



# REQUEST FOR QUOTATION

**RFQ Number: Q24/631/ZM**

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

<b>Description</b>	DETAILED DESIGN OF A EPI-DMA POLYAMINE MANUFACTURING FACILITY
<b>Advert Date</b>	23/04/2024
<b>Closing Date and Time</b>	06/05/2024 at :15h00
<b>Compulsory or Non-Compulsory Briefing Session</b>	<p>Venue : Durban Heights Training Centre 88 Dunkeld Rd, Reservoir Hills, Durban, 4091 Date: 29/04/2024 Time: 12:00pm</p> <p>Alternative teams meeting : Meeting ID: 378 764 548 275 Passcode: bTsbmY</p> <p>Bidders must ensure that they bring their documents to the clarification meeting for signing purposes. No concessions will be made for bidders who do not have their bid documents in their possession</p>
<b>SCM Enquiries</b>	<p>Zandile Mhlongo <b>Tel:</b> 033 341 1217 <b>Email:</b> zmhlongo@mhlathuze.co.za</p>
<b>Technical Enquiries</b>	<p>Bavana Maharaj Tel: 031 268 7123 Email: Bavana.Maharaj@umgeni.co.za</p>
<b>Contents of RFQ</b>	<ol style="list-style-type: none"> <li>1. Invitation to quote</li> <li>2. Bidders information</li> <li>3. Terms and Conditions</li> <li>4. Undertaking by Bidder</li> <li>5. Terms of Reference/RFQ specifications</li> <li>6. Price Schedule</li> <li>7. Authority to Sign</li> <li>8. Bidders disclosure [SBD 4]</li> <li>9. Preference points claim form (SBD 6.1)</li> <li>10. Briefing session certificate</li> <li>11. Contract Form [SBD 7.1 or SBD 7.2]</li> </ol>



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Quotation Submission:	Tip-Offs Anonymous Hotline:
<p>Quotation to be submitted by email to : <a href="mailto:scmquotes@umgeni.co.za">scmquotes@umgeni.co.za</a> using Quote number <b>Q24/631/ZM</b> as the email subject</p>	<p>Report unethical conduct at uMngeni-Uthukela Water on: Toll Free Number: 0800 864 463 Email: <a href="mailto:umgeniwater@whistleblowing.co.za">umgeniwater@whistleblowing.co.za</a> Toll Free Fax: 0800 212 689 Postal: Freepost KZN665, Musgrave, 4062 SMS: 33490 Online: <a href="http://www.whistleblowing.co.za">www.whistleblowing.co.za</a></p> <p><i>Stop theft / fraud / dishonesty / bribery /blackmail / intimidation, and remain anonymous.</i></p>



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## BIDDERS INFORMATION


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

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

\_\_\_\_\_  
Name of Representative  
(Duly Authorised)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ)

1. Any alteration made by the bidder must be initialled.
2. Use of correcting fluid is prohibited
3. Bidders must be registered on the National Treasury's Central Suppliers Database.
4. Tenderers are required to submit a valid Tax clearance verification PIN or CSD MAAA number
5. This quotation is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2022; the General Conditions of Contract (GCC) and if applicable any other Special Conditions of Contract.
6. The applicable preference point system for this tender is the 80/20 preference point system, Failure on the part of a tenderer to submit proof or documentation required in terms of this RFQ to claim points for specific goals, will be interpreted to mean that preference points for specific goals are not claimed by the bidder. Kindly refer to SBD 6.1 form for additional information.
7. Suppliers must complete the attached SBD 4 – Bidders disclosure, failure to complete these documents may result in the quotation being invalidated.
8. Quotations must be in accordance and comply with the terms of reference/specifications provided, unless otherwise stipulated.
9. The official uMngeni-Uthukela Water quotation form must be used to quote the offered price. Should the allocated price page be insufficient, the tenderer may supplement the price page with an additional pricing breakdown.
10. Price Declaration must be completed, and should the total RFQ prices differ, the one indicated on the price declaration shall be considered the correct price.
11. The successful supplier may be required to fill in and sign a written Contract Form. (If applicable)
12. This document may contain confidential information that is the property of uMngeni-Uthukela Water.
13. No part of the contents may be used, copied, disclosed or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a proposal in response to this RFQ, without prior written permission from uMngeni-Uthukela Water and the Bidder.
14. All Copyright and Intellectual Property herein vests with uMngeni-Uthukela Water and its Bidder.
15. Responses to this RFQ must be submitted by email [scmquotes@umgeni.co.za](mailto: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>)

## 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.
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.



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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

## SCOPE OF WORK /SPECIFICATIONS OF GOODS REQUIRED/ TERMS OF REFERENCE

### 1. Background

uMngeni Water Services requires the provision of a Detailed Design of a EPI-DMA Polyamine Manufacturing Facility.

### 2. Description of goods/ services required

Provision of a detailed design of an EPI-DMA Polyamine manufacturing facility

### 3. Deliverables/Key Outcomes.

#### 3.1 Client's Objective

uMngeni Water Services (UWS) is a 100 % subsidiary of uMngeni-uThukela Water (UUW), the largest supplier of bulk potable water in the province of KwaZulu-Natal in South Africa. UWS seeks to establish a chemical manufacturing facility, focusing on production of key water treatment chemicals such as polymeric coagulants and chlorine-based disinfectants.

UWS requests for proposals from professional service providers (PSP) for the provision of services for the design development of a manufacturing facility to produce the polyamine “epichlorohydrin-dimethylamine” (EPI-DMA). The PSP must have relevant experience with establishing chemical manufacturing facilities and a clear understanding of the manufacturing and residuals handling processes, as well as legal and regulatory requirements, for production of EPI-DMA polyamine.

#### 3.2 Project Approach


UWS envisages the project on establishing an EPI-DMA Polyamine manufacturing facility to be carried out in the following five stages:

- Stage 1 – Design development;
- Stage 2 – Procurement;
- Stage 3 – Construction and installation;
- Stage 4 – Commissioning; and
- Stage 5 – Handover.

UWS seeks procurement services for awarding the RFQ to complete Stage 1 (Design development) only. UWS reserves the right to not award any RFQ for Stages 2 to 5 of the project at this period.

#### 3.3 Scope of Work for Design Development

The overall purpose of the design development stage is to:

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- Establish a complete design of the EPI-DMA polyamine manufacturing facility i.e. to produce all the process specifications, equipment/component specifications, process control philosophy, engineering drawings (process flowing diagrams, piping and instrumentation diagrams, plant layout);
- Ensure integration of sub-system designs (utilities, mass and energy, system control, interfaces, etc.); and
- Integrate operating and maintenance designs.

The appointed supplier will be responsible for undertaking detailed process design, mechanical design, and electrical and instrumentation design. Civil engineering design will be required for provision of engineering drawings and plant layout. The design will also need to take into consideration a wide range of technical, financial, social, legal, economic, land use and environmental aspects which should be integrated to provide a recommended final solution.

### 3.4 Key Deliverables

The appointed supplier shall be responsible for the provision of the following key deliverables related to the design development for a EPI-DMA polyamine manufacturing facility:

- Detailed design report including fully editable design calculations;
- Process flow diagrams (PFDs) and piping & instrumentation diagrams (P&IDs);
- Plant layout, including storage facility for raw materials and products;
- HAZOP report: To be facilitated by an independent facilitator prior to finalization of the design report. The design report and all associated documentation must be updated to take into account the outcomes from the HAZOP study;
- Functional design specification (FDS);
- Equipment/instrument lists and data sheets;
- List of critical spares;
- Material of construction (MOC) table for piping and equipment;
- Heating, ventilation and air conditioning (HVAC) design (if applicable);
- Detailed cost estimate (within 10% accuracy; can be rate-based); and
- Construction and commissioning timelines.

The appointed supplier must ensure the report shows full detail of design criteria, assumptions, calculations, references, and results. The appointed supplier must submit the final report in a fully editable electronic format (unlocked spreadsheets in Microsoft Excel format, report in Microsoft Word format, and drawings in AutoCAD) as well as hard copy.


### 3.5 Detailed Design Report Considerations

The detailed design report shall be provided with the following items addressed:

- Process and technology/equipment selection;



- Detailed process description including process chemical reactions involved, process conditions and mass and energy balances;
- Raw material supply and design feed rates;
- Residuals treatment and management;
- Battery limits, constraints, assumptions and exclusions;
- Risks and mitigation;
- Engineering standards and technical deviations;
- Utility requirements;
- Noise level limitations;
- Fire-proofing requirements;
- Control and operating philosophy (includes start-up / shutdown requirements, during commissioning and during normal operation as well as a preliminary alarm and trip setting list must also be provided);
- Distributed control system / supervisory control and data acquisition (SCADA) systems;
- Insulation and tracing philosophy;
- Reliability, accessibility and maintainability;
- Hazardous area classification;
- Sparing philosophy (i.e. redundancy);
- Electrical load list;
- Risk assessment (HAZOP studies);
- Health, safety and environmental aspects / risks (including consideration of all types of emissions – liquid, solid, vapour, noise);
- Sustainability;
- Environmental impact assessment (EIA) (if applicable);
- Estimates of the annual operating and maintenance costs for the design (including power and maintenance costs), comment should be provided on the sustainability and total lifecycle costs;
- Consideration of energy saving initiatives;
- Value engineering (review of new or existing products during the design development to reduce costs and increase functionality, ultimately increasing the value of the product);
- Material selection (consideration of primary materials of construction for the design and the applicability to the design detailed in terms of the materials' availability, ease of implementation, lifecycle, maintenance, strength, and cost);
- Staffing requirements for operation and maintenance of the plant;
- Plant layout – consideration for modular configurations and potential future expansion;
- Storage requirements for final product (EPI-DMA polyamine) and other products (if applicable); and
- Land/space requirement and geotechnical considerations (if applicable);

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The process equipment considered for the detailed design must include, but not limited to, the following:

- Reactors and mixing equipment: Design of reactors and mixing equipment suitable for the synthesis and polymerisation of the specified polymers. This may include batch reactors, continuous flow reactors, and mixing tanks.
- Filtration and separation equipment: Design of filtration and separation equipment required to purify and separate the polymer from any impurities or by-products generated during the manufacturing process.
- Drying and packaging equipment: Installation of drying equipment to remove moisture from the polymer and packaging machinery to package the final product in appropriate containers.
- On-site laboratory equipment: Design must include a well-equipped laboratory with analytical instruments to conduct quality control tests, analyse chemical properties, and ensure consistency in production.


### 3.6 Applicable Legislation

The appointed supplier must consult with the relevant legislation, policy, standards, programmes and plans relating to the following aspects during the design development:

- The South African Constitution;
- Environmental management;
- Waste management;
- Air quality;
- Water;
- Biodiversity;
- Heritage;
- Health and safety risk;
- Planning;
- Municipal bylaws and permits; and
- Local policies, programmes and plans.

For example:

- American National Standards Institute (ANSI) / National Sanitation Foundation (NSF) Standard 60;
- National Environmental Management Act 107 of 1998 (NEMA);
- National Environmental Management Waste Act 59 of 2008 (NEMWA);
- National Water Act 36 of 1998 (NWA); and
- Occupational Health and Safety Act 85 of 1993 (OSHA).

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### 3.7 Project Team Requirements

The appointed supplier must ensure the following key personnel are included in the project team for design development:

- Project Manager: Assign a project manager with experience in managing projects in the built environment.
- Civil/Mechanical/Electrical Engineers: Assign engineers with civil, mechanical and electrical qualifications with experience in construction and commissioning of engineering projects.
- Chemical/Process Engineers: Assign experienced chemical engineers who specialise in polymer chemistry and have expertise in the development and production of coagulants. They will be responsible for designing and optimizing the manufacturing process.

It is recommended that the following personnel also be consulted with during design development:

- Safety, Health, Environmental and Quality (SHEQ) Advisor to ensure compliance with health and safety regulations, environmental regulations, and quality control.
- Research and Development (R&D) Team: Consult a team of scientists, chemists and researchers who can conduct extensive R&D activities to develop and improve the polymeric coagulant formulation.
- Process & Quality Control Technicians with expertise in quality control and assurance to ensure that the produced polymer meets the required standards and specifications.
- Production/Process Technicians who have experience with operating and maintaining the manufacturing equipment, monitoring the production process, and troubleshooting any issues that may arise.

### 3.8 Procurement Process

Standard Uuw procurement procedures would be followed to procure the services of the supplier. UWS reserves the right to award this RFQ in part or in full.

### 3.9 RFQ Submission Requirements

The bidder should submit the following:

- Company profile and relevant experience in the industrial sector – preferably in the chemical or water treatment sectors;
- Qualifications and experience of project team;
- Case studies of previous projects carried out for chemical manufacturing facilities;

- Projected timeline to carry out detailed design (including potential project risks and delays and mitigation plan);
- Detailed budget proposal for project; and
- Conceptual report which must include (at minimum) process selection and description, proposed equipment/technologies, process flow diagram and method statement (proposed approach and methodology for conducting detailed design).

### 3.10 Preferential Procurement

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

Points for this RFQ shall be awarded for:

	<b>POINTS</b>
PRICE	80
SPECIFIC GOALS	20
<b>TOTAL POINTS FOR PRICE AND SPECIFIC GOALS</b>	<b>100</b>

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

UWS reserves the right to require of a supplier, either before the RFQ is adjudicated or at any time subsequently, to substantiate any claim in regard to preference points claimed, in any manner required by UWS.

**Specific goals for the tender and points claimed are indicated per the table below.**

<b>SPECIFIC GOALS ALLOCATED POINTS FOR THIS RFQ</b>	<b>NUMBER OF POINTS</b>
The promotion of South African owned enterprises	10
An entity that is at least 51 % owned by black people	10
<b>TOTAL POINTS SPECIFIC GOALS</b>	<b>20</b>

### Conclusion


The appointed supplier will provide a detailed design for UWS to establish an EPI-DMA Polyamine Manufacturing Facility.

### 4. Contract term

The Contract term will be 6 to 12 months.

### 5. Other information

- a) Payment will be on successful delivery of milestones.

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## 6. Pricing

- a) The bidder shall provide the price proposal as detailed in SBD 3.1
- b) The bidder'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.

## 7. Evaluation Process

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

### 7.1 First stage: Mandatory/ Administrative Requirements

#### 7.1.1 Mandatory Requirements

- SBD 4 – Bidders disclosure
- Bidder attended compulsory briefing session
- List of qualifications for key personnel required:
  - Project Manager: Bachelor's Degree/Bachelor of Technology in Engineering with professional registration with Engineering Council of South Africa (ECSA) (Pr. Eng. / Pr. Tech. Eng.) OR Bachelor Degree in Project Management with a professional registration (PMP / PrCM / PrCPM);
  - Mechanical Engineer: Bachelor's Degree/Bachelor of Technology in Mechanical Engineering with a professional registration with ECSA (Pr. Eng. / Pr. Tech. Eng.);
  - Civil Engineer: Bachelor's Degree/Bachelor of Technology in Civil Engineering with a professional registration with ECSA (Pr. Eng. / Pr. Tech. Eng.);
  - Electrical Engineer: Bachelor's Degree/Bachelor of Technology in Electrical Engineering with a professional registration with ECSA (Pr. Eng. / Pr. Tech. Eng.); and
  - Chemical Engineer: Bachelor's Degree/Bachelor of Technology in Chemical Engineering with a professional registration with ECSA (Pr. Eng. / Pr. Tech. Eng.).

#### 7.1.2 Administrative Requirements

- Bidder completed all RFQ Forms
- Bidder registered on National Treasury CSD
- HDI preferential points claim: BBBEE Affidavit/CIPC/CSD
- RDP preferential points claim: CIPC/CSD

### 7.2 Second Stage: Functionality

Bidders will be evaluated based on the following criteria, with a maximum total score of 100 points. Only bidders with a score of 70% and above will be eligible to submit to be evaluated on price and specific goals.

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:



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Returnable Schedule Weighting %


Tenderer's Experience	25
Experience of Key Personnel	50
Method Statement	15
Preliminary Programme	10

**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.**

The score allocated by each Cross Functional Sourcing Team (CFST) for this RFQ 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.


## 7.2.1 TENDERER'S EXPERIENCE

Project name and location	Duration and Year Completed	Rand Value of work incl. VAT (Fee not project value)	Size/Capacity (of Infrastructure to be Designed)	Client/Employer	Client reference Contact Details

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Scoring of the Tenderer's Company experience will be as follows: 25

DESCRIPTION	MAX POSSIBLE SCORE
<p>Number of years of experience in providing turnkey services (design, supply, construction, installation, commissioning, handover)</p> <p><b>(submit proof of previous experience in the form of a letter of award or copy of purchase order)</b></p> <ul style="list-style-type: none"> <li>• &lt;2 projects – 0 points</li> <li>• 2 projects – 28 points</li> <li>• 3 projects – 35 points,</li> <li>• 5 additional point for every project more than 3 projects to a maximum of 50 points</li> </ul> <p>Number of projects in providing turnkey services specifically for manufacturing polymeric coagulants</p> <ul style="list-style-type: none"> <li>• &lt;2 projects – 0 points</li> <li>• 2 projects – 28 points</li> <li>• 3 projects – 35 points,</li> <li>• 5 additional point for every project more than 3 projects to a maximum of 50 points</li> </ul>	<b>100</b>

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### 7.2.2 KEY PERSONNEL ASSIGNED TO THE WORK


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

Key personnel are those who will play an essential role in the contract. These include the persons responsible for managing the contract, co-ordinating the engineering, discipline lead engineers, subject matter experts and management of the construction monitoring phase where relevant

#### KEY PERSONNEL SCHEDULE

No.	Designation	Key Person Name
1.	Project Manager	
2.	Mechanical Engineering	
3.	Civil Engineering	
4.	Electrical Engineering	
5.	Chemical Engineering	



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## EXPERIENCE OF KEY PERSONNEL

Provide relevant information (CV's) as prescribed below for each of the Key Personnel proposed in table above.

For the purpose of functionality evaluation, the Employer regards the experience of the following Key Personnel as critical to project success and these personnel will be scored for functionality. The scoring criteria are outlined in the table below.

1.	Project Manager
2.	Mechanical Engineering
3.	Civil Engineering
4.	Electrical Engineering
5.	Chemical Engineering

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 (**not more than 3 pages**) in the required format below, shall be provided for each key person should be attached to this schedule. Note that Copies of Qualification and Professional Registration Certificates should be attached separately.

### 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 Company
4. Overview last 10 years of experience (year, organization, position and projects)
5. Outline of recent assignments / experience that have a bearing on the scope of work for this tender **and the scoring criteria below**. The outline shall include start and finish dates of the assignments


The scoring of the experience of Key Personel shall be as follows: | 50 |

<p>The proposed study team for the study including CV's showing experience in projects of a similar nature. This must include details of the Study Leader; back-up Study Leader and support team proposed for project and must demonstrate the overall multi-disciplinary capability of the team and internal support structures.</p> <p><b>Project Manager Years of Relevant Experience:</b> Experience of in the management of construction engineering projects and/or chemical manufacturing industry</p> <ul style="list-style-type: none"> <li>• 1 project: <i>1 point</i></li> <li>• 2 projects: <i>5 points</i></li> <li>• 3 projects: <i>10 points</i></li> <li>• 4 projects: <i>15 points</i></li> <li>• &gt; 4 projects: <i>20 points</i></li> </ul> <p><b>Mechanical Engineer Years of Relevant Experience:</b> Experience with construction engineering projects and/or chemical manufacturing industry</p> <ul style="list-style-type: none"> <li>• 1 project: <i>1 point</i></li> <li>• 2 projects: <i>5 points</i></li> <li>• 3 projects: <i>10 points</i></li> <li>• 4 projects: <i>15 points</i></li> <li>• &gt; 4 projects: <i>20 points</i></li> </ul> <p><b>Civil Engineer</b> Years of Relevant Experience: Experience with construction engineering projects and/or chemical manufacturing industry</p> <ul style="list-style-type: none"> <li>• 1 project: <i>1 point</i></li> <li>• 2 projects: <i>5 points</i></li> <li>• 3 projects: <i>10 points</i></li> <li>• 4 projects: <i>15 points</i></li> <li>• &gt; 4 projects: <i>20 points</i></li> </ul> <p><b>Electrical Engineer Years of Relevant Experience:</b> Experience with construction engineering projects and/or chemical manufacturing industry</p> <ul style="list-style-type: none"> <li>• 1 project: <i>1 point</i></li> <li>• 2 projects: <i>5 points</i></li> <li>• 3 projects: <i>10 points</i></li> <li>• 4 projects: <i>15 points</i></li> <li>• &gt; 4 projects: <i>20 points</i></li> </ul> <p><b>Chemical Engineer Years of Relevant Experience:</b> Experience with process design for engineering projects and/or chemical manufacturing industry</p> <ul style="list-style-type: none"> <li>• 1 project: <i>1 point</i></li> <li>• 2 projects: <i>5 points</i></li> <li>• 3 projects: <i>10 points</i></li> <li>• 4 projects: <i>15 points</i></li> <li>• &gt; 4 projects: <i>20 points</i></li> </ul>	<p><b>100</b></p>
--	-------------------

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### 7.2.3 COPY OF QUALIFICATIONS

To be inserted here.

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#### 7.2.4 METHOD STATEMENT/ CONCEPTUAL REPORT SUBMISSION


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 scoring of the approach paper will be as follows: 15

<b>No submission (score 0)</b>	No conceptual report submission. Response to conceptual report submission is incomplete and non-compliant. Bidder fails to meet minimum requirements
<b>Poor (score 40)</b>	Bidder submits conceptual report but fails to provide adequate evidence that all minimum requirements can be satisfied. The solutions presented are not relevant to the stipulated criteria for the project
<b>Satisfactory (score 70)</b>	Bidder submits conceptual report that meets the minimum stipulated criteria but the proposed design approach and methodology is not logically organised
<b>Good (score 90)</b>	Bidder submits conceptual report that meets all stipulated criteria and the proposed design approach and methodology has a logical flow. The bidder demonstrates a broad understanding of the required detailed design
<b>Very good (score 100)</b>	Bidder submits conceptual that exceeds the stipulated criteria. The bidder has shown the ability to add value and is innovative in their design approach and methodology. In addition the bidder has provided additional information and insights in his/her understanding of the required detail design

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### 7.2.5 PRELIMINARY PROGRAMME/ PROJECT TIMELINES

The Tenderer shall detail below or attach a preliminary programme reflecting the proposed sequence and tempo of execution of the main work components. The programme shall be in accordance with the information supplied in the Contract, requirements of the Project Specifications and with all other aspects of his Tender.

The programme is to include the main / sub-components with associated key milestones and interdependencies. The table below may be used for this purpose but is insufficiently detailed to ensure a good functionality score. Alternatively a separate programme may be attached. It is preferred that a separate programme, prepared using project scheduling software is attached.


The contract should note that the contract is required to be completed, commissioned and handed over to the Employer by the date specified in the contract data.

PROGRAMME													
Component / Sub- component	WEEKS / MONTHS												

**Note:** The programme must be based on the completion time as specified in the Contract Data. No other completion time that may be indicated on this programme will be regarded as an alternative offer, unless it is listed in supported by a detailed statement to that effect, all as specified in the Tender Data.

Scoring of the preliminary programme will be as follows: 10

Technical approach and methodology	
<b>No submission (score 0)</b>	No submission of project timeline.
<b>Poor (score 40)</b>	Response is incomplete and non-compliant; bidder fails to meet minimum requirements
<b>Satisfactory (score 70)</b>	Bidder fails to provide adequate evidence that all minimum requirements can be satisfied
<b>Good (score 90)</b>	The bidder meets all the minimum requirements and is well justified in their solution to achieve the project objectives timeously. The bidder has highlighted the project risks and provided a risk mitigation plan that can minimise further delays
<b>Very good (score 100)</b>	The bidder's response exceeds the minimum requirements stipulated in the scope of work. The bidder has shown the ability to add value and is innovative in presenting their solution to the project timeline submission

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**7.3 Third Stage: Price and Preference goals**

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

	Description	80/20	Evidence to be provided
HDI	<b>AN ENTERPRISE AT LEAST 51% OWNED BY BLACK PEOPLE</b>	<b>10</b>	<ul style="list-style-type: none"> <li>• <b>BBBEE Affidavit/</b></li> <li>• <b>CIPC/</b></li> <li>• <b>CSD</b></li> </ul>
RDP	<b>SOUTH AFRICAN OWNED ENTERPRISE</b>	<b>10</b>	<ul style="list-style-type: none"> <li>• <b>CIPC/</b></li> <li>• <b>CSD</b></li> </ul>
<b>Total points for preferential goals</b>		<b>20</b>	

6. Failure on the part of a bidder to submit proof or documentation required in terms of this RFQ to claim points for specific goals, will be interpreted to mean that preference points for specific goals are not claimed by the bidder.
7. 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.
8. UW reserves the right to conduct negotiations with the qualifying bidder/s regarding any terms and conditions, including price(s), of a proposed contract where applicable UW reserves the right not to accept the lowest financial offer or any offer.



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## PRICING SCHEDULE (PROFESSIONAL/CONSULTING SERVICES)

Name of bidder \_\_\_\_\_ RFQ number \_\_\_\_\_  
Closing Time \_\_\_\_\_ Closing date \_\_\_\_\_

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

**CONSULTANTS MUST NOTE THAT THE PRICE QUOTED IS A TOTAL INCLUSIVE PRICE TO COMPLETE THE EXPECTED SCOPE OF WORK IN FULL, INCLUSIVE OF ALL APPLICABLE TAXES AND DISBURSEMENTS FOR THE PROJECT.**

NO	CONSULTANT ROLE/POSITION	HOURLY RATE (A)	EST. HOURS(B)	NO OF RESOURCES (C)	TOTAL (R) (A x B x C)
1.					
2.					
3.					
4.					
5.					
<b>DISBURSEMENTS (IF APPLICABLE)</b> (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.)					
<b>TOTAL ALL INCLUSIVE PRICE X NUMBER HRS</b>					
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.					
<b>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 &amp; accepts all conditions/clauses contained in the said documents</b>					
<b>Signature of duly authorized representative</b>			_____		<b>DATE:</b> _____



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### AUTHORITY TO SIGN

RFQ NO: \_\_\_\_\_

Description: \_\_\_\_\_

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

Company Name: \_\_\_\_\_

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

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


(Sole member still must sign this resolution)

Signature of members:

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

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



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## SBD 4 - BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

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

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

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> 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:

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



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

2.3.1 If so, furnish particulars:

---

---

### 3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> 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

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<sup>2</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.



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

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


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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position

\_\_\_\_\_  
Name of bidder

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

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

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

**1. GENERAL CONDITIONS**

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

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

the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

**1.2 To be completed by the organ of state**

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

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

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

**1.4 To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>AN ENTERPRISE AT LEAST 51% OWNED BY BLACK PEOPLE</b>	10
<b>SOUTH AFRICAN OWNED ENTERPRISE</b>	10
<b>TOTAL POINTS FOR PRICE AND SPECIFIC GOALS</b>	<b>100</b>

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

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#### 4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)  (To be completed by the organ of state)	Number of points claimed (80/20 system)  (To be completed by the tenderer)
<b>AN ENTERPRISE AT LEAST 51% OWNED BY BLACK PEOPLE</b>	<b>10</b>	
<b>SOUTH AFRICAN OWNED ENTERPRISE</b>	<b>10</b>	

#### DECLARATION WITH REGARD TO COMPANY/FIRM

- 4.3. Name of company/firm \_\_\_\_\_
- 4.4. Company registration number: .....

TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]

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



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

**SIGNATURE(S) OF TENDERER(S)** \_\_\_\_\_

**SURNAME AND NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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## OFFICIAL BRIEFING SESSION/SITE INSPECTION CERTIFICATE

**Q24/631/ZM Detailed Design of a EPI-DMA Polyamine Manufacturing Facility**

THIS IS TO CERTIFY THAT (NAME)

\_\_\_\_\_

ON BEHALF OF

\_\_\_\_\_

ATTENDED THE COMPULSORY BRIEFING SESSION AT **UMNGENI-UTHUKELA WATER** AS FOLLOWS: \_

**TIME: 12:00pm**

**DATE: 26/04/2024**

**VENUE:** Durban Heights Training Centre  
88 Dunkeld Rd, Reservoir Hills,  
Durban, 4091

AND IS THEREFORE FAMILIAR WITH THE CIRCUMSTANCES AND THE SCOPE OF THE SERVICE TO BE RENDERED.

\_\_\_\_\_  
**TENDERER'S SIGNATURE /REPRESENTATIVE**


**DATE:** \_\_\_\_\_

\_\_\_\_\_  
**UMNGENI-UTHUKELA WATER SCM REPRESENTATIVE**  
(PRINT NAME)

\_\_\_\_\_  
**SIGNATURE**

**UMNGENI-UTHUKELA WATER'S STAMP**



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## 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 \_\_\_\_\_

<b>WITNESSES</b>	
1.	
2.	
DATE:	

	<b>REQUEST FOR QUOTATION</b>	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023
	<b>RFQ Number: Q24/631/ZM</b>	

**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.

<b>DESCRIPTION OF SERVICE</b>	
<b>PRICE (ALL APPLICABLE TAXES INCLUDED)</b>	
<b>CONTRACT TERM / COMPLETION DATE</b>	
<b>TOTAL PREFERENCE POINTS CLAIMED</b>	
<b>POINTS CLAIMED FOR AN ENTITY THAT IS AT LEAST 51 % OWNED BY BLACK PEOPLE</b>	
<b>POINTS CLAIMED FOR SOUTH AFRICAN OWNED ENTERPRISE</b>	

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

SIGNED AT \_\_\_\_\_ ON: \_\_\_\_\_

NAME (PRINT): \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

OFFICIAL STAMP

**WITNESSES**

1. \_\_\_\_\_

2. \_\_\_\_\_

DATE: \_\_\_\_\_