



REQUEST FOR QUOTATION

RFQ Number: Q25/829/NS

Form No: UW-RFQ-2
Version No: 3/2023
Effective Date: Jul 2023

Description	APPOINTMENT OF THE SERVICE PROVIDER TO REVIEW THE SUPPLY CHAIN MANAGEMENT POLICIES AND STANDARD OPERATING PROCEDURES FOR A PERIOD OF TWO (02) MONTHS
Advert Date	04 April 2025
Closing Date and Time	22 April 2025 @23h59
Compulsory or Non-Compulsory Briefing Session	[N/A]
SCM Enquiries	<i>Nozipho Sibiya</i> Tel: 033 341 1324 Email: Nozipho.sibiya@uuw.co.za
Technical Enquiries	<i>Mpume Khumalo</i> Tel: 033 341 1545 Email: Mpume.khumalo@uuw.co.za
Contents of RFQ	<ol style="list-style-type: none"> 1. Invitation to quote 2. Bidders information 3. Terms and Conditions 4. Undertaking by Bidder 5. Terms of Reference/RFQ specifications 6. Price Schedule 7. Authority to Sign 8. Bidders disclosure [SBD 4] 9. Preference points claim form (SBD 6.1) 10. Contract Form [SBD 7.2]

Quotation Submission:	Tip-Offs Anonymous Hotline:
<p>Quotations must be emailed to : scmquotes@uuw.co.za using Q25/829/NS as the email subject</p> <p>Quotations dropped in the tender box will NOT be ACCEPTED.</p> <p>Emailed Quotations received after 23h59 will also NOT be ACCEPTED</p> <p>Failure to adhere to the above will result in your RFQ not being accepted.</p>	<p>Report unethical conduct at uMngeni-Uthukela Water on: Toll Free Number: 0800 864 463 Email: umgeniwater@whistleblowing.co.za Toll Free Fax: 0800 212 689 Postal: Freepost KZN665, Musgrave, 4062 SMS: 33490 Online: www.whistleblowing.co.za</p> <p><i>Stop theft / fraud / dishonesty / bribery /blackmail / intimidation, and remain anonymous.</i></p>



REQUEST FOR QUOTATION

RFQ Number: Q25/829/NS

Form No: UW-RFQ-2
Version No: 3/2023
Effective Date: Jul 2023

BIDDERS INFORMATION


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

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

Name of Representative
(Duly Authorised)


Signature

Date

	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q25/829/NS	

TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ)

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

	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q25/829/NS	


UNDERTAKING BY BIDDER

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

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

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

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


	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q25/829/NS	

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

Name of Representative
(Duly Authorised)

Signature

Date

	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q25/829/NS	

SCOPE OF WORK:

APPOINTMENT OF THE SERVICE PROVIDER TO REVIEW THE SUPPLY CHAIN MANAGEMENT POLICIES AND STANDARD OPERATING PROCEDURES

1. Introduction

uMngeni-uThukela Water (UUW) 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 (PFMA) and Public Audit Act 25 of 2004. Established in terms of Schedule 3B of the PFMA.

2. Background


Umgeni Water amalgamated with the erstwhile Mhlathuze Water to form the new entity UUW. In order to facilitate efficiency in the procurement function of the new larger entity, the CFO function was split to create a separate Procurement function headed by the Chief Procurement Officer.

In configuring the two entities, there has been a need to review the procurement policies and procedures to ensure that they are customized to the new entity and to enhance the divisions' end to end effectiveness efficiency whilst still adhering to SCM legislation compliance and regulatory environment

The recurrence and or an increase in both internal and external audit findings increasing irregular expenditure has pointed to weakened controls in the use of "procurement by other means". It has shown gaps in the use of Frameworks and various inefficiencies caused by less than optimal template use. The new division also has an intent to strengthen and resource its Demand and strategic sourcing functions. This necessitated the urgent intervention to source a service provider to support by the institution. It is in light of this background that uMngeni-uThukela Water is seeking the services of a suitable service provider to **URGENTLY** review, update and align its SCM policies and procedures.

3. Purpose of the Assignment

- 3.1. The purpose of this assignment is to invite potential suitable service providers to submit proposals for provision of procurement consultancy services to uMngeni-uThukela Water's Procurement Division a period not exceeding two (2) months.
- 3.2. The ultimate outcome of this review process is to have clear parameters and guideline for implementing procurement policies and procedures that will assist UUW's Procurement Division in developing credible and sound internal controls that are responsive to better compliance outcomes. It should also be reactive to the infrastructure and construction procurement prone of the entity, its institutional and operating circumstances and their long-term developmental goals.

	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q25/829/NS	

4. Objectives

UUW's Procurement Division strives to ensure efficiency in the procurement processes to not only ensure compliance to legislative frameworks, but also to improve responsive administrative and procedural efficiency, thereby giving effect to its mandate. Therefore the objectives of this review are:


- a) To provide assurance to the Request for Proposal (RFP) process is administered in keeping with the PFMA, the relevant Regulatory Frameworks, Treasury Instruction Notes and internal Policy & Procedures.
- b) To identify any procurement procedure inefficiencies and obvious conflicts in procurement policies which might affect its ability to achieve "optimal" internal controls and compliance.
- c) To provide policy, tender updates and suggested improvements to the process, as deemed appropriate.

5. Scope of work

- 5.1. The service provider is required to undertake a review of SCM policies and procedures related to Procurement by other means policies and procedures in full alignment to PFMA Instruction Note 3 of 2021/22 Enhancing Compliance transparency and accountability in SCM.
- 5.2. The service provider is required to review and develop Demand and sourcing strategies and related policies and procedures for UUW to implement in improving efficiency in demand planning and sourcing.
- 5.3. The service provider must perform review and understand internal structure and UUW operational landscape benchmarking with similar entities to provide customized responsive policies and procedures. With focus on the use of Frameworks and amending of tender and RFQ templates.
- 5.4. The service provider must review the Appeals procedure of the entity and develop one with an independent member composition, with clear ToRs
- 5.5. The service provider must take accountability and maintain ethical conduct for each procurement action.
- 5.6. The prospective service provider will be expected to support and assist with the following procurement related activities over the contract duration:

5.6.1. Review existing SCM policies and procedure manuals

- 5.7. The review to be performed on the SCM process, shall focus on compliance with the perspective of evaluating the processes and controls around the development, issuance, administration and awarding of tenders against the standards set out in the applicable Procurement Policy and identified industry best practices specifically for procurement by other

	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q25/829/NS	

means as PFMA defined. The service provider is required to review Uuw's SCM policies and procedures and align with the PFMA Instruction Note 3 of 2021/22 Enhancing Compliance transparency and accountability in SCM

5.8. Must develop an SCM Policy efficient and effective system for in line with S.51 of the PFMA


- a) The acquisition of goods and services and construction works related
- b) The system must be consistent with the PPPFA and BBBEE act
- c) Demand management and Strategic sourcing
- d) Acquisition management ¹
- e) Committee systems for competitive bids
- f) SCM Performance, Compliance and Risk management

6. DELIVERABLES / KEY OUTCOMES FOR THE PROJECT

The following deliverables are envisaged at the conclusion of the assignment:

- a) **Comprehensive status quo analysis** on the current SCM legislature compliance requirements PFMA Instruction Note 3 of 2021/22 Enhancing Compliance transparency and accountability in SCM
- b) **Comprehensive review of the Framework procedure** in alignment to the use of Framework agreement as guided by NT Standard for Infrastructure Procurement and Delivery Management.
- c) **Comprehensive review and improvements of the Appeals procedure in** alignment to best practice in PFMA entities with independent, skilled committee. member composition and revised ToRs
- d) **Comprehensive status quo analysis and review** on the current Demand and strategic sourcing function with alignment to National Treasury's Guideline on the implementation of demand Management; Strategic Procurement Framework and NT SCM Instruction note 2 of 2016/17 on Procurement Plans - Submissions and deadlines
- e) **Revised/updated** SCM Policies and Guidelines for the implementation an SCM system that is **consistent** with S217 of the Constitution and 2022 Regulations;
- f) **Updated SCM Document Templates** reflective of the SCM compliance environment; and aligned to latest legislative requirements. Including Tendering templates aligned to CIDB,GCC, ESCA etc guided contracting and RFQ templates

¹ **Acquisition management** System and process hierarchy, range of procurement processes and thresholds, quotation & bid compilation and contract and project management, receiving and opening of responses, evaluation process, awards, contract & project management

	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q25/829/NS	

- g) **An SCM end-to-end compliance** Framework for U UW and a **close out report** with conclusions and recommendations for continuously enhancing SCM governance, compliance and internal controls.

7. COMPETENCY AND EXPERTISE

7.1. The service provider is required to display the following competencies and expertise:

- The company experience in similar projects or similar areas and conditions in relation to the scope of work will be evaluated. Bidder must have at least five (5) years' experience in a PFMA SCM Support services (MFMA related experience will not be considered).
 - ✓ The bidder must provide at least three (3) valid and verifiable reference letters (on client's letter-head) from state owned/public entities for which they have provided similar services within the last five (5) years.


8. TIME FRAME

- a. The contract with the successful service provider will be for the period of \pm 3 months to complete.
- b. The project will commence upon date of signing of Contract between U UW and the service provider (**due to urgency of policy development, target start date is 15 April 2025**).
- c. The above duration excludes the period required for the processes of appointment of the service provider.

9. PERFORMANCE AND REPORTING

To facilitate the performance of Service Providers and monitor their scope of work, U UW will:

- a) Establish a reporting task team to manage, monitor and oversee the project. This Task Team will ensure that:
 - i. Services are rendered timeously;
 - ii. That information flows between the Service Provider and U UW, and vice versa.
 - iii. Timeframes as far as possible are not extended;
 - iv. Will render a quality assurance function as the first line contact point ; and
 - v. Will ensure that additional costs are not incurred unnecessarily.
- b) The Service Provider will be expected to table progress reports for each deliverable contained in the implementation plan as agreed and in terms of the project plan.
- c) Payments will therefore only be approved and processed on the basis of the achievement of deliverables as per the implementation plan and/or project plan and related performed project tasks.


	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q25/829/NS	

10. SPECIAL CONDITIONS OF CONTRACT

- a) U UW reserves the right not to appoint any service provider for this RFP.
- b) The appointed service provider will have to comply with U UW's the policies and procedures as may be applicable during the terms of the contract.
- c) All information and documents must be regarded as confidential and may not be made available to any unauthorised person or institution without the written consent of the Accounting Officer or his delegate.
- d) U UW will become the owner of all copies (hard and electronic) of the service provider in the execution of this bid.
- e) The copy right of all documents compiled by the prospective contractor during the duration of the service will vest in U UW and may not be reproduced or distributed or made available in any other way without the written consent by U UW.
- f) The appointed service provider will be reporting to the Supply Chain Management Unit, within the Chief Procurement Office Division of U UW and will be expected to submit progress reports.
- g) Bid prices must be firm for the duration of the contract period, which shall not exceed three (3) months. The rates to be quoted in financial proposal must be all inclusive (e.g. professional fees, overheads and Value Added Tax) per resource.

11. THE SERVICE PROVIDER / COMPANY MUST DISPLAY THE FOLLOWING:

- 11.1. The service provider must have at least five (5) years' procurement consultancy experience.
- 11.2. The service provider is requested to provide reference letters on the letterhead from their clients where similar services have been implemented in the last five (5) years.
- 11.3. The service provider must provide a company profile that comprehensively describes their expertise and capacity to deliver the required services. Provide brief synopses of the CVs of all proposed consultants/personnel.
- 11.4. The service provider must provide a comprehensive project plan showing indicating their experience in the procurement of end-to-end of procurement projects.

	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q25/829/NS	

12. Pricing

- a) The bidder shall provide the price proposal as detailed in SBD 3.1
- b) The bidders's price must be fully inclusive, and each item must be clearly specified.
- c) All additional costs must be clearly specified and included in the total quotation price, (e.g. transport, labour, etc.).
- d) All prices must be VAT inclusive.
- e) The bidder is responsible for all the cost that they shall incur related to the preparation and submission of the quotation.
- f) The estimated monthly hours reflected on the pricing schedule below are estimates by UUW. These rates are to be used as a guide at the evaluation stage of the tender. However, at project execution stage, the rate per hour will be used during delivery of the service for hours worked, based on timesheets

13. Evaluation Process

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

13.1. **First stage:** Administrative Requirements

- a) Bidder completed all RFQ Forms
 - b) Bidder registered on National Treasury CSD
- Mandatory Requirement**
- c) - SBD 4 – Bidders disclosure

13.2. **Second Stage:** Functionality

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

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


Returnable Schedule	Weighting %
Company Experience	30
Experience of Project manager and Senior Consultant	30
Method Statement	40

Failure to score a single point in any of the criteria listed above will deem the bid to be non-responsive and the bidder will be disqualified.

Tenderer's Experience

The experience of the Tenderer will be evaluated on the basis of experience in similar projects or similar areas and conditions in relation to the scope of work.

The completed projects that will be considered for evaluation should have been undertaken in the past 5 years. **Tenderers should include reference letters with contactable references confirming the projects undertaken that have components of the scope of work for this tender.**

	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q25/829/NS	

Project name	Project brief description	Period/ Year	Value of work inclusive of VAT (Rand)	Company (where the project was done)	Contact Details (contactable)


Scoring of the Tenderer’s Company experience will be as follows: **30**

DESCRIPTION	MAX POSSIBLE SCORE
<p>Relevant skills and experience: Past extensive experience in similar work of this nature in the past 5 years</p> <p>Past relevant experience with contactable references (in SCM documentation review experience)</p> <p>Past extensive experience in similar work of this nature</p> <p>Company experience : Weighting (30)</p> <ul style="list-style-type: none"> • 1 project – 10 points • 2 projects – 20 points • 3 projects – 30 points • 4 projects – 40 points • 5 projects and more – 50 points <p>10 additional points for every project more than 5 years to a maximum of 100 points</p>	100

PROJECT MANAGER (LEAD RESOURCE) AND SENIOR CONSULTANT EXPERIENCE

Relevant experience of the **Project Manager (Lead Resource) and Senior Consultant**-This must be supported by attaching a CV and a detailed description of relevant years of experience.

Provide relevant information (CV’s) as prescribed below.

	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q25/829/NS	

The **Project Manager (Lead Resource) and Senior Consultant** must have a minimum of **NQF Level 6 in commerce studies**, provide proof.

A CV (not more than 3 pages), shall be provided.

The scoring of the experience of the **Project Manager (Lead Resource) and Senior Consultant** in reviewing SCM documentation shall be as follows: **30**

	DESCRIPTION	MAX POSSIBLE SCORE
	<ul style="list-style-type: none"> Relevant Experience of personnel (Project Manager/Lead Resource): <p>Project Manager : Weighting (15)</p> <p>1 year – 10 points 2 years – 20 points 3 years – 30 points 4 years – 40 points 5 years and more – 50 points</p> <p>10 additional points for every project more than 5 years to a maximum of 100 points</p> <ul style="list-style-type: none"> Relevant Experience of personnel (Senior Consultant): <p>Senior Consultant: Weighting (15)</p> <p>1 year – 10 points 2 years – 20 points 3 years – 30 points 4 years – 40 points 5 years and more – 50 points</p> <p>10 additional points for every project more than 5 years to a maximum of 100 points</p>	100
	<p>Proposed approach/ methodology (40)</p> <p>The proposal must provide methodology that will be used for the completion of the review process.</p> <ul style="list-style-type: none"> The bidder must provide frameworks and primarily PFMA legislation related to SCM documentation to be used for the review process Project turnaround time <p>Understanding of the UUW's requirements:</p> <ul style="list-style-type: none"> Bidders must indicate their understanding of the scope of work, timelines and output for this project. Proposal should clearly indicate whether or not bid participants have the internal capacity to meet the requirements of the TOR 	100

Method Statement Guideline

The method statement must respond to the Scope of Work and outline the proposed approach / methodology. The method statement should articulate what value the Tenderer will add by in achieving the stated objectives for the project.

The Tenderer must as such explain his / her understanding of the objectives of the assignment and the Employer's stated and implied requirements, highlight the issues of importance, and explain the technical approach they would adopt to address them. The approach paper should explain the methodologies which are to be adopted, demonstrate the compatibility of those methodologies with the proposed approach. The approach should also include a quality plan which outlines processes, procedures and associated resources, applied by whom and when, to meet the requirements and indicate how risks will be managed and what contribution can be made regarding value management.

The Tenderer must attach his / her approach paper to this page. **The approach paper should not be longer than 8 pages.**

The methodology should at the very minimum include the following:

- A brief description of the PSPs understanding of the project and the deliverables and outcomes.
- A detailed explanation on how the study will be approach and the application of the relevant environmental legislation.
- What added value and innovation will be PSP be bringing to the project?

Technical approach and methodology: (Weighting 40)	
No submission (score 0)	No Method Statement submitted
Poor (score 40)	The technical approach and / or methodology is poor / is unlikely to satisfy project objectives or requirements. The Tenderer has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the project.
Satisfactory (score 70)	The approach is generic and does not cover SCM Documentation review but tailored to address the general project objectives and methodology. The approach does not deal with the critical characteristics of the project. The quality plan, manner in which risk is to be managed is very generic.
Good (score 80)	The approach is specifically tailored to address the specific project objectives with reference to SCM Documentation and methodology and is sufficiently flexible to accommodate changes that may occur during execution. The quality plan and approach to managing risk is specifically tailored to the critical characteristics of the project.
Very good (score 100)	Besides meeting the "good" rating, the important issues are approached in an innovative and efficient way, indicating that the Tenderer has outstanding knowledge of state-of-the- art approaches and SCM Documentation review. The approach paper details ways to improve the project outcomes and the quality of the outputs.

13.3. Third Stage: Price and Preference goals

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

REQUEST FOR QUOTATION


RFQ Number: Q25/829/NS

Form No: UW-RFQ-2
Version No: 3/2023
Effective Date: Jul 2023

- iv. The Preference Goals that have been identified for this bid is stipulated in SBD 6.1
- v. Preferential goals and applicable points for this tender in terms of Preferential Procurement Regulations 2022, are indicated in the table below:

	Description	80/20	Evidence to be provided
RDP	SOUTH AFRICAN OWNED ENTERPRISE	20	VALID CSD REPORT/CIPC
Total points for preferential goals		20	

- vi. 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.
- vii. UW reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by UW.
- viii. UW reserves the right to conduct negotiations with the qualifying bidder/s regarding any terms and conditions, including price(s), of a proposed contract where applicable UW reserves the right not to accept the lowest financial offer or any offer.

	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q25/829/NS	

PRICING SCHEDULE (PROFESSIONAL/CONSULTING SERVICES)

Name of bidder _____	RFQ Number Q25/829/NS
Closing Time 23h59	Closing date 22 April 2025

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

NO	CONSULTANT ROLE/POSITION	DAILY/ HOURLY RATE (A)	EST. DAY / HOURS(B)	NO OF RESOURCES (C)	TOTAL (R) (A x B x C)
1.	Project Manager (Lead Resource)			1	
2.	Senior Consultant			1	
DISBURSEMENTS (IF APPLICABLE) (Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices)					
Sub-total (VAT Excl.)					
VAT @15%					
Total P/M (VAT Incl.)					
TOTAL ALL INCLUSIVE PRICE X NUMBER HRS/DAYS/ MONTHS					
Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all disbursements/expenses inclusive of all applicable taxes for the project.					
I (full name) _____, in my capacity as _____, the duly authorized representative of _____ (business name) hereby declares that the offer is in accordance with the attached specification, notes to suppliers & accepts all conditions/clauses contained in the said documents					
Signature of duly authorized representative					DATE: _____



REQUEST FOR QUOTATION

RFQ Number: Q25/829/NS

Form No: UW-RFQ-2
Version No: 3/2023
Effective Date: Jul 2023

AUTHORITY TO SIGN

RFQ NO: Q25/829/NS

Description: _____

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

Company Name: _____

Registration Number: _____


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

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

(Sole member still must sign this resolution)

Signature of members:

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

	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q25/829/NS	

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 interest² in the enterprise, employed by the state **YES/NO**


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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

² 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.

	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q25/829/NS	

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 consortium³ 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

³ 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.

	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q25/829/NS	

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

	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q25/829/NS	

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

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

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

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:
the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

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

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


3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

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

	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q25/829/NS	

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
SOUTH AFRICAN OWNED ENTERPRISE		

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



REQUEST FOR QUOTATION

RFQ Number: Q25/829/NS

Form No: UW-RFQ-2
Version No: 3/2023
Effective Date: Jul 2023


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

SIGNATURE(S) OF TENDERER(S) _____

SURNAME AND NAME: _____

DATE: _____

ADDRESS: _____

	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q25/829/NS	

SBD 7.2 CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to uMngeni-Uthukela Water in accordance with the requirements and task directives / proposals specifications stipulated in 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 date of the 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);
 - Filled in task directive/proposal;
 - 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 services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) _____


CAPACITY _____

SIGNATURE _____

NAME OF TENDERER _____

DATE _____

WITNESSES	
1.	_____
2.	_____
DATE:	_____

	REQUEST FOR QUOTATION	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	RFQ Number: Q25/829/NS	

CONTRACT FORM - RENDERING OF SERVICES (SBD 7.2)

PART 2 (TO BE FILLED IN BY THE PURCHASER)

- 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).
- An official order indicating service delivery instructions is forthcoming.
- 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 - SOUTH AFRICAN OWNED ENTERPRISE	

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

SIGNED AT _____ ON: _____

NAME (PRINT): _____ SIGNATURE: _____

OFFICIAL STAMP

WITNESSES

1. _____

2. _____

DATE: _____