



**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](mailto: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)

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE WATER RESEARCH COMMISSION (WRC)</b>					
RFQ/P NUMBER:	051/ 08/22-23	CLOSING DATE:	31 AUGUST 2022	CLOSING TIME:	24h00
DESCRIPTION OF GOODS/SERVICES	<b>APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO COMPLETE AN ORGANISATIONAL DESIGN REVIEW FOR THE WRC</b> The objective of this request for proposal is to invite service providers to submit proposals for consideration, to complete an organisational design review for the WRC.				
<b>BID RESPONSE DOCUMENTS MAY BE EMAILED TO: <a href="mailto:quotations@wrc.org.za">quotations@wrc.org.za</a> (No hand delivered quotation or sent to a different email than the one specified shall not be accepted)</b>					
<b>RFQ VALIDITY PERIOD: 90 DAYS</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Supply Chain Management		CONTACT PERSON	Supply Chain Management	
TELEPHONE NUMBER	012 761 9300		TELEPHONE NUMBER	012 761 9300	
E-MAIL ADDRESS	<a href="mailto:quotations@wrc.org.za">quotations@wrc.org.za</a>		E-MAIL ADDRESS	<a href="mailto:quotations@wrc.org.za">quotations@wrc.org.za</a>	
<b>SUPPLIER INFORMATION</b>					
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 <input type="checkbox"/> Yes <input type="checkbox"/> No		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
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 ]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
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	
<b>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.</b>					



## **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-FILED THROUGH THE SARS WEBSITE [WWW.SARS.GOV.ZA](http://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 - SBD4, SBD6.1 (where applicable), 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.

**SBD4**

### **BIDDER'S DISCLOSURE**

#### **1. PURPOSE OF THE FORM**

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

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

#### **2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

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

<b>Full Name</b>	<b>Identity Number</b>	<b>Name of State institution</b>

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

2.2.1 If so, furnish particulars:

.....  
.....

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

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



2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

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<sup>2</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.



## 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
<b>PRICE</b>	
<b>B-BBEE STATUS LEVEL OF CONTRIBUTION</b>	



Total points for Price and B-BBEE must not exceed	100
<p>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.</p> <p>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.</p> <p><b>2. DEFINITIONS</b></p> <p>2.1. <b>“B-BBEE”</b> means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;</p> <p>2.2. <b>“B-BBEE status level of contributor”</b> 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;</p> <p>2.3. <b>“bid”</b> 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;</p> <p>2.4. <b>“Broad-Based Black Economic Empowerment Act”</b> means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);</p> <p>2.5. <b>“EME”</b> 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;</p> <p>2.6. <b>“Functionality”</b> means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.</p> <p>2.7. <b>“prices”</b> includes all applicable taxes less all unconditional discounts;</p> <p>2.8. <b>“proof of B-BBEE status level of contributor”</b> means:</p> <p style="padding-left: 40px;">2.8.1.B-BBEE Status level certificate issued by an authorized body or person;</p> <p style="padding-left: 40px;">2.8.2.A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;</p> <p style="padding-left: 40px;">2.8.3.Any other requirement prescribed in terms of the B-BBEE Act;</p> <p>2.9. <b>“QSE”</b> 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</p>	

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

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

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		





<b>Cooperative owned by black people</b>		
<b>Black people who are military veterans</b>		
<b>OR</b>		
<b>Any EME</b>		
<b>Any QSE</b>		

**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.



## **PART D**

### **TERMS OF REFERENCE / SCOPE OF WORK**

#### **1. BACKGROUND AND INTRODUCTION**

The WRC operates as legislated by the Water Research Act (Act 34 of 1971) and is an entity of national importance to ensure water security, support to the DWS and water sector stakeholders through funding of research entities (universities, consultants and SMMEs). The Primary Function of the WRC is to (1) Promote coordination, cooperation, and communication in water research; (2) Establish water research needs and priorities; (3) Stimulate and fund water research according to priority; (4) Promote the effective transfer of information and technology; and (5) Enhance knowledge and capacity building within the water sector.

The WRC is going through a strategic review process ,therefore requires to conduct and organisation design review.

#### **2. SCOPE OF WORK: REQUIREMENT / SPECIFICATION**

The WRC requires to appoint a professional service provider to complete an Organisational design review for the WRC as follows:

This process uses a step-by-step methodology which identifies dysfunctional aspects of workflow, procedures, structures, and systems, realigns them to fit current business realities/goals (strategy) and then develops plans to implement the new changes. The hallmark of the review process is a comprehensive and holistic approach to organizational improvement that touches all aspects of organizational life. By design we're talking about the integration of people with core business processes, technology, and systems. A well-designed organization ensures that the form of the organization matches its purpose or strategy, meets the challenges posed by business realities and significantly increases the likelihood that the collective efforts of people will be successful.

Methodology- Although adaptable to the size, complexity and needs of any organization, the design process must consist of the following steps.

##### Charter the design process

The service provider must establish a charter for the design process that includes a “case for change,” desired outcomes, scope, allocation of resources, time deadlines, participation, communications strategy, and other parameters that will guide the project.

##### Assess the current state of the business

A comprehensive assessment of the organization to understand how it functions, its strengths and weaknesses, and alignment to our core ideology and business strategy is important. The assessment process is astounding in the clarity it brings an organization's leaders and members, not only regarding how the organization currently works but how the various parts are interrelated, its overall state of health and, most importantly, what needs to be done to make improvements.



### Design the new organization

This will involve the look to the future and develop a complete set of design recommendations for the “ideal future.” At a high level, the steps in this process include the following:

- Defining our basic organizing principle. (Will we organize primarily around functions, processes, customer-types, technologies, geographies, etc.?)
- Streamlining core business processes—those that result in revenue and/or deliverables to customers.
- Documenting and standardizing procedures.
- Organizing people around core processes.
- Identifying headcount necessary to do core work.
- Defining tasks, functions, and skills. What are the performance metrics for each function/team? How are they evaluated and held accountable?
- Identifying support resources (finance, sales, HR, etc.), mission, staffing, etc. and where these should be located.
- Defining the management structure that provides strategic, coordinating, and operational support.
- Improving coordinating and development systems (hiring, training, compensation, information-sharing, goal setting, etc.).

The design process morphs into transition planning as critical implementation dates are set and specific, concrete action plans created to implement the new design. And a key part of this step includes communicating progress to other members of the organization. A communications plan is developed that educates people in what is happening. Education brings awareness, and everyone’s inclusion brings the beginning of commitment.

### Implement the design Report (Post design Workflow)

The task is to make the design live. People are organized into natural work groups which receive training in the new design, team skills and start-up team building. New work roles are learned and new relationships within and without the unit are established. Equipment and facilities are rearranged. Reward systems, performance systems, information sharing, decision-making and management systems are changed and adjusted. Some of this can be accomplished quickly. Some may require more detail and be implemented over a longer period of time.

### Project Timelines

The following project timelines are applicable:

- Deliverables dependent.

### Resources Required and pricing schedule

The following resource rates are required to determine a comparative pricing schedule:

- Project Leader
- Senior Manager



- Manager
- Project administrator

Allocated Resources	Rate Per Hour (Incl. of VAT)
Project Leader / Director	R
Senior Manager	R
Manager	R
Project Administrator	R
<b>Disbursement Costs:</b> Travel: AA rates Air Travel: Standard – Economy Class Accommodation: Standard Class – 3 star graded establishment NB: Before any trip where disbursement costs will be incurred, service provider should obtain prior approval from the WRC project owner.	

**NB:** Service Provider should indicate the proposed hourly rate per level of team members. The project will be executed at the WRC offices in Gauteng. All Subsistence and travel will be re-imbursed at AA rates and actual accommodation.

### 3. EVALUATION PHASES

The received proposals will be evaluated in accordance with the PPPFA and 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 – Technical Evaluation
- 3.3 Phase Three – Price and Preference (B-BBEE)

#### 3.1 Phase One (1): 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 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 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): Technical Evaluation**

Technical Functional Criteria:

Note: Functionality scoring will be on a sliding scale as per the below table:

<b>SCORE</b>	<b>DESCRIPTION</b>
<b>1</b>	Poor
<b>2</b>	Average
<b>3</b>	Good
<b>4</b>	Very Good
<b>5</b>	Excellent



## TECHNICAL CRITERIA

Criteria	Evidence to be submitted for evaluation	Weighting
Experience of the allocated resources for the project in question	<p>Company to submit CV of the allocated resources indicating the years of relevant experience and relevant qualification) –</p> <p><b>Project Leader</b></p> <ul style="list-style-type: none"> <li>• Greater than 7 years of relevant experience and</li> <li>• Qualification/ Membership: Diploma / Degree relevant to the work required</li> </ul> <p><b>Senior Manager/Manager</b></p> <ul style="list-style-type: none"> <li>• Four (4) years and above of relevant experience and</li> <li>• Qualification/Membership: Diploma/ Degree relevant to the work required</li> </ul> <p><b>Other staff:</b></p> <ul style="list-style-type: none"> <li>• Two (2) years and above of relevant experience</li> <li>• Qualification: Diploma / Degree relevant to the work required</li> </ul> <p>NB: If the allocated resources are not available at the time of project execution, the Service Provider will be expected to replace the officials with similar resource in term of years of experience and qualifications.</p>	<p><b><u>Total points allocated for experience</u></b> <b>=40%</b></p> <p><b>Director/Associated Director points allocation (15%):</b></p> <ul style="list-style-type: none"> <li>• Fully comply – more than 7 years of relevant experience = 5 points</li> <li>• Partial compliance – between 5 to 7 years of relevant experience = 3 points</li> <li>• Partial compliance – between 3 to 5 years of relevant experience = 2 points</li> <li>• Partial compliance – less than 3 years of relevant experience = 1 point</li> </ul> <p><b>Senior Manager/Manager points allocation (15%):</b></p> <ul style="list-style-type: none"> <li>• Fully comply – more than 4 years of relevant experience = 5 points</li> <li>• Partial compliance – between 3 to 4 years of relevant experience = 3 points</li> <li>• Partial compliance – between 2 to 3 years of relevant experience = 2 points</li> <li>• Partial compliance – less than 2 years of relevant experience = 1 point.</li> </ul>



		<p><b>Other staff points allocation (10%):</b></p> <ul style="list-style-type: none"> <li>Fully comply – more than 2 years of relevant experience = 5 points</li> <li>Partial compliance – less than 2 years of relevant experience = 1 point</li> </ul>
Provide detailed project implementation plan and methodology associated timeframes. (Include roles, responsibilities and dependencies, time allocation).	Submit a Methodology and project plan which speaks to how an assignment will be approached.	<p><b><u>Total points allocated for proposal = 40%</u></b></p> <p><b>Methodology points allocation (20%)</b></p> <p>The submitted methodology inline with the scope of work to be considered fully compliant and awarded full points.</p> <ul style="list-style-type: none"> <li>Methodology submitted = 5 points</li> <li>No methodology submitted = 0 point</li> </ul> <p><b>Project Plan points allocation (20%):</b></p> <p>Any Project Plan format will be acceptable, but it must cover all areas from the beginning to end of the project. Must include all areas of assessment, roles and responsibilities, dependencies and time allocation.</p> <ul style="list-style-type: none"> <li>Project Plan submitted = 5 points</li> <li>No project plan submitted = 0 point</li> </ul>





<p>Signed Reference letters from clients (on client letterheads where applicable) for whom similar work was conducted.</p> <p>Reference to comply with the following requirements:</p> <ul style="list-style-type: none"> <li>• Contactable (email or telephone number) signed letter</li> <li>• Should be in client letterhead</li> <li>• Specify the work performed and the period that in which the referenced project was executed</li> <li>• The reference letters must come from different organisation. (More than one reference letter coming from the same organisation will be treated as one reference letter)</li> </ul>	<p>5 reference letters must be attached.</p> <p>The service provider should submit at least five reference letters (not purchase order or contracts) to be allocated points under this criterion.</p> <p><b>NB:</b> WRC reserves the right to directly afford questionnaires to selected clients (references) to rate the service per the afforded reference letter.</p>	<p><b><u>Total points allocated for reference letters = 20%</u></b></p> <ul style="list-style-type: none"> <li>• One reference letter equals to = 1 point</li> <li>• Two reference letters equal to = 2 points</li> <li>• Three reference letters equal to = 3 points</li> <li>• Four reference letters equal to = 4 points</li> <li>• Five reference letters equal to = 5 points</li> </ul>
<b>TOTAL WEIGHTING</b>		<b>100 POINTS</b>

**NB:** Service providers are expected to meet a minimum threshold of **75%** on the above technical requirements to qualify for the next phase of price and



BBBEE, Failure to meet the set minimum threshold will lead to disqualification.

### **3.3. Phase three (3): Price and Preference (B-BBEE) Evaluation**

Service providers who comply with set technical evaluation 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
- Price(s) must be firm and all-inclusive and VAT where applicable.

## 5. PERIOD / DURATION OF PROJECT / ASSIGNMENT

Deliverables dependent

## 6. 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.

## 7. STANDARD CONDITIONS OF THE TENDER

- Bidders must complete SBD 4, SBD 6.1,**
- 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;
- It is the responsibility of prospective bidders to ensure that all bid documents are submitted before the closing time and date of the tender;
- The WRC reserves the right to award or not to award this contract;
- The WRC will enter into a formal contract with one successful bidder;
- The WRC reserves the right to terminate the contract should the performance of the service provider be unsatisfactory;
- Bids received after closing time and date will be classified as **LATE** and will **NOT** be considered;
- Although adequate thought has been given in the drafting of this document, errors may occur which the WRC will not be responsible for;
- 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;
- Service providers presenting information intentionally incorrectly or fraudulently will be disqualified;
- 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;
- The WRC reserves the right to award, cancel or partially award this contract.
- The National Treasury General Conditions of Contract will be applicable to this tender (available on the National Treasury website);
- Bidders must complete and attach all relevant standard bid document;
- All prices quoted must be VAT inclusive;
- 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.
- 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 **31<sup>st</sup> of August 2022 @ 24h00**.
- ☐ Quotations should be sent to [quotations@wrc.org.za](mailto:quotations@wrc.org.za) to reach the WRC before 24h00 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](mailto:quotations@wrc.org.za)



## Pricing schedule

Allocated Resources	Rate Per Hour (Incl. of VAT)
Project Leader / Director	R
Senior Manager	R
Manager	R
Project Administrator	R
<b>Disbursement Costs:</b> Travel: AA rates Air Travel: Standard – Economy Class Accommodation: Standard Class – 3 star graded establishment NB: Before any trip where disbursement costs will be incurred, service provider should obtain prior approval from the WRC project owner.	