



**TENDER FOR WATER AND SEWER INVESTIGATIONS AND CONNECTIONS CONTRACT**

**Closing Date: Monday, 30 March 2023**

**Closing Time: 15:00 pm**

|                          |  |
|--------------------------|--|
| <b>Name of Tenderer:</b> |  |
| <b>Tel. No.:</b>         |  |
| <b>Address:</b>          |  |
|                          |  |
| <b>Email:</b>            |  |

|   |  |
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| <p><b><u>Company:</u></b></p> <p><b>Siza Water (RF) (PTY) LTD</b><br/><b>PO Box 1635,</b><br/><b>Ballito,</b><br/><b>4420</b></p> | <p><b><u>General &amp; Procurement Enquiries</u></b></p> <p><b>Name:</b> Mandisa Songca<br/><b>Contact details:</b> 032 946 7234.<br/><b>Email:</b> siza.buyer@sizawater.com</p> |
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## 1. TENDER NOTICE AND INVITATION TO TENDER

Tenders are hereby invited for the **WATER AND SEWER INVESTIGATIONS AND CONNECTIONS CONTRACT**.

Bid documents will be obtainable from Siza Water Ballito Offices, Suite **1-4, Rey Park House, Rey's Place, Avondale, Ballito**, will also be emailed upon request on **siza.buyer@sizawater.com** and will also be available on the company website **www.sizawater.co.za**.

Only Entities with the necessary capacity to handle a contract of this nature/size and satisfy all the requirement of the tender as contained in the tender document are eligible to tender.

Duly completed tenders enclosed in a sealed envelope **WATER AND SEWER INVESTIGATIONS AND CONNECTIONS, CLOSING DATE: 30 MARCH 2023**" with the name of the tenderer, shall be deposited in the tender box provided at the offices of Siza Water in Ballito.

Queries relating to the issue of these documents and technical matters may be addressed to **Mandisa Songca, Tel No. 032 946 7234, e-mail: siza.buyer@sizawater.com**.

Tenders may only be submitted on the tender documentation that is issued. Telegraphic, telephonic, telex, facsimile, e-mail, and late tenders will not be accepted. Siza Water is not obliged to accept the lowest or any tender and reserves the right to accept any tender, part of any tender, or more than one tender.

Employer: **SIZA WATER**  
**PO Box 1635,**  
**Ballito,**  
**4420**

## 2. TENDER DATA

The company is **Siza Water**.

The company's agent is:

**Mandisa Songca**

**PO Box 1635, Ballito, 4420**

**Tel:** 032 946 7234

**E-mail:** siza.buyer@sizawater.com

Only those tenderers who satisfy the following criteria are eligible to submit tenders:

1. Have the necessary skills and capacity to manage and perform the contract.
2. Previous experience on contracts of a similar value and nature
3. Have the necessary financial capacity.

No alternative tender offers will be considered.

Parts of each tender offer communicated on paper shall be submitted as an original.

The company's address for delivery of tender offers and identification details to be shown on each tender offer package are:

**Location of tender box:** Siza Water Ballito Office, Admin Area

**Physical address:** Suite 1-4, Reypark House, Rey's Place, Avondale, Ballito

**Identification details:** Siza Water tender for **Water and Sewer Investigations and Connections Contract**.

The closing time for submission of tender offers is as stated in the Cover Page.

Telephonic, telegraphic, telex, facsimile or e-mailed tender offers will not be accepted.

The tender offer validity period is 90 days. The quoted pricing shall be fixed for the duration of the contract

The tenderer is required to submit with his tender all the documents listed on the checklist page (10), if not submitted, tenderer may lose points.

Location of the work will be our concession area (Ilembe District)

Tender Committee will open tenders together and decisions will be based on Qualitative & Quantitative aspect of each contractor.

There will be no public opening.

By completing this tender, you accept to contract to Siza Water Company (Pty) Ltd or its successor in title on unaltered terms and conditions as contained in this document and will be bound to finish all work as tendered for herein.

### 3. STANDARD CONDITIONS OF THE TENDER

#### General

#### 1.1 **Actions**

The company and each tenderer submitting a tender offer shall comply with these conditions of tender. In their dealings with each other, they shall discharge their duties and obligations as set out, timeously and with integrity, and behave equitably, honestly, and transparently.

#### 1.2 **Tender Documents**

This is the only document issued by the company for the purpose of a tender offer.

#### 1.3 **Interpretation**

**1.3.1** The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these conditions of tender.

**1.3.2** These conditions of tender, the tender data and tender schedules which are only required for tender evaluation purposes, shall not form part of any contract arising from the invitation to tender.

**1.3.3** For the purposes of these conditions for the calling for expressions of interest, the following definitions apply:

- a) **comparative offer** means the tenderer's financial offer after the factors of non-firm prices, all unconditional discounts and any other tendered parameters that will affect the value of the financial offer have been taken into consideration
- b) **corrupt practice** means the offering, giving, receiving, or soliciting of anything of value to influence the action of the company or his staff or agents in the tender process; and
- c) **fraudulent practice** means the misrepresentation of the facts in order to influence the tender process or the award of a contract arising from a tender offer to the detriment of the company, including collusive practices intended to establish prices at artificial levels
- d) **quality (functionality)** means the totality of features and characteristics of a product or service that bear on its ability to satisfy stated or implied needs

#### 1.4 **Communication and company's agent**

Each communication between the company and a tenderer shall be to or from the company's agent only, and in a form that can be read, copied, and recorded. Writing shall be in the English language. The company shall not take any responsibility for non-receipt of communications from or by a tenderer. The name and contact details of the company's agent are stated in the tender data.

## **1.5 The company's right to accept or reject any tender offer.**

**1.5.1** The company may accept or reject any variation, deviation, tender offer, or alternative tender offer, and may cancel the tender process and reject all tender offers at any time before the formation of a contract. The company shall not accept or incur any liability to a tenderer for such cancellation and rejection but will give written reasons for such action upon written request to do so.

## **2 Tenderer's obligations**

### **2.1 Eligibility**

Submit a tender offer only if the tenderer complies with the criteria stated in the tender data and the tenderer, or any of his principals, is not under any restriction to do business with company.

### **2.2 Cost of tendering**

Accept that the company will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer satisfy requirements.

### **2.3 Check documents**

Check the tender documents on receipt for completeness and notify the company of any discrepancy or omission.

### **2.4 Confidentiality and copyright of documents**

Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the company only for the purpose of preparing and submitting a tender offer in response to the invitation.

### **2.5 Reference documents**

Obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are not attached but which are incorporated into the tender documents by reference.

### **2.6 Acknowledge addenda.**

Acknowledge receipt of addenda to the tender documents, which the company may issue, and if necessary, apply for an extension to the closing time stated in the tender data, to take the addenda into account.

### **2.8 Seek clarification.**

Request clarification of the tender documents, if necessary, by notifying the company at least 3 working days before the closing time stated in the tender data.

## **2.9 Pricing the tender offer.**

**2.9.1** Include in the rates, prices, and the tendered total of the prices (if any), all duties, taxes (except Value Added Tax (VAT), and other levies payable by the successful tenderer before the closing time stated in the tender data.

**2.9.2** Show VAT payable by the company separately as an addition to the tendered total of the prices.

**2.9.3** Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract identified in the contract data.

**2.9.4** State the rates and prices in Rand unless instructed otherwise in the tender data. The conditions of contract identified in the contract data may provide for part payment in other currencies.

## **2.10 Alterations to documents**

Not make any alterations or additions to the tender documents, except to comply with instructions issued by the company, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations. Erasures and the use of masking fluid are prohibited.

## **2.11 Alternative tender offers**

**2.11.1** Submit alternative tender offers only if a main tender offer, strictly in accordance with all the requirements of the tender documents, is also submitted. The alternative tender offer is to be submitted with the main tender offer together with a schedule that compares the requirements of the tender documents with the alternative requirements the tenderer proposes.

**2.11.2** Accept that an alternative tender offer may be based only on the criteria stated in the tender data or criteria otherwise acceptable to the company.

## **2.12 Submitting a tender offer.**

**2.12.1** Submit a tender offer to provide the whole of the works, services or supply identified in the contract data and described in the scope of works, unless stated otherwise in the tender data.

**2.12.2** Return all returnable documents to the company after completing them in their entirety, either electronically (if they were issued in electronic format) or by writing in black ink.

**2.12.3** Submit the parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, with an English translation of any documentation in a language other than English, and the parts communicated electronically in the same format as they were issued by the company.

**2.12.4** Sign the original and all copies of the tender offer where required in terms of the tender data. The company will hold all authorized signatories liable on behalf of the tenderer. Signatories for tenderers proposing to contract as joint ventures shall state which of the signatories is the lead partner whom the company shall hold liable for the purpose of the tender offer.

**2.12.6** Where a two-envelope system is required in terms of the tender data, place and seal the returnable documents listed in the tender data in an envelope marked “financial proposal” and place the remaining returnable documents in an envelope marked “technical proposal”. Each envelope shall state on the outside the company’s address and identification details stated in the tender data, as well as the tenderer’s name and contact address.

**2.12.7** Accept that the company shall not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.

**2.13** Information and data to be completed in all respects. Accept that tender offers, which do not provide all the data or information requested completely and, in the form, required, may be regarded by the company as non-responsive.

**2.13 Closing time.**

**2.13.1** Ensure that the company receives the tender offer at the address specified in the tender data not later than the closing time stated in the tender data. Proof of posting shall not be accepted as proof of delivery. The company shall not accept tender offers submitted by telegraph, telex, facsimile, or e-mail, unless stated otherwise in the tender data.

**2.13.2** Accept that, if the company extends the closing time stated in the tender data for any reason, the requirements of these conditions of tender apply equally to the extended deadline.

**2.14 Tender offer validity**

**2.14.1** Hold the tender offer(s) valid for acceptance by the company at any time during the validity period stated in the tender data after the closing time stated in the tender data.

**2.14.2** If requested by the company, consider extending the validity period stated in the tender data for an agreed additional period.

**2.15 Clarification of tender offer after submission**

Provide clarification of a tender offer in response to a request to do so from the company during the evaluation of tender offers. This may include providing a breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (or both). No change in the total of the prices or substance of the tender offer is sought, offered, or permitted. The total stated by the tenderer shall be binding upon the tenderer.

**Note:** Sub-clause 2.15 does not preclude the negotiation of the final terms of the contract with a preferred tenderer following a competitive selection process, should the Company elect to do so.

**2.16 Check final draft.**

Check the final draft of the contract provided by the company within the time available for the company to issue the contract.

**2.17 Return of other tender documents**

If so, instructed by the company, return all retained tender documents within 28 days after the expiry of the validity period stated in the tender data.



## **2.18 Certificates**

Include in the tender submission or provide the company with any certificates as stated in the tender data.

## **3 The company's undertakings**

### **3.1 Respond to clarification.**

Respond to a valid request for clarification refer Par 2.8 within two days of receiving the request and notify all tenderers who drew procurement documents.

### **3.2 Issue Addenda**

If necessary, issue addenda that may amend or amplify the tender documents to each tenderer during the period from the date of the Tender Notice until seven days before the tender closing time stated in the Tender Data. If, as a result a tenderer applies for an extension to the closing time stated in the Tender Data, the Company may grant such extension and, will then notify it to all tenderers who drew documents.

### **3.3 Opening of tender submissions.**

**3.3.1.** Tender submissions for which acceptable reasons for withdrawal have been submitted will not be opened.

**3.3.2** For public tenders, announce at the opening held immediately after the opening of tender submissions, at a venue indicated in the tender data, the name of each tenderer whose tender offer is opened, the total of his prices, preferences claimed and time for completion, if any, for the main tender offer only.

### **3.4 Two-envelope system**

**3.4.1** Where stated in the tender data that a two-envelope system is to be followed, open only the technical proposal of valid tenders.

**3.4.2** Evaluate the quality of the technical proposals offered by tenderers, then only open financial proposals of tenders who remain in contention for the award of the contract.

### **3.5 Non-disclosure**

Not disclose to tenderers, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers, the final evaluation price and recommendations for the award of a contract, until after the award of the contract to the successful tenderer.

### **3.6 Grounds for rejection and disqualification**

Determine whether there has been any effort by a tenderer to influence the processing of tender offers and instantly disqualify a tenderer (and his tender offer) if it is established that he engaged in corrupt or fraudulent practices.

### **3.7 Test for responsiveness**

Determine, on opening and before detailed evaluation, whether each tender offer properly received:

- a) meets the requirements of these Conditions of Tender,
- b) has been properly and fully completed and signed, and
- c) is responsive to the other requirements of the tender documents.

A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the Company's opinion, would:

- detrimentally affect the scope, quality, or performance of the works, services or supply identified  
In the Scope of Work,
- change the Company's or the tenderer's risks and responsibilities under the contract, or
- affect the competitive position of other tenderers presenting responsive tenders if it were to be rectified.

Reject a non-responsive tender offer, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.

### **3.8 Arithmetical errors**

Check responsive tender offers for arithmetical errors, correcting them in the following manner:

- Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern.
- If a bill of quantities (or schedule of rates) applies and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern, and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as quoted shall govern, and the unit rate will be corrected.
- Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the tenderer's addition of prices, the total of the prices shall govern and the tenderer will be asked to revise selected item prices (and their rates if a bills of quantities applies) to achieve the tendered total of the prices.

Consider the rejection of a tender offer if the tenderer does not correct or accept the correction of his arithmetical errors in the manner described above.

### **3.9 Clarification of a tender offer**

Obtain clarification from a tenderer on any matter that could give rise to ambiguity in a contract arising from the tender offer.

### **3.10 Evaluation of tender offers**

#### **3.10.1 General**

Appoint an evaluator, reduce each responsive tender offer to a comparative offer and evaluate it using the tender evaluation method that is indicated in the Tender Data.

### **3.11 Insurance provided by the company.**

If requested by the proposed successful tenderer, submit for the tenderer's information the policies and / or certificates of insurance which the conditions of contract identified in the contract data, require the company to provide.

### **3.12 Acceptance of tender offer**

#### **3.12.1 Tender Offers will only be accepted on condition that:**

- (a) the tender offer is signed by a person authorized to sign on behalf of the tenderer.
- (b) Documents listed on the Tender Data page and Checklist are on file or has been submitted with the tender.
- (c) a Tenderer who submitted a tender as a Joint Venture has included an acceptable Joint Venture agreement with his tender.
- (d) The Tenderer or a competent authorized representative of the Supplier who submitted the tender has attended the compulsory clarification meeting or site inspection if there was any held;
- (e) The Tenderer or any of its principals is not listed on the register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
- (f) The Tenderer has not abused the Company's Procurement Policy or has failed to perform on any previous contract and has been given a written notice to this effect;
- (g) The Tenderer or any of its principals, directors or managers is not employed in the service of the Company's and/or its holding company and/or fellow subsidiary and associates.
- (h) The Company is satisfied that the Tenderer or any of his principals have not influenced the tender offer and acceptance by the following criteria:
  - i. having offered, promised or given a bribe or other gift or remuneration to any person in connection with the obtaining or execution of this contract.
  - ii. having acted in a fraudulent or corrupt manner in obtaining or executing this contract.
  - iii. having approached an officer or employee of the Company or the company's Agent with the objective of influencing the award of a contract in the Tenderer's favor.
  - iv. having entered into any agreement or arrangement, whether legally or not, with any other person, firm or company to refrain from tendering for his contract or as to the amount of the Tender to be submitted by either party.
  - v. having disclosed to any other person, firm or company other than the Company, the exact or approximate amount of his proposed Tender.

- vi. The Company may, in addition to using any other legal remedies, repudiate the Tender offer and acceptance and declare the Contract invalid should it have been concluded already.

**3.12.2** Notify the successful tenderer of the company's acceptance of his tender offer by completing and returning one copy of the form of offer and acceptance before the expiry of the validity period stated in the tender data or agreed additional period. Providing the form of offer and acceptance does not contain any qualifying statements, it will constitute the formation of a contract between the company and the successful tenderer as described in the form of offer and acceptance.

### **3.13 Notice to unsuccessful tenderers**

After the successful tenderer has acknowledged the company's notice of acceptance. Upon request, notify other tenderers that their tender offers have not been accepted.

## **4. TENDER SCORING**

Siza Water awards tenders based on the scoring method. Siza Water scores contractors according to their locality, pricing, BEE status, previous work experiences and capability to perform required project.

### **1. Preferential Procurement System**

The scoring system will be split between the following:

- 80/20 scoring system for contracts up to the value of R 200 000 (Invited tender)
- 90/10 scoring system for contracts exceeding the value of R 200 000 (either invited or public tender)

#### **Contracts or tenders up to a value of R 200 000 (80/20)**

- A) 80 potential points for price and functionality
- B) 10 potential points for BEE Level
  - 10 points for a BEE level score of Level 1
  - 07 points for a BEE level score of Level 2
  - 04 points for a BEE level score of Level 3
  - 01 point for a BEE level score of Level 4
- C) 3 potential points for companies with females and/or disabled persons
- D) 7 potential points for local suppliers (Businesses within the Ilembe District Municipality)

Contracts or Tenders exceeding the value of R 200 000 (90/10)

- A) 90 potential points for price and functionality
  - B) 05 potential points for BEE Level
    - 05 points for a BEE level score of Level 1
    - 04 points for a BEE level score of Level 2
    - 02 points for a BEE level score of Level 3
    - 01 point for a BEE level score of Level 4
  - C) 03 potential points for companies with females and disabled.
  - D) 02 potential points for local suppliers (Businesses within the Ilembe District Municipality)
- 1.1 No preferential points will be scored for any company having a BEE level of between level 5 and Level 8
- 1.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 1.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 1.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 1.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an Unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 1.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

### **Points scored for price of tender under consideration (PS)**

$$PS = \frac{90(1-(Pt-Pmin))}{-----}$$

Pmin

Where:

Pt is the rand value of offer / tender for consideration.

Pmin is the rand value of the lowest acceptable tender.

### **Adjudicating using a points system**

- (b) The bidder obtaining the highest number of total points will be awarded the contract.
- (c) Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;
- (d) Points scored must be rounded off to the nearest 2 decimal places.
- (e) In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- (f) However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- (g) Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.
- (h) Siza Water reserves the right not to accept the lowest tender.

### **Payments**

- 1.1 Siza Water standard conditions of payment shall apply (30 days from receipt of invoice/Payment certificate).
- 1.2 Should a contractor be awarded a tender and the contractor is unable to perform the project or should there be no progress on the job of more than five days in succession, or cumulative for more than two weeks, Siza Water has the right to cancel the contract, revoke the purchase order given and allow for a second tenderer to progress with the work. The contractor will bear the cost of the work completed to date.
- 1.3 No advanced payments will be granted by Siza Water.

## 5. SUB-CONTRACTING

1 Will any portion of the contract be sub-contracted? YES / NO (circle the one applicable)

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? .....Please attach a valid BEE Certificate

(iv) Whether the sub-contractor is an EME? YES / NO (circle the one applicable)

2. A person will not be awarded points for B-BBEE status level if it is indicated in the bid document that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
3. A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

## 6. TENDER SPECIFICATION

### 1. Reporting

The contractor will be reporting directly to the Network Supervisor or his designated successor at all times and on all subjects.

### 2. Personnel, Equipment, and tools

The contractor will be required to provide the below:

- A Team consisting of Qualified Plumber and 2 Assistants
- Own hand tools.
- Smart Phone (WhatsApp friendly)
- 1 Vehicle

### 3. Transport

The contractor will provide his own transport for him and his staff that will comply with all legal requirements. If for any reason the contractor cannot provide his own transport, Siza Water reserves the right to cancel the contract.

### 4. Communication

The contractor will make available a cell phone number, e-mail address and WhatsApp for receiving instructions and job cards as well as communicating to others. If not reachable, Siza Water Company reserves the right to provide same and deduct the costs thereof from the monthly invoice.

### 5. Safety

The contractor will at all times provide, use, and ensure that all persons under his supervision use proper PPE's as well as follow the legislation pertaining to safety and health at the workplace. The contractor will report all near misses and where in doubt will request for the Safety Representative, Supervisor, Safety Officer or Technical Manager to come onsite and decide with regards to the risk.

### 6. Working hours

Normal working hours are from 07h00 to 16h30, Monday to Thursday. Friday is from 07h00 to 13h30.

### 7. Standby Duties

The contractor will be required to do standby once a month for a week as per a roster provided regularly by Siza Water Company. The contractor will ensure a response time of at most one hour to all sites after receiving the complaint and will report back in full as to the root cause, duration and any other information deemed important to complete the work fast, cost effective and risk free. A qualified plumber must always be on site.



## **8. Shutdowns**

The contractor will be required to investigate, plan, and execute shutdowns after obtaining signed agreements to the shutdown from the Network Supervisor.

## **9. Notification**

The contractor will ensure that all planned water interruptions are notified to consumers stating date, time, duration and affected areas no less than 48 hours prior to the shutdown unless otherwise approved.

## **10. SHEQ**

The contractor will make himself and his staff aware of the SHEQ policy of the company as well as train his staff yearly on all procedures yearly relating to his operational tasks and allow all persons entering Siza worksites to be trained on whatever is deemed part of the exceptionable duties. The contractor will also attend all training deemed necessary by the company as required and such training will be provided free of any cost to the contractor. Should the contractor not attend the training the company reserves its right to terminate this contract. The contractor will also make his equipment available for inspection and ensure the legal checks are done and recorded and forwarded to the department safety representative as and when required by law or on ad hoc request.

## **11. Bylaws**

The contractor will ensure that he has thorough knowledge of the latest Ilembe Water and Sewer bylaws including the credit section and that he will train his employees on same on a yearly basis.

## **12. Red Book standards**

The contractor will ensure that he has a copy and sound knowledge of the red book 2019 or otherwise latest standards relating to water and sewer.

## **13. Material and stock control**

The contractor will at all times complete in full, the paperwork required by Siza Water when purchasing, withdrawing, or borrowing stock or material. Stock that was not used to be returned to stores through stock return register.

## **14. Ad hoc duties**

The contractor will be required to do new connections and bulk meter installations on an ad hoc basis at the charge out rate mentioned in the quote/Proposal cost breakdown.

## **15. Operational Requirements**

The contractor might be requested to work extended hours at short notice based on the charge out rate mentioned in quote/ cost breakdown.

## **16. Normal duties**

### **1. STANDBY AND EMERGENCY RESPONSES**

- 1.1. This will be required to be done one week per month and will work on a roster.
- 1.2. The contractor will be required to respond to all callouts (water & sewer) and effect the necessary repairs.
- 1.3. Upon receiving a call, the contractor is to be on site within 45 minutes.
- 1.4. Upon completion of the work the contractor is to provide feedback to the control room/network supervisor
- 1.5. Stock out control register to be completed at all times when fittings being booked out.
- 1.6. Continuous updates on WhatsApp group chats.
- 1.7. Qualified plumber to be on site at all times.

### **2. WATER AND SEWER CONNECTIONS (INCLUDING INVESTIGATIONS)**

- 2.1. Conduct all Water & Sewer connection investigations.
- 2.2. Upon receiving instruction to implement the respective water and/or sewer connection-
- 2.3. Provide all paperwork to the respective Customer Services Representatives
- 2.4. Report to Network Supervisor
- 2.5. Ensure meter position is agreed with the consumer and marked on the drawing.
- 2.6. Provide options on how the consumer can be connected.

### **3. RAISING AND REPLACING OF METERS**

- 3.1. Relocation of meters
- 3.2. Replacement of meters (all sizes) as per target provided.
- 3.3. Complete respective paperwork and timeously
- 3.4. SIZA WATER specifications are to be adhered to at all times.

## **17. Leave**

The contractor will be allowed to take leave as per legislation. Approval for leave must be made 2 weeks in advance. Based on the clients' operational requirements, leave could be enforced. The contractor and his team will all take leave at the same time.

**18. Housekeeping and company image**

The contractor will always promote and upheld the image of the client.

**19. The following qualifications will be required from the contractor**

1. Plumbing Trade Test for Plumber.
2. Valid licenced Plumber Certificate will be an advantage.
3. Matric Certificates for Assistants.

**The contractor will be responsible for providing a reliable vehicle with fuel, tools and must be in possession of a smart phone that is WhatsApp friendly to provide the above-mentioned duties.**

**Contract duration will be 24 months and will be subject to a 3 months' probation if the contractor will be appointed for the first time by Siza Water**

## 7. COSTING/QUOTATION

**The contractor is to provide MONTHLY COSTING for the below:**

- Total monthly cost to supply and perform above listed services.
- Standby rate – 7 days - (Friday to Friday 07:00 am to 13:30 pm).
- Overtime rate

The contract will be subject to a 5% Increase after 12 months from starting date.

**8. FORM OF TENDER**

I, \_\_\_\_\_, duly authorised signatory  
of \_\_\_\_\_ (company, in my capacity as

\_\_\_\_\_ (title) herewith submit our price of

R \_\_\_\_\_, ( \_\_\_\_\_ )  
\_\_\_\_\_ )  
(Amount in words)

As tendered in aforementioned bill of quantities, for **(Summary of scope of work)** for the client, Siza Water (PTY) LTD, or its successors in title. The total amount priced above being inclusive of vat.

Signed in acceptance by \_\_\_\_\_ (print name)

, \_\_\_\_\_ signature

For and behalf of \_\_\_\_\_ (the Contractor),

at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2023

\_\_\_\_\_ (Witness)

\_\_\_\_\_ (Witness)



9. PREVIOUS WORK EXPERIENCE

| <u>Description of project</u> | <u>Location</u> | <u>Project value</u> | <u>Contact information</u> |
|-------------------------------|-----------------|----------------------|----------------------------|
|                               |                 |                      |                            |
|                               |                 |                      |                            |
|                               |                 |                      |                            |
|                               |                 |                      |                            |
|                               |                 |                      |                            |

### 10. CHECKLIST FOR DOCUMENTS AND INFORMATION

*NB: ANY TENDER WHO DID NOT SUBMIT THE REQUIRED DOCUMENTS WILL BE DISQUALIFIED.*

| Documents  | Please Mark with X |    |
|--|--------------------|----|
|  | YES                | NO |
| Valid Company Registration Certificate                                   |                    |    |
| Valid Letter of Good Standing (COIDA)                                    |                    |    |
| Valid Tax Clearance Certificate  |                    |    |
| Valid BEE Certificate  |                    |    |
| VAT Registration certificate (If registered)                             |                    |    |
| Proof of address   |                    |    |
| Initial every page of this Tender document and sign where necessary      |                    |    |
| Completed previous experience Page                                       |                    |    |
| Signed form of Tender Page   |                    |    |
| Complete the sub-contracting page  |                    |    |
| Proof of Experience attached (Letter of Award etc.)                      |                    |    |
| Curriculum Vitae of Plumber and Assistants including Certified ID copies |                    |    |
| Proof of qualifications and Valid Driver's license for Plumber           |                    |    |
| Proof of Qualifications for Assistants                                   |                    |    |
|  |                    |    |
|  |                    |    |