

Warning against tender scams: The WRC urges members of the public to report any suspicious Request for Quotation, Purchase Order or Letter of Award to its Fraud Hotline on 0800 227 007 or email: confidential@wisecall.eu.com. If a request or procurement communication appears to be suspicious Suppliers are advised to contact the WRC Supply Chain Management office on 012 761 9300 to verify its authenticity

PART A INVITATION TO BID (SBD1)

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE WATER RESEARCH COMMISSION (WRC)					
RFQ/P NUMBER:	094/ 02/21-22	CLOSING DATE:	21 MARCH 2022	CLOSING TIME:	24h00
DESCRIPTION OF GOODS/SERVICES	RE: APPOINTMENT OF SERVICE PROVIDER/S (COACHES) FOR THE PROVISION OF COACHING SERVICE TO THE WRC EMPLOYEES				
BID RESPONSE DOCUMENTS MAY BE EMAILED TO: quotations@wrc.org.za (No hand delivered quotation or sent to a different email than the one specified shall not be accepted)					
RFQ VALIDITY PERIOD: 60 DAYS					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Supply Chain Management		CONTACT PERSON	Supply Chain Management	
TELEPHONE NUMBER	012 761 9300		TELEPHONE NUMBER	012 761 9300	
E-MAIL ADDRESS	quotations@wrc.org.za		E-MAIL ADDRESS	quotations@wrc.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA .
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

PART C
STANDARD BIDDING DOCUMENTS

(SBD FORMS – SBD3.1, SBD4, SBD6.1 (where applicable), SBD8 and SBD9 should be fully completed and signed by the supplier/service provider). WRC reserves the right not to accept/eliminate/disqualify a quotation not accompanied by the completed prescribed SBD forms.

SBD 3.3 PRICING SCHEDULE – FIRM PRICES (SERVICES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

NAME OF BIDDER: RFQ/P NO.: RFQ-094/02-21/22

CLOSING DATE: 21 MARCH 2022..... CLOSING TIME: **24:00**

OFFER TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE OF RFQ/P.

DESCRIPTION OF GOODS OR SERVICES:

.....
.....

Item No.	QTY.	DESCRIPTION	PRICE (excl. VAT)

- Does offer comply with specification? *YES/NO
- If not to specification, indicate deviation(s)
.....
- Period required for delivery
.....
*Delivery: Firm/not firm
- Delivery basis (all delivery costs must be included in the bid price)

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

NB: This form is attached for you to furnish but please provide us with a Firm Price. You are also permitted to attach your own pricing schedule.

SBD 4 - DECLARATION OF INTEREST WITH GOVERNMENT

Any legal person, including persons employed by the State (meaning 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); any municipality or municipal entity; provincial legislature; national Assembly or the national Council of provinces; or Parliament), or persons having a kinship with persons employed by the State, including a blood relationship, may make an offer or offers in terms of this invitation to Bid (includes an advertised competitive Bid, a limited Bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting Bid, or part thereof, be awarded to persons employed by the State, or to persons connected with or related to them, it is required that the Bidder or his/her authorised representative, declare his/her position in relation to the evaluating/adjudicating authority where:

The Bidder is employed by the State; and/or

The legal person on whose behalf the Bidding Document is signed, has a relationship with persons/s person who is/are 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.

In order to give effect to the above, the following questionnaire must be completed and submitted with this Bid:

Full Name of Bidder or his/her representative

Identity Number:

Position occupied in the Company (director, trustee, shareholder, member):

Registration number of company, enterprise, close corporation, partnership agreement

Tax Reference Number:

VAT Registration Number:

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 a separate schedule including the following questions:

Schedule attached with the above details for all directors/members/shareholders

Are you or any person connected with the Bidder presently employed by the State? If so, furnish the following particulars in an attached schedule		YES / NO
<div>Name of person/ director/ trustee/ shareholder/member:</div> <div>Name of State institution at which you or the person connected to the Bidder is employed</div> <div>Position occupied in the State institution</div> <div>Any other particulars:</div>		
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
<div>If Yes, did you attach proof of such authority to the Bid document?</div> <div>If No, furnish reasons for non-submission of such proof as an attached schedule</div> <div>(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the Bid.)</div>		
Did you or your spouse or any of the company's directors/ trustees /shareholders /members or their spouses conduct business with the State including any business units of the National Research Foundation in the previous twelve months?		YES / NO
If so, furnish particulars as an attached schedule:		
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
If so, furnish particulars as an attached schedule.		
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
If so, furnish particulars as an attached schedule:		

SBD 6.1 PREFERENCE POINTS CLAIMED

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:

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

1.1.2.The 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2.

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

1.2.2.Either the 80/20 or 90/10 preference point system will be applicable to this tender (delete whichever is not applicable for this tender).

1.2.3.Either the 80/20 or 90/10 preference point system will be applicable to this tender (delete whichever is not applicable for this tender).

1.3. Points for this bid shall be awarded for:

1.3.1.Price; and

1.3.2.B-BBEE Status Level of Contributor.

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

	POINTS
PRICE	
B-BBEE STATUS LEVEL OF CONTRIBUTION	
Total points for Price and B-BBEE must not exceed	100

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. Water Research Commission reserves the right to require either of a bidder, before a bid is adjudicated or at any time subsequently, to substantiate any claim concerning preferences, in any manner required by Water Research Commission.

2. DEFINITIONS

- 2.1. **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.2. **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.3. **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- 2.4. **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.5. **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- 2.6. **“Functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- 2.7. **“prices”** includes all applicable taxes less all unconditional discounts;
- 2.8. **“proof of B-BBEE status level of contributor”** means:
- 2.8.1. B-BBEE Status level certificate issued by an authorized body or person;
 - 2.8.2. A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 2.8.3. Any other requirement prescribed in terms of the B-BBEE Act;
- 2.9. **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- 2.10. **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1. THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20

or 90/10

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

$$\text{or } P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

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

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

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	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		NO	
-----	--	----	--

- 7.1.1. If yes, indicate:

- 7.1.1.1. What percentage of the contract will be subcontracted.....%

- 7.1.1.2. The name of the sub-contractor.....

- 7.1.1.3. The B-BBEE status level of the sub-contractor.....

- 7.1.1.4. Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	
-----	--	----	--

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

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

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-BBEE 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:

8.8.1. The information furnished is true and correct;

8.8.2. The preference points claimed are in accordance with the General Conditions

as indicated in paragraph 1 of this form;

8.8.3. 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;

8.8.4. 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 –

8.8.4.1. disqualify the person from the bidding process;

8.8.4.2. recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

8.8.4.3. 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;

8.8.4.4. 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

8.8.4.5. Forward the matter for criminal prosecution.

SBD 8 - DECLARATION OF BIDDER'S PAST SCM PRACTICES

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

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? If Yes, furnish particulars as an attached schedule:

YES / NO

Is the Bidder or any of its directors listed on the Register for Tender

YES / NO

Defaulters in terms of Section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? If Yes, furnish particulars as an attached schedule:	
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? If Yes, furnish particulars as an attached schedule:	YES / NO
Was any contract between the Bidder and any Government entity terminated during the past five years because of failure to perform on or comply with the contract? If Yes, furnish particulars as an attached schedule:	YES / NO
The Database of Restricted Suppliers and Register for Tender Defaulters resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	

SBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting this Bid in response to the invitation for the Bid made by the National Research Foundation, do hereby make the following statements that I certify to be true and complete in every respect:

I have read and I understand the contents of this Certificate;

I understand that the Bid will be disqualified if this Certificate is found not to be true and complete in every respect;

I am authorised by the Bidder to sign this Certificate, and to submit the Bid, on behalf of the Bidder;

Each person whose signature appears on the Bid has been authorised by the Bidder to determine the terms of, and to sign, the Bid on behalf of the Bidder;

For the purposes of this Certificate and the accompanying Bid, I understand that the word "competitor" shall include any individual or organisation, 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

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 (meaning an association of persons for combining their expertise, property, capital, efforts, skill, and knowledge in an activity for the execution of the bid) will not be construed as collusive bidding.

In particular, without limiting the generality of paragraphs 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.

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.

The terms of this 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 the bid or to the signing of the contract.

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

COMPANY SIGNATURE CERTIFYING ALL SBD FORMS

We are submitting a bid/quotation for the RFQ/P described under the TOR. The signature below confirms the completed SBD forms as correct and true.

SBD 3.3	<u>YES / NO</u>
SBD 4	<u>YES / NO</u>
SBD 6.1	<u>YES / NO</u>
SBD 8	<u>YES / NO</u>
SBD 9	<u>YES / NO</u>
Completed by:	
Signature:	
Company Name:	
Contact Telephone Number:	
Date:	

PART D

TERMS OF REFERENCE / SCOPE OF WORK

1. BACKGROUND AND INTRODUCTION

The Water Research Commission (WRC) is a national entity established in terms of the Water Research Act (Act No 34 of 1971), to coordinate and fund water research in South Africa.

The WRC requires to appoint coaches for the provision of coaching service to the WRC employees.

According to the World Economic Forum, employees resigned in huge numbers over the last year as a result of burnout, endless stress, and the dramatic blurring of lines separating work and personal life. These factors caused many to deeply contemplate the values they want to maintain in their lives, and how they want to live and work moving forward.

Workplace culture played a crucial role in their choice to resign. Employees operating in toxic work environments, or in environments in which they felt uncared for contributed to, high anxiety, lower ability to handle change and a loss on interest in the work currently being done.

Data published by MIT Sloan in January 2022 indicated that a toxic workplace was far and away – by nearly three times to mental health issues and resignations. Every single day, millions of employees are working in these unhealthy and toxic work environments. Overlaid onto this are the aforementioned impact of COVID. Millions of workers are grieving, while also managing the stressors that come from a toxic work environment.



How does the organization support employees:

Step One - Helping Employees as individuals build emotional resilience to respond and cope with the tough situations (coaching).

Benefits of Coaching:

Coaching in organization and leadership settings is also an invaluable tool for developing people across a wide range of needs. The benefits of coaching are many; 80% of people who receive coaching report increased self-confidence, and over 70% benefit from improved work performance, relationships, and more effective communication skills. 86% of companies report that they recouped their investment on coaching and more (source: Internal Coaching Federation 2009).

Coaching provides an invaluable space for personal development. For example, managers are frequently presented with employees struggling with low confidence/motivation. The traditional approach would be to send them to an assertiveness course and hope this addresses the issue. In the short-term, the employee learns new strategies for communicating which may improve confidence. Unfortunately, in isolation these courses rarely produce a sustained increase in confidence. Although external behaviour may change; it needs to be supported by changes in their internal thought processes. This is often where coaching is most effective.

Managers should not underestimate the impact of coaching on their people as it frequently creates a fundamental shift in their approach to their work. For example, increased self-confidence enables employees to bring more of themselves into the workplace. This results in employees being more resilient and assertive.

The Benefits of Coaching in Organizations:

- Empowers individuals and encourages them to take responsibility.
- Increases employee and staff engagement.
- Improves individual performance.
- Helps identify and develop high potential employees.
- Helps identify both organizational and individual strengths and development opportunities.
- Helps to motivate and empower individuals to excel.
- Demonstrates organizational commitment to the wellbeing of employees.

2. SCOPE OF WORK: REQUIREMENT / SPECIFICATION

The WRC requires to appoint a coaches for the provision coaching services for employees.

The appointed Service Provider/s are to provide the following services

- Six (6) one-hour sessions for each employee in the coaching programme
- Four (4) accredited Master coaches (Executive)
- Thirty (30) accredited Expert level Coaches
- Number of employees to be coached: thirty-four **(34) employees**
- All coaches must be accredited Consciousness Coaches, and must use the conscious coaching methodology in their coaching sessions with WRC employees.

3. EVALUATION PHASES

The received proposals will be evaluated in different phases in order to arrive to the final phase of bid award, and the phases will be as follows:

- 3.1 Phase One – Screening of the minimum requirements documents
- 3.2 Phase Two – Pre-qualification evaluation

3.2 Phase Three – Price and Preference (B-BBEE)

3.1 Phase One (01): Screening of the minimum requirements documents

In this phase All bids received will be verified for compliance and completeness of the submitted proposal per the below set of mandatory requirements. Bidders who fail to comply with the below requirements may be eliminated and bidders who comply with the below progresses to the next phase of technical evaluation.

- Bid forms must be properly received on the bid closing date and time specified on the invitation, fully completed, dated.
- Invitation to Bid (SBD 1) must be fully completed,
- Submission of a Valid SARS Tax Clearance Certificate together with Supplier SARS Tax Compliance Status Verification PIN to enable Water Research Commission to verify Tax Compliance status on SARS eFiling. NB: Bidders whom their Tax matters are not in order will not be considered for this bid.
- Submission of fully completed Pricing Schedule (Purchases – Goods - SBD 3.1),
- Submission of fully completed SBD 4 (Declaration of Interest),
- Submission of fully completed SBD 6.1 (Preference Claim Certificate),
- Submission of the original or certified B-BBEE Status Level Verification Certificate or original B-BBEE Sworn Affidavit in case of EME and QSE)
- Submission of fully completed SBD8 (Declaration of Bidders Past SCM Practice),
- Submission of fully completed SBD9 (Certificate of Independent Bid Determination),
- Submission of Central Supplier Database (CSD) Compliance History Report.

NB: Any bidders who did not sign and submit any of the requested documents may be disqualified.

3.2 Phase Two (2): Pre-qualification Evaluation phase

Service providers / coaches are required to submit the below listed requirements in order to comply with Phase two (2) of the evaluation; failure to comply with the pre-qualification shall lead to immediate elimination. Only bidders who complied with the listed requirements will proceed to the next phase of evaluation.

- Coaches must be accredited Consciousness Coaches. Failure to submit proof of accreditation will lead to elimination.
- Coaches must use the conscious coaching methodology in the coaching sessions with the WRC employees. Failure to comply with the prescribed methodology will lead to elimination.
- Coaches should be able to provide proof of coaching experience as per the hours indicated below:

Pre-qualification Requirement One (01):

	Requirements	Documents to be submitted	Proof of coach specific training	Proof of coaching experience	Requested document/ proof <u>attached (YES)</u> Or <u>not attached (NO)</u>
1.	Accreditation (Coaches must be accredited Consciousness Coaches).	<u>Credential</u> Expert Consciousness Coach® (ECC®)	<u>Coach-Specific Training</u> CCA CC® Diploma + CS graduation	<u>Coaching Experience</u> 250 hours	Yes..... No..... Page number where the evidence is attached:
2.		Consciousness Coachina® Master Coach (CCMC®)	CCA CC® Diploma + CS + CR graduation	1250 hours	Yes..... No..... Page number where the evidence is attached:

Pre-qualification Requirement Two (02):

No	Pre-qualification requirement	Documents to be submitted	Requested document/ proof <u>attached (YES)</u> Or <u>not attached (NO)</u>
2	<p>Methodology – Coaches must use the conscious coaching methodology in the coaching sessions with the WRC employees including but not limited to what is listed below:</p> <ul style="list-style-type: none"> Your approach to the assignment (methodology). Your ability to customize your approach and recommendations according to Water Research Commission requirements as opposed to a textbook template must be proven. A clearly detailed coaching development plan that sets out the key elements of the coaching agreement, including details of frequency of meetings and milestones Describe coaching methodology, approach, and the conceptual basis, indicating how this would be implemented Describe how as a coach how you will identify areas of weakness and strength and prioritize the issues which will be addressed during the coaching intervention. Indicate optimal length of coaching intervention. Feedback sessions 	Supplier to attach a detailed coaching methodology to be applied for this project.	<p>Methodology attached: Yes:...../ No:.....</p> <p>Please indicate the Page number where the methodology is attached to your submitted proposal:.....</p>

Pre-qualification Requirement Three (03):

No	Pre-qualification requirement	Documents to be submitted	Requested document/ proof <u>attached (YES)</u> Or <u>not attached (NO)</u>
3	<p>Contactable Reference Letters</p> <p>Service provider must submit at least two (02) reference letters where coaching services was successfully provided.</p> <p>The reference letter must indicate the following:</p> <ul style="list-style-type: none"> • The type of service (coaching) rendered. • The duration of the rendered service. • The reference letter must be signed by the client. • The reference letter must be contactable (Contact person name, telephone, email address). • The reference must of service rendered not older than 5 years. 	Supplier to attach at least a minimum of 2 reference letters where successful coaching service was provided.	<p>Methodology attached: Yes:...../ No:.....</p> <p>Please indicate the Page number where the reference letters are attached to your submitted proposal:.....</p>

3.3 Phase Three (3): Price and Preference (B-BBEE) Evaluation

Service providers who comply with set pre-qualification evaluation requirements will be evaluated under Price and B-BBEE phase.

4. PRICING

The RFQ will be evaluated in terms of the Preferential Procurement Regulations (2017).

Note:

- Fees must be quoted in South African Rand.
- Fees per session per official should be quoted.
- Price(s) quoted per candidate must be firm and all-inclusive and VAT where applicable.

5. FINAL AWARD

- WRC reserves the right to appoint one or more service providers for this project.
- WRC reserves the right to appoint a panel of service provider or coaches.
- WRC reserves the right to determine the number of official/s to be coached by one service provider or coach.
- In case of appointed panel of coaches from different service providers, the WRC reserves the right for each official to select their preferred coach from the panel.



6. PERIOD / DURATION OF PROJECT / ASSIGNMENT

The commencement of these services should be in the current financial year and all services to be completed by June 2022 to support and enable the business in achieving their strategic goals and enable business continuity

7. PAYMENT:

The WRC will be invoiced according to the amount of services rendered payment will be affected 30 days from the date of the invoice.

8. STANDARD CONDITIONS OF THE TENDER

- i. **Bidders must complete SBD 3.3, SBD 4, SBD 6.1, SBD 8 and SBD 9;**
- ii. Bidders must also submit a **valid tax clearance certificate**; and a **valid B-BBEE certificate** (original or certified copy) to the WRC offices PRIOR or by the closing date, if the WRC is not already in possession of these certificates;
- iii. WRC Supplier application form must be completed and signed (copy attached)
- iv. It is the responsibility of prospective bidders to ensure that all bid documents are submitted before the closing time and date of the tender;
- v. The WRC reserves the right to award or not to award this contract;
- vi. The WRC will enter into a formal contract with one successful bidder;
- vii. The WRC reserves the right to terminate the contract should the performance of the service provider be unsatisfactory;
- viii. Bids received after closing time and date will be classified as **LATE** and will **NOT** be considered;
- ix. Although adequate thought has been given in the drafting of this document, errors may occur which the WRC will not be responsible for;
- x. Any change of information provided in the tender document that may affect delivery of the service should be brought to the WRC's attention as soon as possible. Failure to comply with this may result in the contract being terminated;
- xi. Service providers presenting information intentionally incorrectly or fraudulently will be disqualified;
- xii. Service providers who have been declared insolvent and wish to do business with the WRC must have been rehabilitated and provide the necessary proof thereof;
- xiii. The WRC reserves the right to award, cancel or partially award this contract.
- xiv. The National Treasury General Conditions of Contract will be applicable to this tender (available on the National Treasury website);
- xv. Bidders must complete and attach all relevant standard bid document;
- xvi. All prices quoted must be VAT inclusive;
- xvii. Only those bidders, who have met the minimum functional criteria, as stipulated above, may be invited to present their proposal as required. Please note that bidders, who may be invited for presentations, may have their technical scores re-evaluated.
- xviii. For those bidders who have met the minimum functional criteria, as stipulated above, the WRC has the right to visit the business premises to verify the information provided in the tender documents;



please note that bidders who may have their premises inspected, may have their technical scores re-evaluated.

- xix. Short-listed companies could be invited to present and discuss their proposals.
- xx. A service level agreement will be entered into between the WRC and the successful respondent.

8. CLOSING DATE AND TIME

- ☐ The closing date for the RFQ is the **21st of March 2022 @ 24h00.**
- ☐ Quotations should be sent to quotations@wrc.org.za to reach the WRC before 24h00pm on the closing date and time.

9. ENQUIRIES

- ☐ For any technical enquiries and commercial enquiries please contact: the WRC Supply Chain Unit at quotations@wrc.org.za



PRICING SCHEDULE FOR ACCREDITED MASTER COACHERS (EXECUTIVE)

RFQ-094-02-21-22: Accredited Master coaches (Executive)					TOTAL RATES	
Name of the Company:				Pre-Couching Rate & Close Out Report Per Individual (Incl. VAT) (B1)	TOTAL BID PRICE - (A1 x B1) (Incl. VAT) = (C1)	
	Accredited Master coaches (Executive)		Number of Executives (A1)			
1.	Accredited Master Executive Management Coaching – <u>Pre-Coaching Assessment / Evaluation</u>			4	R	R
2.	Accredited Master Executive Management Coaching – <u>Close-Out Reports / Project Closure and Hand-Over Report</u>			4	R	R
RFQ-094-02-21-22: Accredited Master coaches (Executive)						TOTAL RATES - 6 sessions (1 Hr p/session)
	Functionality Category / Criteria	Number of Executives (D1)	Estimated Number of Coaching Sessions per individual (E1)	Estimated Total Coaching Sessions for 4 Executives (D1 x E1) = (F1)	Rate Per Hour / Session per Executive (Incl. VAT) (G1)	TOTAL PRICE - (24 Sessions X Rate per Hour / Session (Incl. VAT) (F1 x G1) = (H1)
3.	Accredited Master Executive Management Coaching	4	6 sessions (Estimated 1 hrs. a session)	24	R	R



PRICING SCHEDULE FOR THIRTY (30) ACCREDITED EXPERT LEVEL COACHES

RFQ-094-02-21-22: Thirty (30) accredited Expert level Coaches					TOTAL RATES	
Name of the Company:				Pre-Couching Rate & Close Out Report Per Individual (Incl. VAT) (B1)	TOTAL PRICE - (A1 x B1) (Incl. VAT) = (C1)	
	Accredited Master coaches (Executive)		Number of officials to be coached (A1)			
1.	Thirty (30) accredited Expert level Coaches – <u>Pre-Coaching Assessment / Evaluation</u>			30	R	R
2.	Thirty (30) accredited Expert level Coaches – <u>Close-Out Reports / Project Closure and Hand-Over Report</u>			30	R	R
RFQ-094-02-21-22: Thirty (30) accredited Expert level Coaches					TOTAL RATES - 6 sessions (1 Hr p/session)	
	Functionality Category / Criteria	Number of Officials (D1)	Estimated Number of Coaching Sessions per individual (E1)	Estimated Total Coaching Sessions for 30 Officials (D1 x E1) = (F1)	Rate Per Hour / Session per Official (Incl. VAT) (G1)	TOTAL PRICE - (180 Sessions X Rate per Hour / Session (Incl. VAT) (F1 x G1) = (H1)
3.	Thirty (30) accredited Expert level Coaches	30	6 sessions (Estimated 1 hrs. a session)	180	R	R