



**water & sanitation**

Department:  
Water and Sanitation  
**REPUBLIC OF SOUTH AFRICA**

**REQUEST FOR BID  
REQUEST FOR BID NUMBER: WP11457  
DESCRIPTION**

**EXECUTION PLAN (TOR) PROJECT: APPOINTMENT OF PROFESSIONAL SERVICE  
PROVIDER FOR REVIEW OF DESIGN AND CONSTRUCTION SUPERVISION OF  
WINDSORTON TO HOLPAN BWS FOR THE PERIOD OF 18 MONTHS**

**ISSUE DATE: 14 NOVEMBER 2023  
CLOSING DATE: 14 DECEMBER 2023  
TIME: 11:00**

**COMPULSORY SITE BRIEFING:**

**Date: 24 November 2023**

**Time 10:00am**

**Location: Windsorton Water Treatment Plant**

**Coordinates: 28°19'59.81"S**

**24°40'52.28"E**

**SUBMIT TENDER DOCUMENT TO**

**TO BE DEPOSIT IN:**

THE TENDER BOX AT THE ENTRANCE

DEPARTMENT OF WATER AND SANITATION NORTHERN CAPE REGIONAL OFFICE

28 CENTRAL ROAD, BEACONSFIELD, KIMBERLEY

**TENDERER: (Company address and stamp)**

**COMPILED BY:  
DEPARTMENT OF WATER AND SANITATION**

## DIRECTIVE TO THE BIDDERS ON COMPLETION OF SBD FORMS AND PACKAGING BID PROPOSAL

The purpose of this document is to guide bidders on the completion of SBD forms and packaging of a Bid

Proposals with each document being placed under the correct Annexure. The last column of the table below (this column must be ticked as an indication that each document and its requirements have been complied with by the bidder)

### TABLE OF CONTENTS FOR BID PROPOSALS

DOCUMENT	ANNEXURE	DIRECTIVE	COMPLIED/NOT COMPLIED
SBD 1	A	Bidders are required to complete this document in full and be signed off. The date on this form must be a date which is within bid advert period	
SBD 3.3	B	Bidders are required to complete the applicable form in full and ensure that the amount in the document are properly calculated. The amount (inclusive of VAT) as reflected herein will be regarded as the Total Bid Price. <b>Bidders who are not VAT Vendors are not allowed to charge VAT</b>  Bidders are required to constantly to verify their TAX Status on CSD to ensure that their task matters are in order	
SBD 4	C	This document must be completed in full. <b>Bidders' attention is drawn particularly to paragraph 2.3 which requires the bidder to disclose if the company or any of its directors have interest in other companies whether they have bided or not. Bidders are required to provide all information. Should a bidder have more companies to declare, such can be provided on a separate sheet in the format prescribed in the form and attached to the SBD 4. Information captured must be in line with what is captured in the CSD report</b>	
SBD 6.1	D	This document must be completed in full. Bidders are advised to ensure that information captured in this form is aligned to information contained in the CSD report	
BBBEE Certificate/ Sworn affidavit	E	Bidders are required to submit a valid BBBEE Certificate or sworn affidavit	
CSD Report	F	Bidders are requested to provide copies of reg CSD Report	

<b>Bid Proposal</b>	<b>G</b>	A detailed bid proposal in line with the Specifications must be attached	
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## PART A

**SBD1**

### INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF WATER AND SANITATION</b>								
BID NUMBER:	BID REF: <b>WP11457</b>		CLOSING DATE:		<b>14 DECEMBER 2023</b>		CLOSING TIME:	<b>11:00</b>
DESCRIPTION	APPOINTMENT OF PROFESSIONAL SERVICE PROVIDER FOR REVIEW OF DESIGN AND CONSTRUCTION SUPERVISION OF WINDSORTON TO HOLPAN BWS							
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>								
<b>THE BID BOX. AT THE ENTRANCE OF DEPARTMENT OF WATER AND SANITATION, NORTHERN CAPE,</b>								
<b>28 CENTRAL ROAD, BEACONSFIELD, KIMBERLEY</b>								
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>				<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>				
CONTACT PERSON	Ms. Nozipho Magawu			CONTACT PERSON	Mr. Frans Hanyane			
TELEPHONE NUMBER	053 836 8854			TELEPHONE NUMBER	053 836 8806			
FACSIMILE NUMBER	N/A			FACSIMILE NUMBER	N/A			
E-MAIL ADDRESS	magawum@dws.gov.za			E-MAIL ADDRESS	hanyanef@dws.gov.za			
<b>SUPPLIER INFORMATION</b>								
NAME OF BIDDER								
POSTAL ADDRESS								
STREET ADDRESS								
TELEPHONE NUMBER	CODE			NUMBER				
CELLPHONE NUMBER								
FACSIMILE NUMBER	CODE			NUMBER				
E-MAIL ADDRESS								
VAT REGISTRATION NUMBER								
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		<b>OR</b>	CENTRAL SUPPLIER DATABASE No:	MAAA			
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>								
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES, ANSWER PART B:3]			
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>								
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO								

DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.	

**SBD1**

## PART B TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b></p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b></p>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> <p>2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."</p>

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g., company resolution)

DATE: .....

**PRICING SCHEDULE**  
(Professional Services)

NAME OF BIDDER: .....	BID NO.: .....
CLOSING TIME 11:00	CLOSING DATE.....

OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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1. The accompanying information must be used for the formulation of proposals.

2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.

R.....

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION

HOURLY RATE

DAILY RATE

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R.....

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R.....

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R.....

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R.....

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R.....

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5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

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R.....

..... days

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R.....

..... days

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R.....

..... days

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R.....

..... days

5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED

RATE

QUANTITY

AMOUNT

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R.....

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R.....

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R.....

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R.....

TOTAL: R.....

\*\* "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance contributions and skills development levies.

**SBD 4**  
**BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

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

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

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

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

2.2 Do you, any person	<b>Full Name</b>	<b>Identity Number</b>	<b>Name of institution</b>	<b>State</b>	or

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

2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other

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

related enterprise whether or not they are bidding for this contract?

**YES/NO**

2.3.1 If so, furnish particulars:

Name of company related to	CSD Registration number of the company related to

### 3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices,

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

- 3.4 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.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	.....
Signature	Date
.....	.....
Position	Name of bidder



## SBD 6.1

### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

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

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#### 1. GENERAL CONDITIONS

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

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

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

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the 80/20 preference point system.

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

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

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

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and Specific Goals	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of

this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

P<sub>s</sub> = Points scored for price of tender under consideration

P<sub>t</sub> = Price of tender under consideration

P<sub>min</sub> = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20

or

90/10

$$Ps = 80 \left( 1 + \frac{Pt - Pmax}{Pmax} \right)$$

or

$$Ps = 90 \left( 1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

- Ps

=

Points scored for price of tender under consideration
- Pt

=

Price of tender under consideration
- Pmax

=

Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1.

In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2.

In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a)

an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b)

any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is

*applicable, corresponding points must also be indicated as such.*

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women	5	
People with disability	5	
Youth (35 and below)	5	
Location of enterprise (Province)	2	
B-BBEE status level contributors from level 1 to 2 which are QSE or EME	3	
<b>Total points for SPECIFIC GOALS</b>	<b>20</b>	

#### DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

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

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

**DIRECTORATE: WATER SERVICE INFRASTRUCTRE DEVELOPMENT  
REFURBISHMENT GRANT**

**TERMS OF REFERENCE**

**EXECUTION PLAN (TOR) PROJECT: APPOINTMENT OF PROFESSIONAL  
SERVICE PROVIDER FOR REVIEW OF DESIGN AND CONSTRUCTION  
SUPERVISION OF WINDSORTON TO HOLPAN BWS**

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# **TERMS OF REFERENCE FOR PROJECT EXECUTION PLAN (TOR ) FOR APPOINTMENT OF PROFESSIONAL SERVICE PROVIDER FOR REVIEW OF DESIGN AND CONSTRUCTION SUPERVISION OF WINDSORTON TO HOLPAN BWS**

## **1.1 Background to the Project**

Holpan, a town situated about 30 km north-east of Barkly West, is situated within the Dikgatlong Local Municipality, a category B municipality, which falls within the boundaries of the Frances Baard District Municipality. The town has been experiencing gradual increase in population, hence the existing infrastructure for drinking water supply can no longer meet the requirements of the town in terms of quantity and quality. The primary objective of the WINDSORTON/HOLPAN Bulk Water Supply project is to provide the rural township of Holpan with drinking water supply and to upgrade the existing Water Treatment Plant. Therefore, due to irregular appointment of service provider in 2015 by the IA (Dikgatlong LM), the project was put on hold for the remaining work to be completed by DWS with an estimated 70% of the work completed.

## **1.2 Purpose of Scheme**

The Department Water & Sanitation DWS NC provincial office to undertake a procurement process to appoint civil engineering consultants to assist the provincial office with the planning, conditional assessment and construction supervision for Windsorton to Holpan BWS project, in order to complete the outstanding work. DWS -NC has made provision to secure funding for 2023/24 financial year to appoint the consultants to complete the outstanding work through DWS -NC provincial Office.

## **1.3 Objective**

Assist the Provincial Office to support the WSA/IA with the Conditional Assessment of work done as well as necessary recommendations on the design, implementation, monitoring, evaluation and reporting of the Windsorton to Holpan BWS project.

## **1.4 Instructions**

**Task 1:** Assess, evaluate and quantifying of existing work

**Task 2:** Develop a project plan and design confirmation.

**Task 3:** Documentation and Procurement.

**Task 4:** Contract Administration and Inspection.

**Task 5:** Close-out of project at completion.



## 1.5 Monitoring and Reporting

The proposed monitoring and reporting frequency is indicated below and will need to form part of the implementation plan and is outlined in the table below:

Table 1

TASK(S)	DELIVERABLES/ OUTPUTS	REPORTING FREQUENCY
Conditional assessment of work done	Conditional Assessment Report detailing current condition observed and proposed recommendations.	Once off
Project plan and design confirmation.	Project implementation plan. Design confirmation report.	Once Off
Documentation and Procurement	Specifications, Budget Construction Cost, Tender Docs, tender evaluation report, recommendations, priced BOQ's.	Once off
Contract Administration and Inspection	Project Supervision, predicted cash flow, construction documentation, construction estimates, practical completion and defects lists,	Throughout project duration.
Close-out	Valuations on payments certificates, operations and maintenance manuals, as-built drawings and documentation, final accounts	Once off

## 1.6 Resource Skill Requirement: Consultant Engineering Service as per Public Work Gazetted rates

Table 2

Order of Magnitude Resources:	Resource Skill	Name	Rate/Day VAT Excl	Days Allocated on PE	Total Time Cost
	Design Engineer				
	Engineer's Rep				
	Safety Officer				
	Total VAT Excl.			R	

### Minimum Requirements for Consulting Engineer's Staff:

- Design Engineer; ECSA Professionally Registered with a Minimum NQF Level 7 with relevant experience in design of water supply systems.
- Engineer's Rep; ECSA Professionally Registered with a Minimum NQF Level 7 with relevant experience in construction supervision for water supply systems.
- Safety Officer with SACPCMP Accreditation, OHS Act practice and at least 5 years' experience within construction site environment.

## 1.7 Evaluation System

The Department of Water and Sanitation shall evaluate all proposals (bids) in accordance with the new Preferential Procurement Regulations, 2022, using 80/20 preference points system as prescribed in the Preferential Procurement Policy Framework Act (PPPFA, Act 5 of 2000). The lowest acceptable bid will score 80 points for price and a maximum of 20 points will be awarded for specific goals.

A four-phase evaluation system will be followed in evaluating the bids. On receipt of the proposals, the evaluation criteria shown below will be used for the selection of the most suitable bidder to undertake the assignment.

- Phase 1: Mandatory Requirements
- Phase 2: Administrative compliance
- Phase 3: Functionality compliance
- Phase 4: Price and Preference Points Claimed.

### 1.7.1 Phase 1: Mandatory Requirements

Bidders are required to comply with the following listed below: - Failure to comply will render your bid non-responsive and will be disqualified.

Table 3

No.	Criteria	Yes	No
1	Bidders must attend the compulsory briefing and bidders name must appear on the attendance register.		

No.	Criteria	Yes	No
2	Design Engineer must attach a valid certified copy of the Professional registration with the Engineering Council of South Africa (ECSA) and comprehensive Curriculum Vitae (CVs).		
3	The Engineer's Rep must attach a valid certified copy of the Professional registration with the Engineering Council of South Africa (ECSA) and comprehensive Curriculum Vitae (CVs).		
4	The Safety Officer must be SACPCMP accredited, a OHS Act practitioner with at least 5 years experience within the construction site environment.		
5	Company must submit proof of valid and current professional indemnity insurance from accredited financial service provider to the value of their bid price.		

### 1.7.2 Phase 2: Administrative Compliance

Bidders are required to comply with the following listed below.

Table 4

No	Criteria	Yes	No
1	Companies must be registered with National Treasury's Central Supplier Database and must submit CSD report. Provide MAAA number on SBD1		
2	Tax compliant with SARS (to be verified through CSD and SARS). Attach Tax Compliance status PIN page		
3	Active registration with Company Intellectual Property Commission (to be verified through CSD and CIPC). Attach copy of CIPC / CIPRO certificate.		
4	A valid copy of B-BBEE Status Level Verification Certificate or a valid original sworn affidavit (failure to submit, the Bidder will forfeit the relevant points allocated for B-BBEE under specific goals)		
5	A valid letter of Good Standing with the Compensation Commissioner in terms of the Compensation for Occupational Injuries and Diseases Act No 130 of 1993 and or third parties' insurance registered with Financial Service Board		
6	Letter of appointment of duly authorized person to sign bid. Proof of such authority must be submitted with the bid. If by an individual, must be signed by that individual or by someone on his behalf duly authorised thereto and proof of such authority must be produced. If the bid is by a Company, it must be signed by a person duly authorised thereto by a Resolution of a Board of Directors a copy of which Resolution, duly certified by the Chairman of the Company is to be submitted with the bid.		

No	Criteria	Yes	No
7	Complete, sign, submit SBD1, SBD3.3, SBD 4, SBD 6.1		

### 1.7.3 Phase 3: Technical Evaluation and Specification Compliance

Bidders must score at least 70% for functionality to qualify for Phase 4 of adjudication. Bids that score less than 70% will be disqualified as technically incompetent and unacceptable.

**Table 5: Functionality Criteria**

Functionality Evaluation Criteria	Points value	Maximum Points Awarded
<b>Past Experience:</b> (In Water Treatment Plants and related Water supply projects only)  a) This criterion relates to the experience of the bidding company (including Joint ventures, etc) in Water Treatment Plants and related Water supply projects over the past years, only.  <b>**NOTE**:</b> <i>Number of successful completed Water Treatment Plants and related Water supply projects as per the scope of service. Completion certificates of completed projects must be submitted. In the event of projects currently being undertaken reference letters should be provided.</i>		
6 projects or more	40	
5 projects	30	
4 projects	20	
3 projects	10	
2 projects	5	
0 to 1 project	0	
<b>SUB-TOTAL</b>		<b>40</b>

## Staffing Experience

1 x Design Engineer

Professional registration with ECSA.

Pmax = 20

Post ECSA Registration	
No of years	points
8yrs and above	20
More than 6 - less than 8yrs	12
More than 4 - less than 6yrs	6
More than 2yrs - less than 4yrs	4
Less than 2 yr	0
Total	

20

1 x Engineer's Representative

Professional registration with ECSA

Pmax = 20

Post ECSA Registration	
No of years	points
8yrs and above	20
More than 6 - less than 8yrs	12
More than 4 - less than 6yrs	6
More than 2yrs - less than 4yrs	4
Less than 2 yr	0
Total	

20

1 x Safety Officer

Professional registration with SACPCMP.

Pmax = 10

Post SACPCMP Registration

Functionality Evaluation Criteria			Points value	Maximum Points Awarded
	No of years	points	10	
	8yrs and above	10		
	More than 6 - less than 8yrs	4		
	More than 4 - less than 6yrs	3		
	More than 2yrs - less than 4yrs	2		
	Less than 2 yr	0		
	Total			
SUB-TOTAL				50
<b>Methodology:</b> The methodology provided by bidders will be evaluated according to the following criteria: a) Detailed method statement for each deliverable in paragraph 1.4 above. b) The critical aspects of deliverable are emphasised. c) The expected challenges associated with each deliverable are highlighted. d) A detailed work programme for the deliverables in paragraph 1.4 above is provided.				
All 4 criteria are adequately addressed in Technical Proposal			10	
3 criteria are adequately addressed in Technical Proposal			7	
2 criteria are adequately addressed in Technical Proposal			5	
Only 1 criteria is adequately addressed in Technical Proposal			2	
No criteria are adequately addressed in Technical Proposal			0	
SUB-TOTAL				10
TOTAL				100

The maximum points available is 100. Only tenderers scoring 70 points and above will be considered for further evaluation.

#### 1.7.4 Phase 4: Preference Points system

The bid will be awarded in terms of Regulation 4: Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000).

Bid proposals will be evaluated based on the 80/20 preference points where a maximum of 80 points will be awarded in respect of price and a maximum of 20 points will be awarded for goals.

Points claimed will be according to a bidder's specific goals claimed as indicated in Table 6 below.

In terms of Regulations 4(2); 5(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this bid, the bidder will be allocated points based on the bidder's goals claimed as per Table 6. The bidder's goal claimed must be supported by proof/ documentation stated as per Table 6 and the special conditions of this bid where applicable:

**Table 6:**

The specific goals allocated points in terms of this tender	Number of maximum points allocated (80/20 system)	Bidder's points claimed for specific goals (To be completed by Bidder)
Women Ownership	5	
Disability Ownership	5	
Youth Ownership	5	
Location of enterprise (local equals province) Northern Cape Province	2	
B-BBEE status level contribution from level 1 to 2 which are QSE or EME	3	
<b>TOTAL SCORED POINTS</b>	<b>20</b>	

**Specific goals** means specific goals as contemplated in section 2(1)(d) of the PPPFA Act which may include contracting with persons, or categories of persons, historically

disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction of Development Programme as published in *Government Gazette* No. 16085 date 23 November 1994.

**“Ownership”** means the percentage of ownership and control, exercised by individuals within an enterprise.

**"Disability"** means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.

- i. A blind person (in terms of the Blind Persons Act, 1968 (Act no.26 of 1968);
- ii. A deaf person, whose hearing is impaired to such an extent that he/she cannot use it as a primary means of communication;
- iii. A person who, as a result of permanent disability, requires a wheelchair, caliper or crutch to assist him/her to move from one place or another;
- iv. A person who requires an artificial limb; or
- v. A person who suffers from a mental illness (in terms of the Mental Health Act, 1973 (Act no. 18 of 1973).

**"Youth"** means, in respect of a person younger than 35 years of age.

**"Location of enterprise"** Local equals province. Where a project cuts across more than one province, the bidder may be located in any of the relevant provinces to claim and be allocated the points.

**Women, disability, and youth** will be measured by calculating the pro-rata percentage of ownership of the bidding company which meets the criterion. E.g., Company A has five shareholders each of whom owns 20% of the company. Three of the five shareholders meet the criterion, i.e., they are women/disability/youth. Therefore, this bidder will obtain 60% of the points allowable for this goal.

**Table 5: Documents required for verification of Bidder's claimed points**

Documents/ information listed in table 7 must be submitted to support and verify points claimed as per Table 6 above.

**Table 7**

Specific Goal	Requires Proof Documents
Women Ownership	Full CSD Report
Disability Ownership	Full CSD Report
Youth Ownership	Full CSD Report
Location of enterprise	Full CSD Report



B-BBEE status level contribution from level 1 to 2 which are QSE or EME	Valid B-BBEE certificate or Certify Copy in case of QSE/sworn affidavit Consolidated B-BBEE certificate in cases of Joint Ventures (JV) Full CSD Report for each bidder who formed a (JV)
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Failure on the part of a bidder to submit proof of documentation required in terms of this tender to claim for specific goals with the bid, will be interpreted to mean that preference points for specific goals are not claimed and will not be allocated.

## 1.8 Briefing Session and Contact Details

A compulsory on site / physical briefing session should be attended by bidders.

- To attend to any specific questions to this Terms of Reference, service providers are required to submit formal enquiries directly to the Project Manager and the Supply Chain Management office, via email.

### Contact Details

Contact Person	
For Technical Matters	For Bid Administrative Matters
Hanyane M.F 053 830 8806 or email <a href="mailto:Hanyanem@dws.gov.za">Hanyanem@dws.gov.za</a> and Jaco Roelofse 053 830 8801 or email <a href="mailto:Roelofsej@dws.gov.za">Roelofsej@dws.gov.za</a>	