



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

REQUEST FOR BID

WP 11255

DETERMINATION OF WATER RESOURCE CLASSES AND ASSOCIATED RESOURCE QUALITY OBJECTIVES IN THE THUKELA CATCHMENT

ISSUE DATE:

10 NOVEMBER 2017

CLOSING DATE AND TIME

11 DECEMBER 2017 at 11H00

SUBMIT TENDER DOCUMENT

POSTAL ADDRESS:

DIRECTOR-GENERAL: WATER AND
SANITATION
PRIVATE BAG X 313 PRETORIA, 0001

OR

TO BE DEPOSITED IN:

THE TENDER BOX AT THE
ENTRANCE OF ZWAMADAKA
BUILDING 157 FRANCIS BAARD STREET
(FORMERLY SCHOEMAN STREET)
PRETORIA

TENDERER: (Company address and stamp)

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DWS

PROJECT NO: **WP 11255** CLOSING DATES: **11 DECEMBER 2017** TIME: **11:00**

DETERMINATION OF WATER RESOURCE CLASSES AND ASSOCIATED RESOURCE QUALITY OBJECTIVES IN THE THUKELA CATCHMENT

The successful bidder will be required to fill in and sign a written Contract Form (SBD 7).

PROJECT DOCUMENTS MAY BE POSTED TO: **Private Bag x313, Pretoria, 0001**

OR

DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*
157 Francis Baard Street (Formerly Schoeman), Pretoria, 0002 at the Reception, Zwamadaka Building

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

The bid box is generally open 24 hours a day, 7 days a week.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

NOTE: Please submit original and a copy of the quotation.

THIS PROJECT IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER.....

POSTAL ADDRESS.....

STREET ADDRESS.....

TELEPHONE NUMBER CODE.....NUMBER.....

CELLPHONE NUMBER.....

FACSIMILE NUMBER CODE.....NUMBER.....

E-MAIL ADDRESS.....

VAT REGISTRATION NUMBER.....

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1) YES or NO

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT
(CCA).....

A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS); OR A REGISTERED AUDITOR.....

(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE

ARE YOU THE ACCREDITED REPRESENTATIVE
IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED? YES or NO

[IF YES ENCLOSE PROOF]

SIGNATURE OF BIDDER

DATE.....

CAPACITY UNDER WHICH THIS BID IS SIGNED

TOTAL BID PRICE.....TOTAL NUMBER OF ITEMS OFFERED.....

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: Department of Water and Sanitation

Contact Person: Zelda Phiri

Tel: 012 336 7954

E-mail address: phiriz@dws.gov.za

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Contact Person: Ms Mohlapa Sekoele

Tel: 012 336 8329

E-mail address:sekoelem@dws.gov.za

PRICING SCHEDULE**DETERMINATION OF WATER RESOURCE CLASSES AND ASSOCIATED RESOURCE QUALITY OBJECTIVES IN THE THUKELA CATCHMENT**

NAME OF BIDDER:PROJECT NO: WP11255

CLOSING TIME: 11:00 AM

CLOSING DATE: 11 DECEMBER 2017

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

ITEM DESCRIPTION BID PRICE IN RSA CURRENCY (ALL APPLICABLE TAXES INCLUDED)

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
.....	R.....	R.....
.....	R.....	R.....
.....	R.....	R.....

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

.....	R..... days
.....	R..... days
.....	R..... days

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

DESCRIPTION OF EXPENSE TO BE INCURRED AMOUNT	RATE	QUANTITY
.....	R.....
.....	R.....
.....	R.....

TOTAL: R.....

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

5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY
.....	R.....
.....	R.....
.....	R.....

TOTAL: R.....

6. Period required for commencement with project after Acceptance of bid

.....

7. Estimated man-days for completion of project

.....

8. Are the rates quoted firm for the full period of contract?

*YES/NO

9. If not firm for the full period, provide details of the basis on which

Adjustments will be applied for, for example consumer price index.

.....

.....

.....

.....

Any enquiries regarding bidding procedures may be directed to the

Department: Department of Water and Sanitation

Contact Person: Zelda Phiri

Tel: 012 336 7954

E-mail address: phiriz@dws.gov.za

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Contact Person: Ms Mohlapa Sekoele

Tel: 012 336 8329

E-mail address: sekoelem@dws.gov.za

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
- the bidder is employed by the state; and/or the legal person on whose behalf the bidding document is signed, has a relationship with persons/a

person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:.....

2.3 Position occupied in the Company (director, trustee, shareholder², member):
.....

2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:
.....

2.5 Tax Reference Number:.....

2.6 VAT Registration Number:

- 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

¹"State" means -

- (a) 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);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

- 2.7 Are you or any person connected with the bidder YES / NO
presently employed by the state?

- 2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person

Connected to the bidder is employed:

Position occupied in the state institution:

Any other particulars:

.....
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attach proof of such authority to the bid Document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....
.....
.....

2.8 Did you or your spouse, or any of the company's directors / Trustees / shareholders / members or their spouses conduct Business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**
2.9.1 If so, furnish particulars.

.....
.....
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? If so, furnish particulars. **YES/NO**

.....
.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	Income	Employee Number / Persal Number

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I
ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME
SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

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, 2017.

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)

a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.

b)

1.2 Points for this bid shall be awarded for:

(a) Price; and

(b) B-BBEE Status Level of Contributor.

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

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.4 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.

1.5 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) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“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;
- (c) **“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;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise 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;
- (f) **“Functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise 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;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

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 B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 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	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

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 10 or 20 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:

- What percentage of the contract will be subcontracted.....%
- The name of the sub-contractor.....
- The B-BBEE status level of the sub-contractor.....
- 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 Total number of years the company/firm has been in business:.....

8.8 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-BBE 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 *audialterampartem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

WITNESSES

- 1.
- 2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS
.....
.....

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons 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 Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	+	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder 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)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION
FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION
MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE
FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) 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 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD 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 (SBD 9) 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.

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 Institution)

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.
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

GOVERNMENT PROCUREMENT GENERAL CONDITIONS OF CONTRACT

NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and**
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.**

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- ☐ **The General Conditions of Contract will form part of all bid documents and may not be amended.**
- ☐ **Special Conditions of Contract (SCC) relevant to a specific bid, should be compile separately for every bid (if (applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.**

TABLE OF CLAUSES

- 1. Definitions**
- 2. Application**
- 3. General**
- 4. Standards**
- 5. Use of contract documents and information; inspection**
- 6. Patent rights**
- 7. Performance security**
- 8. Inspections, tests and analysis**
- 9. Packing**
- 10. Delivery and documents**
- 11. Insurance**
- 12. Transportation**
- 13. Incidental services**
- 14. Spare parts**
- 15. Warranty**
- 16. Payment**
- 17. Prices**
- 18. Contract amendments**
- 19. Assignment**
- 20. Subcontracts**
- 21. Delays in the supplier's performance**
- 22. Penalties**
- 23. Termination for default**
- 24. Dumping and countervailing duties**
- 25. Force Majeure**
- 26. Termination for insolvency**
- 27. Settlement of disputes**
- 28. Limitation of liability**
- 29. Governing language**
- 30. Applicable law**
- 31. Notices**
- 32. Taxes and duties**
- 33. National Industrial Participation Programme (NIPP)**
- 34. Prohibition of restrictive practices**

General Conditions of Contract

1. Definitions 1. The following terms shall be interpreted as indicated:

- 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7 "Day" means calendar day.
- 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
- 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
- 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.

- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

2. Application.

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information; inspection.

- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights.

- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. Performance security

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- (a) A bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - (b) A cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

- 8.1 All pre-bidding testing will be for the account of the bidder 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or organization acting on behalf of the Department.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or 8 analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract .Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract,

including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

- 10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
- 10.2 Documents to be submitted by the supplier are specified in SCC.

11. Insurance

- 11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

- 12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental services

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
 - (a) Performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - (b) Furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - (c) Furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
 - (d) Performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
 - (e) Training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
- 13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

- 14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:
 - (a) Such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
 - (b) In the event of termination of production of the spare parts:

- (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
- (ii) Following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

- 15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
- 15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

18. Contract amendments

- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

19. Assignment

- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontracts

- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier's performance

- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

- 22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed

services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

- 23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- (a) If the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
 - (b) If the Supplier fails to perform any other obligation(s) under the contract; or
 - (c) If the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.
- 23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.
- 23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- (i) The name and address of the supplier and / or person restricted by the purchaser;
 - (ii) The date of commencement of the restriction
 - (iii) The period of restriction; and
 - (iv) The reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

- 23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each

case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

- 24.1 When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

25. Force Majeure

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) The parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
 - (b) The purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

- 28.1 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) The supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
 - (b) The aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing language

- 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that exchanged by the parties shall also be written in English.

30. Applicable law

- 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

31. Notices

- 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and duties

- 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

33. National Industrial Participation (NIP) Programme

- 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation

34. Prohibition of Restrictive practices

- 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.
- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

Js GCC (revised July 2010)

35. SPECIAL CONDITIONS OF CONTRACT

- 35.1 The State reserves the right to verify and authenticate all the information supplied in this document by the bidder.
- 35.2 The Bid must be strictly in accordance with the conditions and specifications contained herein.
- 35.3 If it is found that any information has been tampered with during the evaluation process and/or after the Bid/Contract has been awarded that any false information has been provided, the State reserves the right to take the necessary action as it deems fit, including but not limited to the institution of criminal proceedings.
- 35.4 Failure to sign all relevant places shall invalidate your bid (**SBD1, SBD 3.1, SBD 4, SBD 6.1 or 6.2, SBD 8, SBD 9 and SCC**)
- 35.5 All queries should be sent to the relevant person via email state above. No query will be responded to if sent 3 days before the closing date.
- 35.6 If you are not a registered supplier with the Department of Water and Sanitation, please complete the supplier registration forms and banking details, supplier registration forms are available at Departmental website, www.dwa.gov.za
- 35.7 Bidders/ Individuals that are directors or members in more than one company bidding for this tender and do not openly declare their interests will be disqualified
- 35.8 The DWS reserves the right to not make an award on any of the responses to this Bid.
- 35.9 The DWS reserves the right to award only parts of this bid and re-bid for other parts.
- 35.10 All bid documents should be hand delivered and deposited in to the Tender Box, if sent via post,
Envelope or package, the envelope must be clearly marked to avoid your submission been mixed with normal letters sent to the Department.

35.11 Only signed, original documents will be accepted.

36. ACCEPTANCE OF TERMS AND SPECIAL CONDITIONS

The above terms of the bid and all Annexure have been read, understood and accepted.

For and on behalf of the Bidder:

.....
.....

Signature of Bidder:

Date:

Bidder's Name & Surname:

Designation

Witness Name & Surname:

Date

Signature:

Address (Physical):



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

This template must be completed by the bidder

TENDER NUMBER		
SERVICE /PROJECT DESCRIPTION		
NAME OF BIDDER		
TENDER AMOUNT		
BBBEE LEVEL		
COMPANY'S COMPOSITION OF EXISTANCE		
	% OWNERSHIP	TOTAL NUMBER
WOMEN		
PEOPLE WITH DISABILITIES		
BLACK MALES		
YOUTH		
PARTICIPATION IN PROJECT IMPLEMENTATION		
	TOTAL NUMBER	LEVEL OF PARTICIPATION (eg Project Management, Technical, Administrative)
WOMEN		
PEOPLE WITH DISABILITIES		
BLACK MALES		
YOUTH		

Please note that this information is for reporting purposes only, and will not prejudice the company in anyway nor will it be considered as an evaluation tool.

Name:.....

Position:.....

Signature:.....Date:.....



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA



ENTITY MAINTENANCE

ENTITY MAINTENANCE

HEAD OFFICE USE ONLY	Reference no.	<input type="text"/>	Registered
	Entity name	<input type="text"/>	Date registered: <input type="text"/>
		<input type="text"/>	Verified on SafetyWeb
		<input type="text"/>	Date verified: <input type="text"/>
	Entity number	<input type="text"/>	Captured
	Remarks	<input type="text"/>	Date captured: <input type="text"/>
	<input type="text"/>	Authorised	
	<input type="text"/>	Date authorised: <input type="text"/>	

IMPORTANT INFORMATION TO SUPPLIER

I/We hereby request and authorise you to pay any amounts, which may accrue to me/us to the credit of my/our account with the mentioned bank. I/we understand that the credit transfers hereby authorised will be processed by computer through a system known as "ACB- Electronic Fund Transfer Service", and I/we understand that no additional advice of payment will be provided by my/our bank, but that the details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to furnish bank statements).

I/we understand that the Department will supply a payment advice in the normal way, and that it will indicate the date on which the funds will be made available in my/our account.

This authority may be cancelled by me/us by giving thirty days notice by prepaid registered post. Please ensure information is validated as per required bank screens.

I/We understand that bank details provided should be exactly as per the records held by the bank.

I/We understand that the Department will not assume responsibility for any delayed payments, as a result of incorrect information supplied.

SUPPORTING DOCUMENTATION MUST ACCOMPANY THIS FORM

ALL RELEVANT FIELDS MUST BE COMPLETED

THE ACCOUNT MUST BE IN THE NAME OF THE SUPPLIER AND NO 3RD PARTY PAYMENTS WILL BE ALLOWED

Section A: Type of Supplier (For official use only)

<input type="checkbox"/> New Supplier Information	<input type="checkbox"/> Update Supplier Information
Supplier Type:	<input type="checkbox"/> Individual <input type="checkbox"/> Govt. Department <input type="checkbox"/> Partnership
	<input type="checkbox"/> Company <input type="checkbox"/> Trust
	<input type="checkbox"/> CC <input type="checkbox"/> Other (Specify) <input type="text"/>

Section B: Company/Personal Details

Registered Name	<input type="text"/>
	<input type="text"/>
Trading Name	<input type="text"/>
	<input type="text"/>
*VAT Number	<input type="text"/> *Compulsory where applicable
PERSAL Number	<input type="text"/>
Title	<input type="text"/> Initials <input type="text"/>
First Name	<input type="text"/>
Surname	<input type="text"/>

Section C: Address Detail

Payment Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/> Postal code <input type="text"/>



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA



ENTITY MAINTENANCE

ENTITY MAINTENANCE (continuation page)

Section D: Supplier Account Details (TO BE VERIFIED BY BANK)

Account Name	<input type="text"/>	
	<input type="text"/>	
Account Number	<input type="text"/>	Account Type
Bank Name	<input type="text"/>	<input type="checkbox"/> Cheque Account
Branch Name	<input type="text"/>	<input type="checkbox"/> Savings Account
Branch Number	<input type="text"/>	<input type="checkbox"/> Transmission Account
*ID Number	<input type="text"/>	* Compulsory for individuals
Passport Number	<input type="text"/>	
**Company Registration Number	<input type="text"/>	**Compulsory for companies
***CC Registration	<input type="text"/>	***Compulsory where applicable
****Please include CC/CK where applicable		
Practise Number	<input type="text"/>	
****Trust Number	<input type="text"/>	

IT IS HERBY CONFIRMED THAT THESE DETAILS HAVE BEEN VERIFIED AND IS EXACTLY THE SAME AS ON ONE OF THE FOLLOWING APPLICABLE SCREENS:

ABSA: CIF Screen
FNB: Hogans System on the CIS4
STD: Bank - Look - Up - Screen
Nedbank: Banking Platform under the Client Details Tab

Contact Number

BANK STAMP

Signature of Bank Official

Print Name

Date (dd/mm/yyyy)

Section E: Contract Details of Supplier

Telephone	<input type="text"/>
Fax	<input type="text"/>
Mobile (Cell no.)	<input type="text"/>
E-mail Address	<input type="text"/>
Contact Person	<input type="text"/>
	<input type="text"/>
Signature of Supplier	Print Name

Date (dd/mm/yyyy)

Section F: Contract Details of DWA Office (For official use only - officials with signing authority only)

Office	<input type="text"/>
Telephone	<input type="text"/>
Fax	<input type="text"/>
E-mail Address	<input type="text"/>
	<input type="text"/>
Signature of DWA Official	Print Name

OFFICIAL STAMP

Date (dd/mm/yyyy)



DEPARTMENT OF WATER AND SANITATION

**DETERMINATION OF WATER RESOURCE CLASSES AND ASSOCIATED
RESOURCE QUALITY OBJECTIVES IN THE THUKELA CATCHMENT**

TERMS OF REFERENCE

PROJECT NO:

**Directorate: Water Resource Classification
Chief Directorate: Water Ecosystems
Department of Water and Sanitation
Private Bag X313,
Pretoria, 0001**

Republic of South Africa

TOR:

Determination of the Water Resource Classes and associated RQOs in the Thukela Catchment

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DETERMINATION OF WATER RESOURCE CLASSES AND ASSOCIATED RESOURCE QUALITY OBJECTIVES IN THE THUKELA CATCHMENT

1. INTRODUCTION

1.1 BACKGROUND

Chapter 3 of the National Water Act, 1998 (NWA), (Act 36 of 1998), is devoted to the comprehensive protection of water resources and provides a series of measures intended to achieve this protection such as: Classification of water resources, determination of the Resource Quality Objectives (RQOs) and quantification of the Reserve.

The Department of Water and Sanitation (DWS) established a Water Resources Classification System (WRCS) that is formally prescribed by Regulation 810 in terms of section 12(1) of the NWA, dated 17 September 2010. The WRCS is a step-wise process whereby water resources are categorized according to specific classes that represent a management vision of a particular catchment by taking into account the current state of the water resource and defining the ecological, social and economic aspects that are dependent on the resource. The implementation of the WRCS therefore assesses the costs and benefits associated with utilisation versus protection of a water resource.

The WRCS defines three water resource classes, reflecting a gradual shift from resources that will be minimally used to resources that are heavily used, by taking into consideration the social and economic needs of all who rely on the water resource. The subsequent classification of water resources represents the first stage in the protection process followed by the determination of the quantity and quality of water required for ecosystem functioning as well as maintaining economic activity that relies on a particular water resource. The latter is termed the Resource Quality Objectives, (RQOs).

The RQOs are numerical and/or narrative descriptive statements of conditions which should be met in the receiving water resource, in order to ensure protection of the water resource. The purpose of determining the RQOs is to establish clear goals relating to the quality of the relevant water resource. The RQOs are intended to give effect to the Water Resource Classes determined for each water resource.

Section 13(3) of the NWA stipulates that the RQOs may relate to-

- (a) the Reserve;
- (b) the in-stream flow;
- (c) the water level;
- (d) the presence and concentration of particular substances in the water;
- (e) the characteristics and quality of the water resource and the in-stream and riparian habitat,
- (f) the characteristics and distribution of aquatic biota;
- (g) the regulation or prohibition of in-stream or land-based activities which may affect the quantity or quality of the water resource; and
- (h) any other characteristic of the watercourse in question.

In the South African water resources management, the acceptable level of impact hinges on the concept of RQOs as the balance between resource protection and resource development and utilisation.

1.2 STUDY AREA

Thukela catchment forms part of the Pongola-Umzimkulu Water Management Area (WMA4). Thukela River is the largest river system in the Kwa-Zulu Natal Province of South Africa and is ranked as the second largest (by volume) river in the country. It is approximately 30 000 km² in extent and consists of 88 quaternary catchments (see figure 1 below). The Thukela River originates in the Mont-aux-sources of the Drakensberg Mountain Range along the border between Lesotho and the KZN Province. It flows eastwards meandering through central KZN to discharge into the Indian Ocean about 95 km north of Durban. The major tributaries of Thukela are Mzinyathi River (rising near Majuba Hill); Little Tugela River; Klip River (rising near van Reenen Pass); Mooi River; Blood River; Sundays River (rising in the Biggarsberg); Ngagane and Bushman River.

Major water uses in the catchment is mainly subsistence farming and commercial forestry. From a water resources point of view, irrigation is a significant water use.

Mining activities in the Thukela Catchment do not use significant amounts of water, but do impact on the water quality, especially in the Buffalo River and Sundays River catchments. The coal mines scattered all over the northern parts of the Thukela River catchment have either been closed for a number of years or are in the process of closing down. Many of the older mines were never rehabilitated adequately. Consequently, these mines produce acid mine decant that enters the Thukela River system. The worst affected areas are around Newcastle (Buffalo and Ngagane rivers).

Industry as a land-use is not significant in the Thukela WMA. Small to medium-sized industries are situated in the peripheral industrial zones in and around Newcastle, Ladysmith and Estcourt. No major future growth in industry is expected at this stage.

Although there are a few large dams and numerous smaller ones in the Thukela River System, they are mainly located in the upper reaches of the Thukela River itself and in some of its tributaries. For the most part, the Thukela River remains comparatively unregulated. Water resource developments within the catchment are generally small and relate primarily to the needs of individual towns. The largest components of existing water development infrastructure are those associated with four inter-basin transfer schemes.

1.3 STUDY MOTIVATION

Since the promulgation of the prescribed WRCS in September 2010, the DWS has progressively embarked on the classification of significant water resources in the country. The Thukela catchment has been prioritised for implementation of the classification system in order to determine appropriate water resource classes and RQOs in order to facilitate the sustainable use of the water resources without impacting negatively on their ecological integrity. The classification of the significant water resources and RQOs will guide the management of this area in order to meet the departmental objectives of maintaining, and if possible, improving the Present Ecological State (PES) of the water resources.

Furthermore, as the water resources in the Thukela Catchment are becoming more stressed due to substantial inter-basin transfers from the Thukela and some localised pollution from

sanitation, mining and agriculture, there is an urgency to ensure that water resources are able to sustain their level of uses and be maintained at their desired states. The determination of the Water Resource Classes (WRCs) and Resource Quality Objectives (RQOs) of the significant water resources in the study area will ensure that the desired condition of the water resources, and conversely, the degree to which they can be utilised is maintained and adequately managed within the economic, social and ecological goals of the water users. The water resource class will therefore set the boundaries for the volume, distribution and quality of the Reserve and RQOs, and thus the potential allocatable portion of a water resource for use.

The WRCS guidelines specify that the classification process is required to build from existing and current initiatives undertaken in support of integrated water resource management. The review and assessment of existing and current initiatives in the Thukela Catchment will form the departure point from where further analysis can proceed.

The outcome of the project will be gazetted water resource classes for each Integrated Unit of Analysis (IUA), RQOs, and together, these aspects will identify the minimum state of health related to an acceptable level of ecological functioning to enable the water resources to provide the goods and services upon which society and the economy depend.

Studies such as the following have been undertaken in the Thukela and will form the departure point from where further analysis can proceed: Surface water Reserve determination study (2003); Groundwater Reserve determination study (2009); Review and update of the 1999 EIS and PES of South African Rivers including expansion to priority tributaries and wetlands according to quaternary catchments.

2. AIMS AND OBJECTIVES OF THE PROJECT

The main aim of the project is two-fold:

- Co-ordinate the implementation of the WRCS, as required in Regulation 810 in Government Gazette 33541, in order to classify all significant water resources in the Thukela Catchment; and
- To determine Resource Quality Objectives (RQOs).

Key objectives within the implementation of the Classification and RQOs determination processes are:

- It should be a consultative process;
- It should help facilitate a balance between protection and use of the water resources in the study areas; and
- The economic, social and ecological implications should be established and communicated to all Interested and Affected Parties, stakeholders and water users.

The WRCS and RQOs documentation/procedures can be sourced from DWS Head Office or can be downloaded from DWS website, <http://www.dwa.gov.za/Documents/Policies/WRPP/default.htm>

3. SCOPE OF WORK / METHODOLOGY

The detailed tasks for the project are discussed in this section.

3.1 PROJECT INCEPTION PHASE

The primary purpose of this phase is to allow the scope of work to be clearly defined from the onset. The inception phase is intended to provide the opportunity for the identification, assessment and interpretation of the nature and scope of the project as well as to document all the relevant information available to support the determination of the Water Resource Classes and the RQOs within the study area. The inception phase tasks include but not limited to:

- the definition of project scope;
- identification of the potential IUAs;
- identification of the role-players;
- outlining the project deliverables;
- outlining the study budget;
- the development of a stakeholder engagement plan;
- outlining capacity building and mentorship programme.

3.2 WATER RESOURCE INFORMATION AND DATA GATHERING

In this task, the existing literature, reports, models, maps, aerial photographs and any other relevant information for the study area, that are supportive to the determination of the water resource Water Resource Classes and the RQOs, will be reviewed. Data and information gaps will be identified and measures to address the gaps will be explained. This project will build on the previous studies and also aligned to existing ones undertaken in the Thukela Catchment. Thus far, the list of supporting studies documented in the Information Analysis Report has been compiled by the Directorate Water Resource Classification. This report provides a list of some of the previous and current studies that could be aligned to this study. The report has categorised the identified information based on components such as socio-economics, hydrology and ecology which have been covered to an extent in the study area.

The Information Analysis Report that has been compiled by the Department must be used as a starting point for data gathering and review. It is anticipated that this task will run concurrently with the inception phase as the outcome of the information gap analysis will guide the rest of the project programme. This task therefore includes the following:

- List available water resources models and evaluate their applicability in this study.
- Review and analyse the information analysis report prepared by the Department and compile recommendations on how to address issues relating to information and data shortfalls/gaps. Review all previous studies undertaken for the Thukela catchment, including but not limited to, water resource planning, Reserve determinations, water quality, socio-economic, augmentation and reconciliation strategies, implementation plans.
- It is expected that the PSP must build the uncertainty and related risks that may lead to data and information shortfalls/gaps into the project plan and price in order to avoid future re-adjustment of the project budget and plan.

3.3 DETERMINATION OF THE WATER RESOURCE CLASS AND RESOURCE QUALITY OBJECTIVES

This task forms the major component of the study and will result in Classes determined for the significant water resources, using the classification guidelines and the determination of the RQOs using the appropriate methodologies. The procedure for determining these components must adhere to Regulation 810 of Government Gazette 33541 dated 17 September 2010. This task will include:

- The status quo assessment of the study areas, valuation of water resources, present ecological assessment, ecological water requirements (EWR) determination and related flows at each node will be defined - bearing in mind that where there is no available data, the data is deemed inadequate, or data/information is outdated, it may be necessary to collect data;
- Robust stakeholder engagement on the determination of appropriate scenarios representing the vision of the catchments;
- Modelling of identified scenarios;
- Evaluation of scenarios with stakeholders, the outcome of which, will result in the final Water Resource Class to be recommended for each IUA in the study area;
- Prioritisation of resource units and sub-components for RQO determination, selection of indicators for monitoring and proposing direction of change using tools (stipulated in the Procedures to Determine and Implement Resource Quality Objectives document);
- Population of an integrated template containing the required information to allow the Minister or her delegated authority to approve the Water Resource Classes and the associated RQOs;
- Ensuring that the findings (socio-economic and ecological) are documented in a format that can be used by the Department to support the decision of the Class and RQOs;
- Assist the Client in selecting and approving independent reviewers for review of the study reports, as and when necessary;
- The final report should also contain information on the prescribed capacity building programme and implementation thereof, and the skills transfer to relevant officials in the Department.

3.4 COMMUNICATION AND LIAISON

The process of classifying water resources is underpinned by a robust stakeholder engagement process as required by Regulation 810 largely due to the implications of setting an appropriate class for water resources within a catchment. Stakeholder and public consultation process will take place throughout the duration of the project. A database of all stakeholders that need to be consulted must be compiled. All the comments received during the process must be documented. The scope of the communication and liaison services to be provided by the PSP will include, but not be limited to the following:

- Consolidated stakeholder database;

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- Establishment, in consultation with the Department of appropriate institutional arrangements to facilitate the progress of the project;
- Sectoral Workshops: maximum of two per sector;
- Public meeting: minimum of two sets (at two central venues, one set during project inception and the other set towards the end of the project);
- Specialists Workshops: minimum of three meetings;
- Technical Task Group (TTG): minimum of two meetings;
- Project Management Committee (PMC): these meetings must be held at minimum on a bi-monthly basis. This committee will be comprised of relevant DWS officials (provincial and Head Office), the Pongola-Umzimkulu Proto CMA and the PSP/s. Its role is to provide guidance, strategic direction, technical input and support on the management of the project.
- Project Steering Committee (PSC): a minimum of four meetings throughout the project period. PSC will be comprised of the PMC members and members from various sectors with interest in the project. The role of the PSC is to provide strategic direction and guidance on the study process and task. It also serves as representatives of the stakeholder bodies and organisations and report back to them on an ongoing basis regarding the study decisions and results. The PSP will be responsible for providing venues for these meetings.
- Consolidated issues and response reports.

Provision should be made in the stakeholder engagement plan for stakeholder engagement throughout the duration of the project, including during the gazetting process, to facilitate adequate consultation with the public. In order to ensure that the historically disadvantaged individuals (HDIs) are consulted sufficiently, it is expected that provision should be made by the PSP to also cover for the (HDIs) transport needs if necessary.

3.5 REPORTING

The appointed PSP shall produce at least the following project management outputs:

- Progress reports, technical memoranda and other material necessary to properly inform the Client and other stakeholders. It should be noted that the progress reports required for the project management meetings shall be compiled by the PSP and should document:
 - a) the progress of work against the project deliverables;
 - b) actual expenditure against cash flow estimates;
 - b) significant findings and outcomes thereof;
 - c) corrective actions taken in respect of work programme; and
 - d) cash flow estimates.
- Ensure that a complete record of proceedings of the project management meetings is maintained and appropriately archived.
- Technical progress must be provided after each defined deliverable in the form of an interim milestone report. These reports shall describe the procedures and methodologies followed; the results achieved and shall be prepared and submitted to the Client

according to the milestone programme. These reports will be used as supporting documents to write the main study report. The reports will be based on the seven steps (described in Regulation 810) of the Classification and RQOs determination processes and shall include descriptions and motivations.

- Report on study progress (financial, technical and human resources) at project management meetings and at other forums.
- The technical report must be provided after each defined deliverable and will need to be approved by the client.

3.6 CAPACITY BUILDING

In order to ensure skill transfer within the DWS, it is expected that capacity building be offered at 3 different levels, namely:

- mentorship programme;
- capacity building workshops; and
- Stakeholder empowerment sessions.

The mentorship programme will be established by the PSPs in consultation with the department. This programme will be aligned to the skills and developmental needs of identified officials responsible of water resources management within the Thukela catchment. The mentorship programme must be designed in a way that will allow the mentee(s) to have scientific technical tasks and responsibilities whose output will feed into the overall technical milestones/deliverables of the project.

The capacity-building workshops will cater for a larger group and will consist of DWS and Proto-CMA officials. The workshops should provide an overview of the study, without going into specific details. The topics to be covered for such workshops will be finalised by the PSPs in consultation with the Department. The participation of relevant DWS officials will ensure active sharing of ideas and contribute to the broadening of the Water Ecosystems skills base by being intensively involved in the day-to-day running of the project.

Provision should also be made for stakeholder empowerment sessions in order to capacitate stakeholders so that they can fruitfully participate in the study and in other stakeholder engagement platforms such as the Project Steering Committee Meetings and Public Meetings. These sessions will cater for external stakeholders, particularly the Historically Disadvantaged Individuals within the Thukela Catchment.

The appointed PSP will be provided with the names of identified DWS officials to be trained by maximising their involvement in the project. The aforementioned training has particular reference to the following specialist fields, namely:

- Hydrology;
- Resource quality (Aquatic ecology);
- Geomorphology;
- Socio-economics;
- Resources economics;
- Geographic Information System (GIS);

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- Geohydrology;
- Water Resource System analysis, and
- Hydraulics.

The DWS will second officials to be included in the project team composition as mentees/trainees. Details of the secondments will be provided at the inception meeting. It is critical that the PSP make provision for the 3 levels of capacity building in their budget, in order to assist the Department to achieve the objectives of skills transfer.

Lastly, to build capacity of Small, Medium and Micro-sized Enterprises (SMME), the appointed PSP is expected to subcontract an emerging SMME to be part of the project.

4. DELIVERABLES

The table below shows the tasks, deliverables and the estimated timeframe for the PSP to complete tasks and submit reports.

Component	Deliverables	*Estimated Timeframe (months)
Project Inception	• Inception Report	5
	• Integrated work programme	
	• Capacity building programme	
	• Stakeholder engagement plan	
Information and Data Gathering	• Report detailing the water resource information gap analysis and recommendations to address outstanding data requirements	5
	• Inventory of current water resources models and their applicability	
Determination of the Water Resource Class	• Report on the <i>status quo</i> of the significant water resources and the delineation of the RUs and IUAs	16
	• Report on socio-economic evaluation framework and analytical decision-analysis system	
	• Ecological Water Requirements Report	
	• Scenarios report	
	• Conduct the stakeholder engagement process on the determined Water Resource Classes prior to gazetting	
	• Water Resource Classes per IUA submitted in a template for gazetting	
Determination of the RQOs	• Report on the prioritization and selecting of preliminary resource units for RQO determination	16
	• Report on the prioritization of sub-components for RQO determination, select indicators for monitoring and propose the direction of change.	
	• Draft RQOs and numerical limits report	
	• Stakeholder report on the agreed resource units, RQOs and numerical limits	

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Component	Deliverables	*Estimated Timeframe (months)
	<ul style="list-style-type: none"> Plan for implementation/operationalisation of the Water Resource Classes and the RQOs. This should include the monitoring programme Conduct the stakeholder engagement process on the determined RQOs prior to gazetting Resource Quality Objectives per RU submitted in a template for gazetting 	
Gazetting process	<ul style="list-style-type: none"> Facilitate the gazetting of Recommended Water Resource Classes per IUA and associated RQOs. Address the comments received during the 60 days gazetting of the Water Resource Classes and RQOs 	6
Communication and liaison	<ul style="list-style-type: none"> Compile and maintain a stakeholder database and schedule of meetings Meeting documentation Record of stakeholder issues and responses 	Throughout the project life-cycle
Capacity Building	<ul style="list-style-type: none"> Detailed capacity-building report (which includes the mentorship, capacity building workshops and stakeholder empowerment sessions) 	Throughout the project life-cycle
Study management and co-ordination	<ul style="list-style-type: none"> Project management committee meeting and minutes. Progress reports during study execution Maintain record of decisions Invoicing and progress reports 	Throughout the project life-cycle
Project Closure	<ul style="list-style-type: none"> Main report Project close-out report upon completion An electronic database/library of all available information collected 	3

*The estimated timeframe indicates the period during which a particular task should be carried out and the final report be submitted to the client. PSP/s must expect at least two rounds of comments on a draft report and make changes before submitting the final report. The draft reports should be submitted to the client one month prior to submitting the final reports to ensure that the client is afforded ample time to review the reports. Payments will only be approved for final reports.

5. PSP TEAM COMPOSITION

It is advised that the PSP team consists of individuals that are qualified and experienced in integrated water resource management and protection. Expertise is needed in each of the following study components:

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- Aquatic Ecology;
- Hydrology;
- Water quality;
- Groundwater/Geohydrology;
- Water Resource economics;
- Water resource modeling and decision analysis;
- Social science (stakeholder involvement and public participation);
- Geographic Information System (GIS);
- Estuarine specialist;
- Legal aspects related to the Classification System

6. SERVICES TO BE PROVIDED BY THE DEPARTMENT

The Department will provide information that is accessible within the Department or with other departmental service providers.

7. HISTORICALLY DISADVANTAGE INDIVIDUALS (HDI's) INVOLVEMENT

According to the Department's policy for the appointment of the PSP, the required participation rate for the HDIs should be 50%, meaning that HDI should be 50% for workload distribution in hours and also 50% for financial distribution. It is also required for the PSP to provide in a table form activities, specialities, hours allocated and hourly rate. The table should be as follows:

Surname and Initials	Gender	Race	Specialty	Affiliation	Hourly Rate	No of hours allocated	Total Budget cost per individual

8. GUIDELINE FOR THE PREPARATION OF PROJECT PROPOSALS

The applicant must compile and submit a written project proposal to the Department as follows:

- a. A detailed understanding of the Terms of Reference (TOR) for the project.
- b. A work breakdown structure containing list of tasks needed to execute the project, as well as personnel, cost and time estimates associated with the individual.
- c. Proposed Project Schedule in a Gantt format.
- d. A list of deliverables i.e. reports, data and electronic copies.
- e. Proposed project team, team leader and availability of the individual consultant team members. Submission of curricula vitae is required for all persons whom the bidder proposes to in executing the tasks.
- f. A reasonable cost estimates (ceiling price) for the project, including VAT.
- g. The Employment Equity Policy of the consultant firm.

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9. ADMINISTRATIVE COMPLIANCE

Please note that all bidders must comply with the following administrative compliance

No.	Name of the document that must be submitted	Requirements
1	Invitation to bid –SBD 1	Please complete and sign the supplied proforma document.
2	Registration with Central Supplier Database as per National Treasury SCM Instruction 4 of 2015/17 par 5.2	Attach proof of print out as proof of registration or supplier number.
3	Pricing Schedule –SBD3.3	Please submit full details of pricing proposal.
4	Declaration of Interest–SBD 4	Please complete and sign the supplied proforma document.
5	Preference Point Claim Form–SBD6.1	Non-submission will lead to a zero score on BEE.
7	Declaration of Bidder's Past Supply Chain Management Practices–SBD8	Please complete and sign the supplied proforma document.
8	Certificate of Independent Bid Determination –SBD 9	Please complete and sign the supplied proforma document.
9	BBBEE certificate	Non-submission will only lead to a zero score on BEE and not a disqualification.

10. EVALUATION PROCESS

DWS will evaluate all proposals in terms of the Preferential Procurement Regulations 2017. A copy of the PPR regulations can be downloaded from www.treasury.gov.za. In accordance with the PPR, submissions will be adjudicated on 80/20 points system and a three phase evaluation criteria will be considered in evaluating the bid:

Phase 1 : Mandatory compliance,

Phase 2 : Technical/Functionality Evaluation

Phase 3 : Points awarded for Price and B-BBEE Status Level of Contribution.

Phases 1-3 below will be applied in order to evaluate each bid.

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PHASE 1: MANDATORY COMPLIANCE (if not complied with, bid will be disqualified):

Aspects	Description
Aspect	Certified recent financial year statement from an accredited financial institution.

PHASE 2: FUNCTIONAL / TECHNICAL EVALUATION

Values: 1 Very Poor..... 2 Poor.....3 Average.....4 Good.... 5 Excellent

CRITERIA	WEIGHT
<i>Past Experience</i> refers to previous relevant projects and overall track record. It is considered less important in larger, conceptually difficult and multi-disciplinary projects. It should also be noted that past experience is realistically linked to individuals rather than firms in the case of professional services.	20
<i>Methodology</i> : considers the responsiveness to the TOR, the level of detail in the proposal, attention to project management and innovative approaches and ideas.	20
<i>Team capability</i> : considers the technical and professional skills of the project team, regional knowledge if relevant and proven conceptual abilities (supported by other client references if needed). If required abbreviated Curriculum Vitae (CV's) of all personnel, not longer than one page each, shall be included in an Appendix.	20
<i>Skills transfer</i> : in terms of building capacity and ensuring skills transfer in the DWS, the PSP will be responsible for establishing a capacity building programme aligned to the skills developmental needs of identified officials responsible of water resources management in the study area.	15
<i>Qualifications/Expertise</i> : expertise and qualifications is needed in each of the following study components: Aquatic Ecology, Hydrology, Water quality, Groundwater/Geohydrology, Water Resource economics, Water resource modelling and decision analysis, Social science (stakeholder involvement and public participation), Geographic Information System (GIS) and Legal	15
<i>Local knowledge</i> : the local knowledge about water resource management and protection in the concerned water resource is very important.	10
TOTAL	100

PHASE 3: The 80/20 Principle based on Price and BBEE status level contributor.

In terms of Regulation 5(2) and 6(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:

80/20 PRINCIPLE POINTS SYSTEM

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

Conditions:

- Only bidders who obtain at least 70 % under Functional / Technical Evaluation **will** be considered for further evaluation.
- Bidders are kindly requested to submit one copy plus the original.
- Bidders are further requested to provide separate financial and technical proposals (two envelope system).
- Bidders are requested to provide a clear agreement regarding joint venture/consortia. The percentage involvement of each company in the joint venture agreement should be indicated on the agreement. A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification Certificate for every separate bid.
- Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof together with their bids, to substantiate their B-BBEE rating claims.

11. PROJECT MANAGEMENT ARRANGEMENTS**11.1 PROJECT MANAGEMENT COMMITTEE**

The Project Management Committee (PMC) will comprise of individuals from the Chief Directorate: Water Ecosystems, other relevant DWS Directorates, relevant DWS regional office as well as the PSPs. It is anticipated that the PMC meetings will be held bi-monthly or when the need arises.

11.2 DATA OWNERSHIP

All maps, drawings, reports, data, calculations, and other documents, prepared by the PSP in performing the services for this project, shall become and remain the property of the DWS, and the PSP shall deliver all such documents to the DWS together with a detailed inventory thereof. Copyright of all such documents rests with the DWS. The ownership of data and factual information collected by the PSP and paid for by the DWS shall, after payment by the DWS, lie with the DWS.

TOR:

Determination of the Water Resource Classes and associated RQOs in the Thukela Catchment

11.3 PROJECT TIMEFRAME

The project timeframe is 30 months from the date of signing of the contract; in which 24 months will be set aside for the technical activities and at least 6 months for Water Resource Classes and RQOs gazetting process.

Payment for work done on this assignment will be made against deliverables based on agreed sub-tasks and disbursements. A clear plan of the phases of deliverables must be submitted to facilitate the overall project cost management. Supporting documentation for each deliverable as well as disbursements will be required, to allow DWS to comprehensively assess the work done on each study task. A summarised Study Progress Report as well as a complete portfolio of evidence for all the deliverables claimed, for shall accompany each invoice submitted for payment.

11. FURTHER INFORMATION

For further information contact Ms Mohlapa Sekoele, or Ms Lebogang Matlala on the following numbers: 012 336 8329 or 012 336 6707 respectively, or email: sekoelem@dws.gov.za or matlalal@dws.gov.za

For all Supply Chain Management related enquiries, please contact Patrick Mabasa on 012 336 7518, or email: MabasaP@dws.gov.za