

Tender Number: 2020/030 (A)

**Tender Title:** Appointment of A Panel of Up To 4 Professional Service Providers for Social Facilitation and Community Engagement For Umgeni Water Infrastructure Projects for a Period of 4 Years

## T1.1 TENDER NOTICE AND INVITATION TO TENDER

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

Competent and experienced Contractors are invited to Tender for the following:

### **APPOINTMENT OF A PANEL OF UP TO 4 PROFESSIONAL SERVICE PROVIDERS FOR SOCIAL FACILITATION AND COMMUNITY ENGAGEMENT FOR UMGENI WATER INFRASTRUCTURE PROJECTS FOR A PERIOD OF 4 YEARS**

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

- Tenderers are required to achieve at least 35% Contract Participation Goals (CPG) including a minimum 10% Black Women and 10% Local Participation of the value of goods, services and Works paid to one or more targeted enterprises to comply with Umgeni Water's BBBEE policy initiative.
  - Team Leader must have , with a Master's Degree in Business or Social Sciences (NQF Level 9)
  - Social Impact Assessment Research Specialist must an Honours Degree Social Science, Development Studies, Agricultural Science, Legal, Business Management or any Other Relevant Qualification Level 8)
  - The Stakeholder Engagement must have an Honours Degree Social Science, Development Studies, Agricultural Science, Legal, Business Management or any Other Relevant Qualification (NQF Level 8)
  - The Community Development Specialist must have an Honours Degree Social Science, Development Studies, Agricultural Science, Legal, Business Management or any Other Relevant Qualification (NQF Level 8)
- Verification of the level of any qualification is the onus of the Tenderer.

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 1: Functionality (desktop evaluation in respect of the **Returnable Schedule**) shall be assessed on the stipulated criterion with a total score of 100 points weighted to 70%.
- Stage 2: Presentations on the approach paper and methodology with the total score out of 100 points weighted to 30%. Note: only bidders who scores at least 58% on the first part of functionality evaluation (Returnable Schedule) will be invited for presentations.
- A minimum functionality score of 70 points (aggregated for both Returnable Schedules) and Presentations is required for the tender to be considered further.

## **Tender Submission**

The physical address for and the submission of Tenders is:

**Umgeni Water, 310 Burger Street, Pietermaritzburg.**

## **How to Access Tender documents**

Tender documents are available from the Supply Chain Management Office. Due to COVID-19, documents will be issued by email, upon request and submission of proof of payment to [nosipho.mkhize@umgeni.co.za](mailto:nosipho.mkhize@umgeni.co.za)

Documents will be issued during working hours from 09h00 to 15h00 from 01 March 2021 to 12 March 2021.

**Tender documents shall only be sold during the said period and hours.**

A non-refundable tender fee of R 200 payable by Electronic Fund Transfer is required before collecting the Tender Document. Proof of EFT payment is to be provided on collection. The said transfers may be made to:

BANK NAME: NEDBANK LIMITED  
ACCOUNT NAME: UMGENI WATER BOARD – MAIN ACCOUNT  
ACCOUNT NUMBER: 1196366594  
REFERENCE: TENDER NO. 2020/030 (A) and Company Name.

**NOTE: 1 TENDER DOCUMENTS SHALL NOT BE ISSUED IF INCORRECTLY REFERENCED.  
2 TENDERER TO FORWARD NOTIFICATION OF PAYMENT BY E-MAIL TO Nosipho Mkhize AT [nosipho.mkhize@umgeni.co.za](mailto:nosipho.mkhize@umgeni.co.za)**

**NOTE: NO CASH PAYMENT WILL BE ACCEPTED WHEN ISSUING TENDER DOCUMENTS**

Queries relating to the issue of these documents shall be addressed to: Ms. Nosipho Mkhize, Tel No.: 033 341 1062, e-mail: [nosipho.mkhize@umgeni.co.za](mailto:nosipho.mkhize@umgeni.co.za).

A non- compulsory clarification meeting with representatives of Umgeni Water shall take place at Umgeni Water Head Office on 15 March 2021 starting at 10h00 at **Head Office, 310 Burger Street, Pietermaritzburg at Canteen.**

**Only Tenderers who have collected the Tender documents may attend this non-compulsory 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 **01 April 2021**.

*Umgeni Water's standard conditions of tender are available on Umgeni Water's website*  
[https://www.umgeni.co.za/pdf/cm009\\_standard\\_conditions\\_of\\_tender.pdf](https://www.umgeni.co.za/pdf/cm009_standard_conditions_of_tender.pdf)

*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.

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

***Umgeni Water Reserves the Right to Award the Contract In Whole or In Part, or not at all.***