



REQUEST FOR PROPOSAL:

APPOINTMENT OF A SERVICE PROVIDER
TO SUPPLY, DELIVER, INSTALL,
CONFIGURE AND MAINTAIN A HOSTED
PABX IN VARIOUS OFFICES FOR
OVERBERG WATER BOARD FOR A
PERIOD OF 36 MONTHS

RE-ADVERT

BID NUMBER – RFP 0W-043/2021/22

COMPULSORY BRIEFING: 26TH OF MAY 2023

**Venue: Overberg Water Board -Ruensveld East
(Swellendam) Water Treatment Plant**

-34.076234, 20.245964

Time : 11:00am

CLOSING DATE: 09th of JUNE 2023

CLOSING TIME: 12H00

DOCUMENT INFORMATION SHEET

Title of Document	Appointment of a Service Provider to supply, deliver, install, configure and maintain a hosted PABX in various offices for Overberg Water Board for period of 36 months
Type of Document	Request for Proposal
Document Number	RFP OW 043/2021/22
Technical Specifications	Mr. Thozama Rani
Department	Corporate Office
Prepared for	Overberg Water Board
Date of Issue	17TH OF MAY 2023

DOCUMENT CONTROL SHEET

We, the undersigned, accept this document as a stable work product.

ORIGINAL	Technical Specifications Prepared by	Technical Specifications Reviewed by	Technical Specifications Approved by
Date:	Name: Thozama Rani	Name: BSC	Name: Phakamani Buthelezi

Distribution:	<i>Potential Bidders</i>
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REQUEST FOR PROPOSAL

Appointment of a Service Provider to supply, deliver, install, configure and maintain a hosted PABX in various offices for Overberg Water Board for period of 36 months.

Procurement Number: RE-ADVERT RFP OW – 043/2021/22

Overberg Water Board is a Schedule 3B Public Entity established in terms accordance with the Water Services Act, Act No 108 of 1997 and owns several Water treatment schemes within the Overberg Region covering the areas of Caledon, Swellendam, Heidelberg and Head Office which is situated in Somerset West.

INVITATION AND SCOPE OF SERVICES

Appointment of a Service Provider to supply, deliver, install, configure and maintain a hosted PABX in various offices for Overberg Water Board for period of 36 months.

CONDITIONS

- (a) Preference will be given to respondents who comply with the Overberg Water Supply Chain Management Policy & Procedures.
- (b) Preferential Procurement Policy Framework Act (PPPFA) principles and its Regulations, as updated, shall apply, whereby submissions will be evaluated according to the provisions of that Act, its Regulations and the Public Finance Management Act (PFMA).
- (c) Bidders must submit a valid BBBEE Verification Certificate from SANAS Accredited Verification Agency in order to be eligible for empowerment points. The Exempted Micro Enterprises (EME) may submit a sworn affidavit from the Commissioner of Oath confirming its and turnover and black shareholding.
- (d) The following scores will be applied:
 - (e) Price - 80,
 - (f) BBBEE Status - 20.

Request for Proposal (RFP) documents can be downloaded on e-Tender Portal and Overberg Water Board website (www.overbergwater.co.za). Documents will be available from **12H00 on the 19th MAY 2023**.

One original completed bid document shall be placed in a sealed envelope clearly marked: **“Appointment of a Service Provider to supply, deliver, install, configure and maintain a hosted PABX in various offices for Overberg Water Board for period of 36 months”**.

The closing date and time for the receipt of completed bids is **09th of June 2023 at 12h00** at the reception desk of the **Overberg Water Board's Corporate Office, Trident Park3, 1st Floor, 1 Niblick Way, Somerset West, Cape Town**. Bids will not be opened in public and no late submissions will be considered.

Failure to provide any mandatory information required in this Bid will result in the submissions being deemed null and void and shall be considered non-responsive. Respondents must include their Tax Compliance Pin Number and/ or CSD Registration printout with their submissions in order to be considered.

Telegraphic, telexed, facsimiled or e-mail submissions will not be accepted.

All enquiries regarding this bid must be in writing only, and must be directed to:

Mrs. Thozama Rani(technical) at 021 – 851 2155 or email trani@overbergwater.co.za, or Edward Nwamafela/ Nompumelelo Khumalo(SCM official) at 0218512155 or email enwamafela@overbergwater.co.za /nkhumalo@overbergwater.co.za. Any enquiry send other email address other than the ones indicated above will not be considered. All enquiries relating to the RFP must be send on or before **the 02nd of June 2023 at 17H00**.

The OW reserves the right not to accept the lowest proposal in part or in whole or any proposal.

1 BACKGROUND

The Overberg Water Board was established in 1993 with the amalgamation of Duivenhoks and Ruensveld water boards. The Overberg Water Board is one of the national water public entities under the Department of Water and Sanitation (DWS). It exists to complement the work of the department and primarily supports the Minister as the shareholder. It is a water board providing bulk water services in terms of the Water Services Act 108 of 1997 and is subjected to a number of applicable laws such as the Constitution, the National Water Act 36 of 1998, Public Finance Management Act 1 of 1999. Overberg Water discharges its services by placing its customers ahead of the delivery menu. It has a long history of service delivery and placing customers in the forefront since its inception. Overberg Water has been a pillar of hope to its customers in terms of the quality of drinking water. The Head Office of OW is situated in Somerset West which is approximately 40 km from the Cape Town CBD and 30 km from Cape Town International Airport. It also has three water schemes functioning as satellite offices and these are Ruensveld West, Caledon; Ruensveld East Swellendam and Duivenhoks in Heidelberg.

The Overberg Water's area of jurisdiction is the south-western Cape in the west to the Heidelberg/Riversdale districts in the east and bounded by the Langeberg Mountains in the north and by the Indian Ocean in the south. Its area includes the following towns: Caledon, Napier, Bredasdorp, Riviersonderend, Swellendam, Heidelberg, Riversdale and a number of other smaller areas. It is situated in one of the water management areas, namely, the Breede-Gouritz Water Management Area (BGCMA) which measures approximately 72 000 square kilometers. The BGCMA is the sole water resource authority in the catchment. The BGCMA "gives effect to its function to investigate and advise water users on the protection, conservation, management and control of water resources in a cooperative manner" (BGCMA, 2015).

The Water Board is also responsible for the Wastewater Treatment Plant for the various prison in the Western Cape.

2.PURPOSE

The primary function of Overberg Water is mainly the provision of bulk drinking water to its customers. Viewing the location of OW schemes within the BGCMA area of jurisdiction naturally creates a symbiotic relation with the BGCMA in managing the water use.

3.VISION

To become the leading regional water utility providing sustainable and competitive water and sanitation services for the region

4.MISSION

To supply and maintain reliable, affordable, and good quality water and sanitation services for the region

5. CURRENT TELEPHONE SYSTEM

Overberg Water Board has seven (7) offices within the Overberg area. The current telephone system is analogue lines and needs to be replaced with a more efficient and cost-effective telephone system. The entity is currently using both the SIP and analogue lines, and they are using existing Telkom lines except for Ruensveld East which uses alternative communication service provider. There is a combination of cordless and cable telephones. A successful supplier will be expected to provide handsets (cordless) and switchboard for Somerset West. The entity has an internet service provider in place and a successful service provider for PABX is expected to use the current internet services.

Below table indicates the areas where Overberg operates and internet connectivity for each office.

ID	Office Name	Delivery address	Bandwidth	Staff compliment	No of existing Telkom lines	No of extensions	
						Analogue	Digital
1	Somerset West	GroundFloor, Trident Park 3, 1 Niblick Way, Somerset West, Western cape	20mbs	16	4	0	15
2	Caledon Office	5 Demper Street, Caledon, Western Cape	10mbs	4	1	4	
3	Caledon Workshop	7 New Cross Street Caledon	10mbs	8		6	
4	Caledon Plant	Mariasdal	20mbs	7	1	2	
5	R- East	Vaandrigrift	5mbs	15	1	3	
6	Duivenhoks	Heidelberg Office	20mbs	16	1	5	
7	Duivenhoks Plant	Heidelberg Plant	20mbs		1	2	

6. SCOPE OF THE REQUIRED SERVICE

Overberg Water needs to replace the current telephony system with a Cloud Hosted PBX system that is current and costs less to maintain and flexible and adaptable to different environments which is why we chose to request for proposals for a Cloud Hosted PBX system. The bidder must supply, install, configure and maintain a Cloud Hosted PABX with the following features well as any additional material required to complete the installation and handsets that will be compatible with the required system (preferable cordless phones and switchboard system for the reception in the head-office). The water board is looking for a telephone system that will integrate all the site making it possible to transfer calls from any office within the water board

operations. The entity is looking at an option to buy the system as capital expenditure with support and maintenance or an option of leasing the system with support and maintenance included. The pricing option under the pricing schedule gives the potential supplier the opportunity to quote for both options. The service provide must include the cabling if there will be any and number of handsets as per the table on 5.1. The supplier will be given an opportunity to visit the sites should they require them to perform an assessment. However, the request must be communicated into with the contact persons on the document.

6.1 CALLING FEATURES

- Caller ID/On Call Waiting: Know who is calling before you answer.
- Call Forwarding: Redirect calls to your mobile/other numbers or soft phone so you do not miss any calls.
- Follow Me: Have one of your office numbers/extensions rings for a period of time and if unanswered forward to a second number and then third and so forth OR all ring the call concurrently.
- Caller ID Based Forwarding: Follow Me Based on number called and calling party.

Inbound Number Tagging: Tag an inbound caller ID for easy reception management for multiple companies.

- Call Hold: Easily put a call on hold while you answer another call.
- Call Transfer: Attended Transfer (alert forwarding party before transfer) & Blind Transfer (transfer the call directly).
- Call Conferencing: Join a conference room by dialing a feature code or get transferred in.
- Call Waiting: Be notified when someone else is trying to call if you are already on a call. The system should be able to keep 5 or more calls on hold will the receptionist is attending to other calls.

Do Not Disturb: Callers go directly to voicemail or call forward when you do not want to be disturbed.

- Call Logs: Access detailed call records by extension or account.
- Bring or port own numbers from Telkom or provider to the new provider.
- FAX to Email
- Must have PC/mobile phone soft phone application that can forward/use as an extended office phone via PC/mobile devices for selected users and can be scalable to accommodate up to 30 users as and when requested. The soft phone should have the same functionalities as that of the office phone. With an option of leaving messages on

the application or message interaction feature.

6.2 VOICEMAIL FEATURES

- Password Protected Voicemail: Prevent unauthorized access to voicemail.
- Voicemail Greeting Options: Unavailable / Personal Message.
- Voicemail to Email: Receive voice messages as a wav file (or _audio file_) attached to an email.
- Digital receptionist – Interactive Voice Response (IVR).
- Multi-level IVR menu management.
- Manage multiple IVR menus for different Inbound DIDs.
- Day and Night Mode Schedule: Create different greetings according to time of day and day of week.
- Custom Greetings: Upload third-party professional greetings to use as Digital Receptionist greetings.

6.3 HUNT LISTS / RING GROUPS

- Ring groups: Simultaneously ring a set of phones based on a DID.
- Hunt lists: Set a linear line of ring groups (1 extension or many) for a period, before transferring to a second and third ring group etc.

6.4 CALL RESTRICTIONS

- Block outgoing calls to specified numbers.
- Pin Code phone access.

6.5 QUEUE MANAGER

- Ability to view calls queues on a portal.
- Ability to view missed calls, dropped calls and unanswered calls.

6.6 MEDIA MANAGEMENT

- Custom Music-on-Hold.
- Custom Digital Receptionist Recordings.
- Custom voicemail messages.

6.7 CALL RECORDING

- Ad hoc call recording.
- Secure call recording storage.
- Archiving call recordings.

6.8 REPORT MANAGEMENT

- Real time inbound and outbound call details records.
- Outbound call source listed by extension.
- Outbound call source lists for virtual extensions
- Ability to view report of entire organisation per department/division missed calls, dropped calls and unanswered calls.

6.9 EXTENSION MANAGER

- Access, search and download call recordings.
- Personal profile editing.
- Detailed call analytics.

6.10 ONLINE PORTAL

- Online Management Portal for reporting, administration, and management of the Cloud Hosted PABX system.
- Ability to create users on the portal with specific security access to certain aspects of the system such as reporting and administration of specific areas/divisions/regions.
- Manage and record voice prompts.
- Create and customize IVRs
- Set and change working hours
- Add new devices in minutes
- Control hunt groups and call queues
- View incoming and outgoing detailed call records
- Download and analyse call records
- See at a glance which users are online and using the phone (Operator Panel)
- Manage user access levels
- Call Forwarding and Call restricting
- Extension manager

6.11 CALLING PLANS AND RATES

- Local
- International - Destination dependent
- Cellular
- Organisation calls to be zero rated.

6.12 SIP PEERING

- Peer-to-peer SIP

7.OBJECTIVES

The main purpose is to appoint a Service Provider to supply, deliver, install, configure, and maintain a hosted PABX in various offices for Overberg Water Board for period of 36 months.

8. PERIOD OF PERFORMANCE

The period of performance of the contract resulting from this solicitation is expected to commence as soon as the process of evaluating the tender is concluded.

9. ADVANCE PAYMENT

Please note that Overberg Water Board will not be making any advance payments to the potential service provider.

ADMINISTRATIVE MANDATORY REQUIREMENTS

The information contained in the Table below is mandatory and will be used in assessing the responsiveness of bidders. Failure to submit and complete all mandatory information will result in submissions being deemed null and void and shall be considered “non – responsive” and therefore not considered.

DESCRIPTION	MINIMUM PROOF REQUIRED	TICK SUPPLIED	
		YES	NO
Tax Compliance Status	Tax compliance on CSD / Tax pin (Valid)		
Central Supplier Database Registration	Proof of CSD registration number/CSD Report		
SBD 1	Completed and signed		
SBD 4	Completed and signed		
SBD 3.2	The bid will be awarded to one service provider that will be able to supply all the listed items. Failure to quote on all items will be deemed non-responsive.		
SBD 6.1	Completed and signed To claim preference points bidders must submit copy of their BBEE		
COIDA	Valid Certificate		
Certified copy of B-BBEE certificate/Sworn Affidavit	To claim preference points bidders must submit copy of their BBEE		
Company's registration certificate from CIPRO	The company must be active on CIPRO system		
Original Equipment Manufacturer (OEM) letter or Certificate as reseller or distributor or Partner	OEM for VoIP Solution partnership certificate attached		

N.B: Failure of bidders to meet all the above mandatory requirements will result in submissions being deemed null and void and shall be considered “non – responsive” and therefore not considered.

- Evaluation Method 2, which entails the balance between Functionality, Financial offer and Price & Preferences 80/20 points system, will be adopted as follows;
- Functionality Points = max 100 points (Minimum threshold=65%)
- Price=80 points (tenders will be awarded a maximum of 80 points for price)
- Preference (B-BBEE) = 20 points

Evaluation criteria

The 80/20 preference points system as prescribed in the Preferential Procurement Regulations, 2011 Pertaining to the Preferential Procurement Policy Framework Act, (ACT NO 5 OF 2000) (PPPFA) will be applied to evaluate this bid. The lowest acceptable bid will score 80 points for price and a maximum of 20 points will be awarded for attaining the Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution. Bids received will be evaluated on the three (3) phases namely **Mandatory Requirements, Functionality Compliance / Specification Compliance and Price and Preference.**

Phase 2: Technical Functionality Compliance.

Bidders must score at least 65 out of 100 in respect of functionality in order to qualify for advancement to Phase 3. A bidder that scores less than 65 out of 100 will be regarded as submitting a non-responsive bid and will be disqualified. Bidders who fail to obtain a minimum score for each criterion will be disqualified.

The weight that will be allocated to each functionality criterion is as follows:

1 = poor, 2 = average, 3 = good, 4 = very good, and 5 = excellent

A bidder must meet 65 out of 100 on technical mandatory requirements.

No.	Criteria	Points 1-5	Weight	Score
	COMPANY EXPERIENCE			
1	The service provider must have working experience with supply, deliver, install, configure and maintain a hosted PABX system. The Bidder must submit reference letters on a client letterhead which indicates the start and end date of years of service (month and year), contact details of the client and the description of the of the project where similar services were provided.		40	
	0 reference letter of relevant experience	1		
	1-2 reference letters of relevant experience	2		
	3-4 reference letters of relevant experience	3		
	5-6 reference letters of relevant experience	4		
	>7 reference letters of relevant experience	5		
2	ACCREDITATION: NB: Registered in the name of the company tendering.		15	
	ICASA, IECS, IECNS certificate (valid)	5		
	No Accreditation from ICASA, IECS and IECNS	1		
3	Original Equipment Manufacturer (OEM) letter or Certificate as reseller or distributor or Partner		15	
	OEM for VoIP Solution partnership certificate attached	5		
	No OEM for VoIP Solution partnership certificate attached	1		
	SKILLS AND EXPERTISE		20	
3	Attach CV's and certified copies not older 6 months for all the qualification for at least 1 project team members. The project team members must be certified with the following certificate: CCIE Routing and switching or CCNP Routing and Switching and CCNA Voice or equivalent qualifications.			
	One project team member with all above mentioned qualifications	1		
	Two project team members with the all above mentioned qualifications	2		
	Three project team members with all above qualifications	3		
	Four project team members with all above mentioned qualifications	4		
	Five and above project team members with all above mentioned qualifications	5		
	Project plan and Methodology		10	
4	The Bidder is required to include a comprehensive implementation plan that must include a Gantt Chart and Method Statement. The bidder must demonstrate how they will be supply, deliver, install, configure, and maintain the PABX by clear project plan outlining timeframes (Gantt chart) from the delivery date and a methodology for implementation of services (time frame to be included). The service provider is also required to outline the methodology for logging calls for support purpose			
	No project plan and methodology.	1		
	Project plan provided with no clear deliverables, methodology & timeframes/milestones.	2		
	Project plan provided with clear deliverables, methodology & timeframes/milestones.	3		
	Project plan provided with methodology, deliverables, timeframe/milestone & management of the project.	4		
	Project plan provided with methodology, deliverables, timeframe/milestone & management of the project and the clear after sales support service with turnaround times on logged calls or queries.	5		
TOTAL			100	

The service Provider who fails to meet 65 out of 100 will automatically be disqualified.

Quantitative Assessment

Bids that achieve the minimum technical requirement will be further adjudicated on Price and BEE status. The method of scoring Financial Proposals and the BEE Verification Certificate is described in the attached Preference Points Claim document (SBD 6.1).

The allocation of tender adjudication points for this Contract shall be as follows:

Area of Adjudication	Maximum Points
Tendered Price (S_P)	80
Empowerment Objectives (S_E)	20
Total Points (S)	100

SPECIFIC CONDITIONS

Respondents should complete all the returnable SCHEDULEs/SBD forms listed below.

RETURNABLE SCHEDULES

(All ANNEXUREs must be completed and returned by the supplier when submitting the bid.)

RETURNABLE SCHEDULE 1: Invitation to Bid (SBD 1)
RETURNABLE SCHEDULE 2: Pricing Schedule (SBD 3.2)
RETURNABLE SCHEDULE 3: Declaration of Interest (SBD 4)
RETURNABLE SCHEDULE E 4: Preference Points Claim Form (SBD 6.1)

TERMS AND GENERAL CONDITIONS

- (a) All submissions must be received by the OVERBERG WATER no later than **09th of June 2023 at 12h00**. Respondents must submit their proposals before the closing date and time. No late submissions will be considered.
- (b) All submissions and subsequent information received will become the property of the Overberg Water and will not be returned.
- (c) Failure to complete all supplementary information will result in submissions being deemed null and void and shall be considered “non-responsive” and therefore not considered;
- (d) Telegraphic, telexed, faxed or e-mailed submissions will not be accepted; One original document shall be placed in sealed envelopes clearly marked. “RFP OW 043/2021/2022 – “Appointment of a Service Provider to supply, deliver, install, configure and maintain a hosted PABX in various offices for Overberg Water Board for period of 36 months” at the Reception desk of Overberg Water Board’s Corporate Office, Trident Park 3, Ground Floor, 1 Niblick Way, Somerset West, Cape Town;
- (e) Respondents or their representatives (including the courier services) must ensure that they register their submissions in the Lodging Sheet at the Reception Desk of the above-mentioned Overberg Water offices, wherein they will indicate the name of the person delivering the submission, the number of copies submitted, the time and date of submission and sign the document;
- (f) All enquiries and submissions regarding this Request for Tender (RFT) must be directed to: - Mr. Edward Nwamafela/Ms. Nompumelelo Khumalo: Supply Chain Management Unit Contact Number:028512155;Email:[/enwamafela@overbergwater.co.za](mailto:enwamafela@overbergwater.co.za)/nkhumalo@overbergwater.co.za and/or Mrs. Thozama Rani (Technical Queries) Contact Number: 021 851 2155; Email:trani@overbergwater.co.za;
- (g) The contact persons reflected above shall be the only point of contact for this contract. Failure to observe this requirement might lead to immediate disqualification of the respondent.
- (h) The Overberg Water reserves the right not to accept any submission.
- (i) Bidders must comply with Regulation 13(c) of the Public Service Regulations, 2016 which states that “an employee in the public service shall not conduct business with any organ of state or be a director of a public or private company conducting business with an organ of state, unless such employee is in an official capacity a director of a company listed in ANNEXURE 2 and 3 of the PFMA”.
- (j) Submission of a Request for Proposal and its subsequent receipt by the Overberg Water does not represent a commitment on the part of the Overberg Water to proceed further with any Respondent or any project;
- (k) No costs incurred by the Respondents in the preparation of their submission will be reimbursed;

- (l) Public Liability - Overberg Water shall not be liable in respect of any claims, damages, accidents, etc. to persons, properties, vehicle rights, etc. that may arise from the carrying out of this contract.
- (m) Tender prices must remain valid for a period of 120 days (calculated from closing date of the bid).

DISQUALIFICATION

- (a) It must be stressed that any queries relating to this request must be addressed only to **Mr. Edward Nwamafela/ Ms. Nompumelelo Khumalo and/or Mrs. Thozama Rani** who are identified as a contact person for this contract; Mr. Edward Nwamafela/ Nompumelelo Khumalo: Supply Chain Management Unit Contact Number: 021 – 851 2155; Email: enwamafela@overbergwater.co.za/nkhumalo@overbergwater.co.za and/or **Mrs. Thozama Rani** (Technical Queries) Contact Number: 021 851 2155; Email: trani@overbergwater.co.za. The queries must be in writing addressed to the above mentioned officials.
- (b) Respondents are not to communicate in any manner or form whatsoever with members of Overberg Water personnel about the RFP until the preferred Service Provider has been selected and the procurement process completed;
- (c) Respondents are advised that should there be any contact with Overberg Water staff and the Adjudication Team which could in any way be seen or deemed to constitute a conflict of interest, bribe or otherwise influence the process and the outcome thereof, will result in immediate disqualification;
- (d) Misrepresentation of information presented to the Overberg Water, be it on capability statement or empowerment credentials will also lead to disqualification of the respondent.
- (e) or empowerment credentials will also lead to disqualification of the respondent

**PART A
INVITATION TO BID (SBD 1)**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (OVERBERG WATER BOARD)

BID NUMBER:	RE-ADVERT RFP OW - 043/2021/22	CLOSING DATE:	09 th of June 2023	CLOSING TIME:	12H00
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DESCRIPTION Appointment of a Service Provider to supply, deliver, install, configure, and maintain a hosted PABX in various offices for Overberg Water Board for period of 36 months

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX
SITUATED AT (STREET ADDRESS)

Overberg Water Board's Corporate Office
Trident Park 3, Ground Floor
1 Niblick Way, Somerset West
Cape Town

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			

	TCS PIN:		OR	CSD No:	
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B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No
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IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)
	<input type="checkbox"/>	A REGISTERED AUDITOR
		NAME:

[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?	Yes <input type="checkbox"/> No <input type="checkbox"/> [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes <input type="checkbox"/> No <input type="checkbox"/> [IF YES ANSWER PART B:3 BELOW]
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SIGNATURE OF BIDDER	DATE	
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CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)

TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL INCLUSIVE)	
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BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO: TECHNICAL INFORMATION MAY BE DIRECTED TO:

DEPARTMENT/ PUBLIC ENTITY		CONTACT PERSON	
CONTACT PERSON		TELEPHONE NUMBER	
TELEPHONE NUMBER		FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	
E-MAIL ADDRESS			

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:								
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</p> <p>1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p> <p>1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p> <p>1.5. 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 LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.</p>								
2. TAX COMPLIANCE REQUIREMENTS								
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>								
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS								
<table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?</td> <td style="text-align: right;">YES <input type="checkbox"/> NO <input type="checkbox"/></td> </tr> <tr> <td>3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?</td> <td style="text-align: right;">YES <input type="checkbox"/> NO <input type="checkbox"/></td> </tr> <tr> <td>3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</td> <td style="text-align: right;">YES <input type="checkbox"/> NO <input type="checkbox"/></td> </tr> <tr> <td>3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?</td> <td style="text-align: right;">YES <input type="checkbox"/> NO <input type="checkbox"/></td> </tr> </table> <p>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</p>	3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	YES <input type="checkbox"/> NO <input type="checkbox"/>	3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?	YES <input type="checkbox"/> NO <input type="checkbox"/>	3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	YES <input type="checkbox"/> NO <input type="checkbox"/>	3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	YES <input type="checkbox"/> NO <input type="checkbox"/>
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3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	YES <input type="checkbox"/> NO <input type="checkbox"/>							

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

RETURNABLE SCHEDULE 2: Pricing Schedule (SBD 3.2)

BIDDER: _____

The bidder must complete both options to enable the employer to assess which options will be cost effective and efficient. Failure will result in disqualification.

OPTION 1

INFRASTRUCTURE WILL BE AN ASSET TO OWB WATER BOARD			
No.	Description	Unit Price	Total (Excl. VAT)
1.	Supply, deliver, install, configure and maintain a hosted PABX in various offices for Overberg Water Board for period of 36 months. (This should be based on the number of existing lines and Infrastructure belongs to OWB)		
2.	Call Rates (Voice Services Usage per minute)		
	Call to others OWB Offices		
	Calls to cell phones networks that are linked/registered to the OWB PABX system		
	MTN	per minute	
	Vodacom	per minute	
	Cell C	per minute	
	Telkom	per minute	
	TOTAL		
	VAT@15%		
	TOTAL (YEAR 1)		
	TOTAL (YEAR 2)		
	TOTAL (YEAR 3)		

OPTION 2

RENTAL OF PABX INFRASTRUCTURE FROM THE SUCCESSFUL BIDDER			
No.	Description	Unit Price	Total (Excl. VAT)
1.	Monthly Rentals and Maintenance (Includes the reports)		
2.	Call Rates (Voice Services Usage per minute)		
	Call to others OWB Offices		
	Calls to cell phones networks that are linked/registered to the OWB PABX system		
	MTN	per minute	
	Vodacom	per minute	
	Cell C	per minute	
	Telkom	per minute	
	TOTAL		
	<u>VAT@15%</u>		
	TOTAL (YEAR 1)		
	TOTAL (YEAR 2)		
	TOTAL (YEAR 3)		

The preferred service provider to provide Overberg Water rates to fulfill the scope of works listed above. All prices must be exclusive of VAT. All costs to include travel costs and accommodation if applicable.

Pricing Instructions:

By signing the Price Schedule, a bidder warrants that:

- 2.1.1 the relevant quotation is correct;
- 2.1.2 the rates(s) and prices(s) quoted cover all the work/item(s) specified in the quotation document;
- 2.1.3 the rate(s) and price(s) cover all the supplier's obligations under a resulting contract, including all disbursements;
- 2.1.4 any mistakes and/or omissions regarding rate(s) and price(s) or errors in calculation shall be at the supplier's risk.
- 2.1.5 Bidders must show VAT payable separately on the Price Schedule.

SIGNED at _____(place) on the _____ day of _____(month), 20_____.

Signature

Date

Print name: _____
On behalf of the Supplier (duly authorised)

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:
.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:
.....
.....

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

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

² 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.

**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

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) The 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 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right) \quad \text{or} \quad Ps = 90 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

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 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

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

Regarding paragraph 4.2(a) 50% of the 20/10 points will be allocated to promote this goal and points will be allocated in terms of the B-BBEE scorecard as follows

B-BBEE Status Level of Contributor	Number of Points for Preference (80/20)	Number of Points for Preference (90/10)
1	10	5
2	9	4.5
3	7	3
4	6	2.5
5	4	2
6	3	1.5
7	2	1
8	1	0.5
Non-compliant contributor	0	0

Regarding paragraph 4.2(b) 50% of the 20/10 points will be allocated to promote this goal. Points will be allocated as follows:

A tenderer failing to submit proof of required evidence to claim preferences for other specified goals, which is in line with section 2 (1) (d) (ii) of the Act. may only score in terms of the 80/90-point formula for price; and scores 0 points for the relevant specific goals where the supplier or service provider did not stipulate locality.

Specific Goal	Number of Points for Preference (80/20)	Number of Points for Preference (90/10)
100% Women Group owned	5	2.5
100% Black Designated Group owned	3	1.5
Within the boundaries of the Western Cape	2	1

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:

.....

.....

.....

QUOTATION CONDITIONS

ALL QUOTATION CONDITIONS MUST BE STRICTLY ADHERED TO, FAILING WHICH THE QUOTATION MAYBE REJECTED OR DECLARED NON-RESPONSIVE.

1. No quotation will be considered unless submitted on the official Contract Form together with all Returnable Schedules duly completed and signed.
2. Quotations can deposited in the tender box on or before the stipulated closing date and before the closing time at the Overberg Water Board's Corporate Office, situated at Ground Floor, Trident Park 3, 1 Niblick Street, Somerset West, 7137, Cape Town.
3. Overberg Water reserves the right to accept the whole quotation or part thereof, 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).
4. Overberg Water reserves the right to accept a quotation which is not substantially or materially different from the Specification.
5. Overberg Water is not obliged to accept the lowest or any quotation.
6. Overberg Water shall not consider quotations which are received after the closing date and time for such quotations.
7. Overberg Water will not be held responsible for any expenses incurred by suppliers in preparing and submitting quotations.
8. Overberg Water may, after the closing date, request additional information or clarification from suppliers, in writing.
All enquiries regarding this bid must be in writing only, and must be directed to Edward Nwamafela/Nompumelelo Khumalo– Supply Chain Management Unit, e-mail address [:enwamafela@overbergwater.co.za/](mailto:enwamafela@overbergwater.co.za) nkhumalo@overbergwater.co.za.
They must be submitted before the 09nd of June 2023 at 12H00
9. Any quotation submitted shall remain valid, irrevocable and open for acceptance by Overberg Water for a period of 120 days from the closing date.
10. A supplier may request in writing, and after the closing date, that his or her quotation be withdrawn, which withdrawal will be permitted or refused at the sole discretion of Overberg Water after consideration of the reasons for the withdrawal, which shall be set out by the supplier in such a written request for withdrawal.
11. All suppliers submitting quotations must be registered on National Treasury Central Supplier Database (CSD) as Overberg Water will not award any bid for price quotation to a bidder(s) not registered on the CSD. For more information of the Central Supplier Database please contact the helpdesk at 012 – 4069222 or email csd@treasury.gov.za
12. If the supplier is an employer as defined in the Compensation for Occupational Injuries and Diseases Act, Act 130 of 1993 (COIDA), the supplier shall submit either a Letter of Good Standing issued by the Compensation Commissioner in terms of the COIDA, confirming that the supplier is registered as an employer in terms of the COIDA; or confirmation of cover with a licensed compensation insurer for the full extent of the supplier's potential liability as contemplated in terms of Section 84 of the COIDA.
13. No person who is a provider or prospective provider of goods or services, or a recipient or prospective recipient of goods disposed of or to be disposed of may directly or indirectly influence or interfere with the work of any Overberg Water officials involved in the procurement process in order, *inter alia*, to:
 - a) influence the process and/or outcome of a bid;
 - b) incite breach of confidentiality and/or the offering of bribes;
 - c) cause over-or under-invoicing;

- d) influence the choice of procurement method or technical standards;
 - e) influence any Overberg Water Official in any way which may secure an unfair advantage during or at any stage of the procurement process.
14. Abuse of the supply chain management system is not permitted and may result in the quotation being rejected, cancellation of the contract, 'blacklisting', and/or any such remedies as set out in Overberg Water's SCM Policy.
15. Suppliers are required to complete all declarations in the Returnable Schedules attached hereto, failing which the quotation may be declared non-responsive.
16. An 80/20 price/preference points system will be applied to the evaluation of responsive quotations, whereby the order(s) will be placed with the supplier(s) scoring the highest total number of adjudication points.

16.1 Price shall be scored as follows:

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

Where: Ps is the number of points scored for price;
 Pt is the comparative price of the quotation under consideration;
 Pmin is the comparative price of the lowest responsive quotation.

16.2 Preference points shall be scored as follows:

- a) Points will be awarded to tenderers who are eligible for preferences in respect of B-BBEE contribution in terms of Returnable Schedule 3: Preferencing Schedule.
- b) The terms and conditions of Schedule 3 shall apply in all respects to the quotation evaluation process and to any subsequent contract.
- c) A maximum of 20 quotation evaluation points will be awarded for preference to suppliers with responsive quotations who are eligible for such preference, in accordance with the criteria listed below.

Exempted Micro Enterprise or B-BBEE Status Level of Contributor

The Tenderer shall indicate on Schedule 3 his or her company/firm/entity's B-BBEE status level of contributor, in accordance with one of the following:

- Exempted Micro Enterprise (>50% black-owned)
- Exempted Micro Enterprise (≤50% black-owned)
- Verified B-BBEE status level of contributor in terms of the Construction Sector Charter on Black Economic Empowerment (Board Notice 111 of 2007 published in Government Gazette No. 29616 of 9 February 2007)
- Non-compliant contributor¹

Up to **20** tender evaluation points (N_p) will be awarded for the level of B-BBEE contribution, in accordance with the tables below:

B-BBEE Status Level of Contributor	Number of Points for Preference
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

¹

A non-compliant contributor is one who does not meet the minimum score for a level 8 contributor, or who is not verified in terms of the Construction Sector Charter.

GENERAL & SPECIAL CONDITIONS OF CONTRACT

THESE SPECIAL CONDITIONS OF CONTRACT (SCC) SUPPLEMENT AND MUST BE READ WITH THE CORRESPONDING PROVISIONS OF THE GENERAL CONDITIONS OF CONTRACT (GCC) (download at <http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions>) WHICH SHALL CONSTITUTE THE AGREEMENT BETWEEN OVERBERG WATER AND THE SUPPLIER.

1. Acceptance/Contract Commencement and purchase orders

The supplier's offer will be accepted by Overberg Water when a purchase order and/or letter of appointment is issued to the supplier. The date of issue of the purchase order and/or letter of appointment shall be the commencement date of the contract. The supplier undertakes work and incurs expenses prior to the issuing of a purchase order and/or letter of appointment entirely at its own risk. Overberg Water shall only incur liability for payment in terms of this contract if a valid purchase order and/or letter of appointment has been issued to the supplier.

2. Standards

Failure to comply with the Specification and standards as set out in the quotation document shall constitute a material breach, and Overberg Water reserves the right to cancel the contract in terms of Clause 23 of the GCC.

3. Payment– Clause 16 of the GCC

3.1 A monthly payment cycle will be the norm. All invoices received for goods and services dated on or before the 20th of a particular month will typically be paid between the 23rd and the 26th of the ensuing month.

3.2 More frequent payment to suppliers is not a right. Requests for such payments will be considered at the sole discretion of Overberg Water.

3.3 In order to give effect to a more frequent payment cycle (if approved), an additional mid-month payment run will be effected as necessary. The additional payment run dates will be between the 10th and the 13th of the month.

3.4 The actual payment run dates will be dependent on the number of days of the month and the influence of public holidays. Suppliers on a 14-day cycle who submit invoices by the 25th of a particular month will be paid between the 10th and the 13th of the next month.

4. Applicable Law – Clause 30 of GCC

4.1 The supplier must comply with the Basic Conditions of Employment Act, Act 75 of 1997 and Amendments including all laws relating to wages and conditions governing the employment of labour and Bargaining Council agreements.

5. Insurance – Clause 11 of GCC

5.1 Without limiting the obligations of the supplier in terms of this contract, the supplier shall effect and maintain the following insurances:

a) Any goods supplied to Overberg Water by the supplier in terms of this Agreement shall be fully and adequately insured by the supplier against any loss or damage incidental to manufacture or acquisition, transportation, storage and delivery.

5.2 The supplier shall be obliged to furnish Overberg Water with proof of such insurance.