

GAMAGARA LOCAL MUNICIPALITY



BID No: GM2026/154

PROFESSIONAL SERVICES SUPPORT FOR GAMAGARA LOCAL MUNICIPALITY WITH WATER CONSERVATION AND DEMAND MANAGEMENT PLAN AND NON-REVENUE FOR A PERIOD OF THREE (3) YEARS

TENDER DOCUMENT

MAY 2026

GAMAGARA LOCAL MUNICIPALITY

**Cnr Frikkie Meyer & Hendrik Van Eck Roads
Civic Centre
KATHU
8446**

NAME OF BIDDER :.....

FULL NAME, i.e. (CC, (PTY) LTD, LTD, JV, SOLE PROPRIETOR etc.)

CONTACT NUMBER :.....

EMAIL :.....



TENDER No: GM2026/154: PROFESSIONAL SERVICES SUPPORT FOR GAMAGARA LOCAL MUNICIPALITY WITH WATER CONSERVATION AND DEMAND MANAGEMENT PLAN AND NON-REVENUE FOR A PERIOD OF THREE (3) YEARS

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TENDER No: GM2026/154: PROFESSIONAL SERVICES SUPPORT FOR GAMAGARA LOCAL MUNICIPALITY WITH WATER CONSERVATION AND DEMAND MANAGEMENT PLAN AND NON-REVENUE FOR A PERIOD OF THREE (3) YEARS

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TENDER No: GM2026/154: PROFESSIONAL SERVICES SUPPORT FOR GAMAGARA LOCAL MUNICIPALITY WITH WATER CONSERVATION AND DEMAND MANAGEMENT PLAN AND NON-REVENUE FOR A PERIOD OF THREE (3) YEARS

T1.1 TENDER NOTICE AND INVITATION TO TENDER

GAMAGARA LOCAL MUNICIPALITY



Tender No. GM 2025 / 31

PROFESSIONAL SERVICES SUPPORT FOR GAMAGARA LOCAL MUNICIPALITY WATER CONSERVATION AND DEMAND MANAGEMENT PLAN FOR A PERIOD OF THREE (3) YEARS

T1.1 TENDER NOTICE AND INVITATION TO TENDER

GAMAGARA LOCAL MUNICIPALITY hereby invites bids in terms of Section 83 of the Municipal Systems Act, Act 32 of 2000 (as amended) and Sections 110 and 112 of the Municipal Finance Management Act, Act 56 of 2003, from consulting engineering service providers for prospective service providers to submit tenders for the **PROFESSIONAL SERVICES SUPPORT FOR GAMAGARA LOCAL MUNICIPALITY WITH WATER CONSERVATION AND DEMAND MANAGEMENT PLAN AND NON REVENUE FOR A PERIOD OF THREE (3) YEARS.**

*Tender documents will be available on the E-tender webpage, <http://www.etenders.gov.za> from **22 May 2026**. SCM tender enquiries can be directed to Mrs. Josephine Nampa at tel. (053) 723 6000 email at nampaj@gamagara.gov.za. *No tender documents will be made available at the Municipality.**

A **compulsory clarification** meeting with representatives from the Employer will take place at the **Municipal Town Hall next to Gamagara Municipality offices in Kathu on Thursday, 04 June 2026 starting at 10h00**. Only tenderers who attend the clarification meeting shall be eligible to submit tenders.

The tender will close on Monday, 22 June 2026 at 10:00 and the opening of the Bids will be at the Municipal Town Hall – Boardroom in Kathu. Completed tender documents, sealed in an envelope and clearly marked **GM2026/154 - PROFESSIONAL SERVICES SUPPORT FOR GAMAGARA LOCAL MUNICIPALITY WITH WATER CONSERVATION AND DEMAND MANAGEMENT PLAN AND NON REVENUE FOR A PERIOD OF THREE (3) YEARS** and must be placed in the Tender Box in the foyer of the Gamagara Local Municipality at, Cnr Frikkie Meyer & Hendrik Van Eck Roads, Civic Centre, Kathu, and no Tenders will be accepted after the closing time or per facsimile or per e-mail. The opening of tenders will be done immediately after the tender closing.

Gamagara Local Municipality does not bind itself to accept the lowest or any tender and reserves the right to accept the whole or part of a tender. All tenders will remain valid for a period of **90 days** after the time and date of opening. This tender will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Regulations, 2022 pertaining to the PPPF Act (No 5 of 2000) and the Supply Chain Management Policy of Gamagara Local Municipality.

The following conditions will apply:

Only tenderers that score above the minimum threshold of **70%** of the maximum points for Quality (Functionality) will be considered.

Functionality criteria	Evaluation Schedule	Maximum number of points
Company experience with similar compliance projects	Schedule 1	20
Previous experience key staff member in similar works	Schedule 2	20
Registered Professional Engineer/ Technologist	Schedule 3	15
List of water flow and pressure monitoring equipment. Leak detection equipment. Water management system specifications.	Schedule 4	20
Approach Paper (Methodology)	Schedule 5	25
Maximum score for quality (Ms)		100

Technical enquiries relating to this tender should be addressed to Mr. Ditebogo Sebuasengwe at tel. +27 53 723 6000 and E-mail: sebuasengwed@gamagara.gov.za Technical and tender enquiries will be accepted and attended to up to **Monday, 22 June 2026**.

Mr. Lebogang Seetile
Municipal Manager



CONTRACT No. GM2026 /154: PROFESSIONAL SERVICES SUPPORT FOR GAMAGARA LOCAL MUNICIPALITY WITH WATER CONSERVATION AND DEMAND MANAGEMENT PLAN AND NON REVENUE FOR A PERIOD OF THREE (3) YEARS

T1.2 CHECKLIST OF MANDATORY DOCUMENTS

NO.	ITEM	CONSULTANT TICK OFF
1.	Declaration of interest (MBD 4)	
2.	Preference points claim form (MBD 6.1)	
3.	Declaration of Bidder's Past Supply Chain Management Practices (MBD 8)	
4.	Certificate of Independent Bid Determination (MBD 9)	
5.	Bidding Entity Information	
6.	Central Supplier Database report (Not older than 3 months from closing date of this bid)	
7.	Certified copy of Identification Document of Directors and/or Members	
8.	Authority of Signatory	
9.	Certified copy of Certificate of Bidder's Certified B-BBEE Status Level of Contributor	
10.	Certified copy of Professional Indemnity Insurance	
11.	Schedule 1: Company experience with similar compliance projects	
12.	Schedule 2: Previous experience key staff member in similar works	
13.	Schedule 3: Registered Professional Engineer/ Technologist	
14.	Schedule 4: Water flow and pressure monitoring. Leak detection equipment. Water management system.	
15.	Schedule 5: Approach Paper (Methodology) Accredited Laboratory	



CONTRACT No. GM 2026 / 154 : PROFESSIONAL SERVICES SUPPORT FOR GAMAGARA LOCAL MUNICIPALITY WITH WATER CONSERVATION AND DEMAND MANAGEMENT PLAN AND NON REVENUE FOR A PERIOD OF THREE (3) YEARS

T1.3 TENDER DATA

The conditions of tender are the Standard Conditions of Tender as contained in Annex F of the Construction Industry Development Board's Board Notice 136 of 2015 (contained in Government Gazette No. 38960 of 10 July 2015).

The Standard Conditions of Tender makes several references to the tender data. The tender data also contains project specific amendments to the Standard Conditions of Tender applicable to this document. The tender data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the standard conditions of tender.

Each item of data given below is cross-referenced to the clause in the Standard Conditions of Tender to which it mainly applies.

Clause	Addition or Variation to Standard Conditions of Tender
1.1	The Employer is Gamagara Local Municipality .
1.2	The tender documents issued by the employer comprise of one volume only and consists of the following: PORTION 1: BID Part T1 Bidding Procedures Part T1.1 Bid Notice and Invitation to Bid Part T1.2 Checklist on Mandatory Documents Part T1.3 Bid Data Part T2 Returnable Documents and Schedules Part T2.1 Returnable Documents Part T2.2 Returnable Schedules Part T2.3 Checklist
2.1	Only those bidders who satisfy the following eligibility criteria and who provide the required evidence in their bid submissions are eligible to submit bids and have their bids evaluated: 1. Only bidders that score above the minimum threshold of 70 of the maximum points for Quality, identified under the Quality Evaluation Schedule, will be considered. 2. Key Personnel must meet the minimum requirements for the key persons as stated in the Functionality Criteria. 3. Where the key personnel are no longer available to undertake the necessary work after



	<p>the award of the bid, the contractor shall within a period of 14 working days replace the key personnel listed in T.2.2.2: Schedule 2 with personnel with equivalent competencies and subject to approval by the Employer. Such approval shall not be unreasonably withheld. The key person shall be a suitably qualified and experienced individual who will be the single point accountability and responsibility for the management of the project, and who is registered with ECSA as PrEng or PrTech Eng shall be required as a minimum.</p> <p>Failure to comply with the requirements or to complete T2.2.1, T2.2.2 & T2.2.3 may render the bid non-responsive</p> <p>4. National Treasury Central Supplier Database</p> <p>Bidders who are not registered on the National Treasury Central Supplier Database at close of bid, shall submit a copy of their application of registration, with their bid submission. Bids received from such bidders who have not submitted proof of their registration within 21 days after the closing date for bid submissions, will not be considered.</p> <p>5. In case of a Joint Venture/Consortium submission, shall submit a Joint Venture agreement signed by all parties.</p> <p>6. Is registered in terms of the Companies Act, 2008 (Act 71 of 2008) or Close Corporation Act, 1984, (Act No. 69 of 1984) or, if a partnership, has a partnership agreement (buy and sell agreement for participating partners in this bid) in place that enables the partnership to automatically continue to function in the event of death or withdrawal of one of the partners.</p> <p>7. In case of having a subsidiary arrangement, shall submit an audited proof (letter or shareholding certificate) of agreement between the holding company and the subsidiary.</p> <p>8. Bidders may only bid under 1 (one) company or 1 (one) consortium – bidding with more than 1 company or consortium will result in immediate disqualification. Gamagara Municipality will recognise the JV/Consortium as single entity for the duration of the contract.</p> <p>9. Approach Paper including methodology</p> <p>10. The bidding entity has professional indemnity insurance cover issued by a reputable South African insurer in an amount of not less than R10 million in respect of a claim without limiting to the number of claims.</p> <p>11. None of the documents with correction fluid on them. Any wrong entry, in case of correction, it must be cancelled by a single stroke and initialled by the Authorised signatory.</p>
2.7	A compulsory briefing session will be held on the 04 June 2026 as per the Tender Advert.
2.15.1	<p>The closing time and location for the submission of bid offers are:</p> <p>Refer to Bid Notice and Invitation to Bid (Section T1.1 of the document).</p>
2.23	<p>The following information are to be provided with the bid:</p> <p>A: Declaration of interest (MBD 4)</p> <p>B: Preference points claim form (MBD 6.1)</p> <p>C: Declaration of Bidder's Past Supply Chain Management Practices (MBD 8)</p> <p>D: Certificate of Independent Bid Determination (MBD 9)</p> <p>E: Bidding Entity Information</p> <p>F: Central Supplier Database report (Not older than 3 months from closing date of this bid)</p>



	<p>F: Central Supplier Database report (Not older than 3 months from closing date of this bid) H: Certified copy of Identification Document of Directors and/or Members. I: Authority of Signatory K: Certified copy of Professional Indemnity Insurance L: Schedule 1: Company experience with similar compliance projects M: Schedule 2: Previous experience key staff member in similar works N: Schedule 3: Registered Professional Engineer/ Technologist O: Schedule 4: Professional Scientist P: Schedule 5: Approach Paper (Methodology) Accredited Laboratory</p>																													
3.8.3	<p>Add the following new sub item to Item 3.8:</p> <table border="1" data-bbox="304 801 1485 1370"> <thead> <tr> <th>Functionality criteria</th> <th>Evaluation Schedule</th> <th>Maximum number of points</th> </tr> </thead> <tbody> <tr> <td>Company experience with similar compliance projects</td> <td>Schedule 1</td> <td>20</td> </tr> <tr> <td>Previous experience key staff member in similar works</td> <td>Schedule 2</td> <td>20</td> </tr> <tr> <td>Registered Professional Engineer/ Technologist</td> <td>Schedule 3</td> <td>15</td> </tr> <tr> <td>Monitoring and leak detection equipment and water management system specifications.</td> <td>Schedule 4</td> <td>20</td> </tr> <tr> <td>Approach Paper (Methodology)</td> <td>Schedule 5</td> <td>25</td> </tr> <tr> <td colspan="2" style="text-align: center;">Maximum score for quality (Ms)</td> <td style="text-align: center;">100</td> </tr> </tbody> </table> <p>The Bidder must comply with the minimum requirements in accordance with the Functionality Criteria table above and must obtain at least 70 under the Points Allocation of the Functionality Criteria to qualify.</p> <p>The maximum points for this bid are allocated as follows:</p> <table data-bbox="304 1552 986 1727"> <thead> <tr> <th></th> <th>POINTS</th> </tr> </thead> <tbody> <tr> <td>Functionality</td> <td>80</td> </tr> <tr> <td>Municipal Preferential Procurement Policy:</td> <td>20</td> </tr> <tr> <td>Total points for Functionality and B-BEE</td> <td>100</td> </tr> </tbody> </table>	Functionality criteria	Evaluation Schedule	Maximum number of points	Company experience with similar compliance projects	Schedule 1	20	Previous experience key staff member in similar works	Schedule 2	20	Registered Professional Engineer/ Technologist	Schedule 3	15	Monitoring and leak detection equipment and water management system specifications.	Schedule 4	20	Approach Paper (Methodology)	Schedule 5	25	Maximum score for quality (Ms)		100		POINTS	Functionality	80	Municipal Preferential Procurement Policy:	20	Total points for Functionality and B-BEE	100
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3.11.8	<p>Scoring preference</p> <p>I. The bidder is required to submit a B-BBBEE Verification Certificate in accordance with promulgation in Government Gazette 38766 of 6 May 2015 and in accordance with promulgation in Gazette 39703 on 17 February 2016 and the Preferential Procurement Regulations of 2017 as promulgated in Government Gazette 40553 on 20 January 2017 (see relevant form in Returnable Schedules). See also www.sanas.co.za for details of accredited Verification Agencies.</p> <p>Eligibility for preference points is subject to the following conditions:</p> <p>(a) A bidder's scorecard shall be based on the Sector Codes of Practice promulgated in Government Gazette 38766 of 6 May 2015 and in accordance with promulgation in Gazette 39703 on 17 February 2016; and</p>																													



- (b) The scorecard shall be submitted as a certificate attached to the relevant page of the Returnable Documents; and
- (c) The certificate shall have been issued by
- (i) a verification agency accredited by the South African National Accreditation System (SANAS); or
 - (ii) a registered auditor approved by the Independent Regulatory Board of Auditors (IRBA), in accordance with Government Notice 754 issued by the Department of Trade and Industry on 23 September 2011 under Government Gazette 34612;
 - (iii) Affidavit and
- (d) The date of issue of the certificate must be less than 12 (twelve) months prior to the advertised bid closing date (see Bid Data F.2.15); and
- (e) Compliance with any other information requested to be attached to the relevant page of the Returnable Documents; and
- In the event of a Joint Venture (JV), a consolidated B-BBEE Verification Certificate in the name of the JV shall be submitted.

II. Locality

1.1.1 Locality points shall be allocated as follows:

Locality	Number of Points for Locality 80/20	Number of Points for Locality 90/10
Within boundaries of Gamagara Local Municipality	10	5
Outside boundaries Gamagara Local Municipality, but within the boundaries of Northern Cape Province	5	2.5
Outside boundaries of the Northern Cape	0	0

- a. When the municipality invites and evaluates bids based on locality as a set preference goal, it must be stated as such on the invitation.
- b. Locality shall be deemed as all bidders operating and stationed within the boundaries of Gamagara Local Municipality
- c. Expanded term for locality shall be deemed for bidders operating and stationed outside of John Taolo Gaetsewe District but with the Northern Cape Province.
- d. Bidders shall provide proof of locality by submitting one or more of the following:
 - i. Municipal Account in the bidder's name.
 - ii. Proof of residence in the bidder's name.
 - iii. Bank statement with the bidder's address.
 - iv. Lease agreement indicating a local address, where the lessee is the bidder



	<p>.</p> <p>e. The bidder must submit proof of locality to claim points for locality. f. Bidder failing to provide the proof of locality, shall claim zero points for locality.</p> <p>f. Bidder failing to provide the proof of locality, shall claim zero points for locality</p>
3.13.1	<p>A Bid offer will only be accepted on condition that such acceptance is not prohibited in terms of the Municipal Supply Chain Management Regulations published in terms of the Municipal Finance Management Act, 2003.</p>

END OF SECTION



CONTRACT No. GM 2026 / 154: PROFESSIONAL SERVICES SUPPORT FOR GAMAGARA LOCAL MUNICIPALITY WITH WATER CONSERVATION AND DEMAND MANAGEMENT PLAN AND NON REVENUE FOR A PERIOD OF THREE (3) YEARS

T2: RETURNABLE DOCUMENTS

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SECTION T2.2	RETURNABLE SCHEDULES	T2.2.1

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CONTRACT No. GM 2026 / 154: PROFESSIONAL SERVICES SUPPORT FOR GAMAGARA LOCAL MUNICIPALITY WITH WATER CONSERVATION AND DEMAND MANAGEMENT PLAN AND NON REVENUE FOR A PERIOD OF THREE (3) YEARS

T2.1: LIST OF RETURNABLE DOCUMENTS

1. Tenderers are required to submit the following with their tenders:
 - a) Declaration of Interest, MBD 4 (failure to complete and submit this form will lead to disqualification)
 - b) The B-BBEE status level of the contributor must be included on the valid, original or certified copy of the B-BBEE certificate of the contributor that is to be submitted with this bid documentation, should the bidder wish to claim preference points for the specific bid. Act 53 of 2013 published in Government Gazette No. 36928 dated 11 October 2013 (In case of a Joint Venture, or Consortium a consolidated B-BBEE certificate will be required). MBD 6.1
 - c) Copy of Certificate of Incorporation (if tenderer is a Company),
 - d) Certified copy of Founding Statement (if tenderer is a Closed Corporation),
 - e) Certified copy of Identity Document (if tenderer is a One-man concern),
 - f) Signed Joint Venture Agreement (if tenderer is a Joint Venture),
 - g) Curriculum Vitae of all supervisory staff.
 - h) Central Supplier Database report
 - i) Declaration of Bidder's Past Supply Chain Management Practices, MBD 8
 - j) Certificate of Independent Bid Determination, MBD 9
 - k) Authority of Signatory
 - l) Municipal account of the bidding entity and all its directors
2. The returnable schedules included in Section T2.2 will be used to evaluate tenders received. These schedules will also form part of the Contract.
3. Failure on the part of the Tenderer to submit with their tender offer any one of the documents listed in Item No. 1 above or to complete any of the returnable schedules included in Section T2.2, may result in the tender being classified non-responsive and could be eliminated from further consideration.

END OF SECTION



CONTRACT No. GM 2026 / 154: PROFESSIONAL SERVICES SUPPORT FOR GAMAGARA LOCAL MUNICIPALITY WITH WATER CONSERVATION AND DEMAND MANAGEMENT PLAN AND NON REVENUE FOR A PERIOD OF THREE (3) YEARS

RETURNABLE SCHEDULES

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FORM T2.1.2 - DECLARATION OF INTEREST

MBD 4

1. No bid will be accepted from persons in the service of the state ¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name:

3.2 Identity Number:

3.3 Company Registration Number:

3.4 Tax Reference Number:

3.5 VAT Registration Number:

3.6 Are you presently in the service of the state? ¹ **YES / NO**

3.6.1 If so, furnish particulars.

.....
.....

3.7 Have you been in the service of the state for the past twelve months? **YES / NO**

3.7.1 If so, furnish particulars.

.....

3.8 Do you, have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?

YES / NO



3.8.1 If so, furnish particulars.
.....

3.9 Are you, aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES /**
NO

3.9.1 If so, furnish particulars.
.....
.....

3.10 Are any of the company's directors, managers, principle shareholders or stakeholders in service of the state? **YES /**
NO

3.10.1 If so, furnish particulars.
.....
.....

3.11 Are any spouse, child or parent of the company's directors, managers, principle shareholders or stakeholders in service of the state? **YES /**
NO

3.11.1 If so, furnish particulars.
.....



CERTIFICATION

I, THE UNDERSIGNEDCERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT. I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

--	--

SIGNED ON BEHALF OF TENDERER

DATE:

--	--

POSITION

NAME OF BIDDER

¹MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature



MBD 8

FORM T2.1.3 - DECLARATION OF THE BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

Item	Question	Yes	No
1.1	Is the Tenderer or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	<input type="checkbox"/>	<input type="checkbox"/>
1.1.1	If so, furnish particulars:		
1.2	Is the Tenderer or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? (To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	<input type="checkbox"/>	<input type="checkbox"/>
1.2.1	If so, furnish particulars:		
1.3	Was the Tenderer or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	<input type="checkbox"/>	<input type="checkbox"/>
1.3.1	If so, furnish particulars:		
1.4	Does the Tenderer or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months? Attach proof not older than three months.	<input type="checkbox"/>	<input type="checkbox"/>
1.4.1	If so, furnish particulars:		
1.5	Was any contract between the Tenderer and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	<input type="checkbox"/>	<input type="checkbox"/>
1.5.1	If so, furnish particulars:		



CERTIFICATION

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

--	--

SIGNED ON BEHALF OF TENDERER

DATE:

--	--

POSITION

NAME OF BIDDER

***where the entity tendering is a joint venture, each party to the joint venture must sign a declaration in terms of the Municipal Finance Management Act and attach it to this schedule.**



FORM T2.1.4 - PREFERENCE POINTS CLAIM I.T.O PREFERENTIAL PROCUREMENT REGULATIONS 2022 (MBD 6.1)

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

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022.

1. GENERAL CONDITIONS

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

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

1.2 The total value of this bid is estimated to be below R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.

1.3 Points for this bid shall be awarded for:

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

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20 (10 – B-BBEE Status level 10 – Location)
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS MUST NOT EXCEED	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

B-BBEE Level Contributor

Failure on the part of a tenderer to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African National Accreditation System (SANAS), or a sworn affidavit confirming annual turnover and level of black ownership in case of an EME and QSE together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

Locality

Failure on the part of tenderer to submit the following:

- where the tenderer is the owner of the property / business:



- municipal account registered in the name of the tenderer not older than 3 months;
 - where the tenderer is not the owner of the property / business:
 - a valid lease agreement; or
 - affidavit from the property owner that the address used to claim points in the MBD 6.1 is being rented out to the tenderer at no cost not older than 3 months.
 - where the tenderer submitted incorrect or outdated information (account, lease agreement or affidavit) or none of the above, it will be interpreted to mean that preference points for Locality are not claimed.
- 1.6 The purchaser 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 the purchaser.

2. DEFINITIONS

- (a) **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- (b) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (c) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (d) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (e) **“prices”** includes all applicable taxes less all unconditional discounts;
- (f) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (g) **“tender for income-generating contracts”** means a written offer in the form determined by a municipality 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 municipality and a third party that produces revenue for the municipality, 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
- (h) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).



3. POINTS AWARDED FOR PRICE

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

A maximum of 80 or 90 points is allocated for price on the following basis: 80/20 or 90/10

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

Where

- P_s = Points scored for price of bid under consideration
 P_t = Price of bid under consideration
 P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR SPECIFIC GOALS

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

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	5.0	10
2	4.0	8
3	3.5	7
4	3.0	6
5	2.0	4
6	1.5	3
7	1.0	2
8	0.5	1
Non-compliant contributor	0	0

4.2 In cases where municipality intend to use the Preferential Procurement policy of Council section 8.7, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, a municipality 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 municipality must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.



Local Office within area of jurisdiction	Number of points (90/10 system)	Number of points (80/20 system)
Within the boundaries of Gamagara Local Municipality	5	10
Outside the boundaries of Gamagara Local Municipality, but within the boundaries of Northern Cape Province	2.5	5
Outside the Northern Cape Province	0	0

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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
LOCALITY		10		
B-BBEE STATUS LEVEL OF CONTRIBUTOR		10		

5. BID DECLARATION

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

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . =(maximum of 5 or 10 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-



contracted? (**Tick applicable box**)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted..... %
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(**Tick applicable box**)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:



Designated Group: An EME or QSE which is at least 51% owned by:	EME	QSE
	√	√
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited [TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....

8.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc. [TICK APPLICABLE BOX]

8.7 MUNICIPAL INFORMATION

Municipality where business is situated:

Registered Account Number: Stand
Number:.....

8.8 Total number of years the company/firm has been in business:.....

8.9 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have —
 - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

NB: THE TENDERER SHALL ATTACH B-BBEE CERTIFICATE Failure to affix such documentation as prescribed to this page could result in this bid not being further considered for the award of the Contract

In case of a joint venture, or consortium ^{T2.2-12} **a consolidated B-BBEE Certificate** will be required

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SIGNATURE OF TENDERER DATE



FORM T2.1.5 - CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging). ² Collusive bidding is a **pe se** prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

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



FORM T2.1.5 - CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

_____ (Bid Number and Description)

in response to the invitation for the bid made by:

_____ (Name of Municipality / Municipal Entity)

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

every respect: I certify, on behalf of: _____ that:

(Name of Bidder)

- 1 I have read and I understand the contents of this Certificate;
- 2 I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
- 3 I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
- 4 Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
- 5 For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
- 6 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.



MBD 9

- 7 In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
- 8 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 9 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 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.

10 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 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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder



FORM T2.1.6 - AUTHORITY OF SIGNATORY

With reference to Clause 2.13.4 of the Tender Data, I/we herewith certify that this tender is submitted by : *(Mark applicable block)*

a company, and attach hereto a certified copy of the required resolution of the Board of Directors

a partnership, and attach hereto a certified copy of the required resolution by all partners

a close corporation, and attach hereto a certified copy of the required resolution of the Board of Officials

a one-man business, and attach hereto certified proof that I am the sole owner of the business submitting this tender

a joint venture, and attach hereto

- * a notarially certified copy of the original document under which the joint venture was constituted; and
- * certified authorisation by the participating members of the undersigned to submit tenders and conclude contracts on behalf of the joint venture

Name of Lead Firm _____

A signed original certified copy of the joint venture agreement showing clearly the percentage contribution of each partner to the joint venture shall be appended to this schedule.

--	--

SIGNATURE OF TENDERER

DATE:



FORM T2.1.7 - CERTIFICATE OF AUTHORITY FOR JOINT VENTURE

This Returnable Schedule is to be completed by joint ventures.

We, the undersigned, are submitting this bid offer in Joint Venture and hereby authorise:

FULL NAME

, authorised signatory of the company:

COMPANY

, acting in the capacity of lead partner, to sign all documents in connection with the bid offer and any contract resulting from it on our behalf.

NAME OF FIRM	ADDRESS	DULY AUTHORISED SIGNATORY
Lead partner		Signature:..... Name: Designation:
		Signature:..... Name: Designation:
		Signature:..... Name: Designation:
		Signature:..... Name:..... Designation:

The Joint Venture Agreement must be bid specific. All parties must be registered on the Central Supplier Database (CSD).



FORM T2.1.8 - CERTIFICATE FOR MUNICIPAL SERVICES AND PAYMENTS TO SERVICE PROVIDER

To: THE MUNICIPAL MANAGER, GAMAGARA LOCAL MUNICIPALITY

CERTIFICATE FOR MUNICIPAL SERVICES AND PAYMENTS TO SERVICE PROVIDER

Information required in terms of the Municipal's Supply Chain Management Policy, Sections 51.1 and 111.2

GAMAGARA LOCAL MUNICIPALITY: DIBENG BULK WATER SUPPLY (PHASE 1)

NAME OF THE BIDDER:

FURTHER DETAILS OF THE BIDDER(S); Director / Shareholder / Partners, etc:

Directors /Shareholder/ Partner	Physical address of the Business	Municipal Account number(s)	Physical residential address of the Director / shareholder / partner	Municipal Account number(s)

NB: Please attach Certified copy(ies) of ID document(s)

I, _____, the undersigned,
 (full name in block letters)

certify that the information furnished on this declaration form is correct and that I/we have no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 days.

--	--

SIGNED ON BEHALF OF TENDERER / BIDDER

DATE:

(i) For office use (comments): Telephone relevant Local Municipality

NB: Bidders to furnish proof of payment of Municipal Services and any other Contract with Landlord / Home Owner, or letter from Tribal Authority.



**FORM T2.12.9 - AUTHORISATION FOR THE DEDUCTION OF OUTSTANDING
AMOUNTS OWED TO COUNCIL**

TO:	THE MUNICIPAL MANAGER, GAMAGARA LOCAL MUNICIPALITY
FROM:	

(NAME OF BIDDER / TENDERER)

AUTHORISATION FOR THE DEDUCTION OF OUTSTANDING AMOUNTS OWED TO COUNCIL

Extract from Supply Chain Management Policy, Section 51.1:

“The Municipal Manager may reject the bid or quote of any person if that person or any of its directors has:

51.1 failed to pay municipal rates and taxes or municipal service charges and such rates, taxes and charges are in arrears for more than three months; ...”

I, THE UNDERSIGNED, _____,
(FULL NAME IN BLOCK LETTERS)

hereby authorise the Gamagara Local Municipality to deduct the full amount outstanding by the business organization / Director, shareholder, partner, etc from any payment due from Gamagara Local Municipality or any Local Municipality within the District.

THUS DONE AND SIGNED for and on behalf of the Bidder / Contractor

--	--

SIGNED ON BEHALF OF TENDERER / BIDDER

DATE:

in the presence of the subscribing

witnesses. AS WITNESSES:

--	--

SIGNATURE WITNESS 1

NAME IN BLOCK LETTERS

--	--

SIGNATURE WITNESS 2

NAME IN BLOCK LETTERS



FORM T2.1.10 - RECORD OF ADDENDA TO BID DOCUMENT

We confirm that the following communications received from the Employer before the submission of this bid offer, amending the bid documents, have been taken into account in this bid offer:

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		

Attach additional pages if more space is required.

Note:-

Failure to affix such documentation as prescribed to this page may result in this bid not being further considered for the award of the Contract.

--	--

SIGNATURE OF TENDERER

DATE:



If any of the above boxes are marked, disclose the following:

Name of sole proprietor, partner, director, manager, principal shareholder or stakeholder	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		current	Within last 12 months

*insert separate page if necessary

Section 7: Record of spouses, children and parents in the service of the state

Indicate by marking the relevant boxes with a cross, if any spouse, child or parent of a sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months been in the service of any of the following:

- a member of any municipal council
- a member of any provincial legislature
- a member of the National Assembly or the National Council of Province
- a member of the board of directors of any municipal entity
- an official of any municipality or municipal entity
- an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999)
- a member of an accounting authority of any national or provincial public entity
- an employee of Parliament or a provincial legislature

Name of spouse, child or parent	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		current	Within last 12 months

*insert separate page if necessary



The undersigned, who warrants that he/she is duly authorised to do so on behalf of the enterprise:

- I. authorizes the Employer to obtain a tax clearance certificate from the South African Revenue Services that my / our tax matters are in order;
- II. confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- III. confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- IV. confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest;
- V. confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

--	--

SIGNATURE OF TENDERER

DATE:



FORM T2.1.12 - COMPANY REGISTRATION

The Bidder is to affix to this page :-

- Certified copy of Company/Close corporation registration documents from Registrar of Companies (eg. CK1, CM1, CM29 etc).
- Certified copy of Partnership Agreement (if bidder is a Partnership)
- Certified copy of deed of Trust (if a Trust is involved)
- Certified copies of Identity documents for all directors/members.
- Recent statement as proof of payment of municipal services (rates and taxes) for both company and all directors of the company. Not older than three months.
- Proof of company address or lease agreement whichever applies obtainable from your local municipality, tribal office or landlord.
- Proof of residence of all directors as they appear on the company registration certificate obtainable from your local municipality or tribal authority.
- Proof of company registration on the Central Supplier Database (CSD).

Note:-

Failure to affix such documentation as prescribed to this page may result in this bid not being further considered for the award of the Contract.

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SIGNATURE OF TENDERER

DATE:



FORM T2.1.13 - CENTRAL SUPPLIER DATABASE REPORT (NOT OLDER THAN 3 MONTHS FROM CLOSING DATE OF THIS TENDER)

Attach document to this page.

--	--

SIGNATURE OF TENDERER

DATE:



FORM T2.1.14 - CERTIFIED COPY OF CERTIFICATE OF TENDERER'S CERTIFIED B-BBEE STATUS LEVEL OF CONTRIBUTOR

Attach document to this page.

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SIGNATURE OF TENDERER

DATE:



FORM T2.1.15 - CERTIFIED COPY OF PROFESSIONAL INDEMNITY INSURANCE (compulsory)

Attach document to this page.

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SIGNATURE OF TENDERER DATE

END OF SECTION



PART T2: RETURNABLE DOCUMENTS AND SCHEDULES

PART T2.2: RETURNABLE SCHEDULES

The tenderer must complete the following returnable schedules.

The documents and schedules the tenderer shall submit with the tender shall include, but not be limited to those set out below.

INDEX

Section	Description	Page No
T2.2.1	Schedule 1: Company experience with similar compliance projects.....	
T2.2.2	Schedule 2: Previous experience key staff member in similar works.....	
T2.2.3	Schedule 3: Registered Professional Engineer/ Technologist.....	
T2.2.4	Schedule 4: Professional Scientist.....	
T2.2.5	Schedule 5: Approach Paper (Methodology)	

T2.2.1 - SCHEDULE 1: COMPANY EXPERIENCE WITH SIMILAR COMPLIANCE PROJECTS

The experience of the tenderer as a company (as opposed to key staff members) in providing professional engineering services in Public Sector and Local government space in South Africa over the last 10 years from the date of tender advert.

The project chosen for referencing should be for work done only in the Public sector and Local government space / area in South Africa. Tenderers shall submit reference letters from the employer for the projects successfully completed. The projects should be within previous 10 years period from the date of tender advert.

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

Traceable letter of appointment and reference letter for completed projects in providing professional engineering services in public sector and Local government in South Africa. This experience must only relate to instance where the tenderer acted as the main/principal consultant. One letter on client's letterhead per project completed in providing professional engineering services in Public Sector and Local Government area in South Africa. 5 points to be awarded per letter per project.

NB: For maximum 20 points, 5 points per letters per projects.

[Total 20 points]

SCHEDULE:	DESCRIPTION	PROJECT	POINTS ALLOCATION	TOTAL
COMPANY EXPERIENCE WITH SIMILAR COMPLIANCE PROJECTS	Support Services for compliance related projects (WSDP, WCDM, W2RAPS, etc.)	Project No. 1	5	20
		Project No. 2	5	
		Project No. 3	5	
		Project No. 4	5	

Attach document to this page.

--	--

SIGNATURE OF TENDERER

DATE:

T2.2.2 - SCHEDULE 2: PREVIOUS EXPERIENCE KEY STAFF MEMBER IN SIMILAR WORKS

The experience of all the key personnel will be evaluated in relation to their respective academic and professional qualifications and experience (as explained herein in this schedule) on projects having scope of work relevant to this project and positions proposed by the tenderer. ONE OF THE KEY PERSONNEL MUST BE A REGISTERED PROFESSIONAL ENGINEER / TECHNOLOGIST

For ease of evaluation, the tenderer must cover the following minimum items highlighted below on the CV template.

(NB: The CV must not be more than 3 pages.)

Proposed Position:	Phone:
Years with the Firm:	Cell:
Mailing Address:	Email:
	ID No.:

Name: _____

Nationality: _____
Education: _____
Computer Skill: _____
Professional Membership: _____ Membership #: _____

Experience: IN SOUTH AFRICA
Duration: _____ Organization (belongs to): _____
From (mm/yyyy) _____ Project Name: _____
To (mm/yyyy) _____ Client: _____
Project Value: _____
Position: _____
Responsibilities/ Work Done: _____

IN OTHER COUNTRIES
Duration: _____ Organization (belongs to): _____
From (mm/yyyy) _____ Project: _____
To (mm/yyyy) _____ Client: _____
Project Value: _____
Position: _____
Responsibilities/ Work Done: _____

Consent: I do hereby offer my full consent to work in the project titled as [Title] with the Tenderer named as

I also confirm that I have not offered and will not offer my consent to any other Tenderer to work for any other project till the expiry of the validity of the proposal or the award of the contract whichever is later. However, if the above-mentioned Tenderer is successful in winning this contract, I shall be available for the full duration of the contract or for the full period of my input to the project whichever will be applicable for me.

Signature: _____ Date: _____

-
- Enclosure:**
1. Certificates of academic qualifications
 2. Certificate of Professional registration

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed

Date

Name

Position

Tenderer

NB: For maximum 20 points, 5 points per traceable, contactable verifiable reference per projects.
[Total 20 points]

SCHEDULE:	DESCRIPTION	PROJECT	POINTS ALLOCATION	TOTAL
PREVIOUS EXPERIENCE KEY STAFF MEMBER IN SIMILAR WORKS	Support Services for compliance related projects (WSDP, WCDM, W2RAPS, etc.)	Project No. 1	5	20
		Project No. 2	5	
		Project No. 3	5	
		Project No. 4	5	

Attach document to this page.

--	--

SIGNATURE OF TENDERER

DATE:

T2.2.3 - SCHEDULE 3: REGISTERED PROFESSIONAL ENGINEER/ TECHNOLOGIST

The experience of the key personnel will be evaluated in relation to their respective professional qualifications and experience (as explained herein in this schedule).

NB: For maximum 15 points

[Total 15 points]

SCHEDULE:	DESCRIPTION	PROJECT	POINTS ALLOCATION	TOTAL
Registered Professional Engineer/ Technologist	No. of years' experience as a registered engineer/ technologist	PR up to 3 years	3	15
		PR between 4 to 6 years	8	
		PR of 7 and more	15	

Attach document to this page. (Failure to attach this documents will result in no point allocation under this Criteria).

--	--

SIGNATURE OF TENDERER

DATE:

T2.2.4 - SCHEDULE 4: WATER MONITORING AND LEAK DETECTION EQUIPMENT AND WATER MANAGEMENT SYSTEM SPECIFICATIONS.

Tenderers are required to provide a comprehensive schedule and technical description of all water monitoring, leak detection, and water management systems proposed for use in the execution of this project. This section must clearly demonstrate the tenderer’s technical capability, readiness, and access to fit-for-purpose equipment and systems necessary to support effective Water Conservation and Water Demand Management (WC/WDM) and Non-Revenue Water (NRW) reduction. The information provided shall include details of owned or dedicated equipment, operating principles, accuracy classes, data acquisition and logging capabilities, telemetry and communication methods, system integration, software platforms, reporting functionality, and compliance with relevant SANS, ISO, and industry standards. Emphasis must be placed on the ability of the proposed equipment and systems to support system input monitoring, zonal and district metering, minimum night flow analysis, pressure management, active and passive leak detection, data validation, and decision-support for municipal operations. (Reference to be made where the system has been used and contactable reference be provided for verification)

NB: For maximum 20 points

[Total 20 points]

SCHEDULE:	DESCRIPTION	ASSESSMENT CRITERIA	POINTS	TOTAL
Water monitoring and leak detection equipment and water management system specifications	Limited / Entry-Level Capability	Some water monitoring or leak detection equipment available, but capability is limited. Equipment may include: Portable flow loggers and/or pressure loggers Basic acoustic listening devices Equipment use is mostly ad hoc or project-specific. No fully integrated or centralised water management system. Very limited capability for: Minimum Night Flow (MNF) analysis .Zonal/DMA monitoring structured reporting or historical trend analysis	5	20
	Basic Capability	Limited availability of water monitoring or leak detection equipment; Basic portable flow and/or pressure loggers and/or acoustic listening devices only; No fully integrated or centralised water management system; Limited support for MNF analysis, zonal monitoring, or systematic reporting.	10	
	Adequate / Functional Capability	Appropriate equipment for municipal WC/WDM and NRW projects, including: Bulk and/or zonal flow meters (ultrasonic or electromagnetic); Pressure loggers and data loggers;- Active leak detection tools (e.g. correlators, ground microphones);Equipment supports MNF analysis, zonal comparisons, and trend reporting; Data transmitted to a central or web-based monitoring platform.	15	
	Advanced / Best-Practice Capability	Comprehensive, modern, and fully integrated solution, including:- High-accuracy bulk, reservoir outlet and zonal meters;- Permanent and temporary GSM/IoT-enabled flow and pressure loggers;- Advanced leak detection technologies (correlators, noise loggers, step-testing tools);- Proven web-based water/NRW management system with analytics;• Real-time or near-real-time monitoring and automated alarms;• GIS integration and historical data trending;• Equipment owned or contractually secured and operated by trained personnel.	20	

Tenderers shall submit verifiable documentary evidence to substantiate all claims made regarding the availability, ownership, capability, and suitability of water monitoring, leak detection equipment, and water management systems. The following minimum evidence is required:

1. Equipment Inventory and Ownership or Lease agreements

- A detailed equipment schedule listing all water monitoring and leak detection equipment proposed for the project, including:
 - Equipment type and description;
 - Make, model, and size (where applicable);
 - Serial numbers (where available);
 - Quantity available for deployment;
 - Ownership status (owned / leased / long-term hire / subcontracted).
- Bidders must provide a detailed breakdown of all costs associated with the WCDM equipment and/or software, including capital, installation, licensing, operation, maintenance, and support costs, together with any applicable usage restrictions. Bidders must further indicate conditions and costs for continued use beyond the project period, including ownership, licensing requirements, and system functionality after project completion.
- Where equipment is not owned:
 - Formal letters of commitment or lease agreements confirming guaranteed availability for the project duration.

2. Technical Specifications and Datasheets

- Manufacturer technical datasheets and brochures for:
 - Flow meters (electromagnetic, ultrasonic, insertion, etc.);
 - Pressure loggers and data loggers;
 - Leak detection equipment (correlators, ground microphones, noise loggers);
 - Telemetry and communication devices (GSM/GPRS/IoT).
- Confirmation of:
 - Measurement accuracy class;
 - Operating pressure and flow ranges;
 - Power supply (battery/mains/solar);
 - Environmental protection rating (IP rating).

3. Calibration and Certification

- Valid SANAS-accredited calibration certificates (or ISO 17025 equivalent) for:
 - Portable ultrasonic flow meters;
 - Pressure loggers and reference instruments;
 - Leak detection equipment where calibration applies.
- Evidence of calibration validity dates and traceability.

Attach document to this page. (Failure to attach this documents will result in no point allocation under this Criteria).

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SIGNATURE OF TENDERER

DATE:

T2.2.4: SCHEDULE 5: APPROACH PAPER

The approach paper must respond to the scope of work the nature of the contract, the main option that has been selected for the contract and outline the proposed approach / methodology including that relating to the controlling programming and management of sub consultants in relation to the works that may be provided over the term of the contract. The approach paper as such needs to:

Table of Contents: Listing of contents of the approach paper with page numbers and/ references to annexures (if any);

Executive Summary: A brief summary of the whole contents of the approach paper;

Approach: Detailed approach that the tenderer feels best to deliver the intended services for the Project with identification of tasks, for each of the activities/ deliverables, detailing at least the following:

1. Understating of Project Scope
2. Methodology to be adopted; including generic Project implementation schedule for the services as given in scope of work (Activity, task and sub-task wise to achieve the deliverables); Organogram for the proposed project team and their responsibilities;
3. Identified project implementation Risks and Risk Management proposal;
4. Quality control mechanism to be adopted for project deliverables;
5. Stakeholder identification, management and reporting mechanism to be followed.
6. Demonstrate Proven understanding of local (JTG District) Water Challenges and their involvement in mitigations and addressing such (either at individual level or Company)

7. Evaluating Point	Assessment Criteria	Maximum allocated point(s)
Approach Paper		<u>25 points</u>
Experience and Relevant Project Understanding	Demonstration of relevant experience on similar projects and an understanding of comparable project environments, constraints, and success factors.	5 points
Understating of Project Scope	Demonstration of clear understanding of Project objectives, scope and deliverables with timeframes. Adequacy and appropriateness will be assessed.	10 points
Methodology	Program knowledge, informative appropriateness of proposed approach/implementation and presentation and organogram of team including outline approach to be used when working with for sub-consultants	15 points
Project implementation Risks and Risk Management	Adequacy of understanding of project risks and appropriateness of proposed mitigation measures	20 points
Stakeholder management and	Adequate description of how stakeholders will be managed including	25 points

Part T2: Returnable Documents
Section T2.2: Returnable Schedules

reporting	but not limited to identification of the stakeholders. Indicate appropriate reporting requirement and summary of content.	
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Attach document to this page.

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SIGNATURE OF TENDERER

DATE:

CONTRACT No. GM 2025 / 31 : PROFESSIONAL SERVICES SUPPORT FOR GAMAGARA LOCAL MUNICIPALITY WITH WATER CONSERVATION AND DEMAND MANAGEMENT PLAN AND NON REVENUE FOR A PERIOD OF THREE (3) YEARS

AGREEMENTS AND CONTRACT DATA

INDEX

Section	Description	Page No
PART C1.1	FORMS OF OFFER AND ACCEPTANCE	C1.1.1
PART C1.2	CONTRACT DATA.....	C1.2.1
	Annexure A: Form of Guarantee	C1.2.16



CONTRACT No. GM 2025 / 31 : PROFESSIONAL SERVICES SUPPORT FOR GAMAGARA LOCAL MUNICIPALITY WITH WATER CONSERVATION AND DEMAND MANAGEMENT PLAN AND NON REVENUE FOR A PERIOD OF THREE (3) YEARS

FORM OF OFFER AND ACCEPTANCE

OFFER

The employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of:

Gamagara Local Municipality: PROFESSIONAL SERVICES SUPPORT FOR GAMAGARA LOCAL MUNICIPALITY WITH WATER CONSERVATION AND DEMAND MANAGEMENT PLAN AND NON REVENUE FOR A PERIOD OF THREE (3) YEARS

The tenderer, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the tenderer, deemed to be duly authorised, signing this part of this form of offer and acceptance, the tenderer offers to perform all of the obligations and liabilities of the contractor under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

The offered total of the Prices inclusive of Value Added Tax

RANDS

This offer may be accepted by the employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the tenderer before the end of the period of validity stated in the tender data, whereupon the tenderer becomes the party named as the contractor in the conditions of contract identified in the contract data.

Signature(s) _____

Name(s) _____



Capacity _____

for the tenderer _____
(Name and address of organisation)

Name & signature
of witness _____ Date _____



ACCEPTANCE

By signing this part of this form of offer and acceptance, the employer identified below accepts the tenderer's offer as per the portion signed below. The Employer will reserve the right to the acceptance of portion 2 at a later stage, once he is in a position to proceed with the works under portion 2. In consideration thereof, the employer shall pay the contractor the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the tenderer's offer shall form an agreement, between the employer and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract, are contained in

Part C1	Agreements and Contract Data, (which includes this agreement)
Part C2	Pricing Data
Part C3	Scope of Work
Part C4	Site Information

and drawings and documents or parts thereof, which may be incorporated by reference into Parts C1 to C4 above.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto listed in the tender schedules as well as any changes to the terms of the offer agreed by the tenderer and the employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this agreement. No amendments to or deviations from said documents are valid unless contained in this schedule.

The tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the employer's agent (whose details are given in the contract data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the, conditions of contract identified in the contract data. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the tenderer (now contractor) within five days of the date of such receipt notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.



ACCEPTANCE :

Signature(s) _____

Name(s) _____

Capacity _____

for the Employer _____
(Name and address of organisation)

Name & signature

of witness _____ Date _____



SCHEDULE OF DEVIATIONS

Notes :

1. The extent of deviations from the tender documents issued by the employer before to the tender closing date is limited to those permitted in terms of the conditions of tender;
2. A tenderer's covering letter shall not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid become the subject of agreements reached during the process of, offer and acceptance, the outcome of such agreement shall be recorded here;
3. Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or change to the tender documents and which it is agreed by the Parties becomes an obligation of the contract shall also be recorded here;
4. Any change or addition to the tender documents arising from the above agreements and recorded here, shall also be incorporated into the final draft of the Contract.

1. Subject

Details

2. Subject

Details

3. Subject

Details

4. Subject

Details

By the duly authorised representatives signing this agreement, the employer and the tenderer agree to and accept the foregoing schedule of deviations as the only deviations from the amendments to the documents listed in the tender data and addenda thereto as listed in the tender schedules, as well as any confirmation, clarification or change to the terms of the offer agreed by the tenderer and the employer during this process of offer and acceptance.



It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of a completed signed copy of this agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

END OF SECTION



CONTRACT No. GM 2025 / 31 : PROFESSIONAL SERVICES SUPPORT FOR GAMAGARA LOCAL MUNICIPALITY WITH WATER CONSERVATION AND DEMAND MANAGEMENT PLAN AND NON REVENUE FOR A PERIOD OF THREE (3) YEARS

PRICING DATA

INDEX

Section	Description	Page No
PART C2.1	SCHEDULE OF QUANTITIES	C2.1.1
	Bill 1 : WCWDM – WATER CONSERVATION AND WATER DEMAND MANAGEMENT	
	Bill 2: No Drop	



BILL 1 : Water conservation and water demand management

No.	TASKS	Unit	Rate	Quantity	Total Year 1	Total Year 2	Total Year 3
A	Project management and inception						
A1	Project administration, management and related tasks.	hr					
A2	Stakeholder Engagement	hr					
A3	Disbursements for Item A1 & A2						
A3.1	Travelling	km					
A3.2	Accommodation	per night					
A3.3	Flights	per flight					
1	TASK 1: SITE VISITS (COLLECT AND COLLATE INFORMATION)						
1,1	Available drawings of the water reticulation systems	hr					
1,2	Reports available on the water network, population figures and future planning.	hr					
1,3	System Input Volume (from treatment plant or boreholes)	hr					
1,4	Bulk Meter Information	hr					
1,5	Number of connections and communal taps	hr					
1,6	Existing Population Figures	hr					
1,7	Length of water mains per management zone	hr					
1,8	Water sales information	hr					
1,9	Disbursements for Items in Task 1						
1,9,1	Travelling	km					
1,9,2	Accommodation	per night					
1,9,3	Flights	per flight					
2	TASK 2: DESKTOP STUDY						
2,1	Identify location of future bulk water meters for all towns and villages	hr					
2,2	Sectorising: small villages - single zone. Large towns split - management zones	hr					
TOTAL CARRIED FORWARD							

No.	TASKS	Unit	Rate	Quantity	Total Year 1	Total Year 2	Total Year 3
TOTAL BROUGHT FORWARD							
2,3	Analyse burst frequency where data is available	hr					
2,4	Analyse high pressure in low-lying areas	hr					
2,5	Disbursements for Items in Task 2						
2,5,1	Travelling	km					
2,5,2	Accommodation	per night					
2,5,3	Flights	per flight					
3	TASK 3: DEMOGRAPHICS						
3,1	Individual households will be counted	hr					
3,2	Reviewing latest municipal documents (IDPs, SDFs, LEDs, etc.)	hr					
3,3	Meetings with local municipality to verify information	hr					
3,4	Ground settlement surveys	hr					
3,5	Verify levels of service, household size, income levels, growth prospects	hr					
3,6	Determine growth scenarios for Gamagara LM	hr					
3,7	Disbursements for Items in Task 3						
3,7,1	Travelling	km					
3,7,2	Accommodation	per night					
3,7,3	Flights	per flight					
4	TASK 4: FIELD INVESTIGATIONS AND ASSET REGISTER AND MANAGEMENT PLAN						
4,1	Gamagara Local Municipality field investigations:						
4,1,1	Kathu	hr					
4,1,2	Sishen	hr					
TOTAL CARRIED FORWARD							

No.	TASKS	Unit	Rate	Quantity	Total Year 1	Total Year 2	Total Year 3
TOTAL BROUGHT FORWARD							
4,1,3	Olifantshoek	hr					
4,1,4	Dibeng	hr					
4.1.5	Babatas	hr					
4,2	Disbursements for Items in Task 4						
4,2,1	Travelling	km					
4,2,2	Accommodation	per night					
4,2,3	Flights	per flight					
5	TASK 5: INSTALLATION OF BULK METERS - Turnkey Implementation: Zonal Metering System (Design, Supply, Install, Commission & Close-Out)						
5,1	Gamagara Local Municipality installation of bulk meters: in Kathu, Dibeng, Sishen, Olifantshoek and Babatas (Pilot Project – Minimum 40 Smart Bulk meters)						
5,1,1	Project Inception	hr					
5,1,2	WSIG Business Plan Development, Appraisals and Approvals						
5,1,3	Project Planning and stakeholder engagements						
5,1,4	Detailed Design & Documentation & Approvals	hr					
5,1,5	Hydraulic modelling & zone confirmation & Bulk Meter Spec	hr					
5,1,6	Drawing Design of meter and chambers (structural & hydraulic)	hr					
5,1,3	Construction (6 Months)						
5,1,3.1	P&Gs – (Monthly)	Sum		Sum			
5,1,3.2	TLB – Rate Only	hr		1			
5,1,3.3	Tipper – Rate Only	hr		1			
5,1,3.4	Water truck – Rate Only	hr		1			
5,1,3.5	Excavation and Concrete chamber (meters and Valves) construction and backfilling	No		60			
5,1,3.6	Supply and install Bulk Smart meter	No		40			
TOTAL CARRIED FORWARD							

No.	TASKS	Unit	Rate	Quantity	Total Year 1	Total Year 2	Total Year 3
TOTAL BROUGHT FORWARD							
5,1,3.7	Supply and install Bulk Valves	No		20			
5,1,3.8	Supply and install Fire Hydrant –(underground)	No		20			
5,1,3.9	Shifting of fire hydrant from garden line to potable line	No		20			
5,1,3.10	Installation of telemetry & communication systems for the 5 towns	Sum					
5,1,3.11	Pressure testing	Sum					
5,1,3.12	Meter calibration & testing	No		40			
5,1,3.13	Telemetry setup & testing	Sum					
5,1,3.14	Data analysis & NRW tracking	Sum					
5,1,3.15	Monthly reporting & optimisation	hr					
5,1,3.16	Training & Capacity Building – 5 Officials	hr					
5,1,3.17	Contingencies at 10%						
5,1,3.18	Project Close-Out & Final Reporting	hr					
5,2	Disbursements for Items in Task 5						
5,2,1	Travelling	km					
5,2,2	Accommodation	per night					
5,2,3	Flights	per flight					
6	TASK 6: LOGGING OF PRESSURES AND FLOWS						
6,1	Logging of meters for 7 days at source - boreholes, abstraction works, WTW	hr					
6,2	Logging of meters for 7 days at reservoirs	hr					
6,3	Pressure logging hydrants and taps for a period of 7 days per area	hr					
TOTAL CARRIED FORWARD							

No.	TASKS	Unit	Rate	Quantity	Total Year 1	Total Year 2	Total Year 3
TOTAL BROUGHT FORWARD							
6,4	Disbursements for Items in Task 6						
6,4,1	Travelling	km					
6,4,2	Accommodation	per night					
6,4,3	Flights	per flight					
7	TASK 7: ANALYSIS OF LOGGING RESULTS & WATER DEMAND PROJECTIONS						
7,1	Analyse system input volume data provided.	hr					
7,2	Analyse billing database	hr					
7,3	Compile water balances for each village and town with the AQUALITE model	hr					
7,5	Future expected demands for different scenarios calculated	hr					
7,6	SANFLOW model analysis	hr					
7,7	PRESMAC model analysis	hr					
7,8	Disbursements for Items in Task 7						
7,8,1	Travelling	km					
7,8,2	Accommodation	per night					
7,8,3	Flights	per flight					
8	TASK 8: WATER CONSERVATION AND WATER DEMAND MANAGEMENT STRATEGY						
8,1	Water demand management strategy For Kathu	hr					
8,2	Water demand management strategy For Sishen	hr					
8,3	Water Demand management Strategy for Deben	hr					
8,4	Water Demand management Strategy for Olifantshoek	hr					
8,5	Water Demand management Strategy for Babatas	hr					
8,6	Training exercises held at the Local Municipalities	hr					
TOTAL CARRIED FORWARD							

No.	TASKS	Unit	Rate	Quantity	Total Year 1	Total Year 2	Total Year 3
TOTAL BROUGHT FORWARD							
8.7	Preparing of WC/WDM for sustainable water management including submission to DWS to form part of Pilot Project.						
8,8	Disbursements for Items in Task 8						
8,8,1	Travelling	km					
8,8,2	Accommodation	per night					
8,8,3	Flights	per flight					
9	TASK 9: UPDATE THE WSDP AND WSA REGULATORY REPORTS FOR 2026, 2027 AND 2028						
9.1	Update The WSDP For 2026, 2027 And 2028	hr					
9.2	WSDP IDP Input Reports For 2026, 2027 And 2028	hr					
9.3	Update MPAP Reports	hr					
9.4	Update MUSSA Reports	hr					
9.5	Update the Annual Water Stock-take Report	hr					
9.6	Disbursements for Items in Task 8						
9.6.1	Travelling	km					
9.6.2	Accommodation	per night					
9.6.3	Flights	per flight					
OVERALL TOTAL TO BE CARRIED TO BILL 1							

BILL 2: NO DROP

Part C2: Pricing Data
Contents List

No.	TASKS	Unit	Rate	Quantity	Total Year 1	Total Year 2	Total Year 3
A	Project management and inception						
A1	Project administration, management and related tasks.	hr					
A2	Stakeholder Engagement	hr					
A3	Disbursements for Item A1 & A2						
A3.1	Travelling	km					
A3.2	Accommodation	per night					
A3.3	Flights	per flight					
1	TASK 1: PROJECT INITIATION & PLANNING						
1,1	Project inception meeting with Municipality and DWS representatives	hr					
1,2	Review of available documentation and baseline data	hr					
1,3	Preparation of detailed project plan and reporting templates	hr					
1,4	Disbursements for Items in Task 1						
1,4,1	Travelling	km					
1,4,2	Accommodation	per night					
1,4,3	Flights	per flight					
2	TASK 2: PILOT PROJECT						
2,1	Implementation Strategy for identified Pilot Zone	hr					
2,2	Stakeholder engagement (Interdepartmental)	hr					
2,3	Fulltime support (Data analysis, report)	hr					
2,4	Training						
2.4.1	Accredited training (external service provider)	Sum					
2,4.2	Inter training (in house)	Sum					

No.	TASKS	Unit	Rate	Quantity	Total Year 1	Total Year 2	Total Year 3
2.5	Project leader						
2.5.1	Full time data analysis, collaborating and reporting	hr					
2.5.2	Part -time data analysis, collaborating and reporting	hr					
2.6	Specific Supporting Tools (Equipment and Machinery)						
2.6.1	Water audit software (IWA standard)	Sum					
2.6.2	Asset condition assessment tools	Sum					
2.6.3	Meter testing and calibration equipment	Sum					
2.6.5	Performance dashboards and reporting tools	Sum					
2.7	Disbursements for Items in Task 2						
2,7,1	Travelling	km					
2,7,2	Accommodation	per night					
2.7.3	Flights	per flight					
3	TASK 3: DATA COLLECTION & VALIDATION						
3,1	Compilation of water production, distribution, and consumption data	hr					
3,2	Validation of meter readings, billing, and revenue data	hr					
3,3	Site verification visits and data accuracy grading (DWS standard)	hr					
TOTAL CARRIED FORWARD							

No.	TASKS	Unit	Rate	Quantity	Total Year 1	Total Year 2	Total Year 3
TOTAL BROUGHT FORWARD							
3.4	Disbursements for Items in Task 3						
3.4.2	Travelling	km					
3.4.2	Accommodation	per night					
3.4.3	Flights	per flight					
4	TASK 4 : WATER BALANCE & SYSTEM PERFORMANCE AUDIT						
4,1	Preparation of DWS-compliant water balance (IWA standard)	hr					
4,2	Calculation of Non-Revenue Water (NRW) and performance indicators	hr					
4,3	Identification of critical leakage zones	hr					
4,4	Diagnostic assessment of distribution system	hr					
4,5	Disbursements for Items in Task 4						
4,5,1	Travelling	km					
4,5,2	Accommodation	per night					
4,5,3	Flights	per flight					
5	TASK 5: LEAK DETECTION & REPAIR STRATEGY						
5,1	Field leak detection surveys (acoustic/GIS-based)	hr					
5,2	Recording and classification of leaks with GPS coordinates	hr					
5,3	Preparation of Leak Repair Action Plan (prioritized & costed)	hr					
TOTAL CARRIED FORWARD							

No.	TASKS	Unit	Rate	Quantity	Total Year 1	Total Year 2	Total Year 3
TOTAL BROUGHT FORWARD							
5,4	Disbursements for Items in Task 5						
5,4,1	Travelling	km					
5,4,2	Accommodation	per night					
5,4,3	Flights	per flight					
6	TASK 6: METERING AND BILLING IMPROVEMENT PROGRAMME						
6,1	Bulk and consumer meter audit (functional assessment)						
6,2	Development of Meter Replacement & Upgrade Plan	hr					
6,3	Billing system analysis and reconciliation report	hr					
6,4	Training on meter calibration and data management	hr					
6,5	Disbursements for Items in Task 6						
6,5,1	Travelling	km					
6,5,2	Accommodation	per night					
6,5,3	Flights	per flight					
7	TASK 7: PRESSURE MANAGEMENT & DISTRICT METERED AREAS (DMA)						
7,1	Assessment of pressure zones and flow monitoring points	hr					
7,2	Design of DMA layout and pressure control strategy	hr					
7,3	Pressure management technical report and cost estimation	hr					
TOTAL CARRIED FORWARD							

No.	TASKS	Unit	Rate	Quantity	Total Year 1	Total Year 2	Total Year 3
TOTAL BROUGHT FORWARD							
7,4	Disbursements for Items in Task 7						
7,4,1	Travelling	km					
7,4,2	Accommodation	per night					
7,4,3	Flights	per flight					
8	TASK 8: INSTITUTIONAL AND OPERATIONAL EFFICIENCY						
8,1	Review of institutional structure and staffing for No Drop compliance	hr					
8,2	Development of Standard Operating Procedures (SOPs)	hr					
8,3	Training and capacity building of technical staff	hr					
8,4	Development of NRW monitoring tools and templates	hr					
8,5	Disbursements for Items in Task 8						
8,5,1	Travelling	km					
8,5,2	Accommodation	per night					
8,5,3	Flights	per flight					
9	TASK 9: COMPLIANCE REPORTING & IMPROVEMENT PLAN						
9,1	Compilation of No Drop Assessment Report (DWS-aligned)	hr					
9,2	Gap analysis and scoring per Key Performance Area	hr					
9,3	Preparation of No Drop Improvement Plan (short-, medium-, long-term)	hr					
9,4	Presentation to Municipality and DWS	hr					
TOTAL CARRIED FORWARD							

No.	TASKS	Unit	Rate	Quantity	Total Year 1	Total Year 2	Total Year 3
TOTAL BROUGHT FORWARD							
9,5	Disbursements for Items in Task 9						
9,5,1	Travelling	km					
9,5,2	Accommodation	per night					
9,5,3	Flights	per flight					
10	TASK 10: STAKEHOLDER ENGAGEMENT & CAPACITY BUILDING						
10,1	Stakeholder consultation and progress workshops	hr					
10,2	On-site technical training and demonstrations	hr					
10,3	Preparation of communication materials and awareness reports	hr					
10,4	Disbursements for Items in Task 10						
10,4,1	Travelling	km					
10,4,2	Accommodation	per night					
10,4,3	Flights	per flight					
11	TASK 11: PROJECT MANAGEMENT & REPORTING						
11,1	Monthly progress meetings and reports	hr					
11,2	Final close-out report and data handover	hr					
11,3	Disbursements for Items in Task 11						
11,3,1	Travelling	km					
11,3,2	Accommodation	per night					
11,3,3	Flights	per flight					
TOTAL CARRIED TO BILL 2							

SUMMARY OF SCHEDULES

TASKS	Amount		
	Total Year 1	Total Year 2	Total Year 3
<i>BILL 1: WCDM</i>			
<i>BILL 2: NO DROP</i>			
SUB TOTAL A			
Contingencies @ 10%			
SUB TOTAL B			
VAT @ 15%			
TOTAL INCLUDING VAT			

END OF SECTION

CONTRACT No. GM 2025 / 31 : PROFESSIONAL SERVICES SUPPORT FOR GAMAGARA LOCAL MUNICIPALITY WITH WATER CONSERVATION AND DEMAND MANAGEMENT PLAN AND NON REVENUE FOR A PERIOD OF THREE (3) YEARS

FINANCIAL PROPOSAL AND PRICING METHODOLOGY

PSP shall submit a detailed and fully costed Financial Proposal aligned strictly with the Tasks defined in the Scope of Work.

General Pricing Requirements

- The Financial Proposal must be structured per Task, with each Task priced separately and independently.
- A lump sum fee shall be provided for each Task, inclusive of all professional fees, staff costs, travel, subsistence, reporting, meetings, data collection, analysis, and overheads necessary to complete the Task in full.
- No cross-subsidisation between Tasks will be permitted.
- VAT must be excluded from the quoted amounts and shown separately.
- Any assumptions, exclusions, or dependencies must be clearly stated.

Task-Based Costing

The PSP shall provide a pricing schedule that includes, as a minimum:

- Task reference number and title (as per the Scope of Work)
- Description of services covered under the Task
- Lump sum price per Task (ZAR, excluding VAT)
- Deliverables linked to the Task
- Payment milestone(s) associated with the Task

Pricing of Task 4 (Multi-Year Implementation)

- Task 4 shall be priced on a per-year basis, as it will be implemented over a three (3) year period.
- The PSP shall submit:
 - A Year 1 price
 - A Year 2 price
 - A Year 3 price
- Each annual price must clearly define the scope of services to be delivered during that year.
- Escalation assumptions (if any) must be clearly indicated and justified.

Additional Requirements

- Disbursements and reimbursable expenses, must be clearly itemised.
- Provisional sums (if any) must be clearly identified and motivated.
- The Financial Proposal must correspond exactly with the Technical Proposal; discrepancies may result in disqualification.



CONTRACT No. GM 2025 / 31 : PROFESSIONAL SERVICES SUPPORT FOR GAMAGARA LOCAL MUNICIPALITY WITH WATER CONSERVATION AND DEMAND MANAGEMENT PLAN AND NON REVENUE FOR A PERIOD OF THREE (3) YEARS

SCOPE OF WORKS

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Section C3.2	Scope of the Works NO DROP	C3.1.1

END OF SECTION



CONTRACT No. GM 2025 / 31 : PROFESSIONAL SERVICES SUPPORT FOR GAMAGARA LOCAL MUNICIPALITY WITH WATER CONSERVATION AND DEMAND MANAGEMENT PLAN AND NON REVENUE FOR A PERIOD OF THREE (3) YEARS

1. INTRODUCTION

Gamagara Local Municipality (GLM), as the Water Services Authority (WSA), intends to appoint a suitably qualified Professional Service Provider (PSP) to undertake a structured Water Conservation and Water Demand Management (WC/WDM) programme aimed at reducing Non-Revenue Water (NRW), improving system efficiency, and strengthening institutional capacity across all towns within the Municipality.

The appointment will consist of four (4) distinct tasks (projects) under a single overarching programme, ranging from strategic planning and funding readiness to pilot implementation and full-scale roll-out. The four tasks are:

1. District Metered Area (DMA) Pilot Project
2. WC/WDM Strategy Development for Dibeng, Babatas and Olifantshoek
3. Sustainable NRW Reduction Business Plan for WSIG Funding
4. WC/WDM Implementation Programme for Gamagara LM

2. OVERALL OBJECTIVES OF THE APPOINTMENT

The overarching objectives of the programme are to:

- Reduce Non-Revenue Water (NRW) through structured, data-driven interventions.
- Improve the accuracy of system input, zonal flows, and billed consumption.
- Establish sustainable WC/WDM practices aligned with DWS and national guidelines.
- Enable phased implementation through pilot testing, learning, and replication.
- Secure national grant funding to support WC/WDM capital and operational projects.
- Build long-term municipal capacity for NRW management and reporting.

3. DISTRICT METERED AREA (DMA) PILOT PROJECT

3.1 Purpose

To implement a pilot NRW reduction project within a single, fully isolatable District Metering Area (DMA) supplied by one reservoir, to generate real operational data and guide future roll-out.

3.2 Scope of Services

The PSP shall:

- Identify and confirm a suitable WMA supplied by a single reservoir. The WMA shall have approximately 10,000 metered households.
- Measure and monitor:
 - System Input Volume (SIV)
 - Minimum Night Flows (MNF)
- Install:
 - One temporary inflow and outflow meter at the reservoir
 - Allow for five (5) temporary zonal meters
- Compare zonal flows with consumer billing data for a six-month period
- Identify priority areas within the WMA for active leak detection
- Conduct leak detection and coordinate leak repairs



- Compile:
 - Baseline IWA Water Balance
 - Post-intervention IWA Water Balance
- Undertake:
 - Cost-benefit analysis
 - Return on Investment (ROI) assessment
 - Savings projection for full roll-out

Training and Skills Transfer:

- Allow for structured on-site training and skills transfer during the pilot project for a minimum of three (3) Gamagara Local Municipality technical officials.
- Training shall be delivered through a combination of classroom sessions and practical, on-the-job application during installation, commissioning, monitoring, and analysis phases.
- The training programme shall include accredited training, as a minimum, on the following systems and equipment:
 - Ultrasonic flow meters (installation, verification, diagnostics, and data interpretation)
 - Data loggers (configuration, deployment, data retrieval, and analysis)
 - Online water management / NRW monitoring software platform (user administration, dashboards, reporting, and data analytics)
 - Leak detection equipment (acoustic correlators, ground microphones, operational methodology, and interpretation of results)
- The PSP shall ensure that municipal officials are capacitated to independently operate, maintain, and utilise the installed systems beyond completion of the pilot project.

3.3 Deliverables

- WMA Definition and Monitoring Plan
- Baseline IWA Water Balance
- Leak Detection and Repair Report
- Post-Intervention IWA Water Balance
- Cost Saving and ROI Analysis
- Replication Framework for future WMAs
- Training Plan and Schedule
- Training Material and User Manuals
- Proof of Accredited / Certified Training Completion for Municipal Officials
- Skills Transfer Close-Out Report confirming competency outcomes

3.4 Duration

8 months from date of appointment

4. TASK 2: WC/WDM STRATEGY DEVELOPMENT FOR DIBENG, BABATAS AND OLIFANTSHOEK

4.1 Purpose

To prepare Water Conservation and Water Demand Management (WC/WDM) Strategies for the towns of Dibeng and Olifantshoek, noting that Kathu already has a Council-approved WC/WDM Strategy.

The objective of the assignment is to quantify and analyse Non-Revenue Water (NRW) in accordance with the IWA Water Balance methodology, identify the main contributors to physical (real) and commercial (apparent) water losses, and assess the condition, performance, and operation of the water supply infrastructure. The PSP will be required to undertake desktop assessments, targeted field



investigations, and data analysis to support the development of a practical, implementable, and funding-ready WC/WDM Strategy aligned with DWS and WSIG requirements.

4.2 Scope of Services

The PSP shall undertake the following:

Inception and Data Collection – Inception meeting, collection, review, and validation of all available technical, operational, billing, and GIS data, and identification of data gaps.

Desktop System Assessment – Review of system layout, operation, pressures, supply characteristics, and legislative and policy alignment.

Demographic and Demand Assessment – Analysis of population, households, service levels, and current and future water demand.

Field Investigations and Infrastructure Assessment – Site inspections of water sources, treatment works, pump stations, reservoirs, bulk meters, and reticulation networks, including condition assessments.

Metering System Assessment – Evaluation of bulk and consumer metering coverage, functionality, data integrity, and meter management practices.

Pressure and Flow Analysis – Assessment of available pressure and flow data, including Minimum Night Flow analysis and identification of potential pressure management zones where data allows.

IWA Water Balance and NRW Analysis – Compilation of standard IWA Water Balances, calculation of NRW and key performance indicators, and identification of dominant loss components.

WC/WDM Strategy Development – Development of a prioritised, project-based WC/WDM Strategy with clear technical scope, indicative costs, implementation timeframes, and expected benefits.

Reporting, Review, and Finalisation – Preparation of draft and final WC/WDM Strategy reports, stakeholder engagement, incorporation of comments, and submission of final deliverables.

4.3 Deliverables

- Inception Report
- Status Quo and Water Balance Assessment
- WC/WDM Strategy for Dibeng
- WC/WDM Strategy for Olifantshoek
- WC/WDM Strategy for Babatas

4.4 Duration

3 months from date of appointment

5. TASK 3: SUSTAINABLE NRW REDUCTION BUSINESS PLAN FOR WSIG FUNDING

5.1 Purpose of the Appointment



Gamagara Local Municipality is experiencing high levels of Non-Revenue Water (NRW) driven by system input uncertainty, aging bulk metering infrastructure, limited zonal monitoring, and inadequate real-time data for operational control.

The Municipality has an approved Water Conservation and Water Demand Management (WC/WDM) Strategy for Kathu, while Dibeng, Olifantshoek and Babatas currently require detailed system assessments to support the development of a comprehensive, implementation-ready Sustainable Water Loss Reduction Business Plan (BP).

The Business Plan will primarily be used to apply for funding through the Department of Water and Sanitation (DWS) – Water Services Infrastructure Grant (WSIG) programme and must therefore comply with WSIG technical, financial, and governance requirements.

The purpose of this task is to compile a Sustainable Water Loss Reduction Business Plan, with specific focus on:

- System Input Volume (SIV) reliability
- Bulk and zonal metering
- District Metered Areas (DMA) establishment
- Centralised water management and data logging
- Operational training and technical support

The Business Plan must be implementation-ready, fully costed, and suitable for submission, evaluation, and approval under the WSIG funding framework.

The Business Plan must be implementation-ready, fully costed, and suitable for submission, evaluation, and approval under the WSIG funding framework.

5.2 Objectives of the Business Plan

The objectives of the assignment are to:

- Improve the reliability and accuracy of system input and zonal flow data.
- Establish a robust bulk, reservoir outlet, and zonal metering framework.
- Enable Minimum Night Flow (MNF) and water balance analysis.
- Define metering verification, replacement, and new installation requirements.
- Support NRW reduction through improved monitoring and control.
- Provide a fully costed, prioritised implementation programme for WSIG funding.
- Build municipal operational capacity through training and technical support.
- Define future NRW reduction phases beyond this Business Plan.

5.3 Scope of Services

The PSP shall undertake the following tasks as a minimum:

5.3.1 Review of Existing Strategies and Documentation

- Review the Council-approved WC/WDM Strategy for Kathu.
- Review available system drawings, asset registers, meter schedules, billing data, and historical water balance information.
- Assess alignment with DWS WSIG funding requirements and national NRW reduction priorities.



5.3.2 Site Assessments: Dibeng, Babatas and Olifantshoek

- Conduct detailed **site inspections and system walkdowns** in Dibeng Babatas and Olifantshoek.
- Assess:
 - Bulk supply arrangements
 - Reservoir configurations
 - Existing bulk, zone, and consumer metering
 - Network connectivity and isolation capability
- Identify constraints affecting system input measurement and zonalisation.

5.3.3 System Input and Bulk Meter Assessment

The PSP shall:

- Identify all existing bulk meters forming part of the system input and primary distribution.
- Determine:
 - Which meters require verification using SANAS-accredited calibration.
 - Which meters are beyond economic repair and must be replaced.
 - The number, type, and size of bulk meters to be replaced.
- Provide technical specifications and justifications for each recommendation.

5.3.4 Reservoir Outlet Metering and Night Flow Analysis

- Determine the number and size of reservoir outlet meters required to:
 - Enable Minimum Night Flow (MNF) analysis.
 - Support continuous monitoring of reservoir inflows and outflows.
- Confirm meter locations, installation requirements, and chamber configurations.

5.3.5 Zonal Metering and DMA Development

The PSP shall:

- Define proposed District Metered Areas (DMAs).
- Determine:
 - The number and size of new zonal meters required.
 - The number, size, and location of DMA isolating valves, including valve chambers.
- Ensure proposed zones are hydraulically logical and operationally manageable.

5.3.6 Data Logging and Water Management System

- Identify locations where permanent and temporary data logging equipment is required.
- Define requirements for:
 - Flow and pressure logging
 - Reservoir level monitoring (where applicable)
- Specify a central, web-based water management system to which:
 - All bulk, reservoir, and zonal meters will be linked.
 - Real-time and historical data can be accessed by the Municipality.
- Ensure system compatibility with future expansion and billing integration.

5.3.7 Training and Capacity Building

The PSP shall determine and include in the Business Plan:



- Training requirements for municipal officials to operate and maintain:
 - Bulk and zonal meters
 - Data loggers
 - The central water management system
- Training shall cover a minimum 12-month operational period and include:
 - Operator-level training
 - Basic fault finding and maintenance
 - Data interpretation and reporting

5.3.8 Technical Support and Aftercare

- Define the technical support requirements for a minimum period of 12 months, including:
 - System troubleshooting
 - Meter and logger performance support
 - Software and data platform support
- Clearly distinguish between once-off implementation support and ongoing support requirements.

5.3.9 Costing and Budget Development

The PSP shall prepare a detailed implementation budget, including but not limited to:

- Meter verification (SANAS accredited)
- Replacement bulk meters
- New bulk, reservoir, and zonal meters
- DMA isolating valves and chambers
- Data loggers and telemetry
- Central water management system
- Training and technical support
- Professional services and implementation management

5.3.10 WSIG Business Plan and Technical Report

The PSP shall compile:

1. A Detailed Technical Report supporting all technical recommendations.
2. A WSIG Project Business Plan, using the official DWS WSIG template, including:
 - Project motivation
 - Technical scope
 - Implementation methodology
 - Project implementation schedule
 - Cash flow projections
 - Risk assessment and mitigation measures

5.3.11 DWS Adjudication Support

- Prepare a formal presentation suitable for submission to and presentation at the DWS WSIG Adjudication Committee.
- The presentation shall clearly articulate:
 - The problem statement
 - Proposed interventions
 - Expected water loss reduction outcomes
 - Budget and implementation readiness



5.3.12 Future Phases (Non-Costed)

The Business Plan shall also describe, at a high level, future phases of the NRW programme, including:

- Billing Meter Replacement Programme
- Revenue-driven Loss Reduction Projects
- Advanced NRW interventions following system stabilisation

These future phases shall be descriptive only and shall not be costed as part of this Business Plan.

5.4 Deliverables

The PSP shall deliver, as a minimum:

1. System assessment and findings report
2. Meter verification, replacement, and new installation schedules
3. DMA and zonal metering layout proposals
4. Training and technical support plan (12 months)
5. Fully costed implementation budget
6. WSIG Project Business Plan (official template)
7. Project implementation programme and cash flow
8. DWS Adjudication Committee presentation
9. Once the Business Plan is Approved a Turkey arrangement to be developed by PSP to implement the zonal metering project -

5.5 Duration

The anticipated duration of the assignment shall be defined by the PSP, but must allow sufficient time for:

- Site assessments
- Stakeholder engagement
- WSIG-aligned Business Plan preparation

6. TASK 4: WC/WDM IMPLEMENTATION PROGRAMME (ALL TOWNS)

6.1 Purpose

The purpose of this task is to implement the approved WC/WDM Strategy and associated Sustainable Water Loss Reduction interventions for Gamagara Local Municipality over a three-year period.

The implementation programme shall focus on:

- Reducing Non-Revenue Water (NRW) and real/apparent losses;
- Improving system efficiency, revenue protection and operational sustainability;
- Institutionalising WC/WDM practices within municipal operations; and
- Achieving measurable improvements aligned with No Drop, WSDP, and DWS WC/WDM requirements.

The PSP shall implement the WC/WDM Strategy through a structured, phased, project-based approach over three years, with each year having clearly defined deliverables, budgets, performance indicators, and reporting requirements.

The PSP shall:



- Translate strategic recommendations into implementable projects;
- Provide technical, project management, monitoring, and mentoring support;
- Align implementation with available grant funding, municipal budgets, and operational capacity.

6.2 Scope of Services

6.2.1 Programme Management and Governance (All Years)

The PSP shall provide overall programme coordination for the duration of the contract, including:

- Establishment of a WC/WDM Programme Management Framework;
- Development and maintenance of a detailed implementation programme;
- Coordination with municipal technical, finance, billing, and customer services departments;
- Monthly and quarterly progress reporting to the Municipality;
- Alignment of WC/WDM KPIs with the SDBIP and WSDP;
- Risk management, change management, and corrective action planning.

Deliverables:

- WC/WDM Programme Implementation Plan;
- Annual implementation schedules;
- Monthly and quarterly progress reports;
- Annual performance review reports.

6.2.2 Year 1: System Control, Metering and Data Integrity

Focus: Measurement accuracy, system visibility, and baseline stabilisation

Key Activities:

- Implementation of bulk and zone metering improvements as per the approved strategy;
- Verification, calibration, replacement, and installation of bulk and zone meters;
- Establishment and refinement of District Metered Areas (DMAs);
- Integration of meters into SCADA / Water Management Systems;
- Establishment of reliable monthly IWA Water Balances;
- Verification and clean-up of consumer, bulk, and zone metering data;
- Training of municipal staff on data interpretation and NRW monitoring.

Deliverables:

- Verified and functional bulk and zone metering network;
- Operational DMAs with night-flow analysis capability;
- Monthly IWA Water Balance reports;
- Meter asset register and GIS updates;
- Training records and operational manuals.

6.2.3 Year 3: Revenue Protection and Apparent Loss Reduction

Focus: Billing integrity, consumer metering, and revenue improvement

Key Activities:

- Implementation of the consumer meter audit and replacement programme;



- Prioritisation of high-consumption, high-loss, and zero-consumption accounts;
- Verification and registration of all connections in the billing system;
- Support to indigent registration verification and alignment with Free Basic Water policy;
- Identification and rectification of illegal and unmetered connections;
- Support to billing system improvements and tariff application;
- Targeted consumer engagement and communication.

Deliverables:

- Updated and verified consumer meter database;
- Improved billed consumption and revenue performance reports;
- Indigent register verification support outputs;
- Illegal connection identification and resolution reports;
- Updated GIS and customer database.

6.2.4 Year 3: Real Loss Reduction and Network Optimisation

Focus: Physical loss reduction and sustainable operational practices

Key Activities:

- Active leakage detection in prioritised DMAs;
- Leak repair prioritisation and support to municipal repair teams;
- Pressure management feasibility assessments and implementation support;
- Identification of pipeline replacement priorities (PRP inputs);
- Reservoir integrity monitoring and overflow reduction measures;
- Support to preventative maintenance and asset management integration;
- Review and optimisation of WC/WDM operational practices.

Deliverables:

- Active leak detection and repair reports;
- Pressure management implementation plans;
- Real loss reduction performance assessment;
- Updated NRW reduction projections and outcomes;
- Final WC/WDM implementation close-out report.

6.3. Capacity Building and Skills Transfer (All Years)

The PSP shall ensure sustainable implementation through structured capacity building, including:

- On-the-job mentoring of municipal officials;
- Development of SOPs for WC/WDM activities;
- Training workshops (technical, financial, and operational);
- Knowledge transfer for data analysis, reporting, and decision-making.

6.4. Reporting and Performance Measurement

The PSP shall monitor and report on performance against agreed KPIs, including:

- NRW percentage reduction;
- System Input Volume accuracy;
- Apparent vs real loss trends;



- Revenue recovery improvements;
- DMA performance indicators;
- Compliance with DWS reporting requirements.

7. Updating of the Water Services Development Plan (WSDP) and Preparation of WSDP IDP Input Reports for 3 Years (including various WSA regulatory reports)

7.1. Project Background

Gamagara Local Municipality, as the Water Services Authority, is required to maintain an updated Water Services Development Plan (WSDP) and to submit the required WSDP IDP Input Reports in support of its annual planning, budgeting, and reporting obligations. The work entails the review, verification, updating, alignment, processing and submission of water and sanitation planning data in accordance with the Department of Water and Sanitation (DWS) WSDP geodatabase and online reporting platform requirements.

This scope of work provides for the update of the WSDP for the 2026, 2027 and 2028 planning cycle, including stakeholder engagements, data collection and validation, alignment with municipal planning documents, completion of the DWS WSDP system requirements, and preparation of the required WSDP IDP Input Reports.

7.2. Objective

The objective of this appointment is to assist Gamagara Local Municipality with:

- Updating the Water Services Development Plan for the 2026, 2027 and 2028 cycle;
- Reviewing and structuring all relevant water and sanitation planning data;
- Populating and updating the DWS WSDP geodatabase and internet platform;
- Aligning the WSDP information with municipal planning, asset, financial and demographic data;
- Preparing the required WSDP IDP Input Reports for 2026, 2027 and 2028; and
- Facilitating engagements with the Municipality during the development and finalisation of the updated WSDP outputs.

7.3. Scope of Services

The Consultant shall undertake the following tasks:

7.3.1 Inception and Stakeholder Engagement

The Consultant shall initiate the project through an inception engagement with Gamagara Local Municipality to confirm the project objectives, data requirements, reporting format, programme, and communication procedures.

This will include:

- WSA Engagement 1 for initial engagement and information discussions;
- confirmation of project scope, deliverables, responsibilities and timelines;
- identification of key municipal officials and relevant internal departments;
- confirmation of required source documents, datasets and existing reports.

7.3.2 Collection and Review of Existing Information

The Consultant shall collect, review and assess all available planning and reference information relevant to the WSDP update.



This will include evaluation of:

- existing DWS geodatabase records and reports;
- the 5-Year Water and Sanitation Reliability / Service Delivery Implementation Plan;
- previous WSDP documentation;
- other available supporting reports and datasets.

The purpose of this task is to identify data gaps, inconsistencies, outdated information and areas requiring verification or refinement.

7.3.3 Data Structuring, Assessment and Comparison

The Consultant shall obtain and structure the available data in a format suitable for review, comparison and migration into the DWS WSDP format.

This will include:

- familiarisation with existing datasets and reporting structures;
- development of comparison schedules and assessment tables;
- compilation of a comparison report highlighting discrepancies, missing data, outdated records and alignment requirements.

7.3.4 Development of Data Tables and Working Templates

The Consultant shall develop spreadsheet-based working tables aligned to the DWS WSDP geodatabase structure for use during data processing and verification.

This will include development of data tables for:

- demographic information;
- water services infrastructure components;
- sanitation services infrastructure components;
- service levels and backlog information;
- institutional, operational, project and financial information, where applicable.

7.3.5 Population of Updated and Verified Data

The Consultant shall populate the developed data structures with the most current and reliable information available from municipal and external sources.

This will include the update of:

- current service delivery information;
- infrastructure records and component data;
- demographic and settlement data;
- project, budget and tariff related information;
- other relevant water and sanitation planning inputs.

7.3.6 Alignment with Municipal and External Planning Information

The Consultant shall compare and align the processed WSDP data with other planning and statutory information sources to ensure consistency and accuracy.

This will include comparison with, as applicable:



- Integrated Development Plan (IDP);
- relevant Master Plans;
- Municipal Spatial Development Framework (SDF);
- Statistics South Africa data;
- municipal asset registers;
- tariffs, budgets and approved projects;
- other relevant municipal and sector documentation.

7.3.7 Migration and Alignment to 2026 Reporting Cycle

The Consultant shall align and migrate all required verified data and adjustments for the 2026 reporting cycle and prepare the data for incorporation into the DWS WSDP system.

7.3.8 Interim Engagement and Presentation of Preliminary Processed Data

The Consultant shall facilitate a second engagement with the Municipality to present the preliminary processed data, data structures and key findings for review and discussion.

This engagement shall include:

- WSA Engagement 2;
- presentation of preliminary processed information;
- discussion of data gaps, assumptions and outstanding requirements;
- confirmation of adjustments required prior to final system population.

7.3.9 Additional Internal Municipal Data Collection

Following the interim review, the Consultant shall gather and incorporate additional internal municipal information as required to finalise the WSDP update.

This may include:

- asset register information;
- tariffs;
- approved and planned capital projects;
- financial and budget data;
- institutional information;
- any additional internal records relevant to WSDP completion.

7.3.10 Population of DWS WSDP Geodatabase

The Consultant shall process the final verified data and populate the DWS WSDP geodatabase in accordance with the prescribed DWS data structures and reporting requirements.

7.3.11 Uploading to DWS WSDP Online Platform

The Consultant shall load the required 2026 WSDP data onto the DWS WSDP internet platform and ensure that the information is correctly captured and reflected in the relevant sections of the system.

7.3.12 Completion of Narrative, Scoring and Project Linkages

The Consultant shall complete the necessary narrative inputs, scoring sections and project linkages required within the WSDP system in order to generate the updated WSDP outputs.

This will include:



- population of narrative information;
- scoring and assessment inputs where required by the system;
- linking of relevant projects and interventions to the updated planning framework;
- preparation of the updated WSDP report outputs.

7.3.13 Draft Report Presentation and Review

The Consultant shall facilitate a third engagement with the Municipality to present the draft updated WSDP outputs and discuss findings, inputs and revisions required.

This will include:

- WSA Engagement 3;
- presentation of draft WSDP outputs and system-generated reports;
- review of outstanding issues;
- agreement on final adjustments prior to completion.

7.4. WSDP IDP Input Reports for 2026, 2027 and 2028

Following completion of the updated WSDP data, the Consultant shall generate the required outflow reports and prepare the WSDP IDP Input Reports for 2026, 2027 and 2028.

This will include:

7.4.1 Extraction and Population of IDP Sector Input Data

- Extraction of processed and approved data from the updated WSDP;
- population of the WSDP IDP Sector Input Report templates for 2026, 2027 and 2028;
- formatting and structuring of the required annual reporting outputs.

7.4.2 Draft IDP Input Engagement

- WSA Engagement 4 for presentation and discussion of the draft WSDP IDP Input Reports;
- review of municipal comments and alignment with planning and budgeting requirements.

7.4.3 Final Adjustments and Updates

- incorporation of comments received from the Municipality;
- adjustment and updating of data and narratives where required;
- finalisation of the WSDP IDP Input Reports.

7.4.4 Final Reports and Close-Out Discussions

- submission of the final updated WSDP outputs;
- submission of final WSDP IDP Input Reports for 2026, 2027 and 2028;
- final discussion session with the Municipality on key outcomes, outstanding actions and close-out.

7.5. Deliverables

The Consultant shall provide the following deliverables:

1. Inception engagement and information requirements schedule.
2. Reviewed source data and reference document register.
3. Comparison report highlighting gaps, discrepancies and alignment requirements.



4. Spreadsheet-based WSDP working data tables aligned to DWS geodatabase structures.
5. Updated and verified water and sanitation planning datasets.
6. Populated DWS WSDP geodatabase.
7. Data uploaded to the DWS WSDP internet platform for the 2026 reporting cycle.
8. Completed narrative, scoring and project linkage inputs within the WSDP system.
9. Draft updated WSDP outputs and presentation material.
10. WSDP IDP Input Reports for 2026, 2027 and 2028.
11. Final updated WSDP outputs and final discussion record.
12. Update various WSA regulatory reports i.e MPAP, MUSSA, and Annual Water Stock-take etc

7.6. Client Inputs and Responsibilities

Gamagara Local Municipality shall, where available, provide access to relevant information and nominate officials to support the process. This may include:

- existing WSDP documents and DWS reporting records;
- asset registers;
- IDP, SDF, Master Plans and related planning documents;
- tariff schedules, project lists and budget information;
- demographic and settlement information available to the Municipality;
- comments and approvals during review stages.

7. REPORTING AND GOVERNANCE

- Monthly progress reports.
- Regular progress and steering committee meetings.
- Compliance with DWS, WSIG and grant reporting requirements.



GAMAGARA LOCAL MUNICIPALITY

To: The Gamagara Local Municipality
Po Box 1001
KATHU
8446

Sir

In response to the official notice calling for the delivery of the services listed, I/we, the undersigned, carrying on a business under the name of:

Address: _____

Tel no: _____

do hereby bid to supply the services in accordance with the General Conditions of Bid and the Specifications attached hereto except in so far as amended in our accompanying covering letter, at the prices given and to deliver those services within the stated delivery period measured from the date of the Council's letter of acceptance of my/our bid.

The undersigned agrees, that in terms of these documents this bid shall remain open for acceptance for a period 60 days from the date on which bids are returnable and that notification of acceptance by the Municipal Manager shall constitute a binding contract with effect from the date of such notification. All payments will be in line with ECSA Guidelines and Disbursements will be approved by the Municipality otherwise it will not be paid.

SIGNED AT _____ ON THIS _____ DAY OF _____

Signed by, or on behalf of the Bidder, in the presence of the undersigned witnesses.

WITNESSES:

- 1. _____
- 2. _____

SIGNATURE OF BIDDER