger Street  
Pietermaritzburg

**Tender Queries:**

Contact Name: Mvelo Mbeje  
Telephone: 033 341 1099

**Name of Tenderer:** .....

**National Treasury CSD Number:** .....

---

**TABLE OF CONTENTS**

<b><u>DESCRIPTION</u></b>	<b><u>PAGE</u></b>	<b><u>SHEET COLOUR</u></b>
<b>VOLUME 1</b>		
<b>THE TENDER</b>		
<b>T1 TENDERING PROCEDURES</b>		
T1.1 Tender Notice and Invitation to Tender .....	T1.1	White
T1.2 Tender Data.....	T1.3	Pink
<b>T.2 RETURNABLE DOCUMENTS</b>		
T2.1 List of Returnable Documents .....	T2.1	Yellow
T2.2 Returnable Schedules and Documents.....	T2.3	Yellow
<b>VOLUME 2</b>		
<b>THE CONTRACT</b>		
<b>C.1 AGREEMENTS AND CONTRACT DATA</b>		
C1.1 Form of Offer and Acceptance .....	C1.2	Yellow

**Tender Number:** 2019/226

**Tender Title:** EXPRESSION OF INTEREST FOR INVITATION OF ELECTRICAL & INSTRUMENTATION CONTRACTORS FOR INCLUSION ON UMGENI WATER ENTERPRISE AND SUPPLIER DEVELOPMENT PROGRAMME

### T1.1 TENDER NOTICE AND INVITATION TO TENDER

Umgeni Water is a state owned business enterprise and it operates within the South African legislative parameters of the Water Services Act 108 of 1997, Public Finance Management Act 1 of 1999 and Public Audit Act 25 of 2004.

Competent and experienced service providers are invited to tender for the following:

Expression of Interest for Invitation of Electrical and Instrumentation Contractors for Inclusion on Umgeni Water Enterprise and Supplier Development Programme.

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

- Minimum CIDB Grading of 3EB & EP or higher
- Must be within the operational area of Umgeni Water (eThekweni Metro, Umgungundlovu District Municipality, Ilembe District Municipality, Harry Gwala District Municipality, Ugu District Municipality and Uthukela District Municipality).
- Must be within designated groups as per the **PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT OF 2000, PREFERENTIAL PROCUREMENT REGULATION OF 2017**
  - EME OR QSE owned by Black people
  - EME OR QSE owned by Black people who are youth
  - EME OR QSE owned by Black people who are women
  - EME OR QSE owned by Black people with disabilities
  - EME OR QSE owned by Black people living in rural areas, under-developed areas or townships
  - EME OR QSE owned by Black military veterans

#### 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.

- Stage one – Functionality shall be assessed. A minimum functionality score of 70 points is required for the tender to be considered further.
- Stage two – Due Diligence process, which includes:-
  - ✓ Visit of the offices of the Tenderer to verify the existence of the operations and administration of the Tenderer.

The physical address for collection and submission of tender documents and the submission of tenders is:  
**Umgeni Water, 310 Burger Street, Pietermaritzburg.**

Documents shall be collected during working hours from 09h00 to 15h00 from 29 July 2019 to 02 August 2019

Queries relating to the issue of these documents shall be addressed to: Mr Mvelo Mbeje, Tel No.: 033 341 1099, e-mail: [Mvelo.mbeje@umgeni.co.za](mailto:Mvelo.mbeje@umgeni.co.za).

A compulsory clarification meeting with representatives of Umgeni Water shall take place at Umgeni Water Mkondeni Workshop Canteen, 7 Portland Road, Mkondeni on 05 August 2019 starting at 10h00.

**Only Tenderers who have collected the Tender documents must attend this meeting.**

No tender documents will be issued at the clarification meeting. Therefore if tenderers pay during the collection period, they must ensure collection before the meeting.

Tenderers must ensure that they bring their documents to the clarification meeting for signing purposes. No concessions will be made for tenderers who do not have their tender documents in their possession.

The closing time for submission of tenders is **12h00** on **05 September 2019**

Tenders are to be deposited in the tender box located outside the main entrance at **Umgeni Water, 310 Burger Street, Pietermaritzburg**.

Persons aggrieved by decisions or actions taken by Umgeni Water, may lodge an appeal within 7 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@umgeni.co.za](mailto:appeals@umgeni.co.za)

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

*Umgeni Water's standard conditions of tender are available on Umgeni Water's website [www.umgeni.co.za/sustainable\\_development/sud.asp](http://www.umgeni.co.za/sustainable_development/sud.asp)*

*For any other tender adverts, please visit this website.*

**Umgeni Water Reserves the Right to Award the Contract In Whole or In Part**

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

The general conditions of tender are the Umgeni Water Standard Conditions of Tender (document number: SCM009, a copy of which may be obtained from Umgeni Water Supply Chain Management office or can be downloaded from the following web site: [www.umgeni.co.za/sustainable\\_development/sud.asp](http://www.umgeni.co.za/sustainable_development/sud.asp))

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.”

### F.3.11.5 Functionality

Each member of the Purchaser’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.”

### Clause F.3.11.9 Scoring Quality

Substitute the word ‘quality’ wherever it appears with the word ‘functionality’.

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
	<b>F.1.1 Actions</b>
F.1.1	The Purchaser is <b>Umgeni Water</b>
	<b>F.1.2 Tender Documents</b>
F.1.2	The Tender Documents issued by the Purchaser comprise the following documents:  <b>VOLUME 1 – Tendering Procedures and Returnable Documents</b> Part T1: Tendering procedures Part T2: Returnable documents  <b>VOLUME 2 – Offer, Contract, Price, Scope of Work and Site Information</b> Part C1: Agreements and Contract data Part C2: Pricing data Part C3: Scope of work Part C4: Site information
	<b>F.1.4 Communication and Purchaser’s agent</b>
F.1.4	The Purchaser’s agent is:  <u><b>Tender Queries</b></u>  Name: Mvelo Mbeje Address: 310 Burger Street, Pietermaritzburg Tel: 033 341 1099

T1.4.

	E-mail: <a href="mailto:mvelo.mbeje@umgeni.co.za">mvelo.mbeje@umgeni.co.za</a>
	<b>F.1.5 The Purchaser's right to accept or reject any tender offer</b>
F.1.5.2	The minimum period will be 3 months
	<b>F.2.1 Eligibility</b>
F.2.1	<p>Umgeni Water will only consider submissions from tenderers who satisfy the following criteria:</p> <ol style="list-style-type: none"> <li>a) the Tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;</li> <li>b) the Tenderer has not: <ul style="list-style-type: none"> <li>• abused the Purchaser's Supply Chain Management System; or</li> <li>• failed to perform on any previous contract and has been given a written notice to this effect;</li> </ul> </li> <li>c) the Tenderer has completed and signed the Declaration of Interest and there are no conflicts of interest which may impact on the Tenderer's ability to perform the contract in the best interests of the Purchaser or potentially compromise the tender process and persons in the employ of the state are permitted to submit tenders or participate in the contract;</li> <li>d) the Tenderer has completed and signed the Declaration of Independent Tender Determination and has arrived at the accompanying tender independently from, and without consultation, communication, agreement or arrangement with any competitor.</li> <li>e) Minimum CIDB Grading of 3EB &amp; EP or higher.</li> <li>f) Must be within the operational area of Umgeni Water (eThekweni Metro, Umgungundlovu District Municipality, Ilembe District Municipality, Harry Gwala District Municipality, Ugu District Municipality and Uthukela District Municipality.</li> <li>g) Must be within designated groups as per the <b>PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT OF 2000, PREFERENTIAL PROCUREMENT REGULATION OF 2017</b> <ul style="list-style-type: none"> <li>▪ EME OR QSE owned by Black people</li> <li>▪ EME OR QSE owned by Black people who are youth</li> <li>▪ EME OR QSE owned by Black people who are women</li> <li>▪ EME OR QSE owned by Black people with disabilities</li> <li>▪ EME OR QSE owned by Black people living in rural areas, under-developed areas or townships</li> <li>▪ EME OR QSE owned by Black military veterans</li> </ul> </li> </ol>
	<b>F.2.7 Clarification meeting</b>
F.2.7	Tenderers must sign the attendance list in the name of the tendering entity. Addenda will be issued to and tenders will be received only from those tendering entities appearing on the attendance list.
	<b>F.2.12 Alternative tender offers</b>
F.2.12	No alternative tender offers will be considered.
	<b>F.2.13 Submitting a tender offer</b>
F.2.13.3	Parts of each tender offer communicated on paper shall be submitted as an original.
F.2.13.5 and F.2.13.7	<p>The Purchaser's details and address for delivery of tender offers are stated in T1.1 <b>Tender Notice and Invitation to Tender.</b></p> <p><b>Identification details</b> The identification details which must be stated in the tender offer outer package are:</p> <p><b>Tender Number</b> <b>Title of Tender</b> <b>Closing Date</b></p>

T1.5.

	<p><b>Closing Time</b> <b>Tenderer's Name</b> <b>Tenderer's Address</b></p> <p>Tenders issued in more than one volume must 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 will be considered.</p>									
F.2.13.6	A two-envelope system is not applicable									
	<b>F.2.15 Closing time</b>									
F.2.15	The closing time for submission of tender offers is as stated in <b>T1.1 Tender Notice and Invitation to Tender.</b>									
	<b>F.2.16 Tender offer validity</b>									
F.2.16.1	The tender offer validity period is <b>90 days</b> from the closing date.									
	<b>F.2.20 Submit securities, bonds, policies, etc.</b>									
F.2.20	The Tenderer is required to submit with his Tender a letter of intent from an approved Financial Services Provider registered with the Financial Services Board to provide the Insurances to the format included in Part T2.2 of this procurement document.									
	<b>F.2.23 Certificates</b>									
F.2.23	<ol style="list-style-type: none"> <li>1) The tenderer is required to submit with his tender:</li> <li>2) A Tax Compliance Status letter (with pin) issued by the South African Revenue Services.</li> <li>3) Central Supplier Database (CSD) Report</li> <li>4) Proof of good standing in terms of the COID Act</li> <li>5) Certificate of Independent Bid Determination</li> <li>6) A valid affidavit or certified copy of B-BBEE Status Level Certificate or sufficient evidence to confirm status as a qualifying EME</li> <li>7) Company Registration Certificate</li> <li>8) Proof of Address</li> </ol>									
	<b>F.3.4 Opening of tender submissions</b>									
F.3.4	Tenders will be opened immediately after the closing time for tenders as stipulated in T1.1 Tender Notice and Invitation to Tender.									
	<b>F.3.8 Test for responsiveness</b>									
F.3.8	The minimum qualifying Functionality Evaluation Score shall be 70 (seventy) points									
F.3.11.3 F.3.11.7 F.3.11.8	The procedure for the evaluation of responsive tenders is Method 2 (Financial Offer and Preference) will be in accordance with F.3.11.3 using formula 2 in F.3.11.7									
F.3.11.9	<p>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:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="2">Returnable Schedule</th> <th>Weighting %</th> </tr> </thead> <tbody> <tr> <td>T2.2.09</td> <td>Tenderer's Experience</td> <td>60</td> </tr> <tr> <td>T2.2.10</td> <td>Experience of Key Personnel</td> <td>40</td> </tr> </tbody> </table> <p><b>Failure to score a single point in any of the criteria listed above will deem the bid to be non-</b></p>	Returnable Schedule		Weighting %	T2.2.09	Tenderer's Experience	60	T2.2.10	Experience of Key Personnel	40
Returnable Schedule		Weighting %								
T2.2.09	Tenderer's Experience	60								
T2.2.10	Experience of Key Personnel	40								

T1.6.

	<p><b><u>responsive and the bidder will be disqualified.</u></b></p> <p>The score allocated by each Bid Evaluation Committee member for a tender shall be the sum, of the scores relevant to each of the above listed returnable schedules multiplied by the percentage weighting for each as shown above.</p>
	<p><b>F.3.17 Provide copies of the contracts</b></p>
F.3.17	<p>The number of paper copies of the signed contract to be provided by the Purchaser is one.</p>
	<p><b>F3.18 Provide written reasons for actions taken</b></p>
F3.18	<p>Refer to Section 39 of the Supply Chain Management Policy</p>
	<p><b>F3.19 Additional Conditions of Tender</b></p>
F3.19	<p><b>Appeals Process</b></p> <p>Persons aggrieved by decisions or actions taken by Umgeni Water, may lodge an appeal within 7 days of the date of the intention to award advertisement appearing in the relevant print media.</p> <p>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: <a href="mailto:appeals@umgeni.co.za">appeals@umgeni.co.za</a></p> <p>Note that appeals not addressed to the abovementioned email will not be considered.</p> <p><b><i>Umgeni Water Reserves the Right to Award the Contract In Whole or In Part.</i></b></p>



T2.1

**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		T2.2
T2.2.2 Declaration of Interest		T2.8
T2.2.3 Declaration of Tenderer's Past Supply Chain Management Practices`		T2.12
T2.2.4 Tax Compliance Status Letter Requirements		T2.15
T2.2.5 Proof of Attendance at the Compulsory Clarification/Site Meeting		T2.16
T2.2.6 Certificate of Independent Bid Determination		T2.17
T2.2.7 Tenderer's Experience		T2.20
T.2.2.8 Key Personnel Assigned to Work		T2.23
T2.2.9 Experience of Key Personnel		T2.24
T2.2.10 Proposed Organisation and Staffing		T2.27
T2.2.11 Registration Certificate / Agreement / ID Document		T2.29
T2.2.12 Record of Addenda to Tender Documents		T2.30
T2.2.13 VAT Registration Certificate		T2.31
T2.2.14 Preference Points claim form in terms of the PPPFA Regulations 2017, substantiated by the B-BBEE Verified Status Level Verification Certificate		T2.33
T2.2.15 Letter of Good Standing in terms of COID Act		T2.39
T2.2.16 Tenderer's Financial Standing		T2.40
T2.2.17 Suppliers Health and Safety Declaration		T2.41
T2.2.18 Central Supplier Database (CSD) Report		T2.44

---

**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:

<b>Full name of Partner</b>	<b>Residential Address</b>	<b>Signature</b>
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

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. ....

**T2.2.2 DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

1. Full Name of bidder or his or her representative: .....
2. Identity Number: .....
3. Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): .....
4. Company Registration Number: .....
5. Tax Reference Number: .....
6. VAT Registration Number: .....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

<sup>1</sup>"State" means –

1. any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
2. any municipality or municipal entity;
3. provincial legislature;
4. national Assembly or the national Council of provinces; or
5. Parliament.

<sup>2</sup>"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

7. Are you or any person connected with the bidder  
presently employed by the state? **YES / NO**

i. If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....

Name of state institution at which you or the person connected to the bidder is  
employed: .....

Position occupied in the state institution: .....

Any other particulars:

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

ii. If you are presently employed by the state, did you obtain **YES / NO**  
the appropriate authority to undertake remunerative  
work outside employment in the public sector?

1. If yes, did you attached proof of such authority to the bid **YES / NO**  
document?

(Note: Failure to submit proof of such authority, where  
applicable, may result in the disqualification of the bid.

2. If no, furnish reasons for non-submission of such proof:

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

8. Did you or your spouse, or any of the company's directors / **YES / NO**  
trustees / shareholders / members or their spouses conduct  
business with the state in the previous twelve months?

i. If so, furnish particulars:

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

9. Do you, or any person connected with the bidder, have **YES / NO**  
any relationship (family, friend, other) with a person  
employed by the state and who may be involved with  
the evaluation and or adjudication of this bid?

i. If so, furnish particulars.

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

10. Are you, or any person connected with the bidder, **YES / NO**  
aware of any relationship (family, friend, other) between  
any other bidder and any person employed by the state  
who may be involved with the evaluation and or adjudication  
of this bid?

i. If so, furnish particulars.

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

11. Do you or any of the directors / trustees / shareholders / members **YES / NO**  
of the company have any interest in any other related companies  
whether or not they are bidding for this contract?

i. If so, furnish particulars:

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

**2. Full details of directors / trustees / members / shareholders**

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

**3. DECLARATION**

I, THE UNDERSIGNED (NAME) .....

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature Date

.....  
Position Name of bidder



**T2.2.3 DECLARATION OF TENDERER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES  
(To be completed by Tenderer)**

1. This Section must form part of all Tenders invited.
2. It serves as a declaration to be used by Umgeni Water in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The Tender of any Tenderer may be disregarded if such Tenderer, or any of its directors have-
  - i. abused Umgeni Water 's supply chain management system;
  - ii. committed fraud or any other improper conduct in relation to such system; or
  - iii. failed to perform on any previous contract.
4. **In order to give effect to the above, the following questionnaire must be completed and submitted with the Tender.**

Item	Question	Yes	No
4.1	Is the Tenderer or any of its directors listed on the National Treasury/Umgeni Water's database as companies or persons prohibited from doing business with the public sector?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars .....		
4.2	Is the Tenderer or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars .....		
4.3	Was the Tenderer or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars .....		
4.4	Was any contract between the Tenderer and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars .....		

---

**CERTIFICATION**

I, THE UNDERSIGNED

(FULL NAME) .....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT. I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Tenderer

---

#### **T2.2.4 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](http://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.

---

**T2.2.4 TAX COMPLIANCE STATUS LETTER REQUIREMENTS (Continued.....)**

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

**T2.2.5 PROOF OF ATTENDANCE AT THE COMPULSORY CLARIFICATION / SITE MEETING**

**CERTIFICATE OF ATTENDANCE**

TENDER No. [ 2019/226 ]

This is to certify that

(Tenderer) .....

of (address) .....

.....

.....

was represented by the person(s) named below at the compulsory meeting held for all Tenderers at

(location).....

..... on (date) .....

starting at (time) .....

I / We acknowledge that the purpose of the meeting was to acquaint myself / ourselves with the site of the works and / or matters incidental to doing the work specified in the Tender documents in order for me / us to take account of everything necessary when compiling our rates and prices included in the Tender.

**Particulars of person(s) attending the meeting:**

Name: ..... Signature: .....

Capacity: .....

Name: ..... Signature: .....

Capacity: .....

**Attendance of the above person(s) at the meeting is confirmed by the Purchaser's representative, namely:**

Name: ..... Signature: .....

Capacity: ..... Date and Time: .....

---

## T2.2.6 CERTIFICATE OF INDEPENDENT TENDER DETERMINATION

- (a) This section must form part of all tenders<sup>1</sup> invited.
- (b) Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive tendering (or tender rigging).<sup>2</sup> Collusive tendering is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- (c) Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - 1. disregard the tender of any tenderer if that tenderer, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - 2. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the tendering process or the execution of that contract.
- (d) This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when tenders are considered, reasonable steps are taken to prevent any form of tender-rigging.
- (e) In order to give effect to the above, the attached Certificate of Tender Determination (SBD 9) must be completed and submitted with the tender:

<sup>1</sup> Includes price quotations, advertised competitive tenders, limited tenders and proposals.

<sup>2</sup> Tender rigging (or collusive tendering) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a tendering process. Tender rigging is, therefore, an agreement between competitors not to compete.

---

**T2.2.6 CERTIFICATE OF INDEPENDENT TENDER DETERMINATION (continued)**

I, the undersigned, in submitting the accompanying tender:

.....  
(Tender Number and Description)

in response to the invitation for the tender made by:

.....  
(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: ..... that:  
(Name of Tenderer)

- (i) I have read and I understand the contents of this Certificate;
- (ii) I understand that the accompanying tender will be disqualified if this Certificate is found not to be true and complete in every respect;
- (iii) I am authorized by the tenderer to sign this Certificate, and to submit the accompanying tender, on behalf of the tenderer;
- (iv) Each person whose signature appears on the accompanying tender has been authorized by the tenderer to determine the terms of, and to sign the tender, on behalf of the tenderer;
- (v) For the purposes of this Certificate and the accompanying tender, I understand that the word "competitor" shall include any individual or organization, other than the tenderer, whether or not affiliated with the tenderer, who:
  - a. has been requested to submit a tender in response to this tender invitation;
  - b. could potentially submit a tender in response to this tender invitation, based on their qualifications, abilities or experience; and
  - c. provides the same goods and services as the tenderer and/or is in the same line of business as the tenderer
- (vi) The tenderer has arrived at the accompanying tender independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive tendering.
- (vii) In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - a. prices;
  - b. geographical area where product or service will be rendered (market allocation)
  - c. methods, factors or formulas used to calculate prices;
  - d. the intention or decision to submit or not to submit, a tender;
  - e. the submission of a tender which does not meet the specifications and conditions of the tender; or
  - f. tendering with the intention not to win the tender.
- (viii) In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this tender invitation relates.
- (ix) The terms of the accompanying tender have not been, and will not be, disclosed by the tenderer, directly or indirectly, to any competitor, prior to the date and time of the official tender opening or of the awarding of the contract.

- (x) I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to tenders and contracts, tenders 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.

**<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.**

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Tenderer



**T2.2.7 TENDERER'S EXPERIENCE**

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.

The evaluation will consider experience in relation to the management of programmes and projects and the provision of cost consulting services in relation to programmes of work as opposed to projects where bills of quantities have been used.

Tenderers should very briefly describe his or her experience in this regard relevant to the scope of work and attach this to this schedule.

The description should be put in tabular form with the following headings:

<b>Project name</b>	<b>Period /Year</b>	<b>Value of work inclusive of VAT (Rand)</b>	<b>Company (where the project was done)</b>	<b>Contact Details</b>
<b>Manning Pumpstation Electrical Installations (Bulk Earthworks)</b>	<b>2012</b>	<b>R750 000.00</b>	<b>Troy Water</b>	<b>045 687 9912</b>

T2.18

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

<b>DESCRIPTION</b>	<b>MAX POSSIBLE SCORE</b>
<p>Company experience in Electrical and Instrumentation projects in Water or Wastewater Infrastructure i.e. Water or Wastewater Treatment Works, Pipelines, Pump stations and Reservoirs (submit proof of previous experience).</p> <ul style="list-style-type: none"><li>• &lt;1 projects – 0 points</li><li>• 1 projects – 30 points,</li><li>• 2 projects – 50 points</li><li>• 3 projects – 70 points</li> <li>• 10 additional point for every project more than 3 projects to a maximum of 100 points</li></ul>	<b>100</b>

---

**T2.2.7 TENDERER'S EXPERIENCE (Continued)**

**INSERT HERE**

---

**T2.2.8 KEY PERSONNEL ASSIGNED TO THE WORK**

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

**KEY PERSONNEL SCHEDULE**

No.	Proposed Function	Key Person Name
1.	<b>Contract Manager</b>	
2.	<b>Site Agent</b>	
3.	<b>General Foreman</b>	

**T2.2.9 EXPERIENCE OF KEY PERSONNEL**

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

**Key Person Positions**

- A. Contracts Manager**
- B. Site Agent**
- C. General Foreman**

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

Each CV should be structured under the following headings:

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

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

<p>The proposed study team for the study including CV's showing experience in projects of a similar nature.</p> <p><b>Experience of Contracts Manager in Wastewater or Water Infrastructure, which includes treatment works or pipelines or pump stations or reservoirs:</b></p> <ul style="list-style-type: none"> <li>&lt;2 yrs – 0 points</li> <li>• 3 yrs – 10 Points</li> <li>• 4 yrs – 14 Points</li> </ul> <p>3 additional points for every year more than 4 years to a maximum of points 20 points.</p> <p><b>Experience of Site Agent in electrical installation of a Water or Wastewater Infrastructure</b></p> <ul style="list-style-type: none"> <li>• &lt;2 yrs – 0 points</li> <li>• 2 yrs – 15 Points</li> <li>• 3 yrs – 20 Points</li> <li>• 4 yrs – 25 Points</li> <li>• 5 additional points for every year more than 4 years to a maximum of 40 points</li> </ul> <p><b>3. Experience of General Foreman in electrical installation of a Water or Wastewater Infrastructure.</b></p> <ul style="list-style-type: none"> <li>• 2 yrs – 0 points</li> <li>• 2 yrs – 15 Points</li> </ul>	<p style="text-align: center;"><b>MAX 20</b></p> <p style="text-align: center;"><b>MAX 40</b></p> <p style="text-align: center;"><b>MAX 40</b></p>
--	--

T2.22

<ul style="list-style-type: none"><li>• 3 yrs – 20 Points</li><li>• 4 yrs – 25 Points</li><li>• 5 additional points for every year more than 4 years to a maximum of 40 points</li></ul>	
--	--

---

### **T2.2.10 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.

---

**T2.2.10 PROPOSED ORGANIZATION AND STAFFING (Continued)**

**INSERT HERE**



---

**T.2.2.11 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***

**T2.2.12 RECORD OF ADDENDA TO TENDER DOCUMENTS**

I / We confirm that the following communications amending the Tender documents that I / we received from Umgeni 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.

<b>ADDENDUM No</b>	<b>DATE</b>	<b>TITLE OR DETAILS</b>

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

.....  
Date

---

**T2.2.13 VAT REGISTRATION CERTIFICATE**

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

**T2.2.14 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017**

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

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

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to all tenders:

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

1.2 The value of this tender is estimated [N/A] R50 000 000 (all applicable taxes included) and therefore the 80/20 90/10 system shall be applicable.

1.3 Preference points for this tender shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.  
(Refer Clause 5.7)

1.3.1 The maximum points for this tender are allocated as follows:

	POINTS
<b>1.3.1.1 PRICE</b>	<b>[ 80 / 90 ]</b>
<b>1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION</b>	<b>[ 20 / 10 ]</b>
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.4 Failure on the part of a tenderer to fill in and/or to sign this form and submit a B-BBEE Affidavit, Verification Certificate from a B-BBEE Verification Agency accredited by the South African National Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA), issued prior to 01 January 2017 together with the tender, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5 The purchaser 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 purchaser.

**2. DEFINITIONS**

2.1 "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;

2.2 "B-BBEE" means broad-based black economic empowerment as defined in section 1 of the Broad -Based Black Economic Empowerment Act;

- 2.3 “B-BBEE status level of contributor” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice, or Sector Code on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 “tender” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive tendering processes or proposals;
- 2.5 “Broad-Based Black Economic Empowerment Act” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 “comparative price” means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 “consortium or joint venture” 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;
- 2.8 “contract” means the agreement that results from the acceptance of a tender by an organ of state;
- 2.9 “EME” – (Exempted Micro Enterprise) means an Entity with annual turnover of R10 million or less means any enterprise with an annual total revenue of R5 million or less.
- 2.10 “Firm price” means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the Supplier and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 “functionality” means the measurement according to predetermined norms, as set out in the tender documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a tenderer;
- 2.12 “non-firm prices” means all prices other than “firm” prices;
- 2.13 “person” includes a juristic person;
- 2.14 “QSE” – (Qualifying Small Enterprise) means an Entity that qualifies for measurement under the QSE scorecard with turnover of R10 million or more but less than R50 Million.
- 2.15 “rand value” means the total estimated value of a contract in South African currency, calculated at the time of tender invitations, and includes all applicable taxes and excise duties;
- 2.16 “sub-contract” means the primary Supplier’s assigning, leasing, making out work to, or employing, another person to support such primary Supplier in the execution of part of a project in terms of the contract;
- 2.17 “total revenue” – means the total income of an entity from its operations as determined under South African Generally Accepted Accounting Practice, as per the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007;
- 2.18 “trust” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and

- 2.19 “trustee” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

### 3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The tenderer obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more tenders have scored equal total points, the successful tender must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more tenders have scored equal points including equal preference points for B-BBEE, the successful tender must be the one scoring the highest score for functionality.
- 3.6 Should two or more tenders be equal in all respects, the award shall be decided by the drawing of lots.

### 4. POINTS AWARDED FOR PRICE

#### 4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

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

Where:

- $P_s$  = Points scored for comparative price of tender under consideration  
 $P_t$  = Comparative price of tender under consideration  
 $P_{\min}$  = Comparative price of lowest acceptable tender

### 5. Points awarded for B-BBEE Status Level of Contribution

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

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

7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2 Tenderers who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA, prior to 01 May 2015 or a B-BBEE Affidavit with B-BBEE Status Level Certificates.
- 5.3 Tenderers other than EMEs must submit their original and valid B-BBEE status level Affidavit QSE (for entities whose turnover is between R10 million and R50 million, with 51% to 100% Black Ownership) verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA (prior to 1 January 2017) or a Verification Agency accredited by SANAS.
- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate for consortiums or joint ventures and affidavit for trusts.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate tender.
- 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialised scorecard contained in the Amended B-BBEE Codes of Good Practice, Gazette No. 38766.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for, unless the intended sub-Supplier is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

**6. TENDER DECLARATION**

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

**7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1**

- 7.1 B-BBEE Status Level of Contribution: ..... = ..... (maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA (prior to 01 January 2017) or an Accounting Officer as contemplated in the CCA).

**8. SUB-CONTRACTING**

8.1 Will any portion of the contract be sub-contracted? **YES / NO** (delete which is not applicable)

8.1.1 If yes, indicate:

- i. what percentage of the contract will be subcontracted? .....
- ii. the name of the sub-Supplier? .....
- iii. the B-BBEE status level of the sub-Supplier? .....
- iv. whether the sub-Supplier is an EME? YES / NO (delete which is not applicable)

**9. DECLARATION WITH REGARD TO COMPANY/FIRM**

9.1 Name of organization: .....

9.2 VAT registration number: .....

9.3 Company Registration number: .....

**9.4 TYPE OF COMPANY/ FIRM**

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

**9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

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

**9.6 COMPANY CLASSIFICATION**

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

[TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business? .....

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- (xi) The information furnished is true and correct
- (xii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form



- 
- (xiii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the Supplier may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
  - (xiv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
    - (f) disqualify the person from the tendering process;
    - (g) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
    - (h) 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;
    - (i) restrict the tenderer or Supplier, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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
    - (j) forward the matter for criminal prosecution

.....  
**SIGNATURE(S) OF TENDERER(S):**

DATE:.....

ADDRESS:.....

.....

.....

**WITNESSES:**

1 .....

2 .....

---

**T2.2.14 .../continued B-BBEE STATUS LEVEL VERIFICATION CERTIFICATES**

Tenderers not submitting a **valid original or a certified copy** B-BBEE Status Level Verification Certificate or are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE but will not be disqualified from the tendering process.

---

**T2.2.15 LETTER OF GOOD STANDING IN TERMS OF COID ACT  
(Compensation for Occupational Injuries and Diseases Act)**

**INSERT HERE**

---

**T2.2.16 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 Purchaser 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 Purchaser 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)

---

**T2.2.17 SUPPLIERS HEALTH AND SAFETY DECLARATION**

In terms of Clause 5(1)9(h) of the OHS Act 1993 Construction Regulations 2014 (referred to as "the Regulations" hereafter), a Supplier may only be appointed to perform construction work if the Purchaser is satisfied that the Supplier has the necessary competencies and resources to carry out the work safely in accordance with the Occupational Health and Safety Act No 85 of 1993 and the OHS Act 1993 Construction Regulations 2014.

To that effect a person duly authorized by the Tenderer must 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 OHS Act 1993 Construction Regulations 2014.
2. I hereby declare that my company / enterprise have the competence and the necessary resources to safely carry out the construction work under this contract in compliance with the Construction Regulations and the Purchaser's Health and Safety Specifications.
3. I hereby undertake, if my Tender is accepted, to provide a sufficiently documented Health and Safety Plan in accordance with CR7(1) of the Construction Regulations, approved by the Purchaser or its representative, before I will be allowed to commence with construction work under the contract. 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 obtain the necessary approval for the said safety plan.
4. I confirm that copies of my company's approved Health and Safety Plan, the Purchaser's Safety Specifications as well as the OHS Act 1993 Construction Regulations 2014 will be provided on site and will at all times be available for inspection by the Supplier's personnel, the Purchaser's personnel, the Engineer, visitors, and officials and inspectors of the Department of Labour.
5. I hereby confirm that adequate provision has been made in my Tendered rates and prices in the bill of quantities to cover the cost of all resources, actions, training and all health and safety measures envisaged in the OHS Act 1993 Construction Regulations 2014, including the cost for specific items that may be scheduled in the bill of quantities.
6. I hereby confirm that I will be liable for any penalties that may be applied by the Purchaser in terms of the said Regulations for failure on my part to comply with the provisions of the Act and the Regulations as set out in Regulation 30 of the Regulations.
7. I agree that my failure to complete and execute this declaration to the satisfaction of the Purchaser will mean that I am unable to comply with the requirements of the OHS Act 1993 Construction Regulations 2014, and accept that my Tender will be prejudiced and may be rejected at the discretion of the Purchaser.
8. I am aware of the fact that, should I be awarded the contract, I must submit the notification required in terms of Regulation 4 of the OHS Act 1993 Construction Regulations 2014 (*example attached hereafter*) before I will be allowed to proceed with any work under the contract.

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

---

**T2.2.18 CENTRAL SUPPLIER DATABASE (CSD) REPORT**

**INSERT HERE**



CONTRACT No: [2019/226]

CONTRACT TITLE:  
[EXPRESSION OF INTEREST FOR INVITATION OF ELECTRICAL AND INSTRUMENTATION  
CONTRACTORS FOR INCLUSION ON UMGANI WATER ENTERPRISE AND SUPPLIER  
DEVELOPMENT PROGRAMME]

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

**Issued by:**

Umgeni Water  
310 Burger Street  
Pietermaritzburg

**Tender Queries:**

Contact Name: [Mvelo Mbeje]  
Telephone: [033 341 1099]

**Name of Tenderer:** .....

## TABLE OF CONTENTS

<u>DESCRIPTION</u>	<u>PAGE</u>	<u>SHEET COLOUR</u>
<b>VOLUME 1</b>		
<b>THE TENDER</b>		
<b>T1 TENDERING PROCEDURES</b>		
T1.1 Tender Notice and Invitation to Tender .....	T1.1	White
T1.2 Tender Data.....	T1.3	Pink
<b>T.2 RETURNABLE DOCUMENTS</b>		
T2.1 List of Returnable Documents .....	T2.1	Yellow
T2.2 Returnable Schedules and Documents.....	T2.3	Yellow
<b>VOLUME 2</b>		
<b>THE CONTRACT</b>		
<b>C.1 AGREEMENTS AND CONTRACT DATA</b>		
C1.1 Form of Offer and Acceptance .....	C1.2	Yellow



## **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.***

**C1.1 FORM OF OFFER AND ACCEPTANCE**

**A: OFFER**

The Purchaser, identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following works:

**TENDER NO. 2019/226 – EXPRESSION OF INTEREST FOR INVITATION OF ELECTRICAL AND INSTRUMENTATION CONTRACTORS FOR INCLUSION ON UMGANI WATER ENTERPRISE AND SUPPLIER DEVELOPMENT PROGRAMME.**

The Tenderer, identified in the Offer signature block below, 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.

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 Supplier 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 Value Added Tax is:**

**THIS BEING AN EXPRESSION OF INTEREST, NO OFFER IS REQUIRED.**

This Offer may be accepted by the Purchaser 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 Supplier in the Conditions of Contract identified in the Contract Data.

**Signature:** *(of person authorized to sign the tender)* .....

**Name:** *(of signatory in capitals)* .....

**Capacity:** *(of Signatory)* .....

**Name of Tenderer:** *(organization)* .....

Address: .....

.....

Telephone number: ..... Fax number: .....

**CIDB Registration Number of Tenderer:** .....

**WITNESS:**

**Signature:** .....

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

**Date:** .....

**B: ACCEPTANCE**

By signing this part of the Form of Offer and Acceptance, the Purchaser identified below accepts the Tenderer's Offer. In consideration thereof, the Purchaser shall pay the Supplier the amount due in accordance with the Conditions of Contract as set out in the General and Special Conditions of Contract, and identified in the Contract Data. Acceptance of the Tenderer's Offer shall form an agreement between the Purchaser 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 4 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 Purchaser 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.

The Tenderer shall within two weeks after receiving a completed copy of this Agreement, including the Schedule of Deviations (if any), contact the Purchaser'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 Supplier) within five days of the date of such receipt notifies the Purchaser 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:** .....

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

**Capacity:** .....

**Name of Purchaser:** *(organization)* .....

**Address:** .....

**Telephone number:**..... **Fax number:** .....

**AS WITNESS**

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

**Date:** .....

**C: SCHEDULE OF DEVIATIONS**

The extent of deviations from the tender documents issued by Umgeni 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, Umgeni 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 Umgeni Water during this process of offer and acceptance.

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 THE PURCHASER**

Signature: .....

Name: .....

Capacity: .....

Purchaser: *(Name and address of organization)* .....

.....

**Witness:**

Signature: .....

Name: .....

Date: .....

**D: CONFIRMATION OF RECEIPT**

The Tenderer, (now Supplier), identified in the Offer part of this Agreement hereby confirms receipt from the Purchaser, 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 SUPPLIER:**

Signature: .....

Name: .....

Capacity: .....

**Signature and name of witness:**

Signature: .....

Name: .....

EXPRESSION OF INTEREST FOR INCLUSION OF ELECTRICAL AND  
INSTRUMENTATION CONTRACTORS ON UMGENI WATER ENTERPRISE AND  
SUPPLIER DEVELOPMENT PROGRAMME

UMGENI WATER  
CONTRACT NO. 2019/226  
C1: AGREEMENT AND CONTRACT DATA