



**REQUEST FOR PROPOSAL:**

Professional service provider for the selection and implementation of an Enterprise Resource Planning (ERP) System to Overberg Water Board for a period of 36 Months.

**Procurement Number –  
RFP OW- 278/2019/20**

**24 MARCH 2020**

## **DOCUMENT INFORMATION SHEET**

**Title of Document** : *Selection and Implementation of an Enterprise Resource Planning (ERP) System to Overberg Water Board for the period of 36 Months.*

**Type of Document** : Request for Proposal

**Document** : RFP OW 278/2019/20

**Technical** : Brian Mokhele

**Department** : Corporate Services

**Prepared for** : Overberg Water Board

**Date of Issue** : 24 MARCH 2020

## **DOCUMENT CONTROL SHEET**

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

<b>ORIGINAL</b>	<b>Technical Specifications Prepared by</b>	<b>Technical Specifications Reviewed by</b>	<b>Technical Specifications Approved by</b>
Date: <b>24 MARCH 2020</b>	Name: <b>Brian Mokhele</b>	Name: <b>Norman Mudau</b>	Name: <b>Phakamani Buthelezi</b>
	Signature:	Signature:	Signature:

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

Selection and Implementation of Enterprise Resource Planning System for Overberg Water Board.

**Procurement Number: RFP OW – 278/2019/20**

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, Swelledam, Heidelberg and Head Office which is situated in Somerset West.

### **INVITATION AND SCOPE OF SERVICES**

Overberg Water (OW) is inviting Professional Service Providers for the Selection and Implementation of Enterprise Resource Planning (ERP) System for a 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:
  - (i) Price - 80,
  - (ii) BBBEE Status - 20.

Request for Proposal (RFP) documents can be downloaded on e-Tender Portal and Overbergwater Board website ([www.overbergwater.co.za](http://www.overbergwater.co.za)). Documents will be available from 12H00 on the 25th March 2020.

One original completed bid document shall be placed in a sealed envelope clearly marked: **“RFP OW – 278/2019/20 Selection and Implementation of Enterprise Resource Planning System**

The closing date and time for the receipt of completed bids is **Wednesday 24<sup>th</sup>, April 2020 at 12h00** at the reception desk of the **Overberg Water Board’s Corporate Office, Trident Park 3, 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:**

Brian Mokhele (technical) at 021 – 851 2155 or email [bmokhele@overbergwater.co.za](mailto:bmokhele@overbergwater.co.za), or Thapelo Motlhaga (SCM official) at 021 – 850 0372 or email [tmotlhaga@overbergwater.co.za](mailto:tmotlhaga@overbergwater.co.za).

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

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## 1. BACKGROUND

The Overberg Water Board was established in 1993 and provides bulk water services in terms of Water Services Act. It is a 3B Scheduled Public Entity in terms of the Public Finance Management Act of 1999 as amended. It is governed by the Board as appointed by the Minister of Water and Sanitation as appointed from time-to-time.

OWB invites suitable, experienced and competent service provider for the selection and implementation of ERP System.

## 2. SCOPE OF THE REQUIRED SERVICE

2.1 The Overberg Water Board (OWB) seeks to select and implement an integrated (ERP) system that will enable the following business functions:

- 2.1.1 Human Resources
- 2.1.2 Finance
- 2.1.3 Procurement
- 2.1.4 Operations
  - a) Asset Management
  - b) Plant Maintenance

2.2 Underpinning these functions are the capabilities namely:

- 2.2.1 Business Intelligence and Reporting
- 2.2.2 Project Management
- 2.2.3 Document Management
- 2.2.4 Mobile capable
- 2.2.5 IOT – Internet of Things capable
- 2.2.6 AI capable (Artificial Intelligence)

The selected system must enable the core functions (fully integrated), scalable and provide the listed capabilities.

## 3. REQUIREMENTS

A thorough analysis of the Overberg Water Board (OWB) environment has been done in order to determine the technical and functional requirements for the solution fit. The solutions architecture provides a functional blueprint to which the selected solution must align. The selected ERP system must fit these requirements.

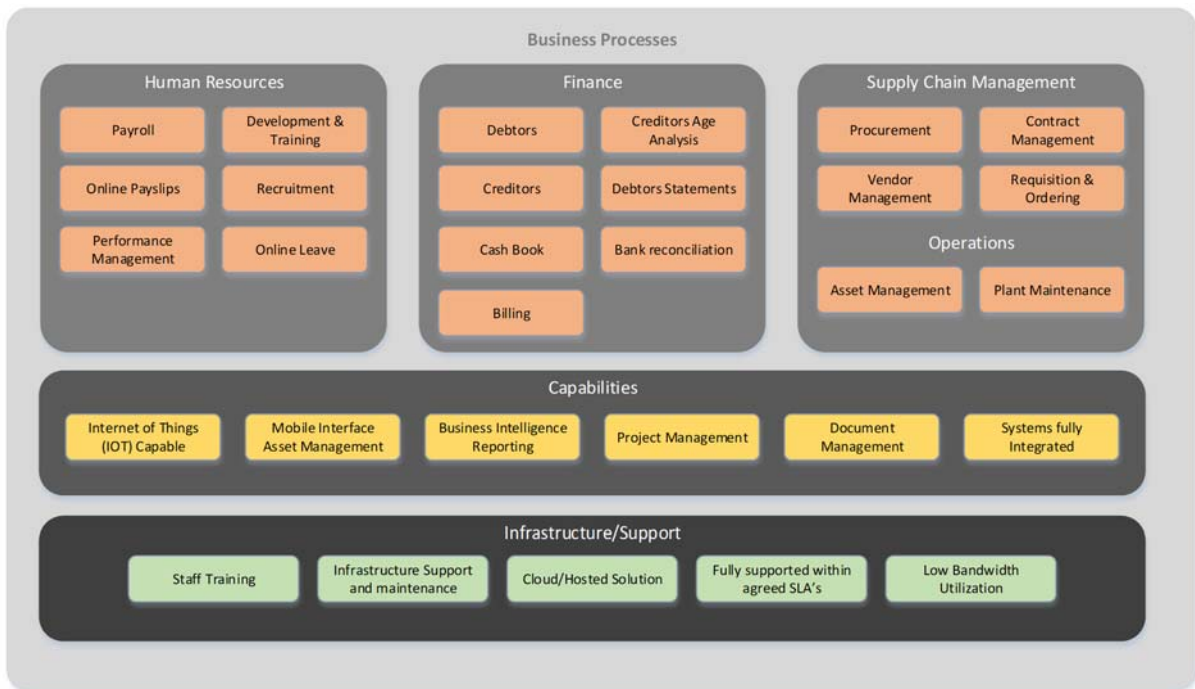
The diagram below clearly illustrates the functional requirements in terms of the technology capabilities and the business components that it enables. The selected solution must be:

- Fit for Purpose
- Future Fit
- Cloud solution

This means that it must enable the existing and future requirements. The Solution must:

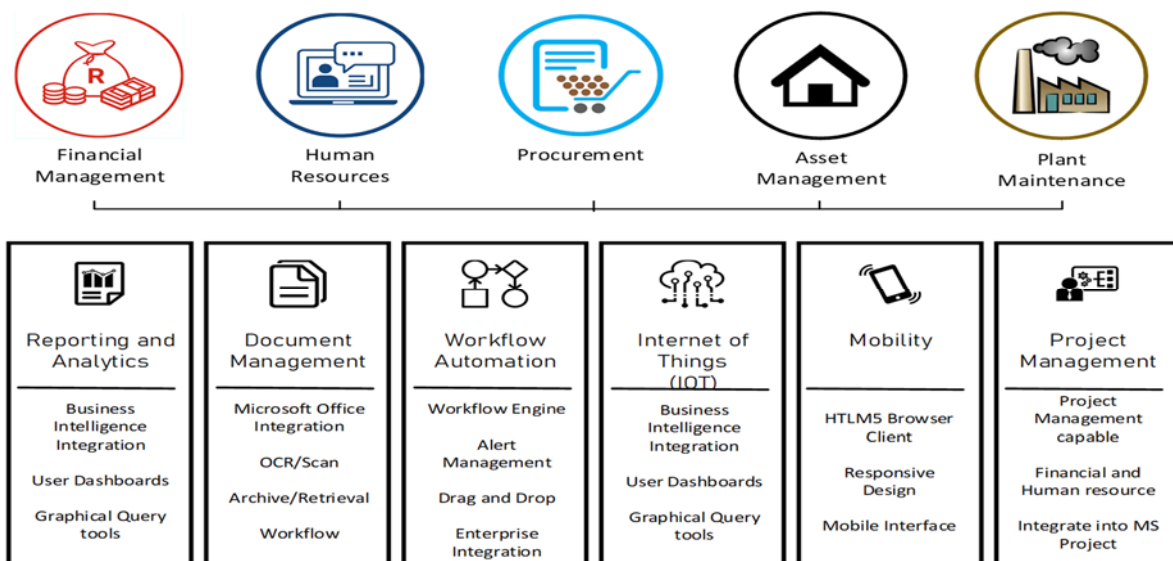
- a) Scale as the business requires.
- b) Cloud or hosted solution where all the operational requirements such as Disaster recovery, Backups, Security, etc are provided.

- c) As OWB do not have internal IT support the solution must be fully supported off premise (remotely)
- d) Accessible through all interfaces namely desktop and mobile in so far as security permits. System must be adaptive and responsive to the interface used.
- e) Must have backend workflow capability for the automation of adhoc business processes and flow across business functions.
- f) Easy configurable reporting and dashboards.
- g) Future fit capability is IOT (Internet of Things). When smart water meters are installed then these must integrate seamlessly with the system.
- h) Future fit in terms of Artificial Intelligence integration.
- i) Document Management and the ability to scan, archive and retrieve documents with version control.



#### 4. CAPABILITIES

The capabilities are further broken down and illustrated in the diagram below:





**5. PRICING:**

It must be noted that costs are a key determining factor as the OWB fits the profile of an SMME.

**5.1 Licensing:**

From a pricing perspective the vendor must provide two options:

- a) Purchase with annual licensing
- b) Subscription

Note: Complete pricing as per the tables below:

Licensing Costs Subscription				
Description	Year1	Year2	Year3	Total
Subscription				

Licensing Costs Purchase					
Description	Purchase Cost	Year1	Year2	Year3	Total
Purchase					

The subscription licensing option must be for a period of 36 months. These costs will be determined and fixed for the full period.

Hosting/Support:

The proposal must include all hosting and support costs.

Hosting Costs			
Description	Hours	Hourly Rate	Total
Hosting/Cloud Monthly Subscription			
Hosting/Cloud Implementation			

Implementation:

This RFP contains enough high-level detail for the responding vendor to provide the costs for implementation. The costs must be shown as follows:

Implementation Costs			
Description	Hours	Hourly Rate	Total
Business Analysis and development of Business process			
Design and Configuration			
Deployment and Testing			
Change and Transformation			
Project Management (If Required)			
Post implementation training			
Post implementation support			
Project Mobilisation and			

Description	Hours	Hourly Rate	Total
development of business process			
Data migration			
Acquisition of Software			
<b>Total</b>			
<b>VAT @15%</b>			
<b>TOTAL</b>			

Kindly note that payment will be based on deliverables rather than total hours spent.

The above pricing guideline is minimum indication for implementation of the p

Rate per hour must include VAT.

Overberg Water Board reserves the right to approach the owner the license directly.

**6. 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 RFP is concluded.

**7. ADVANCE PAYMENTS**

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

**8. 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.

**Table 1: Mandatory Requirements to be submitted**

NO.	DESCRIPTION	YES	NO
1	Central Supplier Database (CSD)/SARS tax compliant		
2	Completed and signed all the attached bid documents (SBD 1, SBD 3.2, SBD 6.1, Annexure C- SBD 6.2, SBD 8, SBD 9, SBD 4)		
3	Central Supplier Database (CSD) registration document or number		
4	The bidder must be accredited or licenced, implement and support the proposed ERP system. The bidder must submit documentary proof from the product owner that the bidder is an accredited or licensed product supplier of the proposed ERP system. The Bidder must be accredited as an ERP system business partner ( Please submit the Certificate as a proof of accreditation)		
5	Joint ventures with notary if any:		
6	Notary Joint Venture Agreement / Association Agreement (if applicable)		
7	B-BBEE rating certificate issued by a SANAS recognised entity / sworn affidavit. A minimum of level 3 is required for a main bidder		
8	B-BBEE rating certificate issued by a SANAS recognised entity / sworn affidavit for the sub-contractor or joint ventures if applicable:		
9	Company profile with a description of past experience		
10	Bidders shall submit subcontracting agreements between the main contractor and the subcontractor with this bid (if applicable):		
11	<p>If the bidder is not an Exempted Micro Enterprise (EME) or Qualifying Small Enterprise (QSE) at least the minimum of 30% should be subcontracted to EME or QSE which is at least 51% Black Owned;</p> <p>The subcontractors shall be EMEs or QSEs that are 51% Black Owned by the following enterprises;</p> <ul style="list-style-type: none"> <li>• Black Owned</li> <li>• Owned by black youth</li> <li>• Black Women Owned</li> <li>• Owned by black people with disabilities</li> <li>• Black people living in rural or underdeveloped areas and / or townships</li> <li>• Cooperatives</li> <li>• Military veterans</li> </ul>		

**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=70%)
- Price=80 points (tenders will be awarded a maximum of 80 points for price)
- Preference (B-BBEE) = 20 points

## 9. 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 Four (4) phases namely **Mandatory Requirements, Functionality Compliance / Specification Compliance, Formal Presentation by bidders who have met the minimum score of 70 points on Functionality and Price and Preference.**

### Phase 2: Technical Functionality Compliance.

Bidders must score at least 70 out of 100 in respect of functionality in order to qualify for advancement to Phase 3. A bidder that scores less than 70 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 70 out of 100 on technical mandatory requirements**

**Functionality evaluation will be based on the following criteria:**

NO	CRITERIA	Points (1-5)	Weight Criterion	Individual Scoring %
1	<p><b>Company Experience: Client References</b></p> <p>The bidder must have proven experience in the implementation of the proposed ERP system:</p> <p>The bidder must provide reference letters from previous clients where the bidder has implemented the proposed ERP system.</p> <p>References must be on client’s letter heads and shall include date and description of service, term of</p>		15	

	agreement, organization's name, and contact person, title, address and telephone number.			
	5 or more client references	<b>5</b>		
	4 or more client references	<b>4</b>		
	3 or more client references	<b>3</b>		
	2 or more client references	<b>2</b>		
	1 or less client references	<b>1</b>		
<b>2</b>	<p><b>Team Capabilities: Project manager</b></p> <p>The project manager must have a minimum of seven (7) years' experience project managing the support and implementation of ERP systems. In addition the above requirements project manager must have a valid ERP implementation and support certification.</p> <p>Please furnish us with a comprehensive CV of the project manager which must as minimum indicate the following:</p> <ul style="list-style-type: none"> <li>• Personal information</li> <li>• Qualification</li> <li>• Work experience</li> <li>• Contactable references</li> <li>• ERP implementation and support certification</li> </ul>		<b>5</b>	
	10 Years or more experience	<b>5</b>		
	8 Years or more experience	<b>4</b>		
	6 Years or more experience	<b>3</b>		
	4 Years or more experience	<b>2</b>		
	3 Years or more experience	<b>1</b>		
	<p><b>Team Capabilities: Lead Consultant</b></p> <p>The consultant must have a minimum of five (5) years' years' experience project managing the support and implementation of ERP systems.</p> <p>Please furnish us with a comprehensive CV of the project manager which must as minimum indicate the following:</p> <ul style="list-style-type: none"> <li>• Personal information</li> <li>• Qualification</li> <li>• Work experience</li> <li>• Contactable references</li> </ul>		<b>5</b>	
	7 Years or more experience	<b>5</b>		

	6 Years or more experience	4		
	5 Years or more experience	3		
	4 Years or more experience	2		
	3 Years or more experience	1		
	<p><b>Team Capabilities: Consultants</b></p> <p>The lead consultant must have a minimum of seven (5) years' experience project managing the support and implementation of ERP systems.</p> <p>Please furnish us with a comprehensive CV of the project manager which must as minimum indicate the following:</p> <ul style="list-style-type: none"> <li>• Personal information</li> <li>• Qualification</li> <li>• Work experience</li> <li>• Contactable references</li> </ul>		5	
	6 Years or more experience	5		
	5 Years or more experience	4		
	4 Years or more experience	3		
	3 Years or more experience	2		
	2 Years or more experience	1		
<b>3</b>	<p><b>Company experience</b></p> <p>Number ERP system support and implementation services provided to clients in the previous 5 years.</p>		15	
	More than 5 ERP system support and implementation services provided to clients in the previous 5 years. 5	5		
	4 to 5 ERP system support and implementation services provided to clients in the previous 5 years.	4		
	2 to 3 ERP system support and implementation services provided to clients in the previous 5 years. 3	3		
	1 to 2 ERP system support and implementation services provided to clients in the previous 5 years. 2	2		
	0 to 1 ERP system support and implementation services provided to clients in the previous 5 years. 1	1		
<b>4</b>	<p><b>Project plan:</b></p> <p>The bidder must provide the detailed project plan clarifying the implementation approach and specify the below:</p> <ul style="list-style-type: none"> <li>➤ Work breakdown structure</li> <li>➤ Milestones</li> <li>➤ Duration</li> <li>➤ Resource allocation to tasks</li> <li>➤ Project phases</li> </ul>		10	

<b>5</b>	<p>The bidder's proposed ERP system must meet the business requirements specification.</p> <p>The bidder must specify how the proposed solution will meet as a minimum the following business requirements as outlined below:</p> <p>Business fit 20%  Value for money 10%  Integration 10%  Cloud based 10%  Remote IT System support 15%  Document management capabilities 10%  Contract management capabilities 5%  Future fit capability 5%  Easy configurable reporting and dashboards 10%  Accessible through various interfaces e.g. laptops, desktops and mobiles 5%</p>		<b>40</b>	
	>90 to 100%	<b>5</b>		
	75 to 90%	<b>4</b>		
	61 – 75%	<b>3</b>		
	50 to 60%	<b>2</b>		
	50% or less	<b>1</b>		

The service Provider who fail to meet 70 out of 100 will automatically be disqualified. Evaluation of functionality will take place in two phases. Only bidders who have met a minimum threshold of 70 on the first Phases will move to the second evaluation phase. On the second evaluation phase bidders will be required to make a presentation on the system capabilities of the proposed ERP system.

**Phase 3: Formal Presentation.**

Only bidders who will meet the minimum threshold of 70 out 100 on functionality will be allowed to perform a formal presentation at Overberg Water Board Corporate Office.

**Functionality evaluation will be based on the following criteria:**

<b>NO</b>	<b>CRITERIA</b>	<b>Points (1-5)</b>	<b>Weight Criterion</b>	<b>Individual Scoring %</b>
<b>1</b>	<p><b>CAPABILITIES</b></p> <p><b>Bidders will be required to demonstrate the following on their proposed system:</b></p> <p><b>Handling human resources end to end process</b>  Payroll management capability  Leave management  Travel management</p>		<b>10</b>	

	Recruitment Talent Management			
		5		
		4		
		3		
		2		
		1		
<b>2</b>	<b>Finance: key capabilities</b> General ledger with multiple charts of accounts Accounts payable, accounts receivable Billing and collections Cash flow management Bank management Cost and analytical accounting Expenditures Financial statements capabilities		<b>10</b>	
		5		
		4		
		3		
		2		
		1		
<b>3</b>	<b>Supply Chain</b> Acquisition management Demand management Contract Management Inventory management Document management		<b>10</b>	
		5		
		4		
		3		
		2		
		1		
<b>4</b>	<b>Operations</b> Infrastructure management Inventory management Repairs and maintenance (Plant Maintenance) Project management Health and safety Compliance		<b>10</b>	
		5		
		4		
		3		
		2		
		1		
<b>5</b>	<b>BI Capabilities</b> Self Service tools, interactive visualisation , predictive analytics reports, drill down reporting, creating		<b>10</b>	



	dashboards, query constructing, performance management, trend analysis, scenario planning and reports on all the modules.			
		5		
		4		
		3		
		2		
		1		
<b>6</b>	<b>Document Management</b> Automated Document Secure attachments Automated documents by email or fax Instant access to all documents for all users Deposit client: Drag and Drop Filing from the desktop Scan station: Batch scanning and automated indexing		<b>5</b>	
		5		
		4		
		3		
		2		
		1		
<b>7</b>	<b>Integration and Internet of other things / Cloud.</b> The system be able to be accessed through the cloud hosting. It should be flexible to interface with any system that might be used by OWB.		<b>5</b>	
		5		
		4		
		3		
		2		
		1		
<b>8</b>	<b>Assets Management</b> Map relationship between customers, WTW and warehouses, infrastructure assets co-ordinates, Analyses cm distribution and services from geographic perspective. Sort customers by attributes and preference. Asset Accounting, Spatial view, Assets tracking,		<b>10</b>	
		5		
		4		
		3		
		2		
		1		
<b>9</b>	<b>SDLC Approach</b> Detailed methodology on system development life cycle.		<b>5</b>	
		5		
		4		
		3		
		2		
		1		
<b>10</b>	<b>Comprehensive Change Management</b>		<b>5</b>	

	Detailed methodology on change management			
		5		
		4		
		3		
		2		
		1		
<b>11.</b>	<b>Innovation and purpose fit</b> The bidder should illustrate innovative way of implementing the system		<b>10</b>	
		5		
		4		
		3		
		2		
		1		
<b>11.</b>	<b>Data Migration</b> Detailed data migration strategy		<b>10</b>	
		5		
		4		
		3		
		2		
		1		

The service Provider who fail to meet 75 out of 100 will automatically be disqualified. The evaluation on the presentation (Phase 3) will focus on the innovative ways of implementing the ERP system. Only bidders who have met a minimum threshold of 75 on the third phases will move to the price and BBBEE phase.

#### **Phase 4: Price and BBBEE.**

#### **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:

<b>Area of Adjudication</b>	<b>Maximum Points</b>
Tendered Price (S <sub>P</sub> )	80
Empowerment Objectives (S <sub>E</sub> )	20
<b>Total Points (S)</b>	<b>100</b>

### **10. SPECIFIC CONDITIONS**

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

## 11. RETURNABLE SCHEDULES

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

<b>RETURNABLE SCHEDULE 1:</b> Invitation to Bid (SBD 1)
<b>RETURNABLE SCHEDULE 2:</b> Pricing Schedule (SBD 3.2)
<b>RETURNABLE SCHEDULE 3:</b> Declaration of Interest (SBD 4)
<b>RETURNABLE SCHEDULE 4:</b> Preference Points Claim Form (SBD 6.1)
<b>RETURNABLE SCHEDULE 5:</b> Declaration of Local content (SBD 6.2-Annexure C)
<b>RETURNABLE SCHEDULE 6:</b> Declaration of Supplier's Past Supply Chain Management Practices (SBD 8)
<b>RETURNABLE SCHEDULE 7:</b> Certificate of Independent Bid Determination (SBD 9)

## 12. TERMS AND GENERAL CONDITIONS

- a) All submissions must be received by the OVERBERG WATER no later than **12h00, 24<sup>th</sup> of Friday 2020**. Respondents must submit their proposals before the closing date and time. No late submissions will be considered;
- b) It is the bidder's responsibility to ensure that couriered bid are delivered on time. OWB will not be responsible for any late bids from the courier company.
- c) All submissions and subsequent information received will become the property of the Overberg Water and will not be returned;
- d) 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;
- e) Telegraphic, telexed, faxed or e-mailed submissions will not be accepted;
- f) One original document shall be placed in sealed envelopes clearly marked. "**RFP OW – 278/2019/20 – Professional Service Provider for the selection and implementation of an Enterprise Resource Planning (ERP) System**" at the Reception desk of Overberg Water Board's Corporate Office, Trident Park 3, Ground Floor, 1 Niblick Way, Somerset West, Cape Town;
- g) 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;
- h) All enquiries and submissions regarding this Request for Tender (RFT) must be directed to:

- i. Mr Thapelo Motlhaga: Supply Chain Management Unit Contact Number: 021 – 851 2155; Email: [tmotlhaga@overbergwater.co.za](mailto:tmotlhaga@overbergwater.co.za) and/or (Technical Queries) Contact Number: 021 – 851 2155; Email: [bmokhele@overbergwater.co.za](mailto:bmokhele@overbergwater.co.za)
- i) 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;
- j) The Overberg Water reserves the right not to accept any submission.
- k) 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*”.
- l) 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;
- m) No costs incurred by the Respondents in the preparation of their submission will be reimbursed;
- n) 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.
- o) Tender prices must remain valid for a period of 90 days (calculated from closing date of the bid).

### **13. DISQUALIFICATION**

- a) It must be stressed that any queries relating to this request must be addressed only to Mr Thapelo Motlhaga and/or Mr Brian Mokhele who are identified as a contact person for this contract;
- b) Respondents are not to communicate in any manner or form whatsoever with members of Overberg Water personnel about the RFT 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.

**RETURNABLE SCHEDULE 1: INVITATION TO BID AND THE TERMS AND CONDITIONS OF BIDDING (SBD 1)**

SBD1

**PART A**

**INVITATION TO BID**

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE OVERBERG WATER**

BID NUMBER:	RFP 278/2019/20	OW- CLOSING DATE:	24 <sup>th</sup> APRIL 2020	CLOSING TIME:	12H00
DESCRIPTION	PROFESSIONAL SERVICE PROVIDER FOR SELECTION AND IMPLEMENTATION OF ENTERPRISE RESOURCE PLANNING SYSTEM TO OVERBERG WATER BOARD				

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

BID RESPONSE DOCUMENTS BE DEPOSITED IN THE BID BOX SITUATED AT

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:		<b>OR</b>	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No	
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]**

<p>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/>Yes                      <input type="checkbox"/>No</p> <p>[IF YES ENCLOSE PROOF]</p>	<p>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/>Yes    <input type="checkbox"/>No</p> <p>[IF YES ANSWER PART B:3 BELOW ]</p>
<p><b>SIGNATURE OF BIDDER</b></p> <p>.....</p>	<p><b>DATE</b></p>		
<p><b>CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)</b></p>			
<p><b>TOTAL NUMBER OF ITEMS OFFERED</b></p>		<p><b>TOTAL BID PRICE (ALL INCLUSIVE)</b></p>	
<p><b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b></p>		<p><b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b></p>	
<p>DEPARTMENT/ PUBLIC ENTITY</p>		<p>CONTACT PERSON</p>	
<p>CONTACT PERSON</p>		<p>TELEPHONE NUMBER</p>	
<p>TELEPHONE NUMBER</p>		<p>FACSIMILE NUMBER</p>	
<p>FACSIMILE NUMBER</p>		<p>E-MAIL ADDRESS</p>	
<p>E-MAIL ADDRESS</p>			

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

**1. BID SUBMISSION:**

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE
- 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.
- 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.
- 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.

**2. TAX COMPLIANCE REQUIREMENTS**

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 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.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

**3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

- 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  
 YES  NO
- 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?   
YES  NO
- 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  
 YES  NO
- 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?  
 YES  NO





- 2.2.2 the rates(s) and prices(s) quoted cover all the work/item(s) specified in the quotation document;
  - 2.2.3 the rate(s) and price(s) cover all the supplier's obligations under a resulting contract, including all disbursements;
  - 2.2.4 any mistakes and/or omissions regarding rate(s) and price(s) or errors in calculation shall be at the supplier's risk.
- 2.3 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)

**RETURNABLE SCHEDULE 3: DECLARATION OF INTEREST (SBD 4)**

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

the bidder is employed by the state; and/or

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

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

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

2.2 Identity Number:  
.....

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):  
.....

2.4 Company Registration Number:  
.....

2.5 Tax Reference Number:  
.....

2.6 VAT Registration Number:  
.....

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

<sup>1</sup>“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;  
I provincial legislature;
- (d) national Assembly or the national Council of provinces; or  
I Parliament.

<sup>2</sup>“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

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

2.7.1 If so, furnish the following particulars:

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

.....  
Name of state institution at which you or the person connected to the bidder is employed : .....  
Position occupied in the state institution: .....

Any other particulars:  
.....  
.....  
.....

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

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

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

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

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

2.8.1 If so, furnish particulars:  
.....  
.....  
.....

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

1.1.1 If so, furnish particulars.  
.....  
.....  
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between **YES/NO**

any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

2.10.1 If so, furnish particulars.

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

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

2.11.1 If so, furnish particulars:

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

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

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Pearsal Number

**1 DECLARATION**

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

3 I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
 Signature

.....  
 Date

.....  
 Position

.....  
 Name of bidder

# RETURNABLE SCHEDULE 4: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017 (SBD 6.1)

SBD 6.1

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

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

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

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

1.2

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

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

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

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

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.



**4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR**

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

**5. BID DECLARATION**

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

**6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

6.1 B-BBEE Status Level of Contributor: . = .....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

**7. SUB-CONTRACTING**

7.1 Will any portion of the contract be sub-contracted?

**(Tick applicable box)**

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

7.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted.....%

ii) The name of the sub-contractor.....

iii) The B-BBEE status level of the sub-contractor.....

iv) Whether the sub-contractor is an EME or QSE

**(Tick applicable box)**

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

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

**Designated Group: An EME or QSE which is at last 51% owned by:**

**EME**  
√

**QSE**  
√

- Black people
  - Black people who are youth
  - Black people who are women
  - Black people with disabilities
  - Black people living in rural or underdeveloped areas or townships
  - Cooperative owned by black people
  - Black people who are military veterans
- OR**
- Any EME
  - Any QSE

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

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

8.2 VAT registration number:.....

8.3 Company registration number:.....

**8.4 TYPE OF COMPANY/ FIRM**

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

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

**8.6 COMPANY CLASSIFICATION**

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor



indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i.* The information furnished is true and correct;
- ii.* The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii.* In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv.* If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution.

WITNESSES
1. ....
.....

..... SIGNATURE(S) OF BIDDERS(S)
DATE: .....
ADDRESS .....

## RETURNABLE SCHEDULE 5: DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS (SBD 6.2)

### DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2011, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

#### 1. General Conditions

- 1.1. Preferential Procurement Regulations, 2011 (Regulation 9) makes provision for the promotion of local production and content.
- 1.2. Regulation 9.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for bids referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

**The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.**

1.6 A bid may be disqualified if –

(a) this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation; and

(b) the bidder fails to declare that the Local Content Declaration Templates (Annex C, D and E) have been audited and certified as correct.

## **2. Definitions**

2.1. “**bid**” includes written price quotations, advertised competitive bids or proposals;

2.2. “**bid price**” price offered by the bidder, excluding value added tax (VAT);

2.3. “**contract**” means the agreement that results from the acceptance of a bid by an organ of state;

2.4. “**designated sector**” means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;

2.5. “**duly sign**” means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility (close corporation, partnership or individual).

2.6. “**imported content**” means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour or intellectual property costs), plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;

2.7. “**local content**” means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;

2.8. “**stipulated minimum threshold**” means that portion of local production and content as determined by the Department of Trade and Industry; and

2.9. “**sub-contract**” means the primary contractor’s assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

**3. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:**

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
_____	_____ %
_____	_____ %
_____	_____ %

(a) Does any portion of the services, works or goods offered have any imported content?  
**(Tick applicable box)**

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

4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on [www.reservebank.co.za](http://www.reservebank.co.za).

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

<b>Currency</b>	<b>Rates of exchange</b>
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

(b) Were the Local Content Declaration Templates (Annex C, D and E) audited and certified as correct?  
**(Tick applicable box)**

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

5.1. If yes, provide the following particulars:

- (c) Full name of auditor: .....
- (d) Practice number: .....
- (e) Telephone and cell number: .....
- (f) Email address: .....

(Documentary proof regarding the declaration will, when required, be submitted to the satisfaction of the Accounting Officer / Accounting Authority)

6. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in

consultation with the AO/AA provide directives in this regard.

**LOCAL CONTENT DECLARATION**  
**(REFER TO ANNEX B OF SATS 1286:2011)**

**LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)**

**IN RESPECT OF BID NO.** .....

**ISSUED BY:** (Procurement Authority / Name of Institution):  
.....

NB

1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

- (g) Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on [http://www.thdti.gov.za/industrial\\_development/ip.jsp](http://www.thdti.gov.za/industrial_development/ip.jsp). Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph I below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, ..... (full names),  
do hereby declare, in my capacity as .....  
of .....(name of bidder entity), the  
following:

- (h) The facts contained herein are within my own personal knowledge.
- (i) I have satisfied myself that:
  - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
  - (ii) the declaration templates have been audited and certified to be correct.
- (j) If the local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

**If the bid is for more than one product, the local content percentages for each product**

contained in Declaration C shall be used instead of the table above.  
The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

(k) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.

I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Preferential Policy Framework Act (PPFA), 2000 (Act No. 5 of 2000).

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 1** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 2** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**RETURNABLE SCHEDULE 6: DECLARATION CERTIFICATE OF SUPPLIER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES (SBD 8)**

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? <b>(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).</b>  The Database of Restricted Suppliers now resides on the National Treasury's website ( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) 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)? <b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

**SBD 8**

**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**



## RETURNABLE SCHEDULE 7: CERTIFICATE OF INDEPENDENT BID DETERMINATION (SBD 9)

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> 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).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_  
(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_  
(Name of Institution)

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

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

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

**SBD 9**

- 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 consortium<sup>3</sup> 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.

**<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.**

- 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

## **PART A – SPECIFICATIONS**

### **1. Introduction**

Overberg Water is a water board established in accordance with the Water Services Act, Act No 108 of 1997. Overberg Water Board is furthermore a Schedule 3B entity in terms of the Public Finance Management Act, Act No. 1 of 1999 as amended by Act No 29 of 1999.

### **2. Objectives**

Overberg Water Board wants to appoint a suitable service provider for the Selection and Implementation of an Enterprise Resource Planning (ERP) System

### **3. Costing Schedule**

Returnable Schedule 2 – Price Schedule (SBD 3.2)

## **PART B: 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 Precious Motlhaga – Supply Chain Management Unit, e-mail address: [tmotlhaga@overbergwater.co.za](mailto:tmotlhaga@overbergwater.co.za)

9. Any quotation submitted shall remain valid, irrevocable and open for acceptance by Overberg Water for a period of one (1) month 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](mailto: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 licenced 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:

$$Ps = 80 \times \left(1 - \frac{(Pt - Pmin)}{Pmin}\right)$$

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:

- 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.
- The terms and conditions of Schedule 3 shall apply in all respects to the quotation evaluation process and to any subsequent contract.
- 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 contributor<sup>1</sup>

Up to **20** tender evaluation points (N<sub>P</sub>) 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

<sup>1</sup>

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.

## PART C: 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.