



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

REQUEST FOR BID

WP11340

APPOINTMENT OF PROFESSIONAL SERVICE PROVIDER FOR RESERVE DETERMINATION STUDY FOR SELECTED SURFACE WATER ,GROUNDWATER, ESTUARIES AND WETLANDS IN THE F60 AND G30 CATCHMENTS WITHIN THE BERG-OLIFANTS WATER MANAGEMENT AREA (WMA 9)

ISSUE DATE:

02 OCTOBER 2020

CLOSING DATE AND TIME

3 NOVEMBER 2020 at 11H00

Compulsory Briefing Session

Date: 21 October 2020
Venue: Department of Water and Sanitation
173 Francis Baard Street (formerly Schoeman str)
Emanzini Building
Pretoria
0001
Boardroom G18
Time: 10:00 am

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)

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	WP11340	CLOSING DATE:	3 NOVEMBER 2020	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF PROFESSIONAL SERVICE PROVIDER FOR RESERVE DETERMINATION STUDY FOR SELECTED SURFACE WATER, GROUNDWATER, ESTUARIES AND WETLANDS IN THE F60 AND G30 CATCHMENTS WITHIN THE BERG-OLIFANTS WATER MANAGEMENT AREA (WMA 9)				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
TENDER BOX AT ZWAMADAKA BUILDING, 157 FRANCIS BAARD STREET (FORMERLY SCHOEMAN STREET)					
PRETORIA, 0002					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Zelda Phiri		CONTACT PERSON	Mr Yakeen Atwaru	
TELEPHONE NUMBER	012 336 7954		TELEPHONE NUMBER	082 894 1679	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	phiriz@dws.gov.za		E-MAIL ADDRESS	atwaruy@dws.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE:

.....

PRICING SCHEDULE

APPOINTMENT OF PROFESSIONAL SERVICE PROVIDER FOR RESERVE DETERMINATION STUDY FOR SELECTED SURFACE WATER ,GROUNDWATER, ESTUARIES AND WETLANDS IN THE F60 AND G30 CATCHMENTS WITHIN THE BERG-OLIFANTS WATER MANAGEMENT AREA (WMA 9)

NAME OF BIDDER:PROJECT NO:WP11340

CLOSING TIME: 11:00 AM

CLOSING DATE: 3 NOVEMBER 2020

OFFER TO BE VALID FOR 120 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 :

Department of Water and Sanitation

Contact Person: Zelda Phiri / Patrick Mabasa

Tel: 012 336 7954 / 012 336 7518

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

Any enquiries regarding technical information may be directed to:

Department of Water and Sanitation

Contact Person: Mr Yakeen Atwaru

Cell: 082 894 1679

E-mail atwaruy@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 Income Tax Reference Number	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.

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:

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

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:

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

(***Tick applicable box***)

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

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of

Preferential Procurement Regulations, 2017:

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

8. DECLARATION WITH REGARD TO COMPANY/FIRM

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

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One person business/sole propriety

Close corporation

Company

(Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

Manufacturer

Supplier

Professional service provider

Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 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

.....

.....

SBD8

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.**

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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

**RESERVE DETERMINATION STUDY FOR SELECTED
SURFACE WATER, GROUNDWATER, ESTUARIES
AND WETLANDS IN THE F60 AND G30
CATCHMENTS WITHIN THE BERG-OLIFANTS
WATER MANAGEMENT AREA (WMA 9)**

TERMS OF REFERENCE

2020

CHIEF DIRECTORATE: WATER ECOSYSTEMS
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OF

SOUTH

AFRICA

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1. INTRODUCTION

1.1 BACKGROUND

The National Water Act (Act No. 36 of 1998) (NWA) is founded on the principle that National Government has overall responsibility for and authority over water resource management for the benefit of the public without seriously affecting the functioning of the natural environment. In order to achieve this objective, Chapter 3 of the NWA provides for the protection of water resources, including groundwater resources, through the determination and implementation of the Reserve for these resources.

The Reserve is one of a range of measures aimed at the ecological protection of water resources and the provision of basic human needs. The NWA describes the Reserve as *“the quantity and quality of water required to (a) satisfy basic human needs and to (b) protect aquatic ecosystems to secure the ecologically sustainable development and use of the water resource”*. These Reserve requirements have priority over any other water use in terms of the Act, and must be determined before licensing applications can be processed, particularly in water-stressed catchments to ensure ecologically sustainable development and utilisation of a water resource.

The Chief Directorate: Water Ecosystems (CD: WE) is tasked with the responsibility to co-ordinate all Reserve determination studies. This terms of reference addresses the preliminary Reserve determination study for the selected water resources (rivers, wetlands, estuaries and groundwater) in particular the F60 and G30 catchments that has been originally excluded from the Reserve determination conducted in 2006 on higher levels of detail.

The Olifants-Doorn catchment was advertised for public comments in terms of Section 16 of the NWA from 13 April to 13 June 2017 for the preliminary Reserve conducted in 2006. During the public comment period, several stakeholders including the Western Cape Regional Office raised concerns that the F60 and the G30 catchments were not covered at a sufficiently high level of detail, creating fears that these catchments may not be afforded comprehensive protection. It was also pointed out that these are RAMSAR catchments. This project will therefore rectify these concerns and ensure that the catchments are studied at a high level of confidence.

1.2 OVERVIEW OF THE STUDY AREA

The old 19 Water Management Areas (WMAs) of South Africa have been recently merged and combined into 9 WMAs. The study area falls within the Berg-Olifants Water Management Area (WMA 9) which is a combination of the old Olifants/Doorn (WMA 17) and the Berg (WMA 19). This study will focus on the two tertiary drainage regions, namely: **F60**; which comprises of Quaternary catchments F60A, F60B, F60C, F60D and F60E and **G30**; comprising of G30A, G30B, G30C, G30D, G30E, G30F, G30G and G30H. The above mentioned two tertiary catchments (F60 and G30) are situated in the south-western part of South Africa, mainly within the Western Cape Province.

1.2.1 Surface water

Sandveld Catchment (G30A-G30H)

The G30 catchment comprises three parallel river systems of varying length, catchment area and complexity. All three systems (Jakkalsvlei, Langvlei and Verlorenvlei) are extensive longitudinal wetlands with localised and weak riverine components. Short sections of morphologically distinct river channels do exist (e.g. Upper Kruis, Bergvallei, KromAntonies Rivers and the headwaters of the Langvlei tributaries – the Alexandershoek and Lambertshoek). Important secondary characteristics are the presence of multiple freshwater springs or ‘eyes’, occurring along the length of all three systems. Lateral intrusions of brackish to saline water also occur. Distinct variations in water quality and plant species occur throughout each of the three systems.

These tertiary catchments have very important water resources such as the Verlorenvlei which is a RAMSAR Site as well as wetlands and estuaries which are categorised as

Freshwater Ecosystem Priority Areas (FEPAs). Verlorenvlei was designated a RAMSAR site (No. 525) in 1991. According to the South African National Estuarine Management and Monitoring Register Draft Version 1 (Van Niekerk 2016) this estuary is of High biodiversity importance and is a priority fish nursery (Department of Agriculture, Forestry and Fisheries). The vlei has also been assessed as an Important Estuary in terms of conservation importance by Turpie and Clark (2007).

The FEPAs maps show rivers, wetlands and estuaries that need to stay in a good condition in order to conserve freshwater ecosystems and protect water resources for sustainable use. River FEPAs are often tributaries that support hard-working mainstem rivers, and are an essential part of an equitable and sustainable water resource strategy. Water resources that are categorised as FEPAs should be supported by good planning, decision-making and management to ensure that human use does not impact on the condition of these ecosystems.

In essence these systems exist as a series of wetlands, connected by surface channels in places, but mostly by flow through the hypotheos. All these systems are largely groundwater driven or groundwater dependent ecosystems. The identification of the groundwater interaction and the contribution the groundwater makes to the surface water baseflow of the rivers, wetlands and the estuary is an important aspect of this study. This information is important to enable the determination of Integrated Catchment Management conditions to manage the over abstraction of groundwater in the adjacent catchments that are influenced or reliant on the groundwater contribution. Furthermore, the groundwater contribution to the surface water volume and habitat maintenance of the surface water resources are crucial and should further be defined in the surface water Ecological Water Requirements and the Ecological Specifications that need to be set.

Vanrhynsdorp Catchment (F60A-F60E)

The catchment is dependent on groundwater, the key uses being for stock watering and domestic use. Groundwater is drawn from primary aquifers, fractured rock aquifers, and dolerite dykes. The groundwater quality is generally poor and volumes are limited. Rainfall is low and there is little recharge other than during flood events. The main river is the Groot Goerap River. The towns in this catchment include Bitterfontein, Nuwerus and Loeriesfontein which rely on groundwater.

1.2.2 Groundwater

Groundwater is used extensively in some parts of G30 which could lead to over-abstraction. It is already occurring in quaternary catchments like G30F and G30G. Groundwater quality is worsening in some places whilst there is a high risk for further deterioration in others due to irrigation return flows. In G30E, groundwater sustains the Verlorenvlei (a RAMSAR site) but salt-water intrusion could occur, thus impacting on groundwater quality and groundwater dependent ecosystems.

Sandveld and Verlorenvlei Area (G30A-G30H)

Groundwater recharge in the Verlorenvlei area is mainly controlled by rainfall, which in its turn is controlled by topography. The higher lying areas of the catchments (G30E) therefore are regarded as the main recharge areas. Groundwater provides an important source of freshwater to Verlorenvlei. Fresh groundwater (EC 30-70 mS/m) contributes to the river/wetland from the north. Two specific areas have very fresh groundwater (EC 10 mS/m) and the exact source of this water is unknown, but is suspected to be deep groundwater flow from recharged groundwater up in the higher lying areas. An estimated 12000 m³/d groundwater is contributed to the Verlorenvlei G30E catchment.

Vanrhynsdorp (F60A-F60E)

In the Olifants/Doorn catchment area the most serious problems are in the Karst aquifer at Vanrhynsdorp where groundwater levels have over the long term been generally declining indicating the aquifers themselves are stressed. The aquifer in the general area of Vanrhynsdorp is over-exploited for agriculture. In 2016, the Department recommended that no further groundwater use licenses are issued in the stressed parts of this aquifer. The Department indicated that over-abstraction still occurs in the vicinity of the WadriWellfield (Lamberts Bay) and at Vanrhynsdorp which are on a long term declining trend since monitoring began in the 1990's.

1.3 STUDY MOTIVATION

A Preliminary Reserve was previously determined in the Olifants/Doorn catchment and completed in 2006 at a Comprehensive level. The Sandveld (G30) Reserve study was conducted in 2003 at a Rapid level, focusing on the Langvlei, Jakkals and Verlorenvlei.

These studies were initiated amongst others due to the various groundwater use applications and disputes raised by downstream users not receiving their required water due to over abstraction in the upper catchments. It was also reported that the wetlands in the catchment (identified as peat wetlands) started burning due the over abstraction of groundwater. The state and importance of these wetlands need to be identified as well as the required protection specifications need to be set where relevant.

The Sandvlei Rapid Reserve (2003) was done during the time when the methodology for assessing estuaries was not well developed and surface water hydrology was available at a very low confidence. The EWR for the estuary was based on the requirements identified for the Verlorenvlei river component. The study focussed extensively on groundwater, but it is uncertain to what degree it represents the present surface water reaching the vlei and the groundwater-surface water interactions were not being captured sufficiently. This study did provide a cursory estimate of the present health of the vlei. Later a desktop estuary health assessment was undertaken to determine the current health status of Verlorenvlei in a workshop environment in collaboration with estuarine experts familiar with the Cape west coast, but estuarine environmental water requirements were not determined. The Verlorenvlei, Langvlei and Jakkals rivers, and their associate estuaries, were not assessed as part of the Olifants/Doring Reserve Determination Project of 2006.

The Classes and Resource Quality Objectives for the priority water resources for the old Olifants/Doorn WMA was conducted in 2012 and gazetted in 2016(Gazette Number: 39943). The latter two studies used the EWR defined as part of the Comprehensive Reserve results which did not cover the F60 and the G30 catchments at the required level of confidence to be gazetted.

Further to what was previously done in the described study area as per the NWA (Section 13: determination of classes and Section 14:setting RQO's) the next step to complete the protection requirements are the gazetting of the Reserve (Section 16) which need to support the requirements gazetted in Section 13 and 14. The gazetting of the Reserve study commenced in April 2016.During the stakeholder consultation process it was emphasised by concerned stakeholders from various organizations that the Sandveld catchment, in particular, the Verlorenvlei was excluded from the Gazette notice. It was further highlighted to the department that other significant water resources where not

addressed adequately as well. Realising the importance of the Verlorenvlei due to its Ramsar status and the subsequent availability of technically and scientifically updated wetland and estuarine EWR methods the department has recognised the need for the urgent determination of the required protection measures for the water resources that have been excluded from the previous studies.

Currently, Verlorenvlei is suffering from very low water levels, developmental pressure and a number of compliance incidents. Effective management of the vlei is not possible without an up-to-date Estuarine Reserve. Furthermore, the Verlorenvlei Estuary Management Plan is in the process of revision, and one of its priority actions is to seek the determination of environmental water requirements for the vlei.

This ToR thus calls for proposals that will assist the department to identify the gaps of water resources not addressed in the previous studies and to determine the Reserve at a high level of confidence to yield results that could be gazetted and provide legal protection specifications.

2. AIM AND OBJECTIVES OF THE PROJECT

The aim of this study is to determine the Reserve requirements (the quantity and quality) of water required to protect aquatic ecosystems and to satisfy basic human needs in the different priority water resources within the F60 and the G30 catchments. The ToR's seek to appoint a Professional Service Provider (PSP) that will be responsible for conducting the study. The PSP team must consist of individuals that are qualified and experienced in integrated water resource management and protection.

The PSP will be responsible for managing the technical component (including technical coordination) as well as the project management component of the study. The appointed PSP can appoint representatives from their team to champion the different components although there will be one central reporting to the Client. The determination of Reserve requirements for the identified water resources and ecosystems in the F60 and the G30 catchments shall consist of the following:

- The determination of the water quantity and quality for the protection of **rivers**, at various Ecological Water Requirement (EWR) sites;

- The determination of the water quantity and quality for the protection of the priority **wetlands**, pans and lakes;
- The determination of the water quantity and quality of **estuarine** freshwater requirements (EFRs) for the protection of various identified estuaries;
- The determination of the **groundwater** quantity and quality requirements for the protection of groundwater resources; and
- Determination of the quantity and quality of water required for the provision of Basic Human Needs.

3. SCOPE OF WORK

The latest available Reserve methods *inter alia* (the 1999 RDM documents and the new updated method manuals for estuaries, GRDM 2013 for groundwater and water quality for rivers) should be utilised when conducting the Reserve determination studies. The detailed tasks of the project are discussed below.

3.1. PROJECT INCEPTION

This phase provides the PSP and the DWS with the opportunity to have a common understanding of the project objectives. The primary purpose of this phase is to allow the scope of work to be clearly defined from the onset. This phase allows the PSP to initiate the project, mobilise the project team and consult with the Client regarding the development of a project Inception Report. The inception phase is intended to provide the opportunity for the identification, assessment and interpretation of the nature and scope of the project and to document all the relevant information available to support the study.

All aspects must be formulated into a Project Plan to be included in the Inception Report which will serve as a baseline from which progress can be monitored, evaluated and controlled against defined goals and performance measures including cost, time, and quality. The Project Plan should also cover all aspects of the project in sufficient detail to support work authorisation and execution, taking due note of the phased approach.

The Inception Report will form the basis of a contract between the Client and the PSP. Once the Client has approved the Inception Report and the contract has been signed,

project implementation can commence.

3.2. REVIEW OF WATER RESOURCES INFORMATION AND DATA GATHERED

In this task, the existing data, literature, reports, models, maps, aerial photographs and any other relevant information for the study area, that are supportive to the determination of Reserve requirements, will be reviewed. It is expected that this task be 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:

- Review all previous studies undertaken in the F60 and the G30 catchments including water resource planning, Reserve determinations, water quality, socio-economic, augmentation and reconciliation strategies;
- List available water resource models and evaluate their applicability in this study; and
- Undertake a gap analysis and compile recommendations on how to deal with information and data gaps.

3.3. RESERVE DETERMINATION

The latest available Reserve methods *inter alia* (the 1999 RDM documents and the new updated method manuals for estuaries, GRDM 2013 for groundwater and water quality for rivers) must be utilised. The gazetted eight step procedure to determine the EWR must be followed. The PSP shall be expected to undertake the tasks and activities as described in the project plan in accordance with the approach and methodologies proposed in the Inception Report. Some of the tasks that form the core of the study include the following:

- Conduct site selection and delineation of resource units;
- Outline of the socio-economic water use in the study area;
- Determine the reference conditions, present ecological state and the ecological and socio-cultural importance and sensitivity of each resource unit. The results from this task shall be summarised in a tabular format;
- Determine the EWR and BHN components at as a comprehensive a level as possible for groundwater, rivers, wetlands and estuaries in the study area. The results from this task shall be summarised in a tabular format;

- The scaling (extrapolation and/or estimation) of the EWR determination results specifically for the rivers. This is to ensure that the EWRs at specific sites can be utilised on smaller and/or larger catchments for modelling purposes;
- The applicability of the Wetland Reserve determination method as applied to the priority wetlands should be investigated to determine the ecological water requirements for those wetlands. Wetlands in the catchment should also be classified in terms of the following:
 - The relative ecological importance and sensitivity;
 - The ecological classification of the wetlands in terms of the relative uniqueness and type;
 - The overall importance and present status of the wetlands to allow the department to make decisions to ensure adequate protection; and
 - The possible extrapolation of the results to the other wetlands in the catchment.
- Compile a list containing the following ecological details for the estuaries in the study area:
 - The relative ecological importance and sensitivity;
 - The rank of the estuaries in terms of their present ecological status;
 - The ecological classification of the estuaries in terms of the relative uniqueness;
 - The ecological classification of the estuaries in terms of type;
 - The overall importance and present status of the estuaries to allow the department to make decisions to ensure adequate protection; and
 - The possible extrapolation of the results to the other estuaries in the catchment.
- Ensure the integration of the ecological requirements between the rivers, estuaries and groundwater;
- Ensure the estimation of the following attributes for groundwater resource units and/or groundwater dependent ecosystems:
 - Recharge;
 - Baseflow;
 - Groundwater dependant Population and the associated BHN component;
 - Current Groundwater use;
 - Present status category, recommended category, management option and stress index;
 - EWR availed from baseflow;

- Allocable groundwater; and
- Groundwater quality component and the potential impacts of hydraulic fracturing upon this. The results from these tasks shall be aligned to quaternary catchments and summarised in a tabular format
- Assist in the compilation of the monitoring programmes for the surface and groundwater resources of the WMA;
- Appoint an independent reviewer in liaison with the Client for the review of the study reports; and
- Ensuring that all study documents, including specialists' reports, as well as main report are received in the format and quantities described and that all the project files are completed and transferred to DWS.

3.4. COMMUNICATION AND LIAISON

The study will be carried out under the guidance of a Project Management Committee comprising of representatives from the Client and the PSP. The PSP shall submit written progress reports to members of the PMC at least seven days before the PMC meeting date. They shall also present this information at the PMC meetings in a format agreed with the Client during the Study Initiation and Design phase.

As a guide, the PSP should plan for reporting at PMC meetings over a 24-month study period. Participation by the technical team leaders in other ad-hoc meetings should also be budgeted for. Secretarial services at PMC meetings shall be provided by the PSP.

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. Progress reports required for the project management meetings shall be compiled by the PSP and should document the progress of work against the programme, actual expenditure against cash flow estimates, significant findings and outcomes and corrective actions taken in respect of work programme and cash flow estimates;
- The progress reports shall be submitted every month and quarterly;

- Ensure that a complete record of proceedings of the project management meetings is maintained and appropriately archived;
- Technical progress should be provided after each defined deliverable in the form of an interim milestone report. These reports shall describe the procedures and methodologies followed and the results achieved. The latter 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 report and report on project progress (financial, technical and human resources) at project management meetings and at other forums. All the payments by the Client should be done for specific deliverables by the PSP. The payments should also be synchronised to the project milestones and timelines; and
- In addition to monthly reporting, the technical report should be provided after each defined deliverable and will need to be approved by the client.

3.6. CAPACITY BUILDING

The PSP must establish a capacity building programme aligned to the skills development needs of the identified officials in order to ensure skills transfer in the DWS. The PSP team shall develop a capacity building programme as part of the inception report. The programme must be in line with the Client's needs. This programme should include specific quantifiable measures to ensure that capacity building takes place throughout the project. Capacity building can be done through the following mechanisms:

- Participation of the DWS officials to ensure active sharing of ideas and contribute to the broadening of the RDM skills base. The PSP must mentor officials from the beginning of the project until the end in each field of specialty;
- The PSP must conduct capacity building thoroughly and in detail such that officials who are capacitated will be able to also conduct Reserve determination studies in future;
- Following consultation with the Client, the proposed specialists will be required to identify and include Previously Disadvantaged Individuals (PDIs) as well as emerging companies (in the relevant discipline) and junior personnel in their teams in order to train and build capacity by maximising their involvement in the project;
- Local specialists and stakeholders (e.g. Local Authority, Environmental Groups, etc.) must be involved in the project. Through their participation, these groups must

develop an understanding of water resource protection through Reserve determination methodologies and its relevance (its implementation). This will also assist in the enhancement of their understanding of the concepts of integrated water resource management and sustainable development; and

- The PSP must train the DWS officials on the following Reserve determination tools from data collection stage to the analysis of results stage:
 - Hydrological Driver Assessment Index (HAI);
 - Geomorphology Driver Assessment Index (GAI);
 - Physico-chemical Driver Assessment Index (PAI);
 - Fish Response Assessment Index (FRAI);
 - Macro Invertebrate Response Assessment Index (MIRAI);
 - Riparian Vegetation Response Assessment Index (VEGRAI);
 - Wetlands and Estuarine Reserve determination tools
 - Geohydrological resource assessment;
 - Groundwater Reserve determination tools.

4. DELIVERABLES

Component	Deliverables
Project Inception	<ul style="list-style-type: none"> • Inception Report which includes <ul style="list-style-type: none"> - Integrated work programme; - Capacity Building and mentorship programme; and - Monthly expenditure projections.
Information and Data Gathering	<ul style="list-style-type: none"> • Report detailing the water resource information gap analysis and recommendations to address outstanding data requirements; and • Inventory of current water resources models and their applicability, other studies in the catchment and/or any relevant data that can aid in producing the results and improve the confidence level of the study results.

Component	Deliverables
Reserve Determination	<ul style="list-style-type: none"> • Site selection and delineation of resource units/integrated units of analysis; • Report on reference conditions, present ecological status and the ecological importance and sensitivity of each of the selected sites for all the water resources in the WMA; • Relative importance and sensitivity of wetlands and their typing; • Relative importance and sensitivity of estuaries, their type and rank; • Report on the BHN and EWR (aligned with the classification procedure); • Estimation of recharge, baseflow, stress index, allocable groundwater; • Determination of groundwater quality component of the BHN; and • EWR and BHN component templates, Eco-specifications and monitoring programme.
Capacity Building	<ul style="list-style-type: none"> • Detailed programme of capacity building; and • Progress reports during study execution.
Study management and co-ordination	<ul style="list-style-type: none"> • Arranging of Project Steering Committee (PSC)/ Project Management Committee (PMC) meetings and Technical Task Group Meetings; • Minutes of PMC/PSC meetings; • Main report and all other technical reports; • Close out report (Maintain record of decisions); • Monthly invoicing; • Monthly and quarterly progress reports; • External reviewer's report; and • Electronic information and data.

The tabulated deliverables should indicate the time frames reasonable to meet the deadlines and expected timelines of the project and project life cycle.

5. GUIDELINE FOR THE PREPARATION OF PROJECT PROPOSALS

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

- A detailed understanding of the Terms of Reference (TOR) for the project;
- A work breakdown structure containing a list of tasks needed to execute the project, as well as personnel, cost and time estimates associated with the team members;
- Proposed Project Schedule in a Gantt format;
- A list of deliverables i.e. reports, data and electronic copies;

- Proposed project team, team leader and availability of the individual consultant team members. Submission of curricula vitae are required of all persons whom the bidder proposes to execute the tasks as well as the original tax clearance of each team member;
- A reasonable cost estimates (ceiling price) for the project, including VAT. The overall cost of the project must also include the escalations, making it an all-inclusive budget; and
- The Employment Equity Policy of the consultant firm.

The written project proposal will be evaluated on the following criteria:

- Past experience on previous relevant projects and overall track record. It should also be noted that past experience is realistically linked to individuals rather than firms in the case of professional services;
- Methodology considers the responsiveness to the ToRs, the level of detail in the proposal, attention to project management and innovative approaches and ideas;
- Team capability 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);
- A description of how skills will be transferred to meet the developmental needs of individuals in the Departments;
- PDI participation promotes the participation (in terms of direct project involvement and fees earned) of PDIs. It is considered more important in the smaller projects to build capacity and promote Small Micro Medium Enterprise's (SMME's);
- Proportionate to the participation rate that is proposed. Again gender and disability needs to be taken account of; and
- Project budget and costing should be based on deliverables received and approved. The budget shall contain sufficient detail to allow expenditure to be monitored in relation to progress. The budget will be submitted as a separate document, but should be tied to the proposed programme of the work.

6. EVALUATION SYSTEM

Department of Water and Sanitation will evaluate all proposals in terms of the Preferential Procurement Regulations 2017. A copy of the Preferential Procurement

Regulations 2017 can be downloaded from www.treasury.gov.za. In accordance with the Preferential Procurement Regulations 2017, submissions will be adjudicated on 80/20 points system and the evaluation criteria. A four phase evaluation criteria will be considered in evaluating the bid. On the receipt of the proposals, the evaluation criteria shown below will be used for the selection of the most suitable bidder to undertake the assignment.

Phase 1: Pre-Qualification Criteria

Phase 2: Administrative Compliance

Phase 3: Mandatory Compliance (if not complied with bid will be disqualified)

Phase 4: Functional / Technical Evaluation

Phase 5: Points awarded for Price and B-BBEE Status Level of Contribution (80/20 Preferential System)

PHASE 1:

PREQUALIFICATION CRITERIA

Only bidders that are Exempt Micro Enterprises (EMEs) will be considered for this bid.

NB: Bidders who do not qualify with the prequalification criteria will be disqualified and not considered for phase 2.

PHASE 2:

ADMINISTRATIVE COMPLIANCE

Bidders are required to comply with the following listed below:

No	Criteria	Yes	No
1	Companies must be registered with National Treasury's Central Supplier Database. Provide proof of print out from CSD.		
2	Tax compliant with SARS (to be verified through CSD and SARS).		
3	Complete, sign, submit SBD 1, SBD 3.2, SBD 4, SBD 6.1, SBD 8, SBD 9		

PHASE 3:

MANDATORY COMPLIANCE:

Please note that all bidders must comply with the following mandatory requirements- Failure to submit any of the document listed below will render your bid non-responsive and will be disqualified.

Yes - list the relevant documents required on the table below

No	Criteria	Yes	No
1	Attach certificate for compulsory briefing session attendance		

PHASE 4: FUNCTIONAL/TECHNICAL EVALUATION

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

Criteria	Sub-Criteria	Points Value	Weight of Criterion	Bidder Score
Qualifications of key personnel	Relevant qualifications of proposed project team leader. The project team leader should be a scientist or an engineer. The project leader should demonstrate knowledge of project management (<i>Attach certified copies of academic qualifications and proof of registration with authorized/professional bodies such as ECSA, SACNASP together with their 2 page Curriculum Vitae</i>)		15%	
	PHD/Master's Degree and above and proof of registration with authorised body.	5		
	Honours Degree and proof of registration with authorised body.	4		
	Bachelor's Degree and proof of registration with authorised body/Professional engineer.	3		
	B-Tech Degree and proof of registration with professional body/Technologist	2		
	National Diploma	1		
Experience of key personnel	Past Experience for project team members refers to previous relevant experience in Reserve Determination projects or related work in multidisciplinary projects and overall track record. It should also be noted that past experience is realistically linked to individuals		20%	

	rather than firms in the case of professional services.			
	10 years' experience and above	5		
	8 year experience	4		
	6 year experience	3		
	4 year experience	2		
	2 year experience	1		
Company track record	Contactable reference letters: Bidders must submit signed reference letters from previous clients/employer. Note that only completed projects will be accepted with a minimum value of R500 000. <ul style="list-style-type: none"> • Quality of work • Relevant work experience 		5%	
	5 completed projects in relevant studies	5		
	4 completed projects in relevant studies	4		
	3 completed projects in relevant studies	3		
	2 completed projects in relevant studies	2		
	1 completed project in relevant studies	1		
Methodology	Considers the responsiveness to the ToR, the level of detail in the proposal, attention to project management and innovative approaches and ideas. General approach, planned methodology and proposed activities towards the undertaking of the project. The following items must be clearly indicated in detail: <ol style="list-style-type: none"> 1. Project Control Plan 2. Project Execution Plan 3. Broad methodologies in line with the task descriptions outlined under project scope/ task description. 4. Clear milestones, and timeframes for each task to be completed. 5. Evaluation and supervision of work 		20%	
	All 5 items above should be included.	5		
	Item 2, 3, 4 and 5 should be included.	4		
	Item 1, 2, 3 and 4 should be included.	3		
	Item 1, 2 and 3 should be included	2		

	Any 2 items above should be included	1		
Team capability	<p>Considers:</p> <ol style="list-style-type: none"> 1. Technical of the project team i.e. ability to apply the knowledge of mathematics, science and engineering 2. Professional skills of the project team i.e. ability to function in a multidisciplinary team, understanding professional and ethical responsibility and ability to communicate effectively. Knowledge necessary to understand the impact of engineering solutions in environmental, economic and societal context. 3. Relevant regional (local) knowledge i.e. refers to the understandings, skills and philosophies developed by societies with long histories of interaction with their natural surroundings. For rural and indigenous peoples, local knowledge informs decision-making about fundamental aspects of day-to-day life (service provider to include regional areas worked-in previously for similar work in the experience criteria). 4. Proven conceptual abilities (supported by other client references). 		15%	
	All 4 items above should be included.	5		
	Item 1,2 and 3 should be included.	4		
	Item 2, 3 and 4 should be included.	3		
	Any 2 items above should be included	1		
Skill transfer	<p>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.</p> <p>Capacity building is realised through the following:</p> <ol style="list-style-type: none"> 1. Hand on practical training including field work; 2. Inclusion of DWS officials in all phases of the project; 3. Develop a capacity building programme with quantifiable measures; 4. Relevant software training and training manuals; and 		10%	

	5. Inclusion of local specialists and stakeholders.			
	All 5 items above included.	5		
	Item 2, 3, 4 and 5 included.	4		
	Item 1, 2, 3 and 4 included.	3		
	Item 1, 2 and 3 included.	2		
	Any 2 items above included.	1		
Expertise	Expertise and qualifications is needed from a project team member in each of the following study components: 1. Ecology/Geomorphology 2. Hydrology 3. Water quality 4. Groundwater/Hydrogeology 5. Water resource modelling and decision analysis 6. Estuarine specialist 7. Wetland specialist 8. Social science (stakeholder involvement and public participation) and 9. Geographic Information System (GIS).		15%	
	All 9 items above should be included.	5		
	Items 1 to 7 should be included.	4		
	Item 1 to 6 should be included.	3		
	Item 1 to 5 should be included	2		
	Any 4 items above should be included	1		
Total			100%	

Phase 5: The 80/20 Principle based on Price and BBEE status level contributor. The 80/20 Preferential Procurement System will be used in evaluating these bids:

Evaluation element	Weighting (Points)
B-BBEE	20
PRICE	80
Total	100

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 65 % under Functional/Technical Evaluation will be considered for further evaluation;
- Bidders are kindly requested to submit two copies plus the original; and
- Bidders are requested to provide a clear agreement regarding joint venture (JV)/consortia where applicable. The percentage involvement of each company in the joint venture should be indicated. A B-BBEE Single Certificate will be presented in an event of a JV being formed for this specific project.
- PSP to submit a list of interns or candidates mentored by the company in order to complete their studies or become registered professionals. Provide the list with signed employment agreement, agreement letters with academic institutions or with a regulatory body e.g. SACNASP.

7. PROJECT MANAGEMENT ARRANGEMENTS

8.1. PROJECT MANAGEMENT COMMITTEE

The Project Management Committee will comprise of individuals from Chief Directorate: Water Ecosystems, other DWS Directorates as well as the PSP and other relevant stakeholders.

8.2. 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 Client, and the PSP shall deliver all such documents to the Client together with a detailed inventory thereof. The ownership of data and factual information collected by the PSP and paid for by the Client shall, after payment by the Client, lie with the Client. The format in which the data is to be provided to the client should be in accordance with the departmental requirements.

8.3. CONTRACT AND INVOICES

The project timeframe is 24 months from the date of signing of the contract. The PSP will be required to submit invoices and all payments will be made upon signed deliverables being completed.

8. EXTERNAL REVIEWER

The PSP will appoint independent external reviewers to assist with the final review of all the deliverables of the study. The cost incurred will be to the PSP and must be incorporated in the proposal budget. The review must take place as set out in the inception report and as agreed by the Project Management Committee. The review must have a clear section that summarises the technical improvement, recommendations and the reasons. Review will be discussed at the PMC meetings. Review of the identified main deliverable reports will be done throughout the project and as final reports are produced.

9. ENQUIRIES

For technical enquiries contact Ms Gladys Makhado, or Ms. Barbara Weston, or Mr Yakeen Atwaru on the following numbers: 012 336 6744, or 012 336 8221 or 012 336 7816 or email: makhadog@dws.gov.za or westonb@dws.gov.za or atwaruy@dws.gov.za respectively.

For Supply Chain Management enquiries contact: Mr Patrick Mabasa on the number 012 336 6611 or email MabasaP@dws.gov.za.

