



INVITATION TO SUBMIT FORMAL WRITTEN PRICE QUOTATIONS

RFQ NO.:	RE-AD: RFQ/IS/2024-25/278
DESCRIPTION OF GOODS / SERVICES :	APPOINTMENT OF SIX (6) INSTITUTIONAL SOCIAL DEVELOPMENT CONSULTANTS FOR INFRASTRUCTURE WATER PROGRAMMES/ PROJECTS IN VARIOUS AREAS OF BCMM

For publication on the Buffalo City Metropolitan Municipality Website and Supply Chain Management Unit Noticeboard

NAME OF BIDDER:	
BCMM SUPPLIER DATABASE REGISTRATION NO.:	
STREET ADDRESS:	
POSTAL ADDRESS:	
TEL NO.:	CELL PHONE NO.:
EMAIL ADDRESS:	FAX NO.:
TOTAL QUOTATION AMOUNT:	R

Issued by:	Prepared by:
The City Manager c/o The General Manager: Supply Chain Management Unit Buffalo City Metropolitan Municipality 80 Phillip Frame Road Chiselhurst East London	HOD: Infrastructure Services Buffalo City Metropolitan Municipality 26 Oxford Street CBD East London 5200

INVITATION TO SUBMIT FORMAL WRITTEN PRICE QUOTATIONS

Buffalo City Metropolitan Municipality requests your quotation for the goods and/or services listed hereunder in this RFQ document. Bidders are requested to furnish all information requested and return their quotation submission on the date stipulated in this invitation and the RFQ advertisement. Late and incomplete submissions will invalidate the quotation submitted.

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DESCRIPTION OF GOODS / SERVICES	APPOINTMENT OF SIX (6) INSTITUTIONAL SOCIAL DEVELOPMENT CONSULTANTS FOR INFRASTRUCTURE WATER PROGRAMMES/ PROJECTS IN VARIOUS AREAS OF BCMM
ADVERT DATE:	07 MARCH 2025
CLOSING DATE:	14 MARCH 2025
CLOSING TIME:	11:00AM
COMPULSORY BRIEFING MEETING DATE & TIME: VENUE:	N/A
RFQ DOCUMENTS ARE OBTAINABLE FROM:	The BCMM Website – www.buffalocitymetro.gov.za/tenders OR: Request by sending email to sikelewam@buffalocity.gov.za ; sibongilesa@buffalocity.gov.za ; sitatun@buffalocity.gov.za ; bonganinm@buffalocity.gov.za ;
SUBMISSION OF RFQs:	<u>Informal</u> Tender Box Supply Chain Management Unit, BCMM 80 Phillip Frame Road Chiselhurst East London
TECHNICAL ENQUIRIES:	Name: S.S. Yekane Tel: 043 705 2020 Email: sikizay@buffalocity.gov.za
PROCEDURAL ENQUIRIES:	Sitatu Nyikana Tel: (043) 705 9135 Email: sitatuun@buffalocity.gov.za

NB: NO SUBMISSIONS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE (as defined in Regulation 1 of the Local Government: Municipal Supply Chain Management Regulations)

1.1 GENERAL CONDITIONS OF THE REQUEST FOR QUOTATIONS (RFQ)

BIDDERS ARE REQUIRED TO FAMILIARISE THEMSELVES WITH THE TENDERING CONDITIONS AND PROCEDURES AS DOCUMENTED BELOW.

1. For the purposes of this RFQ document, the words 'bidder' and 'tenderer', and 'RFQ' and 'tender' shall bear the same meaning.
2. 'BCMM,' where referred to in this document means Buffalo City Metropolitan Municipality'.
3. No quotation will be considered unless submitted on this RFQ document.
4. The whole original RFQ document, as issued by BCMM must be submitted. A quotation will be considered invalid and will not be accepted, if any part of this RFQ document is not submitted.
5. Bidders must submit one RFQ offer only, either as a single tendering entity or as a member of a joint venture.
6. Telephonic, telegraphic, telex, facsimile or emailed RFQ submissions will not be accepted.
7. Any portion of the RFQ document not completed will be interpreted as 'not applicable'. Notwithstanding the afore-going, failure to complete any compulsory portion of the RFQ document will result in the RFQ submission being declared non-responsive.
8. **Quotations must be properly received and deposited, on or before the closing date and on or before 11:00am**, in the **Informal Tender Box** at the BCMM Supply Chain Management Unit ('SCMU') situated at 80 Phillip Frame Road, Chiselhurst, East London. If the quotation submission is too large to fit in the allocated box, please enquire at the reception for assistance.
9. **BCMM accepts no responsibility for ensuring that quotations are placed in the correct tender box, and should a quotation be placed in the incorrect tender box, it will be not be accepted.**
10. **BCMM reserves the right to accept:**
 - 10.1 the whole quotation or part of a quotation or any item or part of any item, or to accept more than one quotation (in the event of a number of items being offered), and BCMM is not obliged to accept the lowest or any quotation;
 - 10.2 a quotation which is not substantially or materially different from the RFQ specifications.
11. BCMM shall not consider quotations that are received after the closing date and time, as specified in the RFQ advertisement.
12. BCMM will not be held responsible for any expenses incurred by bidders in preparing and submitting quotations.
13. BCMM may, after the RFQ closing date, request additional information or clarification of submitted quotations, in writing.
14. A quotation may be rejected as non-responsive if the bidder fails to provide any clarification requested by BCMM within the time for submission stated in the written request for such clarification.
15. A bidder may request in writing, after the closing date, that its quotation be withdrawn. Such withdrawal will be permitted or refused at the sole discretion of BCMM after consideration of the reasons for the withdrawal, which shall be fully set out by the bidder in such written request for withdrawal.
16. The RFQ document must be signed by a person duly authorised to do so.
17. Quotations submitted by joint ventures, consortia, partnerships shall be accompanied by a joint venture, consortium, partnership agreement, in which it is defined precisely the conditions under which the joint venture, consortium or partnership will function, its period of duration, the persons authorised to represent

and obligate it, the participation of the several firms of which it is formed, and any other information necessary to permit a full appraisal of its functioning.

18. **Once the RFQ is awarded, all purchases will be made through an official BCMM Purchase Order. Therefore no goods must be delivered or services rendered before an official Purchase Order has been forwarded to the successful bidder. The successful bidder must then deliver or render service upon receiving an official **signed** Purchase Order from BCMM.**

19. **Evaluation of RFQs**

- 19.1 **Quotations will be evaluated in accordance with the evaluation criteria set out in the Special Conditions of the Request for Quotations.**

- 19.2 Quotations will be evaluated for price and preference using the 80/20 preference points system as follows –

Price	80
Specific Goals	20

- 19.3 Unless otherwise stated in the Special Conditions, a contract will be concluded with the bidder who complies with the evaluation criteria, and scores the highest total price, BBBEE and locality points.

- 19.4 Bidders may quote with or without VAT depending upon whether or not they are VAT vendors. In the calculation of price points, VAT shall be removed from the quotation amount of bidders who are registered as VAT vendors, so that financial offers can be evaluated on a comparative basis as a price advantage cannot be afforded to bidders who are not VAT vendors.

20. **Test for Responsiveness**

20.1 **Invalid Submissions**

Quotations shall be invalid if:

- (a) The quotation submission is not sealed when submitted into the tender box.
- (b) The quotation submission is not completed in non-erasable ink.
- (c) The form of offer has not been completed.
- (d) The bidder has been listed on the National Treasury's Register for Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, or has been listed on the National Treasury's List of Restricted Suppliers and who is therefore prohibited from doing business with the public sector.
- (e) The bidder is prevented from doing business with BCMM in terms of Regulation 38 and 44 of the Supply Chain Management Regulations (MFMA).

20.2 **Non-responsive Submissions**

Quotations will be declared as non-responsive and eliminated from further evaluation in the following circumstances –

- (a) The submission has not achieved the minimum score for functionality as set out in the evaluation criteria, where functionality is applicable.
- (b) Where there are material deviations or qualifications to the RFQ which in BCMM's opinion would –

- (i) Detrimently affect the scope, quality or performance of the works, services or supply identified in the scope of works;
 - (ii) Significantly change BCMM's or the bidder's risks and responsibilities under the contract, or
 - (iii) Affect the competitive position of the bidder, or other bidders presenting responsive submissions, if it were to be rectified.
- (c) The submission will be declared non-responsive if the bidder fails to adhere to a written request (within the specified period set out in such request) to –
 - (i) Comply with the general conditions applicable to RFQs as contained in the BCMM Supply Chain Management Policy;
 - (ii) Complete and/or sign any declarations and/or authorisations;
 - (iii) Submit items 2 - 3 of the list of returnable documents in Part 2 (section 2.1) of this bid document.
- (d) **The bid will be declared non-responsive in the event that the bidder's tax matters, as verified on the government Central Supplier Database, are shown not be in order, and the bidder fails to ensure that its tax matters are in order within such timeframe as may be required by BCMM in writing.**

21. **Clarification of quotation after submission**

The bidder must provide clarification of its submission in response to a request to do so from BCMM during the evaluation process. This may include providing a breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (or both). No change in the competitive position of bidders or substance of the submission may be sought, offered, or permitted.

22. **Provide other material**

The bidder shall provide, on request by BCMM, any other material that has a bearing on the RFQ submission, the tenderer's commercial position (including notarized joint venture agreements), or samples of materials, considered necessary by BCMM for the purpose of a full and fair risk assessment. Should the bidder not provide the material, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in BCMM's request, BCMM may regard the RFQ submission as non-responsive.

23. **Inspections, tests and analysis**

The bidder shall, at the request of BCMM, provide access during working hours to its business premises for any inspections, tests and analyses as required for the RFQ.

24. **Securities, bonds, policies, etc**

If required, the bidder must submit for BCMM's acceptance before formation of the contract, all securities, bonds, guarantees, policies and certificates of insurance required in terms of the conditions of contract.

25. **BCMM supplier database**

- 25.1 **Bidders must be registered on the BCMM Supplier Database, or meet the listing criteria set out in the BCMM Supply Chain Management Policy, in order to be considered responsive to the RFQ.**
- 25.2 Bidders must be registered within 7 days of being requested to do so, failing which its submission shall be declared to be non-responsive.
- 25.3 It is each bidder's responsibility to keep all the information on the BCMM Supplier Database updated. If any information required (e.g. tax clearance certificate, CIDB certificate, etc) is not valid or has expired, all transactions with the vendor may, in the sole discretion of BCMM, be suspended until such time as the correct, verified information is received.

26. **Tax compliance status**

- 26.1 **No award shall be made to a person whose tax matters have not been declared to be in order by the South African Revenue Service (SARS).**
- 26.2 **Each party to a consortium, joint venture or partnership must comply with the above.**
27. **Declarations and authorisation**
- Bidders are required to complete all statutory declarations and authorisations in the schedules attached to this RFQ document, failing which the submission may be declared non-responsive.
28. **Samples**
- If the specifications require a bidder to provide samples, these shall be provided strictly in accordance with the instructions set out in the special conditions of the RFQ below.
29. **Alterations to tender document**
- Bidders may not make any alterations or additions to the RFQ document, except to comply with instructions issued by BCMM, or as are necessary to correct errors made by the bidder. All signatories to the RFQ submission shall initial all such alterations. Erasures and the use of masking fluid are prohibited.
30. **Objections, Complaints, Queries and Disputes / Appeals in terms of Section 62 of the Systems Act**
- 30.1 **Objections, complaints, queries and disputes**
- Persons aggrieved by decisions or actions taken by BCMM in the implementation of the supply chain management system or any matter arising from a contract awarded in terms of the supply chain management system may, within 14 days of the decision or action, lodge a written objection or complaint or query or dispute against the decision or action.
- 30.2 **Section 62 Appeals**
- (a) In terms of section 62 of the Systems Act, a person whose rights are affected by a decision taken by a political structure, political office bearer, councillor or staff member of a municipality in terms of a power or duty delegated or sub-delegated by a delegating authority, may appeal against that decision by giving written notice of the appeal and reasons to the Accounting Officer within 21 days of the date of notification of the decision.
- (b) An appeal shall contain the following:
- (i) The reasons and/or grounds for the appeal;
 - (ii) The manner in which the appellant's rights have been affected;
 - (iii) The remedy sought by the appellant.
- 30.3 **Lodging of appeals, objections, complaints, queries and disputes relating to this tender**
- Appeals, objections, complaints, requests for information, queries and disputes must be submitted in writing to the Office of the Municipal Manager, 10th Floor, Trust Centre Building, Cnr of Oxford & North Streets, East London, OR by email, amandaq@buffalocity.gov.za .
- 30.4 **Additional objective criteria as per section 2(1)(f) of the PPPFA, will apply, as indicated in the tender document and which may include, but is not limited to:**

- Poor track record of the preferred bidder.
- Unrealistic price offering which is not market related.
- Unrealistic own conditions set by the bidder.

When using the list of accredited prospective providers the municipal manager must promote ongoing competition amongst providers, including by inviting providers to submit quotations on a rotation basis, unless differently specified during the procurement process

1.2 SPECIAL CONDITIONS OF THE REQUEST FOR QUOTATIONS (RFQ)

The special conditions qualify, or are in addition to the general conditions in section 1.1 above. In the event of any ambiguity or inconsistency between the general conditions and the special conditions, the latter shall have precedence.

These special conditions, the general conditions, and the returnable schedules are only required for evaluation purposes, and shall not form part of any contract arising from the invitation to tender.

General Conditions Clause No.	Additions or Variations to General Conditions
Clause 13 & 21 CLARIFICATION OF RFQ SUBMISSION	Where a bidder is requested to provide additional information or clarification of its submission, this shall not be an opportunity for the bidder to bolster its submission in any way, so as to afford it an unfair competitive advantage.
Clause 16 AUTHORITY OF SIGNATORY	The bidding entity must submit a letter of authority on its letterhead authorising the signatory to this RFQ to sign all documents in connection with the RFQ, and any contract which may arise therefrom, on behalf of the bidding entity. The letter of authority must be attached to Schedule A.
Clause 18	After the Service provider has been notified of the Award and signs Letter of Award, the bidder will have to wait for an official signed Purchase Order before commencing with the delivery or rendering of services appointed for.
Clause 19 EVALUATION OF RFQs	RFQs will be evaluated in accordance with the evaluation criteria set out on page 9,10%11 of this document.
Clause 23 INSPECTION, TESTS AND ANALYSES	No inspections, tests and analyses shall be required for this RFQ.

RFQ EVALUATION CRITERIA

The Service Provider's experience and technical capacity applicable to the nature of works mentioned herein shall be scored against a **100 Point System for Functionality** as per functional assessment- point scoring attached.

Tenderers that do not achieve a minimum of **70% (70 points)** for Functional Requirements will be **disqualified** and will not be evaluated further.

Mandatory Criteria: Bidders must submit tenders on both categories. Failure to do so will result in disqualification.

FUNCTIONALITY ASSESSMENT

CATEGORY 1 – SOCIAL FACILITATION TO SUPPORT WATER CONSERVATION & DEMAND MANAGEMENT

The functional areas for quality assessment will be as follows:

Functional Assessment - Points Scoring = Total 100 points	
Functional Category & Description	Points Allocation
Experience Sub Total = 55 points	
<p>List of similar types of projects (Water Conservation & Demand Management – Social) aspect undertaken by the bidder anywhere around South Africa in the past 3-4 years.</p> <ul style="list-style-type: none"> 4 points per project to a maximum of 10 projects undertaken in Social facilitation in support Water Conservation & Demand management. 3 points per project to a maximum of 5 projects for any Infrastructure related awareness Programmes/Projects undertaken - Sewer, Roads & Stormwater) <p>Tenderer must provide contactable reference letters from their clients to whom the project or service was successfully executed. The templates included in the tender document must be completed by their clients or the same information provided on their client's letterhead.</p>	55
Expertise Sub Total = 45 points	
Project Leader/Director (Civil Eng / Technologist), ECSA registered, with at least 10 years post-graduate experience (Water Conservation & Demand Management Implementation) (15 points)	15
Technician (Ndp Civil) with 5 years' post-graduate experience in (Water conservation & Demand management – Social aspect) (10 points)	10
Technical Support /Field Workers (Ndp / Equivalent in Social Studies) x 3 appointed by Service Provider must have at least reputable qualification & experience in social campaigns related to water wastage, reduction of non-revenue water, drought, illegal connection, facilitation of annual water events (i.e. water week) illegal car washes and negotiation for alternative sources thereof, etc	15
Graphic Designer 1 x Qualified Graphic designer with a degree or graphic design certificate, with 3years graphic design experience/ similar approved qualification & experience (3 Points)	3
The Bidder owns an approved Design Package for the efficiency of developing promotional material. Proof of Ownership must be attached with Licences (2 Points)	2
Total Points =100	

CATEGORY 2 – SOCIAL FACILITATION – BASIC SERVICES PROJECTS

The functional areas for quality assessment will be as follows:

Functional Assessment - Points Scoring	
Functional Category & Description	Points Allocation
Experience	Total = 55 points
<i>The following must be reflected for each of the sub-categories as shown.</i>	
<p>Bidders are required to submit detailed documentation providing evidence that the bidder has executed and completed no less than 10 projects in the past 10 years and supported by contactable references.</p> <p>A schedule of completed contracts of diverse nature (of Social Facilitation) in relation to the infrastructure development environment (Roads, Stormwater, Water, Housing and Sanitation). The following details must be included in the schedule. Appointment letters and Reference letters must be included to score points for project being claimed for</p> <ul style="list-style-type: none"> • Full description of the project • Service rendered (Stages involved) • Name of Employer / client and their representative contact details • Cost of the works • Date of practical and/or final completion • Duration of the project and start date. <p>Points will be allocated as follows:</p> <ul style="list-style-type: none"> • Bidder has executed and completed no less than 5 projects from Stage1 to 6 in the past 10 years and supported by contactable references (55 Points) – 11 points per Project • Bidder has executed and completed at least 4 projects from Stage 1 to 6 in the past 10 years and supported by contactable references (20 Points) - 5 points per Project • Bidder has executed and completed at least 2 projects from Stage 1 to 6 in the past 10 years and supported by contactable references (10 Points) - 5 points per Project • Bidder has executed and completed 1 project from Stage1 to 6 in the past 10 years and supported by contactable references (5 Points) - 5 points per Project • No submission (0 Points) 	55
Expertise	Total = 45 points
<i>The following must be reflected for each of the sub-categories as shown.</i>	
<p>Project Director – Social Facilitator a bachelor's degree in social sciences, Development studies or Rural Development with at least 10 years post-graduate related experience in social facilitation Programmes</p>	25

<p>Portfolio of completed items and projects delivered as claimed and certified copies of Qualifications to be attached.</p> <ul style="list-style-type: none"> Honours degree (NQF8) Qualification or higher in Social Sciences, 10 years in managing projects of above similar nature (25 Points) Bachelor's Degree (NQF7) in Social Sciences, 5 – 9 Years in managing projects of above similar nature (15 Points) No Bachelor's Degree (NQF7) in Social Sciences (0 points) 	
<p>1x Project Manager - Project Manager to have Three (3) years' experience in public awareness and Social facilitation</p> <ul style="list-style-type: none"> Project Manager with three (3) and over years' of experience in Public awareness and Social Facilitation (10 Points) Project Manager with the two (2) years of experience in public awareness and Social Facilitation (5 Points) Project Manager with less than two (2) years' experience in Public awareness and Social Facilitation (0 points) 	10
<p>2 x Project Officer's: Project Officer to have a Matric Certificate with 5 years of experience in social facilitation of infrastructure related Projects. Social Facilitators to be proficient in two of BCMM official languages (English and Xhosa). An affidavit certifying the language proficiency must be attached. No points will be allocated without an affidavit. (5 Points per Project Officer)</p>	10
Total Points =100	

*Tenderers that do not achieve a minimum of **70% (70 points)** for Functional Requirements will be disqualified and will not be evaluated further.*

1.3 RETURNABLE DOCUMENTS

In addition to the requirements stipulated in this tender, tenderers are required to submit the documentation listed below.

Failure to submit a BBBEE certificate will result in no points being allocated to the bidder for BBBEE.

ITEM NO.	RETURNABLE DOCUMENT	AVAILABLE (TICK ✓)
1.	Original or certified copy of BBBEE certificate or sworn affidavit; if points are claimed (a copy of a certified certificate will not be accepted)	
1.1	A sworn affidavit confirming annual total revenue and level of black ownership, if bidder is an Exempted Micro Enterprise (EME) or Qualifying Small Enterprise (QSE)	
1.2	Original or certified copy of BBBEE certificate, if bidder is a Trust, Joint Venture or Consortium that is a legal entity	
1.3	Original or certified copy of consolidated BBBEE scorecard, if bidder is a Trust, Joint Venture or Consortium that is an unincorporated entity	
2.	Certified copy of Joint Venture or Consortium Agreement; if bidder is a Joint Venture or Consortium	
3.	Original Municipal debt clearance certificate / bidders' business premises lease agreement.	
4.	ID copies of directors	
5.	Print-out of Tax Clearance Certificate	
6.	Current Central Supplier Database printout	

In the event that the bidding entity is a joint venture, consortium, or partnership, each partner must supply the above information.

NOTE:

Bidders' Tax Compliance Status before award of Formal Written Quotation will be verified on Central Supplier Database. Therefore bidders are required to ensure that they are registered on the database (CSD) upon submission of this RFQ.

1.4 RETURNABLE SCHEDULES

All returnable schedules below must be completed by the bidding entity, save for those schedules which are not applicable to it in which case the bidder must indicate which schedules are not applicable. Should the bidder fail to complete all applicable and compulsory schedules, its quotation submission shall be deemed to be non-responsive in accordance with clause 20.2 (d) (ii) of the general conditions.

The schedules required to be completed are as listed below –

Schedule A	Letter of Authority for Signatory
Schedule B	Confirmation of Registration of Bidder on Central Supplier Database (CSD)
Schedule C	Municipal Bidding Documents
Schedule D	Consultancy Services Provided to organ of state
Schedule E	Key Personnel / Expertise
Schedule F	Assessment of Bidder's Performance by Independent Reference

SCHEDULE A – LETTER OF AUTHORITY FOR SIGNATORY

Indicate the status of the bidder by ticking the appropriate box hereunder with an x.

COMPANY	CLOSE CORPORATION	PARTNERSHIP	JOINT VENTURE	SOLE PROPRIETORSHIP

NOTE:

BIDDERS MUST ATTACH A LETTER OF AUTHORITY TO THIS PAGE, AUTHORIZING THE SIGNATORY TO THIS RFQ TO SIGN ALL DOCUMENTS IN CONNECTION WITH THE RFQ AND ANY CONTRACT WHICH MAY ARISE THEREFROM, ON BEHALF OF THE BIDDING ENTITY.

SCHEDULE B – CONFIRMATION OF REGISTRATION OF BIDDER ON CENTRAL SUPPLIER DATABASE (CSD)

NAME OF BIDDER	REGISTERED ON CSD? (YES/NO)	CSD SUPPLIER NUMBER

Bidders are required to register as suppliers on the government Web-based Central Supplier Database (CSD) prior to submission of this RFQ, and provide their CSD supplier number in the table above. If not registered on submission of this RFQ, bidders will be required to register on the CSD within such timeframe as stipulated by BCMM.

It is the responsibility of a bidder to ensure that this requirement is complied with. In the case of Joint Ventures and Consortia, this requirement will apply to each party to the Joint Venture or Consortium.

BIDDER'S SIGNATURE:

SCHEDULE C – MUNICIPAL BIDDING DOCUMENTS

MBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of bidder or his or her representative:.....

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, shareholder²):

.....

3.4 Company Registration Number:

3.5 Tax Reference Number:

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

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

3.8.1 If yes, furnish particulars.....

.....

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

(a) a member of –

(i) any municipal council;
(ii) any provincial legislature; or
(iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity;

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

(e) a member of the accounting authority of any national or provincial public entity; or

(f) an employee of Parliament or a provincial legislature.

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

- 3.9 Have you been in the service of the state for the past twelve months? **YES / NO**
- 3.9.1 If yes, furnish particulars.....
.....
- 3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**
- 3.10.1 If yes, furnish particulars
.....
- 3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?..... **YES / NO**
- 3.11.1 If yes, furnish particulars.....
.....
- 3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?..... **YES / NO**
- 3.12.1 If yes, furnish particulars.....
.....
- 3.13 Are any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?..... **YES / NO**
- 3.13.1 If yes, furnish particulars.....
.....
- 3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. **YES / NO**
- 3.14.1 If yes, furnish particulars.....
.....
4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

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

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

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

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

GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

80/20

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

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

B-BBEE POINTS

B-BBEE Status Level of Contributor	Number of Points for Preference (80/20)
1	10
2	8
3	6
4	4
5	2
6	2
7	2
8	2
Non-compliant contributor	0

A tenderer must submit proof of its BBBEE status level contributor.

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

LOCALITY

10 points will be allocated to promote locality, and points will be allocated as follows:

Local area of supplier	Number of Points for Preference
	80/20
Within the boundaries of Buffalo City	10
Within the boundaries of the Eastern Cape	2
Outside of the boundaries of the Eastern Cape	0

Failure on the part of tenderer to submit the following:

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

DECLARATION OF POINTS CLAIMED BY SERVICE PROVIDER

Bidders who claim points in respect of B-BBEE and Locality must complete the following:

80/20 B-BBEE Status level Contributor	B-BBEE Status Level of Contribution Points 10 Points	Locality Points 10 Points	Total Points Claimed 20 points

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

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

- organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities 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 rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 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.	Yes <input type="checkbox"/>	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 of law outside 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:		
Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	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

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

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

I certify, on behalf of: _____ that:
(Name of Bidder)

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

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
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.

MBD 9

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

SCHEDULE D: CONSULTANCY SERVICES PROVIDED TO ORGANS OF STATE

The tenderer shall indicate on the schedule below particulars of all consultancy services provided to organs of state by all offices country wide in the last five years. Tenderers shall also indicate, by means of a cross (x) in the last column, which, if any, of the services listed are of a similar nature, to those being tendered for in terms of this tender.

Where the entity tendering is a joint venture, the particulars of services provided to organs of state by each party to the joint venture, must be submitted as part of this schedule (additional pages may be added if necessary).

CATEGORY 1 – SOCIAL FACILITATION TO SUPPORT WATER CONSERVATION & DEMAND MANAGEMENT

CONSULTANCY SERVICES PROVIDED TO ORGANS OF STATE				
TITLE OF PROJECT	VALUE OF CONTRACT	EMPLOYER	DATE COMPLETED	SIMILAR SERVICE

CATEGORY 2 – SOCIAL FACILITATION – BASIC SERVICES PROJECTS

CONSULTANCY SERVICES PROVIDED TO ORGANS OF STATE				
TITLE OF PROJECT	VALUE OF CONTRACT	EMPLOYER	DATE COMPLETED	SIMILAR SERVICE

SCHEDULE E: KEY PERSONNEL/EXPERTISE

CATEGORY 1 – SOCIAL FACILITATION TO SUPPORT WATER CONSERVATION DEMAND MANAGEMENT

The tenderer is referred to clause F.2.1.1.4 of the Tender Data and shall insert in the spaces provided below details of the key personnel required to be in the employment of the tenderer or a specialist consultant/firm, in order for the tenderer to be eligible to submit a tender for this project. The Curriculum Vitae of each individual must be appended to this schedule.

PROJECT LEADER/DIRECTOR				
NAME	JOB TITLE	QUALIFICATIONS	REGISTRATION NO.	NO. OF YEARS SPECIFIED EXPERIENCE
TECHNICIAN/S				
NAME	JOB TITLE	QUALIFICATIONS	REGISTRATION NO.	NO. OF YEARS SPECIFIED EXPERIENCE
TECHNICAL SUPPORT /FIELD WORKERS X 3				
NAME	JOB TITLE	QUALIFICATIONS	REGISTRATION NO.	NO. OF YEARS SPECIFIED EXPERIENCE

GRAPHIC DESIGNER				
NAME	JOB TITLE	QUALIFICATIONS	REGISTRATION NO.	NO. OF YEARS SPECIFIED EXPERIENCE

CATEGORY 2 – SOCIAL FACILITATION: BASIC SERVICES PROJECTS

The tenderer is referred to clause F.2.1.1.4 of the Tender Data and shall insert in the spaces provided below details of the key personnel required to be in the employment of the tenderer or a specialist consultant/firm, in order for the tenderer to be eligible to submit a tender for this project. The Curriculum Vitae of each individual must be appended to this schedule.

PROJECT DIRECTOR SOCIAL FACILITATOR				
NAME	JOB TITLE	QUALIFICATIONS	REGISTRATION NO.	NO. OF YEARS SPECIFIED EXPERIENCE

PROJECT MANAGER				
NAME	JOB TITLE	QUALIFICATIONS	REGISTRATION NO.	NO. OF YEARS SPECIFIED EXPERIENCE

PROJECT OFFICERS X2				
NAME	JOB TITLE	QUALIFICATIONS	REGISTRATION NO.	NO. OF YEARS SPECIFIED EXPERIENCE

SIGNED ON BEHALF OF TENDERER:

SCHEDULE F: ASSESSMENT OF BIDDER'S PERFORMANCE BY INDEPENDENT REFERENCE

CATEGORY 1 – SOCIAL FACILITATION TO SUPPORT WATER CONSERVATION AND DEMAND MANAGEMENT

ASSESSMENT OF BIDDER

EXPERIENCE SCORING TEMPLATE (Part. /.....)

Name _____ **of** _____ **Bidder:** _____

For activities undertaken or performed by the PSP, please award one of the following ratings
0 = None undertaken or performed , 1=poor; 2 = Unsatisfactory; 3 =Average; 4= Fair; 5 = Good,
6 = Excellent.

Functional Category & Description	Rating Allocation	Rating Achieved:
Your assessment of the Professional Service Provider's performance on the Social Facilitation to Support Water Conservation & Demand Management). Projects must have included the activities below.	Max Rating	Bidder's Score
Organisation and facilitation of workshops	6	
Engagement with high water consumers in Industry, to discuss water issues (by-laws, water-audits, water saving/conservation)	6	
House-to-house surveys and Face-to-face interactions calling house to house	6	
Research & compilation of training materials	6	
Consumer training facilitation	6	
TOTAL (points)		

Assessor's remarks during scoring:

SIGNED _____ **BY** _____ **ASSESSOR:** _____
.....

NAME _____ **OF** _____ **ASSESSOR:** _____
.....

CONTACT _____ **NUMBER:** _____
.....

EMAIL _____ **ADDRESS:** _____
.....

DATE: _____
.....

OFFICIAL COMPANY STAMP	
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CATEGORY 2 – SOCIAL FACILITATION FOR BASIC SERVICES PROJECTS

EXPERIENCE SCORING TEMPLATE (Part. /.....)

Name _____ of _____ Bidder:

For activities undertaken or performed by the PSP, please award one of the following ratings
0 = None undertaken or performed , 1=poor; 2 = Unsatisfactory; 3 =Average; 4= Fair; 5 = Good,
6 = Excellent.

Functional Category & Description	Rating Allocation	Rating Achieved:
Your assessment of the Professional Service Provider's performance on the Social Facilitation for basic Services Projects. Projects must have included the activities below.	Max Rating	Bidder's Score
Experience in Community Social Facilitation projects (Infrastructure related)	6	
Establishment of a Project Steering Committee/s	6	
Assist in the appointment of the Community Liaison Officer/s (CLO/s)	6	
Capacity Building and training of project steering committee	6	
Capacity Building and training of the community liaison officer	6	
Recruitment of Labourers	6	
Increasing local content during construction stages and capacity building of local Enterprises	6	
Reporting	6	
TOTAL (points)		

Assessor's remarks during scoring:

SIGNED _____ **BY** _____ **ASSESSOR:**
.....

NAME _____ **OF** _____ **ASSESSOR:**
.....

CONTACT _____ **NUMBER:**
.....

EMAIL _____ **ADDRESS:**
.....

DATE:
.....

OFFICIAL COMPANY STAMP	
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2.1 AGREEMENT & CONTRACT DATA

2.1.1 FORM OF OFFER AND ACCEPTANCE

PART 1 (OFFER TO BE COMPLETED BY THE BIDDER)

1. Buffalo City Metropolitan Municipality has solicited offers to enter into a contract for the procurement of :

APPOINTMENT OF SIX (6) INSTITUTIONAL SOCIAL DEVELOPMENT CONSULTANTS FOR INFRASTRUCTURE WATER PROGRAMMES/ PROJECTS IN VARIOUS AREAS OF BCMM

2. I, the Bidder, hereby undertake to supply and deliver all or any of the goods and/or works; OR render the services described in the attached bidding documents to BCMM in accordance with the requirements and specifications stipulated in RFQ number RE-AD:RFQ/IS/2024-25/278 at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of RFQ.
3. The following documents shall be deemed to form and be read and construed as part of this Agreement:
 - (i) The Scope of Work;
 - (ii) This RFQ document, viz
 - Scope of Services;
 - The Pricing Data;
 - This Form of Offer & Acceptance;
 - (iii) Bidder's RFQ submission;
 - (iv) The Special Conditions of Contract;
 - (v) The General Conditions of Contract; and
 - (vi) Any Service Level Agreement that may be concluded by the appointed bidder and BCMM.
4. I confirm that I have satisfied myself as to the correctness and validity of my quote; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the RFQ document; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
5. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
6. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
7. I confirm that I am duly authorized to sign this contract.

The **TOTAL QUOTATION AMOUNT** inclusive of value-added tax (where applicable) is

..... Rand

(in words); R (in figures)

This offer may be accepted by the authorised BCMM representative signing the acceptance part of this form of offer and acceptance, and returning one copy of this document to the bidder before the end of the period of validity stated in the tender conditions, whereupon the bidder becomes the party named as the appointed service provider in terms of the conditions of contract identified in the contract data.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES:

1

2

DATE:

FAILURE BY THE BIDDER TO SIGN OR FILL IN THIS FORM SHALL DISQUALIFY ITS SUBMISSION.

PART 2 (ACCEPTANCE TO BE COMPLETED BY BCMM)

By signing this part of this form of offer and acceptance, BCMM accepts the bidder's offer. In consideration thereof, BCMM shall pay the appointed service provider the amount due in accordance with PART 1 of this offer and acceptance. Acceptance of the bidder's offer shall form an agreement between BCMM and the bidder upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

1. I..... in my capacity as ...**GM SCM**..... accept your bid under reference number RE-AD: **RFQ/IS/2024-25/278** dated ...**14FEBRUARY2025**..... for the supply or the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SUPPLY/ SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION
RE-AD: RFQ/IS/2024-25/278: APPOINTMENT OF SIX (6) INSTITUTIONAL SOCIAL DEVELOPMENT CONSULTANTS FOR INFRASTRUCTURE WATER PROGRAMMES/ PROJECTS IN VARIOUS AREAS OF BCMM			

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

SIGNED AT ON

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

DATE:

2.1.2 CONTRACT DATA

GENERAL CONDITIONS OF CONTRACT

The contract will be administered in terms of the **General Conditions of Contract 2015** as issued by National Treasury.

A copy of the General Conditions of Contract may be obtained from the National Treasury website – www.treasury.gov.za

The following documents form part of this tender:

1. **The Standard Professional Services Contract (July 2009) (Edition 3 of CIDB document 1015)** as published by the Construction Industry Development Board. Tenderers must obtain copies at their own cost from the Construction Industry Development Board Pretoria, Tel. (012) 343 7136 or (012) 481 9030, Fax: (012) 343 7153, e-mail: cidb@cidb.org.za.
2. The relevant sections as described in the Scope of Services of the **Guideline Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering Profession Act, 2000 (Act No. 46 of 2000)**,

2.2 PRICING DATA

2.2.1 PRICING INSTRUCTIONS

- (i) The rates and prices submitted by the bidder must be entered into the pricing schedule below.
- (ii) The quotation amount must be inclusive of VAT, where the bidder is a registered VAT vendor.
- (iii) Bidders must provide rates that are fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract.
- (iv) Bidders are required to pay attention to clause 25 of the general conditions (imbalance in quoted rates).
- (v) Should there be a discrepancy between the total quotation amount in the pricing schedule, and that in the form of offer; the price in the form of offer will take precedence. Where there is a discrepancy between the amount in figures and the amount in words, the amount in words will govern.
- (vi) The pricing sheet is to be signed and stamped by the prospective company.
- (vii) The amount entered on the form of offer by the bidder must be the total sum of both categories.

2.2.2 PRICING SCHEDULE

CATEGORY 1 - SOCIAL FACILITATION TO SUPPORT WATER CONSERVATION & DEMAND MANAGEMENT					
Item	Description	Unit	Estimated Quantity	Rate	Amount (R)
0	Management of the Water Loss Project				
0.1	Stakeholder Mapping and Consultation Project introduction	Day	5		
0.2	Capacity Building and Training of Community Based Facilitators (Inclusive of a Training Pack/kit)	Day	5		
0.3	Public Awareness Community intervention	Day	5		
0.4	Public Awareness/Engagement Reporting	Day	5		
0.5	Project Support: Signing of contracts with participants.	No.	10		
0.6	Project Support Technical Complaints Handling	Day	5		
0.7	Distribution of relevant notices & Public Meetings	Day	5		
0.8	Project Support Technical/site meetings	No.	5		
0.9	Monitoring and Evaluation (Including monthly reports)	Month	12		
0.10	Post Implementation Survey Development of a tool, administration, data collection, analysis & reporting	Day	5		
1	Interactions at shopping malls or other community venues: 2 persons with table, tablecloth, 2 chairs, screen & projector required to interact with shoppers, hand out pamphlets and other materials. Rate per shopping mall or venue per day.	Day	5		
2	Interactions at shopping malls or other community venues: 2 persons with table, table cloth and 2 chairs required to interact with shoppers, hand out pamphlets and other materials. Rate per shopping mall or venue per day.	Day	5		
3	Engagement with high water consumers in Industry, to discuss water issues (by-laws, conservation), 30-minute discussions. Rate per Workshop -	Day			

RFQ/IS/2024-25/278– APPOINTMENT OF SIX (6) INSTITUTIONAL SOCIAL DEVELOPMENT CONSULTANTS FOR
INFRASTRUCTURE WATER PROGRAMMES / PROJECTS

	(including light refreshments on arrival) . (1 Months) equivalent to 30 days.		5		
4	Organisation and facilitation of workshops within Buffalo City Municipal boundaries at City owned venues - 2 hours max. Rate per Workshop - (including light refreshments on arrival (1Months) equivalent to 30 days.	Day	5		
5	House-to-house surveys within Buffalo City Municipal boundaries. Rate per visit (Min 10 visits)	House Visit	10		
6	Face-to-face interactions calling house to house, to transfer water awareness and water saving knowledge to communities. Rate per visit (Min 10visits)	House Visit	10		
7	Facilitate Training using the above groups as specified by Buffalo City Metropolitan Municipality at City venues (Full Day) 360 days estimate. Rate per day	Day	10		
8	School Educational Engagement Project to extend the importance of water conservation and the benefits of water management devices (utilising the creative use of theatre) 15 Schools estimate. Rate per school	No.	5		
9	Advertising – Print Media / Electronic Press: Development of press advertisement Size: 15 x 3cm in full colour / black and white <i>Daily Dispatch and MBSA per Advert @ 1 Advert per week</i> Estimated 1 Week, equivalent to 7 days.	Days	7		
10	<i>Radio Production/ Development</i> Radio: Development of 15 / 30 second radio spot in English / Xhosa Media schedule for 3 / 6 / 12 months on local community radio station. Estimated 1 months, equivalent to 30 days.	Days	5		
11	Development of Service Booklet for Municipality Booklet to be distributed to all residents from all Service Directorates A6 Full Colour booklet printed on 80gsm gloss paper Folded, Collated and Stitched				Rate Only

12	Personnel Required for Water Loss Community awareness campaigns:				
12.1	Technician	No.	1		
12.2	Technical Support / Field Workers	No.	3		
13	Estimated Provisional sum for supply of water consumer awareness materials as specified by the city	Provisional Sum			R 70 000.00
14	Estimated Provisional sum for hiring of venues	Provisional Sum			R 50 000.00
15	Reporting	Per Month	1		
16	Travelling	Km	500		
			TOTAL (A)		
	Disbursements @ 10%				
	Contingencies @ 10%				
	Sub Total				
	15% VAT				
	Grand Total				

CATEGORY 2 - SOCIAL FACILITATION: BASIC SERVICES PROJECTS					
Item	Description	Unit	Estimated Quantity	Rate	Amount (R)
ENGINEERING PROJECTS (WATER DEPARTMENT)					
17	Project Initiation <ul style="list-style-type: none"> Project background check (desktop) and interview with Project team in East London Integrating different wards norms to utilise single one approach On site fact finding and observation with no contact Interaction and interviews with key influential people and stakeholders Design and develop new facilitation approach among affected ward areas Verification on data analysis research 	Hour	8		
18	Community Engagement and Project re-engineering <ul style="list-style-type: none"> Solicit buy in to entire city including all areas affected & beneficiaries Community Project inception meeting to solicit community re - buy in Development of labour recruitment strategy and outline the process Developing communication updates links to project Regular Project progress update 	Hour	8		
19	Establish PSC <ul style="list-style-type: none"> Stakeholders & beneficiaries mapping to establish motives forces Reconfiguration and alignment of the PSC to ensure inclusivity Uniform standard of PSC elections among the cluster(affected ward areas) Facilitate one approach of recruitment to aligned PSC members of the cluster project Maintain PSC fundamentals 	Hour	8		
20	Train PSC <ul style="list-style-type: none"> Training needs analysis Induction of PSC 	Hour	8		

	<ul style="list-style-type: none"> Workshop roles and responsibilities of the PSC Stakeholders mapping, roles and governance of the project 				
21	CLO <ul style="list-style-type: none"> Situational analysis of previous approach to determine suitability Engagements with ward Councillors & beneficiaries Induction Of CLO Supervision of CLO Recruitment Database monitoring 	Hour	8		
22	Community Liaison <ul style="list-style-type: none"> Regular Project update meetings Community engagement to foster participation Community Campaigns and awareness programmes 	Hour	8		
23	Community Problem Resolution <ul style="list-style-type: none"> Project Steering Committee Challenges PSC / CLO Meetings Progress Site and Technical meetings Project Management and Support to Project Team 	Hour	8		
24	Project Reporting	Per Month	1		
25	Travelling	Km	500		
			TOTAL (B)		
	Disbursements @ 10%				
	Contingencies @ 10%				
	Sub Total				
	15% VAT				
	Grand Total				

*** Should there be any required additional services they will be paid under contingencies with a handling fee of 10%

Name of Tenderer

Date Signature

Company Stamp:



NB: This is a rate based only contract and services will be provided as and when required.

Allocation of work will be fairly distributed to the appointed Professional Service Providers during the period of this contract.

2.3 SCOPE OF WORK

2.3. Employers' objectives

The employer's objective is to enter into an **informal contract** with Professional Service Providers that will carry out water conservation and demand management activities across various areas of the municipality. The scope will be divided by region, with one PSP assigned to each of the municipality's three regions (Inland, Midland and Coastal regions) to execute the activities.

The scope of work is illustrated below and is not limited to the listed activities:

THE SCOPE OF WORK FOR THIS CONTRACT WILL ENTAIL BUT NOT LIMITED TO THE FOLLOWING ACTIVITIES AS FOLLOWS:

1. Social Facilitation to Support Water Conservation and Demand Management

This project intends to cover all wards of the Buffalo City Metropolitan Municipality. Below are the targeted areas regarding water conservation and water demand management:

- Local communities within Metro
- Consumers
- Non- paying water users (Poor residents with low or no income)/ Indigents
- Schools
- Councilors
- Business community

Community awareness campaigns

Community awareness workshops must be held in all the affected communities. The content of community awareness entails:

- Full coordination on special calendar celebratory events (i.e Annual Water week etc)
- Aspects of the water service bill,
- Levels of services that water provision scheme could provide,
- Aspects of the water services
- Influencing behavior change of BCMM communities towards water usage.
- Levels of services that the BCMM bulk water supply covers
- Cost recovery strategies,
- Consequences of illegal water connection,
- Socio-economic survey,
- Affordability,
- Health and Hygiene awareness.
- Supply full Water Awareness marketing plan and execution details.

- Address on-going communication through all levels that include all sectors see below listed items under Project Area.
- Explain in detail how Water Awareness communication will roll out to the items listed below under Project Area - This must include meetings (IMBIZO'S) with relevant parties to explain the process and how they will benefit. This must include the arranging of announcement in local media or posters of intended meetings / venue arrangement / refreshments/ knowledgeable speakers on the day;
- Arrange for sponsorship and participation from local business community - lucky draw prizes or winners in competition categories to kids at schools or contribution to outdoor signage in region;
- Arrange for on-going Water Awareness to schools in the region that must include the following :
 - Direct communication and lobbying with schools and Water Consultants in the Eastern Cape (who has experience in dealing with water awareness communication at tertiary level)
 - Supply timeline for campaign to roll out and include cost implications with your campaign items.

Water User Education

- Specific Objectives of incorporating Water User Education and training into the project/s
- To engender sense of ownership of water supply facilities among community members,
- To educate community members about water supply policies such as free basic water policy issues and how they impact on how they use water supplied,
- To educate community members about various uses of water and the importance of ensuring that water is used equitably,
- To enhance the sustainability of the project by promoting efficient use of water resource by community members,
- To promote local economy through exploitation of strategies such as water harvesting and water reuse
- To facilitate positive water behavioral change among community members. Eg identification of illegal connections where possible or illegal use of water,
- To develop water use efficiency educational and promotional materials
- To promote healthy living by creating awareness on proper hygiene behaviors and practices,
- To educate members of community about what to do in case there is an outbreak of water borne diseases
- To improve the sustainability of the projects
- Ensuring that beneficiaries operate the water supply facilities appropriately for an effective and prolonged period,
- That the water supply facilities are well maintained and looked after,
- To educate the community members about their role in the maintenance of the facilities and to devise means of raising funds for replacement of broken parts in the future. Eg identification of leakages,

- To educate community on any O&M issues that will be identified as a need during the implementation of the project.
- Establishment of new community-based water-interest structures and training and capacity building thereof,
- Training, capacity building and provision of on-the-job support to members of various community water-interest structures to carry out their roles and responsibilities effectively and efficiently

Monitoring & Management of a Ward Based Water Loss Project

The need to conserve water and to use it more efficiently is a national imperative and legal requirement. The main objective of the Ward Based Community Water Loss Project is to address the challenges of water loss and non-revenue water. The project employs 250 community participants and is targeting all 50 wards within the jurisdiction of BCMM to curb water losses yearly. BCMM has also identified hotspots which have the most water losses in the municipality which are the flat rated areas and informal settlements.

The Ward Based Water Loss workers are responsible for the following activities:

RURAL WARDS
<ul style="list-style-type: none"> • Conduct house counts – to record the number and status of households in each village. • Conduct community awareness campaign on illegal yard standpipe connections. • Label and number all standpipes in each village. • Inspect water mains for leaks. • Repair leaking standpipes and report all major leaks to municipality. • Monitor water wastage of communal facilities. • Read bulk water meters at reservoirs.
URBAN WARDS
<ul style="list-style-type: none"> • Provision of access to water meters (i.e. clean meter boxes, replace broken lids, poison grass around water meter boxes and expose covered meter boxes). • Conduct community awareness/ education on internal water leaks on indigent properties. • Inspect water mains for leaks. • Repair cisterns, leaking taps on indigent properties and report all major leaks to municipality. • Read water meters on standpipes and ablution blocks. • Monitor water wastage of communal facilities. • Distribute water saving tips to all consumers.

INFORMAL AREAS
<ul style="list-style-type: none">• Conduct shack counts – to record the number and status of households in each area.• Count/label the standpipes in each area and check the status of meter connection on each standpipe/ ablution block.• Inspect water mains for leaks.• Repair leaking standpipes and taps at ablution blocks and report all major leaks to municipality.• Monitor water wastage of communal facilities.• Conduct community awareness/ education on internal water leaks on indigent properties.• Read water meters on standpipes and ablution blocks.• Distribute water saving tips to all consumers.

EXPECTED DELIVARABLES ON THE WARD BASED WATER LOSS PROJECT

Stakeholder Mapping and Consultation	Pre-implementation survey
<p>The exercise to identify key people and their roles in the community and how they can be utilised for the benefit of both the community and the BCMM for the purposes of water loss Project</p> <ul style="list-style-type: none"> • Identify stakeholders and their role in the project • Development of Stakeholder Engagement Plan • Lobby and advocacy • Stakeholder Meetings • Monitoring 	<p>The survey shall be conducted before financial year commences. The focus shall be on gathering information from the community in order to gauge their understanding on water conservation, taking care of water and sewer infrastructure and paying for services. The sample to be used should be 30% of the community.</p> <ul style="list-style-type: none"> • Design assessment tool and share it with BCMM • Collate data, analyze and prepare a report • Assess the impact & effectiveness of the WL Project and how it can be improved
Support & Capacity Building	Reporting
<p>The community-based workers are recruited to strengthen Municipality/Community partnership and ownership of the infrastructure assets. Various responsibilities will be allocated as per the annual developed plan and Programme as approved by BCMM.</p> <ul style="list-style-type: none"> • Capacity Building and Training of Community Based Workers/Facilitators • The skills programme must be provided to the community-based facilitators in order to 	<ul style="list-style-type: none"> • Must submit an operational plan every 2 weeks ,on the engagement of water loss participants • Must address challenges arising on site, report on them in the monthly reports while giving recommendations • Must be available to attend monthly progress meetings and provide written monthly reports by the last day of the month and provide copies of the report for the

<ul style="list-style-type: none"> - Demonstrate Knowledge of environmental health and community hygiene practices - Demonstrate knowledge of water cycle, water and wastewater systems - Facilitate participatory Community Development Processes - Demonstrate Knowledge of community sanitation - Public Awareness and Social Facilitation - Implement the intervention programme - Attending to onsite water crisis (provision of skills, tools & equipment) - Dealing with emergencies & Reporting of findings & recommendations 	<p>purposes of incorporation to Water management system for urgent attendance.</p> <ul style="list-style-type: none"> • Must prepare and present the closeout final report at the end of the financial year with recommendations and photographs as evidence of work in preparation for the following year. • Present the final report on a PowerPoint format to the Project Team • The Service Provider will be expected to capture key activities using a camera and audio visuals of which they should provide BCMM with soft copies, as well as hard copies as and when required • Acknowledge that the final report and the captured data remains BCMM's intellectual property <ul style="list-style-type: none"> - Facilitate participatory Community Development Processes - Demonstrate Knowledge of community sanitation - Public Awareness and Social Facilitation - Implement the intervention programme - Attending to onsite water crisis (provision of skills, tools & equipment) - Dealing with emergencies & Reporting of findings & recommendations
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2. Social Facilitation to Support Engineering Projects (Water Department)

2.1. Project Initiation

- Project background check (desktop) and interview with Project team in East London
- Integrating different wards norms to utilise single one approach
- On site fact finding and observation with no contact
- Interaction and interviews with key influential people and stakeholder
- Design and develop new facilitation approach among affected ward areas
- Verification on data analysis research

2.2 Community Engagement and Project re-engineering

- Solicit buy in to entire city including all areas affected & beneficiaries
- Community Project inception meeting to solicit community re - buy in
- Development of labour recruitment strategy and outline the process
- Developing communication updates links to project
- Regular Project progress update

2.3 Establish PSC

- Stakeholders & beneficiaries mapping to establish motives forces
- Reconfiguration and alignment of the PSC to ensure inclusivity
- Uniform standard of PSC elections among the cluster(affected ward areas)
- Facilitate one approach of recruitment to aligned PSC members of the cluster project
- Maintain PSC fundamentals

2.4 Train PSC

- Training needs analysis
- Induction of PSC
- Workshop roles and responsibilities of the PSC
- Stakeholders mapping, roles and governance of the project

2.5 CLO

- Situational analysis of previous approach to determine suitability
- Engagements with ward Councillors & beneficiaries
- Induction Of CLO
- Supervision of CLO
- Recruitment Database monitoring

2.6 Community Liaison

- Regular Project update meetings
- Community engagement to foster participation
- Community Campaigns and awareness programmes

2.7 Community Problem Resolution

- Project Steering Committee Challenges
- PSC / CLO Meetings
- Progress Site and Technical meetings
- Project Management and Support to Project Team