



**TENDER NO.: SC 1508/2014**

**WATER AND WASTE WATER TREATMENT OPERATION MANAGEMENT  
CONTRACT**

**PHASE 1: REQUEST FOR QUALIFICATION**

**PROCUREMENT DOCUMENT**

<b>NAME OF TENDERER:</b>	
--------------------------	--

**AUGUST 2014**

**PREPARED AND ISSUED BY:**

Directorate: Finance:  
Supply Chain Management Unit  
Overstrand Municipality  
PO Box 20, Hermanus, 7200

**CONTACT FOR ENQUIRIES  
REGARDING SPECIFICATIONS:**

Chris Liebenberg  
Engineering Consultant  
**Tel. Number:** 082 469 8416

<b>KLEINMOND</b> Private Bag X3 Kleinmond; 7195 Tel: 028 271 8100 Fax: 028 271 4678	<b>HERMANUS</b> PO Box 20 Hermanus; 7200 Tel: 028 313 8000 Fax: 028 313 8048	<b>STANFORD</b> PO Box 84 Stanford; 7210 Tel: 028 341 0640 Fax: 028 341 0445	<b>GANSBAAI</b> PO Box 26 Gansbaai; 7220 Tel: 028 384 0111 Fax: 028 384 0241
---	--	--	--

TENDER DETAILS						
TENDER NUMBER:	<b>SC1508/2014</b>					
TENDER TITLE:	<b>WATER AND WASTE WATER TREATMENT OPERATION MANAGEMENT CONTRACT - PHASE 1: REQUEST FOR QUALIFICATION</b>					
CLOSING DATE:	<b>2014/09/26</b>		CLOSING TIME:	<b>12H00</b>		
SITE MEETING:	DATE:	<b>2014/09/02</b>	TIME:	<b>11H00</b>	COMPULSORY:	<b>YES</b>
SITE MEETING ADDRESS:	<b>OVERSTRAND AUDITORIUM, MAGNOLIA AVE. HERMANUS</b>					
CIDB GRADING REQUIRED:	<b>NO</b>	LEVEL AND CATEGORY:	<b>N/A</b>			
BID BOX NO:	<b>6</b>	SITUATED AT: Overstrand Municipal Building, Magnolia Avenue, Hermanus. The bid box is generally open 24 hours a day, 7 days a week.				
OFFER TO BE VALID FOR:	<b>60</b>	DAYS FROM THE CLOSING DATE OF BID.				

TENDERER DETAILS			
NAME OF TENDERER:			
NAME OF CONTACT PERSON:			
PHYSICAL ADDRESS:		POSTAL ADDRESS:	
TELEPHONE #:		FAX NO.:	
E-MAIL ADDRESS:			

TENDER AMOUNT (INCLUDING VAT) :	
DATE:	
SIGNATURE OF TENDERER:	
CAPACITY UNDER WHICH THIS BID IS SIGNED:	

**PLEASE NOTE:**

1. Tenders that are deposited in the incorrect box will not be considered.
2. Tender box deposit slot is 28cm x 2.5cm.
3. Mailed, telegraphic or faxed tenders will not be accepted.
4. If the bid is late, it will not be accepted for consideration.
5. Bids may only be submitted on the Bid Documentation provided by the Municipality.

ENQUIRIES MAY BE DIRECTED TO:		
	ENQUIRIES REGARDING BID PROCEDURES	TECHNICAL ENQUIRIES
CONTACT PERSON:	<b>BLAKE D'OLIVEIRA</b>	<b>CHRIS LIEBENBERG</b>
TEL. #	<b>028 313 5016</b>	<b>082 469 8416</b>

---

**CONTENTS**

	<b>PAGE NUMBER</b>
PART A – ADMINISTRATIVE REQUIREMENTS IN TERMS OF THE SUPPLY CHAIN MANAGEMENT POLICY .....	4
1. CHECKLIST .....	5
2. TENDER NOTICE & INVITATION TO TENDER .....	6
3. CLARIFICATION MEETING CERTIFICATE .....	7
4. AUTHORITY TO SIGN A BID.....	8
5. GENERAL CONDITIONS OF TENDER .....	11
6. MBD 2 – TAX CLEARANCE CERTIFICATE REQUIREMENTS .....	13
7. MBD 4 – DECLARATION OF INTEREST .....	14
8. MBD 8 – DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES.....	17
9. MBD 9 – CERTIFICATE OF INDEPENDENT BID DETERMINATION.....	19
10. MBD 15 – CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES.....	21
11. SECTION 37(2) OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, 1993 (ACT 85 OF 1993).....	22
PART B – SPECIFICATIONS.....	24



**PART A – ADMINISTRATIVE REQUIREMENTS IN  
TERMS OF THE SUPPLY CHAIN MANAGEMENT POLICY**

<b>1. CHECKLIST</b>
---------------------

**PLEASE ENSURE THAT THE FOLLOWING FORMS HAVE BEEN DULY COMPLETED AND SIGNED AND THAT ALL DOCUMENTS AS REQUESTED, ARE ATTACHED TO THE TENDER DOCUMENT:**

<b>Certificate of Clarification Meeting Attendance</b> - Is the form duly completed and signed by both tenderer and agent of the Overstrand Municipality?	Yes	No	
<b>Authority to Sign a Bid</b> - Is the form duly completed and is a <b>certified copy</b> of the <b>resolution</b> attached?	Yes	No	
<b>Tax Clearance Certificate</b> - Is an <b>ORIGINAL</b> and <b>VALID</b> Tax Clearance Certificate attached?	Yes	No	
<b>MBD 4</b> (Declaration of Interest) - Is the form duly completed and signed?	Yes	No	
<b>MBD 8</b> (Declaration of Past Supply Chain Practices) - Is the form duly completed and signed?	Yes	No	
<b>MBD 9</b> (Certificate of Independent Bid Determination) - Is the form duly completed and signed?	Yes	No	
<b>MBD 15</b> (Certificate of Payment of Municipal Accounts) - Is the form duly completed and signed? Are the <b>Identity numbers, residential addresses</b> and <b>municipal account numbers</b> of <b>ALL</b> members, partners, directors, etc. provided on the form as requested?	Yes	No	
<b>OHASA</b> (Occupational Health and Safety) - Is the form duly completed and signed? Is a valid <b>Letter of Good Standing</b> from the Compensation Commissioner attached?	Yes	No	

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

**2. TENDER NOTICE & INVITATION TO TENDER****TENDER NO. SC 1508/2014****WATER AND WASTE WATER TREATMENT OPERATION MANAGEMENT CONTRACT  
PHASE 1: REQUEST FOR QUALIFICATION**

Tenders are hereby invited for: **Request for Qualification for Water and Waste Water Treatment Operation Management Contract.**

Tender documents, in English, are obtainable from **Friday, 22 August 2014**, at the offices of the Supply Chain Management Unit, Overstrand Municipality, Magnolia Avenue, Hermanus, Tel. 028 313 8064 from Ms. Rita Neethling between 08h30 and 15h30, upon payment of a tender participation fee of **R572.00 per set**. Alternatively the documents can be downloaded free from the website: [www.overstrand.gov.za](http://www.overstrand.gov.za)

Sealed tenders, with “**Tender No. SC1508/2014: Request for Qualification for Water and Waste Water Treatment Operation Management Contract.**” clearly endorsed on the envelope, must be deposited in **Tender Box No. 6** at the offices of the Overstrand Municipality, Magnolia Avenue, Hermanus. Bids may only be submitted on the bid documentation provided by the Municipality.

**A compulsory briefing session will take place at 11h00 on 02 September 2014**, Overstrand Municipality Auditorium, Hermanus.

The closing date and time of the tender is **on Friday, 26 September 2014 at 12h00** and will be opened in public immediately thereafter in the SCM Committee Room, Hermanus Administration.

Tenders must be valid for **60** days after the closing date.

The Overstrand Municipality does not bind itself to accept the lowest or any Tender and reserves the right to accept any tender, as it may deem expedient. Tenders are subject to the General Conditions of Contract and the Supply Chain Management Policy of the Overstrand Municipality.

Please refer enquiries to Mr. C Liebenberg at telephone number: **082 469 8416**.

MUNISIPALITEIT



MUNICIPALITY

**3. CLARIFICATION MEETING CERTIFICATE**

I / We\*, the undersigned, certify that I / we\* have examined the Site for the Works and its surroundings for which I / we\* am / are\* submitting this Tender and have, as far as practicable possible, familiarized myself / ourselves\* with all information, risks, contingencies and other circumstances which may influence or affect my / our\* tender.

\* Delete whichever is inapplicable

NAME & SURNAME			
CAPACITY			
NAME OF FIRM			
ADDRESS			
TELEPHONE NO		FAX NO:	
E-MAIL		SIGNATURE	

SIGNED FOR AND ON BEHALF OF <b>OVERSTRAND MUNICIPALITY</b>	
NAME AND SURNAME	
DATE	



**4. AUTHORITY TO SIGN A BID**

**1. COMPANIES AND CLOSE CORPORATIONS**

1.1. If a Bidder is a **COMPANY**, a certified copy of the resolution by the board of directors, duly signed, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company **must be submitted with this bid**, that is, before the closing time and date of the bid

1.2. In the case of a **CLOSE CORPORATION (CC)** submitting a bid, a **resolution by its members**, authorizing a member or other official of the corporation to sign the documents on their behalf, **shall be included with the bid**.

**PARTICULARS OF RESOLUTION BY BOARD OF DIRECTORS OF THE COMPANY/MEMBERS OF THE CC**

Date Resolution was taken	
Resolution signed by (name and surname)	
Capacity	
Name and surname of delegated Authorised Signatory	
Capacity	
Specimen Signature	

Full name and surname of ALL Director(s) / Member (s)			
Is a <b>CERTIFIED COPY</b> of the resolution attached?		<b>YES</b>	<b>NO</b>

SIGNED ON BEHALF OF COMPANY / CC:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	



**2. SOLE PROPRIETOR (SINGLE OWNER BUSINESS)**

I, \_\_\_\_\_, the undersigned, hereby confirm that I am the sole owner of the business trading as \_\_\_\_\_

SIGNATURE:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

**3. PARTNERSHIP**

We, the undersigned partners in the business trading as \_\_\_\_\_ hereby authorize Mr/Ms \_\_\_\_\_ to sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid and /or contract for and on behalf of the abovementioned partnership.

The following particulars in respect of every partner must be furnished and signed by every partner:

Full name of partner	Signature

SIGNED ON BEHALF OF PARTNERSHIP:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

**4. CONSORTIUM**

We, the undersigned consortium partners hereby authorize (Name of company) \_\_\_\_\_  
\_\_\_\_\_ to act as lead consortium partner.

We further authorize Mr/Ms. \_\_\_\_\_ to sign this bid as well as  
any contract resulting from the bid and any other documents and correspondence in connection  
with this bid and /or contract for and on behalf of the abovementioned partnership.

The following particulars in respect of each consortium member must be furnished and signed by  
each member:

Name of Consortium Member (Entity)	Full name of Consortium Member (Person)	Role of Consortium Member and % Participation	Signature of Responsible person

SIGNED ON BEHALF OF CONSORTIUM:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

## 5. GENERAL CONDITIONS OF TENDER

1. Sealed tenders, with the “**Tender Number and Title**” clearly endorsed on the envelope, must be deposited in the **tender box indicated** at the offices of the Overstrand Municipality, Magnolia Avenue, Hermanus.
2. The tender must be lodged by the Tenderer in the tender box in the Main Cash Hall, Hermanus Municipal Offices, Magnolia Avenue, Hermanus

**PLEASE NOTE:**

- 2.1. Tenders that are deposited in the incorrect box will not be considered.
- 2.2. Tender box deposit slot is 28cm x 2.5cm.
- 2.3. Mailed, telegraphic or faxed tenders will not be accepted.
- 2.4. Documents may only be completed in black ink.
- 2.5. The use of correction fluid/tape is not allowed.
  - 2.5.1. In the event of a mistake having been made, it shall be crossed out in ink and be accompanied by an initial at each and every alteration.
  - 2.5.2. Alterations or deletions not signed by the Tenderer may render the tender invalid.
- 2.6. All bids must be submitted in writing on the official forms supplied (not to be re-typed)
- 2.7. All prices shall be quoted in South African currency and be **INCLUSIVE of VAT**.
3. Any Tender received after the appointed time for the closing of Tenders shall not be considered but shall be filed unopened with the other Tenders received or may be returned to the Tenderer at his request.
4. Tenders may not be telefaxed to the Municipality and therefore any tenders received by fax will **not** be considered.
5. A separate Tender box is provided for the reception of Tenders and no Tender will be considered which, subsequent to the closing hour for Tenders, may be found in another box.
6. Tenders shall be opened in public at the Hermanus Municipal Offices as soon as possible after the closing time for the receipt of tenders.
7. The Municipality shall have the right to summarily disqualify any Tenderer who, either at the date of submission of this tender or at the date of its award, is indebted to the Municipality in respect of any rental, levies, rates and/or service charges; ALTERNATIVELY;
  - 7.1. That an agreement be signed whereby the Tenderer agrees that a percentage or fixed amount at the discretion of the Municipality, be deducted from payments due to him for this tender, until the debt is paid in full.
  - 7.2. The tenderer shall declare **all** the Municipal account numbers in the Overstrand Area for which the enterprise or the proprietors or directors in their personal capacity is/ are responsible or co-responsible.
8. This bid will be evaluated and adjudicated according to the following criteria:
  - 8.1. Relevant specifications
  - 8.2. Value for money
  - 8.3. Capability to execute the contract
  - 8.4. PPPFA & associated regulations

*[insert any other criteria]*

**9. Invoices**

All invoices must be forwarded to the following address:

Overstrand Municipality  
 PO Box 20  
 Hermanus, 7200

**10. Value-Added Tax (VAT)**

- 10.1. Tax invoices are to comply with the requirements as contained in the Value Added Tax Act, Act 89 of 1991. The content of the invoice must contain sufficient information for audit purposes.
- 10.2. It is a requirement of this contract that the amount of value-added tax (VAT) must be shown clearly on each invoice.
- 10.3. The amended Value-Added Tax Act requires that a Tax Invoice for supplies in excess of R3,000 should, in addition to the other required information, also disclose the VAT registration number of the recipient, with effect from 1 March 2005.
- 10.4. The VAT registration number of the Municipality is 4140106396.

**11. Standard Payment Terms**

- 11.1. All money owed by the municipality must be paid within 30 calendar days of receiving the relevant invoice or statement, unless prescribed otherwise for certain categories of expenditure.
- 11.2. Payment Cycles for the first 12 months of business with the Overstrand Municipality to Survivalist enterprises / Micro-enterprises
- 11.3. Survivalist enterprises / Micro-enterprises are entitled to a weekly payment cycle by the municipality.
- 11.4. In order to qualify for a weekly payment, a supplier must be classified as a Survivalist enterprises / Micro-enterprises on the Municipality's supplier database.
- 11.5. A weekly payment to Survivalist enterprises / Micro-enterprises is not a right in terms of this policy. Survivalist enterprises / Micro-enterprises may request such payments which may be made at the discretion of the Municipality.

<b>6. MBD 2 – TAX CLEARANCE CERTIFICATE REQUIREMENTS</b>
--

It is a condition of bid that the taxes of the successful bidder **must** be in order, or that satisfactory arrangements have been made with South African Revenue Services (SARS) to meet the bidder's tax obligations.

1. In order to meet this requirement, bidders are required to complete in full the TCC 0001 form, "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
2. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
3. The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be accepted.
4. In bids where Consortia / Joint Ventures / Sub-Contractors are involved, each party must submit a separate Tax Clearance Certificate.
5. Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za)
6. Applications for the Tax Clearance Certificates may also be made via e-Filing. In order to use this provision, taxpayers will need to register with SARS as e-Fileers through the website [www.sars.gov.za](http://www.sars.gov.za)



**7. MBD 4 – DECLARATION OF INTEREST**

1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid:

3.1.	<b>Full Name of bidder or his or her representative</b>																		
3.2.	<b>Identity Number</b>																		
3.3.	<b>Position occupied in the Company (director, shareholder <sup>2</sup> etc.)</b>																		
3.4.	<b>Company Registration Number</b>																		
3.5.	<b>Tax Reference Number</b>																		
3.6.	<b>VAT Registration Number</b>																		
3.7.	<b>Are you presently in the service of the state?</b>	YES		NO															
3.7.1.	If so, furnish particulars:																		
3.8.	<b>Have you been in the service of the state for the past twelve months?</b>	YES		NO															
3.8.1.	If so, furnish particulars:																		

<sup>1</sup> MSCM Regulations: "in the service of the state" means to be –

1. a member of –
  - i. any municipal council;
  - ii. any provincial legislature; or
  - iii. the National Assembly or the National Council of Provinces;
2. a member of the board of directors of any municipal entity;
3. an official of any municipality or municipal entity;
4. an employee of 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);
5. a member of the accounting authority of any national or provincial public entity; or
6. an employee of Parliament or a provincial legislature.

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



<b>3.9.</b>	<b>Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?</b>	<b>YES</b>		<b>NO</b>	
3.9.1.	If so, furnish particulars:				
<b>3.10.</b>	<b>Are you aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?</b>	<b>YES</b>		<b>NO</b>	
3.10.1.	If so, furnish particulars:				
<b>3.11.</b>	<b>Are any of the company's directors, managers, principal shareholders or stakeholders in the service of the state?</b>	<b>YES</b>		<b>NO</b>	
3.11.1.	If so, furnish particulars:				
<b>3.12.</b>	<b>Is any spouse, child or parent of the company's directors, managers, principal shareholders or stakeholders in the service of the state?</b>	<b>YES</b>		<b>NO</b>	
3.12.1.	If so, furnish particulars:				
<b>3.13.</b>	<b>Do you or any of the directors, trustees, managers, principal shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?</b>	<b>YES</b>		<b>NO</b>	
3.13.1.	If so, furnish particulars:				



3.14. Please provide the following information on ALL directors/shareholders/trustees/members below:			
Full Name and Surname	Identity Number	Personal Income Tax Number	Provide State <sup>3</sup> Employee Number

**NB:**

a) **PLEASE ATTACH CERTIFIED COPY(IES) OF ID DOCUMENT(S)**

b) **PLEASE PROVIDE PERSONAL INCOME TAX NUMBERS FOR ALL DIRECTORS / SHAREHOLDERS / TRUSTEES / MEMBERS, ETC.**

**4. DECLARATION**

I, the undersigned (name) \_\_\_\_\_, certify that the information furnished in paragraph 3 above is correct.

I accept that the state may act against me should this declaration prove to be false.

SIGNATURE		DATE	
NAME OF SIGNATORY			
POSITION			
NAME OF COMPANY			

<sup>3</sup> MSCM Regulations: "in the service of the state" means to be –

1. a member of –
  2. any municipal council;
  3. any provincial legislature; or
  4. the National Assembly or the National Council of Provinces;
5. a member of the board of directors of any municipal entity;
6. an official of any municipality or municipal entity;
7. an employee of 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);
8. a member of the accounting authority of any national or provincial public entity; or
9. an employee of Parliament or a provincial legislature.



**8. MBD 8 – DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

1. This Municipal Bidding Document must form part of all bids invited.
2. It serves as a declaration to be used by municipalities and municipal entities 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 rejected if that bidder, or any of its directors have:
  - 3.1. abused the municipality’s / municipal entity’s supply chain management system or committed any improper conduct in relation to such system;
  - 3.2. been convicted for fraud or corruption during the past five years;
  - 3.3. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
  - 3.4. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

4.1	Is the bidder or any of its directors listed on the National Treasury’s database as a company or person prohibited from doing business with the public sector? <i>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the audi alteram partem rule was applied).</i>	<b>Yes</b>	<b>No</b>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <i>(To access this Register enter the National Treasury’s website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon “Register for Tender Defaulters” or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).</i>	<b>Yes</b>	<b>No</b>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	<b>Yes</b>	<b>No</b>
4.3.1	If so, furnish particulars:		



4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	<b>Yes</b>	<b>No</b>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	<b>Yes</b>	<b>No</b>
4.5.1	If so, furnish particulars:		

**5. CERTIFICATION**

I, the undersigned (full name), \_\_\_\_\_, certify that the information furnished on this declaration form true and correct.

I accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

SIGNATURE:		NAME (PRINT):	
CAPACITY:		DATE:	
NAME OF FIRM:			



**9. MBD 9 – CERTIFICATE OF INDEPENDENT BID DETERMINATION**

1. This Municipal Bidding Document (MBD) must form part of all bids invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>4</sup> Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
  - 3.1. take all reasonable steps to prevent such abuse;
  - 3.2. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
  - 3.3. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

**CERTIFICATE OF INDEPENDENT BID DETERMINATION:**

In response to the invitation for the bid made by:

**OVERSTRAND MUNICIPALITY**

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

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - 5.1. has been requested to submit a bid in response to this bid invitation;

<sup>4</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.



- 5.2. could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
- 5.3. provides the same goods and services as the bidder and/or is in the same line of business as the bidder
- 6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>5</sup> will not be construed as collusive bidding.
- 7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - 7.1. prices;
  - 7.2. geographical area where product or service will be rendered (market allocation)
  - 7.3. methods, factors or formulas used to calculate prices;
  - 7.4. the intention or decision to submit or not to submit, a bid;
  - 7.5. the submission of a bid which does not meet the specifications and conditions of the bid; or
  - 7.6. bidding with the intention not to win the bid.
- 8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

<sup>5</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



**10. MBD 15 – CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES**

**DECLARATION IN TERMS OF CLAUSE 112(1) OF THE MUNICIPAL FINANCE MANAGEMENT ACT (NO.56 OF 2003) - (To be signed in the presence of a Commissioner of Oaths)**

I, \_\_\_\_\_, \_\_\_\_\_ (full name and ID no.), hereby acknowledge that according to SCM Regulation 38(1)(d)(i), the Municipality may reject the tender of the tenderer if any municipal rates and taxes or municipal service charges owed by the Tenderer or any of its directors/members/partners to the Overstrand Municipality, or to any other municipality or municipal entity, are in arrears for more than 3 (three) months.

I declare that I am duly authorised to act on behalf of \_\_\_\_\_ (name of the firm) and hereby declare, that to the best of my personal knowledge, neither the firm nor any director/member/partner of said firm is in arrears on any of its municipal accounts with any municipality in the Republic of South Africa, for a period longer than 3 (three) months.

I further hereby certify that the information set out in this schedule and/or attachment(s) hereto is true and correct. The Tenderer acknowledges that failure to properly and truthfully complete this schedule may result in the tender being disqualified, and/or in the event that the tenderer is successful, the cancellation of the contract.

PHYSICAL BUSINESS ADDRESS(ES) OF THE TENDERER	MUNICIPAL ACCOUNT NUMBER

**FURTHER DETAILS OF THE BIDDER’S Director / Shareholder / Partners, etc.:**

Director / Shareholder / partner	Physical address of the Business	Municipal Account number(s)	Physical residential address of the Director / shareholder / partner	Municipal Account number(s)

**NB:** Please attach certified copy(ies) of ID document(s)  
 If the entity or any of its Directors/Shareholders/Partners, etc. rents/leases premises, a copy of the rental/lease agreement must be submitted with this tender.

Signature	Position	Date

<p style="text-align: center;"><b>COMMISSIONER OF OATHS</b></p> <p>Signed and sworn to before me at _____, on this _____ day of _____ 20__</p> <p>by the Deponent, who has acknowledged that he/she knows and understands the contents of this Affidavit, it is true and correct to the best of his/her knowledge and that he/she has no objection to taking the prescribed oath, and that the prescribed oath will be binding on his/her conscience.</p> <p><b>COMMISSIONER OF OATHS:-</b></p> <p>Position: _____</p> <p>Address: _____</p> <p>Tel: _____</p>	<p style="text-align: center;"><b>Apply official stamp of authority on this page:</b></p>
--	---

<b>11. SECTION 37(2) OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, 1993 (ACT 85 OF 1993)</b>
---

## WRITTEN AGREEMENT

**THIS IS IN TERMS OF  
SECTION 37(2) OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, 1993  
(ACT 85 OF 1993)**

BETWEEN:

**OVERSTRAND MUNICIPALITY**

AND

---

*(Mandatory)*

### INTRODUCTION

The Occupational Health and Safety Act, 1993 (Act 85 of 1993) stipulates that the Chief Executive Officer is primarily responsible or liable for the health and safety of all his/her employees. This is embedded in Section 16(1) of the said Act. This responsibility or liability is also extended to include a mandatory that performs work on behalf of the employer on his/her premises.

A “mandatory” is defined in the said Act as: - *“Including an agent, contractor or subcontractor for work, but without derogating from his status in his own right as an employer or user”*

In terms of Section 37(2), read with Section 41, of the said Act, it is legally possible for an employer to indemnify himself from this responsibility or liability regarding the actions of the mandatory. Section 37(2) stipulates that there should be a written agreement in place between the employer and the mandatory regarding the arrangements and procedures between them to ensure compliance by the mandatory with the provisions of the Occupational Health and Safety Act, 1993.

By ensuring that there is a written agreement in place, the Management of Overstrand Municipality is acting in a responsible manner, so as to ensure that this requirement is indeed being met.

In order to ensure that this written agreement is honoured at all times, regular inspections of work that is performed will be conducted and if found not complying with the said agreement, a notice of non-compliance will be issued. All work will be stopped and reasons for non-compliance must be given and what corrective action will be taken to rectify the situation must be stipulated.



**WRITTEN AGREEMENT**

This is a written agreement between  
**OVERSTRAND MUNICIPALITY**

And

\_\_\_\_\_  
 (Name of the MANDATARY)

in terms Section 37(2) of the Occupational Health and Safety Act, 1993 (Act 85 of 1993) as amended.

I, \_\_\_\_\_,  
 representing the MANDATARY do hereby acknowledge that \_\_\_\_\_

(*mandatary*) is an employer in its own right with duties as prescribed in the Occupational Health and Safety Act, 1993 (Act 85 of 1993) as amended and agree to ensure that all work that will be performed, any article or substance that will be produced, processed, used, handled, stored or transported and plant and machinery that will be used, will be done in accordance with the provisions of the said Act.

I furthermore agree to comply with the Health and Safety requirements and to liaise with the Municipality should I, for whatever reason, be unable to perform in terms of this Agreement.

SIGNED ON BEHALF OF MANDATORY			
DATE:		PLACE:	
PRINT NAME:			
CAPACITY:			
SIGNATURE:			

SIGNED ON BEHALF OF THE MUNICIPALITY			
DATE:		PLACE:	
PRINT NAME:			
CAPACITY:			
SIGNATURE:			

**COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT, 1993 (ACT 130 OF 1993)**

Overstrand Municipality has legal duty in terms of Section 89 of the said Act to ensure that all contractors with whom agreements are entered into for the execution of work are registered as employers in accordance with the provisions of this Act and that all the necessary assessments have been paid by the contractor.

In order to enter into this agreement, the following information is needed regarding the above-mentioned:

Contractor's registration number with the office of the Compensation Commissioner:	
Proof that assessment has been paid:	A copy of the latest receipt together with a copy of the relevant assessment OR a copy of a valid Letter of Good Standing must be handed in, in this regard.



## **PART B – SPECIFICATIONS**

## 1. Introduction

This document is to be read with PART A of **Tender No. SC 1508/2014: FIRST STAGE: REQUEST FOR QUALIFICATION: BULK WATER AND WASTE WATER OPERATIONS AND MAINTENANCE MANAGEMENT CONTRACT FOR UP TO 15 YEARS**. In the event of conflict between Part A and Part B of the documentation the requirements stated in the Part A document shall prevail.

The information contained in this document is intended to provide information sufficient to allow a submission to the request for pre-qualification. The purpose of the pre-qualification process is to pre-qualify bidders to receive the detailed Request for Proposal (RFP) in Stage 2. If pre-qualified and invited to tender a response to the RFP, bidders will be required to respond to the RFP in full, and will be re-evaluated again on all aspects in the RFP stage.

Further information, opportunities for site visits and due diligence will be provided to pre-qualified bidders who are issued with the Request for Proposal.

### 1.1. Background

Overstrand Local Municipality is the water services authority and water services provider for its area of jurisdiction. To enable the Municipality to meet the growing demand for services, it has invested in upgrading infrastructure and technology associated with the bulk infrastructure.

The Municipality undertook an investigation in terms of section 78 of the Local Government: Municipal Systems Act into the way in which it is structured to deliver water services to its community. Council took a section 78(2) decision to continue to deliver water services by way of an internal mechanism. In other words, the water services provider (WSP) mechanism continues to vest directly in Overstrand Municipality, who will be directly accountable to the community.

The investigation did however reveal some potential long-term challenges with regard to the operations and maintenance of the bulk water and waste water treatment works, in particular, the need to sustain access to and affordability of the skills and expertise to operate the technology and bulk works. Council thus authorised that the feasibility of a contract to support the municipality with the operation and maintenance of the bulk works be determined.

- The key driver is the need to secure focussed management of the operations and maintenance of the bulk works for the medium term and to develop local skills (the right people with the right skills doing what is required).
- The key outcome sought is assurance of supply of water and treatment of sewerage at the right quality and quantity; and asset preservation.

This document (the RFQ) is an invitation to interested parties to express an interest in pre-qualifying to tender to operate and maintain the bulk water and waste water treatment works for a period of up to 15 years. If pre-qualified at Stage 1, the bidder will be required to respond in detail to the Municipality's request for proposal (RFP) at Stage 2 and will be re-evaluated in terms of functionality, price and preference points (90/10).

The intention of this RFQ process is to establish skills, experience, capacity and credentials of interested parties. It is not intended that interested parties require detail, other than as is set out here and as is addressed at the bidders' briefing, to enable them to respond to this RFQ.

### 1.2. The Needs of the Municipality

- The Municipality has identified the need to test the feasibility of the following:
- The procurement of a contractor to manage, operate and maintain the Municipality's bulk water and waste water treatment works for a period of up to 15 years;

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

- The opportunity for the existing technical/ operational staff directly associated with the bulk works to transfer to the contractor for the contract term, and receive appropriate management, training and career development, and to remain with the Bulk Works on termination of the contract;
- The retention by the Municipality of technical and financial risk in regard to planning for and executing infrastructure development; and
- The transfer of operational risk to the contractor, for which a fee will be paid.

**2. Contracting arrangements:**

**2.1. Contracting Party**

- 2.1.1. The bidder must indicate clearly who the contracting party with the Municipality will be.
- 2.1.2. If bidders respond in consortium or other teaming arrangements, the bidder must indicate who the key contracting party with the Municipality will be. If pre-qualified, at Stage 2: RFP, pre-qualified bidders will need to provide agreements in regard to consortium arrangements.

**2.2. Employees**

- 2.2.1. Employees directly associated with the bulk water and waste water treatment works will have the option to transfer to the bidder for the contract period and will be required to be trained as is appropriate with reference to the regulations (e.g. Regulation 17) relevant to the works.
- 2.2.2. A list of potentially available employees and their associated costs will only be made available at the RFP stage.

**2.3. Remuneration**

- 2.3.1. Please note that no financial proposal is required from the bidder at this RFQ stage, but for information of the bidders the following information is provided so as to inform bidders of the envisaged financial arrangements of the final contract. It is proposed to pay the contractor a fixed management fee to undertake and manage the operation and routine maintenance of the bulk water and waste water treatment works. There will also be an allowance based on volumes of water or waste water treated or handled. The tenderer will further be required to bid a % mark-up on any non-routine maintenance, replacement of components and/or infrastructure development as it may be requested to undertake as agent of the Municipality, at the Municipality’s discretion. The intention will also be to include mechanisms to incentivise the contractor to save costs and improve the operations.
- 2.3.2. Bidders are free to indicate in their submissions any proposals regarding any alternative remuneration model or structure that they might wish to propose based on their previous experience. Note that this information will not be used in any way in ranking the bidders in this qualification process and no monetary values must be provided.

**3. The Bulk Works:**

The operation and maintenance of the bulk water and waste water (sewerage) infrastructure described in 3.1 and 3.2 below will be included in the proposed Contract, distinguishing:

- Surface Water Resources
- Borehole Pumps
- Water Pump Stations
- Bulk Water Distribution Pipelines
- Water Treatment Works (WTWs)
- Reservoirs

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

- Sewer Pump Stations
- Waste Water Treatment Works (WWTWs)

In Stage 2: RFP, the positioning of the bulk water and sewerage infrastructure for the various towns will be illustrated on maps to be provided, as well as future requirements of the Municipality and the Bulk Works. There will also be a more detailed specification of the scope of work required.

The scope of work excludes infrastructure planning and development which will remain a function of the Municipality as Water Services Authority. It also excludes any reticulation services which will be undertaken by the Municipality as water services provider.

### 3.1. Water Services Infrastructure

#### 3.1.1. Surface Water Resources

The Contractor will be responsible for:

Name	Information on Resource
Buffels River	Buffels River Dam
Kleinmond	Palmiet River abstraction and Dorpsfontein
Greater Hermanus	De Bos Dam
Greater Gansbaai	Franskraal Dam and Klipgat and De Kelders Fountains.
Pearly Beach	Pearly Beach Dam and Service Level Agreement for supply of 0.26 Ml/d from the Koekemoer Dam
Baardskeerdersbos	Boskloof Stream (Backup supply only )

#### 3.1.2. Borehole Pumps

Overstrand Municipality will continue with the implementation of their groundwater monitoring programme for all their boreholes. The Contractor will however be responsible for the operation and maintenance of the pumps for all the abstraction boreholes.

The existing number of boreholes monitored in Overstrand Municipality's Management Area is as follows:

##### 3.1.2.1. Greater Hermanus:

##### 3.1.2.1.1. Gateway Well field:

- 3.1.2.1.1.1. Four production boreholes, all with continuous water level and electrical conductivity (EC) meters. All four boreholes are available for use. Three of the boreholes are pumped under normal operational procedures, with one borehole as standby.
- 3.1.2.1.1.2. The water level and EC meters are also connected to alarms which support an Early Warning System so that responses to sudden changes in water level or EC can be made rapidly. Maximum abstraction is currently limited to 1.6 million m<sup>3</sup>/a. Various monitoring boreholes (> 15) exist in and around the well-field.
- 3.1.2.1.1.3. Almost all the monitoring boreholes are equipped with continuous water level monitoring devices to monitor the response in the aquifer / response between aquifers. Key boreholes are also connected to a telemetry device to allow remote downloading of water level data.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

3.1.2.1.1.4. Chemical sampling in selected boreholes will continue to be undertaken by Overstrand.

3.1.2.1.1.5. An ecological monitoring programme to detect and manage potential impact in the Fernkloof Nature reserve.

**3.1.2.1.2. Camphill and Volmoed Well fields:**

3.1.2.1.2.1. Seven production boreholes, all with continuous water level and EC meters. Only five of these boreholes are currently available for use.

3.1.2.1.2.2. The water level and EC are also connected to alarms which support an Early Warning System so that responses to sudden changes in water level or EC can be made rapidly. Maximum abstraction is currently limited to 0.8 million m<sup>3</sup>/a.

3.1.2.1.2.3. Various monitoring boreholes (7) exist in and around the well-field.

3.1.2.1.2.4. All the monitoring boreholes are equipped with continuous water level monitoring devices to monitor the response in the aquifer / response between aquifers.

3.1.2.1.2.5. Chemical sampling in selected boreholes

3.1.2.1.2.6. An ecological monitoring programme to detect and manage potential impact in the Fernkloof Nature reserve.

**3.1.2.1.3. Kleinmond:**

The Kleinmond Borehole HKM-BH2 is only used over periods when there is an increase in demand.

**3.1.2.1.4. Stanford:**

3.1.2.1.4.1. The two newly drilled boreholes (KVE01 and KVE02) were fitted with continuous water level meters. Various private boreholes around the well-field are also used for monitoring purposes. Abstraction from the boreholes after hours saves on electricity costs.

3.1.2.1.4.2. The "Eye" spring, with monitoring equipment. To be utilised mainly during the day.

**3.1.2.1.5. Baardskeedersbos:**

3.1.2.1.5.1. Two new boreholes were drilled, both will be utilised as production boreholes. The proposed abstraction volume is 5 l/s for 24 hours a day. The boreholes are equipped with continuous water level data loggers. The data is downloaded every four months.

3.1.2.1.5.2. The first monitoring report was completed in July 2012. The monitoring spans from March 2009 to present.

**3.1.2.1.6. Buffeljags Bay:**

Water level monitoring data is available since January 2010, with data gaps during the time of the pump installation. The borehole is equipped with continuous water level logger and flow meter and the data is downloaded every four months.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

## 3.1.3. Water Pump Stations

Existing water pump stations					
Name	RW/TW	Capacity (l/s)	Pumps	Motors	Supply Area
<b>BUFFELS RIVER</b>					
Rooi Els Booster (Roella)	TW	14	Rapid Allweiler NB 65-315	WEG 7.5kW	Rooi Els
Rooi Els Reservoir	TW	6.67	Pedrollo 2CP25/140H	WEG 1.1 kW	Rooi Els Reservoir
Betty's Bay Booster	TW	16.00	KSB WKLn65/3	Brook Invensys T-DF200LA	Betty's Bay Sunny Seas
Pringle Bay Booster	TW	Unknown	Multi-stage	Unknown	Pringle Bay HL zone
<b>KLEINMOND</b>					
Palmiet River Submersible	RW	95.00	Robot RT5040LF-V	Robot 22 kW	Kleinmond WTW
Palmiet River Booster	RW	70.00	KSB WKLN120/4	Motorelli 110kW	Kleinmond WTW
Dorpsfontein	RW	Unknown	KSB FTA80-200 + Bore- hole	Unknown T-DF200LA 11-15kW	Kleinmond WTW
Riemvasmaak Booster	TW	Unknown	Wilo MV13203-3/16/E/	Lafert AMEH2MBA2 5.5kW	Kleinmond WTW
Sokkerveld Booster	TW	8.3	Grund-fos CR32-3	Grundfos 5.5kW	Kleinmond WTW
<b>GREATER HERMANUS</b>					
Fisherhaven HL	TW	7.5	KSB CIA40-250	WEG 11kW	Fisherhaven HL Reservoir
Onrus Manor / Chanteclair	TW	25.0	Grundfos CR60	Grundfos 15kW	Chanteclair Booster Zone
Hermanus Heights	TW	5.0	Jacuzzi Borehole Pump	Unknown 1.1 kW	Hermanus Heights HL Reservoir
Voëlklip HL	TW	40.0	KSB ETA65-250	Motorelli 1R200L1-2PTC 30kW	Voëlklip HL Reservoir
Hemel & Aarde	TW	20.0	Rapid Allweiler NS40-250	Motorelli IB 0020 15 kW	Sandbaai, Hemel & Aarde Reservoir
Gateway Booster	RW	41.67	Grundfos CR150-3	Siemens UD1103/133887-002-28 35kW	To Preekstoel WTW
Kidbrooke	TW	n/a	n/a	n/a	Kidbrooke development
<b>STANFORD</b>					
Stanford Springs	TW	2.2	KSB ETANEW65-250	Siemens 1Lab207-2 37 kW	Stanford Reservoirs
<b>GREATER GANSBAAI</b>					
Klipgat No.1 (Submersible)	TW	16 to 21	Jacuzzi/Franklin 6 Stage	22 kW	De Kelders WTW
Klipgat No.2 (Booster)	TW	Unknown	KSBETA100-40	SiemensLA6220-4AA-AAAA 37 kW	De Kelders WTW
De Kelders Grotte No.1	TW	Unknown	Agau-line NS48/250	Unknown	De Kelders WTW
Franskraal WTW No.1	TW	Unknown	Unknown	Unknown	Franskraal WTW
Kraaibosch Dam x2	RW	95.0	KSB WKLn150/4	WEG AV21830 185 kW	Franskraal WTW
<b>PEARLY BEACH</b>					
Pearly Beach Booster x2 plus 1	TW	16.0	KSB ETA80-200 + Grund-fos CR45-2	WEG 200L 30kW + WEG AV21830 7.5 kW	Pearly Beach Booster Zone

SIGNATURE		NAME (PRINT)		DATE	
CAPACITY			NAME OF FIRM		

## 3.1.4. Bulk Water Distribution Pipelines

Existing bulk water distribution pipelines			
Name	Distance (m)	Diameter (mm)	Supply Area
<b>BUFFELS RIVER</b>			
Buffels River Dam - Buffels River WTW	720	400	Buffels River System
Buffels River WTW - Rooi Els Reservoir	1260/5700	400/150	Rooi Els
Buffels River WTW - Pringle Bay Reservoir	1260/1700	400/150	Pringle Bay
Buffels River WTW - Betty's Bay Voorberg Reservoir	1260/3520	400/300	Betty's Bay
Betty's Bay Voorberg Reservoir - Betty's Bay Sunny Seas Reservoir	9000	300	Betty's Bay
<b>KLEINMOND</b>			
Palmiet abstraction to Kleinmond WTW	3000	300	Kleinmond
Dorpsfontein and Borehole to Kleinmond WTW	300	160	Kleinmond
Kleinmond WTW - Protearand Reservoirs	100	300	Kleinmond
<b>GREATER HERMANUS</b>			
Boreholes GWP01, GWE06, GWP12, GWP02 - Preekstoel WTW	2300	200	Greater Hermanus
Boreholes HAV1, HAV2, HAV3, HAV4 - Preekstoel WTW	5500	250	Greater Hermanus
Boreholes T4/1, T4/2 and T4/4 – HAV4	1000	250	Greater Hermanus
Preekstoel WTW - All bulk storage reservoirs on Coastal and Hermanus bulk pipelines	20000	350	Greater Hermanus
De Bos Dam – Preekstoel WTW	5500	400	Greater Hermanus
<b>STANFORD</b>			
Stanford Fountain - Stanford Reservoirs	1100	250	Stanford
Boreholes KVE1 and KVE2 to Reservoirs	3500/650	200/160	Stanford
<b>GREATER GANSBAAI</b>			
Klipgat and De Kelders Grotte - De Kelders WTW	1000	150	De Kelders
Kraaibosch Dam and Franskraal Dam - Franskraal WTW	9300	250/350	Greater Gansbaai
De Kelders WTW - De Kelders Reservoirs	1550	150/200	De Kelders
Franskraal WTW - All bulk storage Reservoirs	12600	200	Greater Gansbaai
<b>PEARLY BEACH</b>			
Koekemoer Dam and Pearly Beach Dam - Pearly Beach WTW	6000	150	Pearly Beach
Pearly Beach WTW - Pearly Beach Reservoir	3000	150	Pearly Beach

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

Existing bulk water distribution pipelines			
Name	Distance (m)	Diameter (mm)	Supply Area
<b>BAARDSKEERDESBOS</b>			
Two new Boreholes – New Baardskeerdersbos WTW	100	100	Baardskeerdersbos
Baardskeerdersbos WTW – Reservoir	800	150	Baardskeerdersbos
<b>BUFFELJAGS BAY</b>			
Borehole - Buffeljags Bay Reservoir	3100	110	Buffeljags Bay

### 3.1.5. Water Treatment Works (WTWs)

Class of existing Water Treatment Works (WTWs), design flows and existing 2012/2013 flows						
Name	Class	Hydraulic Design Capacity (MI/d)	Average Monthly Operating Capacity for 2012/2013 (MI/d)			Treatment Processes
			Min	Average	Max	
Buffels River	C	5.500	1.854	2.627	3.730	Chemical dosing (Alum and Soda Ash), flocculation, sedimentation, filtration (Rapid gravity sand filters), stabilization (Soda Ash) and disinfection (Chlorine Gas)
Kleinmond	C	5.800	2.009	2.568	3.668	Chemical dosing (Alum and Soda Ash), flocculation, sedimentation, filtration (Rapid gravity sand filters), stabilization (Soda Ash) and disinfection (Chlorine Gas).
Preekstoel (Hermanus) Surface Water	B	28.000	6.362	10.134	13.859	Chemical dosing (Alum, Poly-electrolyte and Lime), flocculation, sedimentation, filtration (Rapid gravity sand filters), stabilization (Lime) and Disinfection (Chlorine Gas or HTH Granules as back-up)
Preekstoel (Hermanus) Groundwater	C	10.000				Biological WTW for iron and manganese removal by contact filtration, Caustic Soda and Aeration
Stanford	D	N/A	0.529	0.812	1.074	Disinfection (Chlorine Gas)
Franskraal	C	6.500	1.759	2.598	4.265	Chemical dosing (Alum, Poly-electrolyte, Soda Ash), flocculation, sedimentation, filtration (Rapid gravity sand filters), disinfection (Chlorine Gas) and stabilization (Soda Ash)
De Kelders	C	1.600	0.838	1.472	1.850	Ultrafiltration plus Reverse Osmosis Plant and disinfection (Chlorine Gas)

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

Class of existing Water Treatment Works (WTWs), design flows and existing 2012/2013 flows						
Name	Class	Hydraulic Design Capacity (MI/d)	Average Monthly Operating Capacity for 2012/2013 (MI/d)			Treatment Processes
			Min	Average	Max	
Pearly Beach	C	1.440	0.206	0.441	0.788	Ultrafiltration Modules from Memcor, Chemical dosing, Carbon filters and disinfection (Chlorine Gas)
Baardskeerdersbos	D	0.192	0.016	0.030	0.052	Ultra Filtration Membranes, Chemical dosing, and chlorine disinfection.
Buffeljags Bay	E	N/A	0.006	0.009	0.013	Disinfection (Chlorine Gas)

### 3.1.6. Reservoirs

Existing reservoirs			
Name	Capacity	TWL	Supply Area
<b>BUFFELS RIVER</b>			
Buffels River WTW	1.000	78.0	Bulk Storage for Buffels River system
Rooi Els	0.227	65.3	Bulk Storage for Rooi Els
New Rooi Els	0.500	65.3	Bulk Storage for Rooi Els
Pringle Bay	1.240	66.5	Bulk Storage for Pringle Bay
Betty's Bay Voorberg	1.800	65.5	Bulk Storage for Betty's Bay
Betty's Bay Sunny Seas	1.000	89.0	Bulk Storage for Betty's Bay
<b>KLEINMOND</b>			
Protearand Old Reservoir	2.300	90.5	Bulk Storage for Kleinmond
Protearand Old Reservoir	2.300	90.5	Bulk Storage for Kleinmond
Protearand New Reservoir	3.500	90.5	Bulk Storage for Kleinmond
<b>GREATER HERMANUS</b>			
Voëlklip HL	0.910	99.0	Voëlklip HL Zone
Voëlklip HL	2.000	99.0	Voëlklip LL Zone
Voëlklip LL	4.540	67.0	Voëlklip LL Zone
Hermanus Heights HL	0.050	93.0	Hermanus Heights HL Zone
Hermanus Heights LL	0.500	79.0	Hermanus Heights LL Zone
Hermanus Heights LL	2.600	79.0	Hermanus Heights LL Zone
Northcliff	0.250	75.0	Northcliff
Hermanus 1	4.500	61.0	Hermanus
Hermanus 2	5.500	61.0	Hermanus
Mount Pleasant	1.000	87.0	Mount Pleasant
Sandbaai Hemel & Aarde	1.000	119.9	Sandbaai and Hemel & Aarde
Sandbaai 2	0.450	64.9	Sandbaai
Sandbaai 3	2.000	64.9	Sandbaai
Kidbrooke 1	0.150	85.0	Onrus

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

Existing reservoirs			
Name	Capacity	TWL	Supply Area
Onrus Manor / Chanteclair	1.000	143.8	Onrus Manor
Onrus	1.800	78.0	Onrus
Vermont 1	1.500	82.5	Vermont
Vermont 2	2.000	82.5	Vermont
Hawston	3.450	66.0	Hawston
Fisherhaven LL	2.000	60.0	Fisherhaven LL
Fisherhaven HL	0.636	108.0	Fisherhaven HL
STANFORD			
Stanford	1.250	90.0	Stanford
Stanford	1.500	90.0	Stanford
GREATER GANSBAAI			
De Kelders New	2.000	97.5	De Kelders
De Kelders Old	0.750	97.5	De Kelders
Gansbaai New	3.000	62.5	Gansbaai
Gansbaai Old	0.250	62.5	Gansbaai
Kleinbaai Old	0.225	60.5	Kleinbaai
Kleinbaai New	2.000	60.5	Kleinbaai
Franskraal New	2.000	59.4	Franskraal
Uilkraalsmond Old	0.225	59.4	Franskraal
Uilkraalsmond New	0.600	59.4	Franskraal
PEARLY BEACH			
Pearly Beach	2.000	19.1	Pearly Beach
Pearly Beach Tower	0.295	31.2	Pearly Beach Booster Zone
BAARDSKEEDERSBOS			
Baardskeedersbos	0.150	-	Baardskeedersbos
BUFFELJAGS BAY			
Buffeljags Bay	0.096	-	Buffeljags Bay

### 3.2. Bulk Sewerage Infrastructure

#### 3.2.1. Sewer Pump Stations

Existing sewer pump stations				
Name	Existing Capacity (l/s)	Pumps	Motors	Drainage Area
KLEINMOND				
Kleinmond PS1 (Private)	-	-	-	Kleinmond WWTW
Kleinmond PS2 (Tennis Club) x 3 + 3	58	Robot BW3000 + Robot RW6032 JL-V	18.5 kW + 48 kW	Kleinmond WWTW
Kleinmond PS3 (Begraafplaas) x 2	11	Robot RW6132 JL-V	48 kW	Kleinmond WWTW
Kleinmond PS4 (Main PS) x 3	95	Robot RW6132 LG-V	29 kW	Kleinmond WWTW

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

Existing sewer pump stations				
Name	Existing Capacity (l/s)	Pumps	Motors	Drainage Area
Kleinmond PS5 (Palmiet) x 2	10	Robot HW3270/2	22 kW	Kleinmond WWTW
Harbour PS x 2	11	Robot RW6141 LL	48 kW	Kleinmond WWTW
GREATER HERMANUS				
Vermont PS1 (Bitou) x 2	10	Robot RW4032BR/V	9 kW	Hermanus WWTW
Sandbaai PS1 x 2	50	Robot RW6132 JD-V	29 kW	Hermanus WWTW
Sandbaai Hemel & Aarde PS x 2	20	Robot RW6141LD-V	16 kW	Hermanus WWTW
Hermanus PS1 (Zwingers Corner)x 2	20	Robot RW4032BR-V	9 kW	Hermanus WWTW
Hermanus PS2 ( Bietang se Grot) x 2	30	Robot RW4030 DL-H	6 kW	Hermanus WWTW
Hermanus Marine Hotel x 1		Robot RW4021 DJ	5 kW	Hermanus WWTW
Hermanus PS3 (Geerings Point) x 2	10	Robot RW2120BE-V	2.6 kW	Hermanus WWTW
Hermanus PS4 x 3	65	Gormann Rupp T6A3B	30 kW	Hermanus WWTW
Hermanus Fick se Poel x 1		Robot RW2110BD	2.2 kW	Hermanus WWTW
Hermanus PS5 (Medi Clinic) x 2	5	Robot RW4040DL-V	6 kW	Hermanus WWTW
Hermanus PS6 (Peach House) x 2	14	Robot RW4030DL-V	6 kW	Hermanus WWTW
Hermanus PS7 (Zwelihle Sport) x 2	14	Robot RW4030DL-V	6 kW	Hermanus WWTW
Hermanus PS8 (Beach Club) x 2	16	Robot RW6130JG/V	29 kW	Hermanus WWTW
Hermanus PS9 (Zwelihle Main) x 2	100	Robot RW6141LF-V	22 kW	Hermanus WWTW
Hermanus PS10 (Whale Rock) x 3	42	Robot RW6141 LI-V	34 kW	Hermanus WWTW
Paradise Park x 2		Robot RW2131	2.4 kW	Hermanus WWTW
Onrus PS1 (Main) x 8	120	Robot RW6132 JL-V	48 kW	Hermanus WWTW
Onrus PS2 (Milkwood) x 2	6	Robot RW4040DJ-V	5 kW	Hermanus WWTW
Onrus PS3 (Atlantic) x 2	10	Robot RW4030LD-V	6 kW	Hermanus WWTW
Onrus PS4 (Roome) x 2	39	Robot RW6141LD/V	16 kW	Hermanus WWTW
Voëlklip PS1 (Scout Camp) x 2	27	Hidrostal D100H	22 kW	Hermanus WWTW
Voëlklip PS2 (Piet se Bos) x 2	5	Sarlin SV0421	4.5 kW	Hermanus WWTW
Voëlklip PS3 (Grotto) x 2	6	Robot RW4032 BZ-V	13 kW	Hermanus WWTW
Voëlklip PS4 (Kammabaai) x 2	5	Robot RW4021BJ-V	5 kW	Hawston WWTW
Voëlklip PS5 (Mossel River) x 3 + 3	70	Robot BW3000-IEC-200 + Robot RW6132JL-V	30 kW + 48 kW	Hermanus WWTW
Fisherhaven x 2	60	Robot RW6132GL/V	48 kW	Hawston WWTW
Meerensee PS 1 x 2	-	Robot RW2131DG/V	6 kW	Hawston WWTW
Meerensee PS 2 x 2	-	Robot RW4030DL/V	6 kW	Hawston WWTW
Meerensee PS 3 x 2	-	Robot RW4032BR/V	9 kW	Hawston WWTW
Meerensee PS 4 x 2	-	Robot RW2131DG/V	3.5 kW	Hawston WWTW
STANFORD				

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

Existing sewer pump stations				
Name	Existing Capacity (l/s)	Pumps	Motors	Drainage Area
Stanford PS3 (Stanford) x 2	61	Robot RW6141 LF	22 kW	Stanford WWTW
Stanford PS2 (Meent)	-	-	-	Stanford WWTW
GREATER GANSBAAI				
Gansbaai PS1 (Blompark 1) x 2	6	Robot RW4020 DJ-V	5 kW	Gansbaai WWTW
Gansbaai PS 2 (Blompark 2) x 2	7	Robot RW4020 DJ-V	5 kW	Gansbaai WWTW
Gansbaai PS 3 (Gansbaai Hawe) x 2	85	Robot RW6141 LL	48 kW	Gansbaai WWTW
<i>Kolgansbaai PS 1 (Not yet in use)</i>	5	-	-	<i>Gansbaai WWTW</i>
<i>Kolgansbaai PS 2 (Not yet in use)</i>	15	-	-	<i>Gansbaai WWTW</i>
PEARLY BEACH				
Pearly Beach Re-Use (Not yet in use)	-	-	-	Pearly Beach WWTW
Pearly Beach Eluxolweni (Not yet in use)	-	-	-	Pearly Beach WWTW

Notes: Capacity remains as is, **\*Existing capacity to be upgraded**

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

### 3.2.2.Waste Water Treatment Works (WWTWs)

Class of existing Waste Water Treatment Works (WWTWs), design hydraulic and organic flows and existing 2012/2013 flows and organic loads										
Name	Class	Hydraulic Design Capacity (MI/d)	Average Monthly Operating Capacity for 2012/2013 (MI/d)			Organic Design Capacity (kg COD/d)	Organic Load for 2012/2013 (kg COD/d)			Treatment Processes
			Min	Average	Max		Min	Average	Max	
Kleinmond	D	2.000	0.795	1.038	1.377	1 400	464	1 023	1 738	<b>Inlet Works:</b> Hand raked screen, two parallel grit channels, ultrasonic flow meter <b>Secondary Treatment:</b> One Bioreactor, Three Aerators, Two Sludge recycle pumps, One Settling tank <b>Tertiary Treatment:</b> UV Disinfection System <b>Sludge Treatment:</b> Sludge dewatering facility (Belt Press) <b>Final Effluent:</b> Wetland area to sea
Hawston	E	1.000	0.281	0.328	0.429	800	208	396	970	<b>Inlet Works:</b> Primary screen, two parallel grit channels, flow meter. <b>Secondary Treatment:</b> One Bioreactor, Two Aerators, Three Submersible Sludge recycle pumps, One Settling tank <b>Tertiary Treatment:</b> Six Maturation Ponds and Chlorination <b>Sludge Treatment:</b> Sludge dewatering facility and sludge drying beds <b>Final Effluent:</b> Final effluent discharged to a Wetland area
Hermanus	B	12.000	2.245	4.597	7.284	9 000	1 277	2 717	4 013	<b>Inlet Works:</b> Huber front-rake screen, Odour control system, Vortex degritters <b>Secondary Treatment:</b> New Bioreactor, Aerators, New Sludge recycle pumps, Four Settling tanks <b>Tertiary Treatment:</b> Chlorination <b>Sludge Treatment:</b> New belt press sludge dewatering facility and sludge drying beds <b>Final Effluent:</b> Maturation ponds and sea
Stanford	E	0.500	0.337	0.421	0.548	350	213	367	644	<b>Inlet Works:</b> Front rake screen, grit channels, flow meter <b>Secondary Treatment:</b> Tecrover Biological reactor, Two Aerators, Sludge recycle pumps, One Settling tank <b>Tertiary Treatment:</b> Chlorination <b>Sludge Treatment:</b> New sludge dewatering machine, Polyelectrolyte dosing station, Two sludge lagoons <b>Final Effluent:</b> Reed bed system to river
Gansbaai	E	2.000	0.785	1.376	1.911	3 600	470	1 637	3 378	<b>Inlet Works:</b> Primary and Secondary screens (With timer control and differential head metering systems), Two Vortex degritters, Flow meter <b>Balancing Tank:</b> <b>Secondary Treatment:</b> Nereda process; three sequential batch reactors (one in use), Aeration system, Blue Box and MCC systems <b>Sludge Treatment:</b> Old Tecrover Reactor, Sludge pumps, Sludge drying beds and Belt Press <b>Final Effluent:</b> Irrigation Pond or overflows into the reed bed system

Infrastructure for the re-use of treated effluent at the Hermanus and Gansbaai WWTW will be included in the contract, up to the off-take point on the bulk supply pipeline.

SIGNATURE		NAME (PRINT)		DATE	
CAPACITY			NAME OF FIRM		

- 3.2.2.1. The capacity of the Hermanus WWTW was upgraded from 7.3 MI/d to 12 MI/d. The upgrading included a new inlet works, refurbishment of the existing aeration and settling tanks, new anaerobic and anoxic basins and settling tank, mechanical sludge dewatering and a new chlorination system.
- 3.2.2.2. The sludge handling facilities at the Kleinmond and Gansbaai WWTW were also upgraded during 2012/2013 (belt presses).
- 3.2.2.3. The capacity of the Stanford WWTW will be upgraded during 2016/2017.
- 3.2.2.4.

#### 4. Stage 1: RFQ Performance Specifications

In addition to the compulsory documentation required in Part A, bidders will be evaluated according to the Performance Specifications as follows.

Bidders are cautioned to respond in full as no submission of documentation or clarification can be accepted after the tender has closed:

##### 4.1. Bidder or Bidder's Consortium:

- 4.1.1. Proposed bid/consortium structure (organogram) with roles and responsibilities of each member clearly spelt out.
- 4.1.2. Bidder/ consortium capability and strength.
- 4.1.3. Skills and experience of relevant organisations and sub-contractors in projects of a similar nature.
- 4.1.4. Experience of similar contracts executed for local government. It is important that references with contact details be provided
- 4.1.5. If bidders are bidding in consortium, the party which will contract with the Municipality must be identified.
- 4.1.6. Bidders will need to indicate who the Project Manager will be, provide a CV including qualifications and confirmation of availability to be situated in the contract area. CVs and qualifications of other key staff must also be provided.

##### 4.2. Operations, Technical, Training and Social

###### 4.2.1. Demonstrate and explain:

- 4.2.1.1. An understanding of key project demands by referral to other similar contracts undertaken showing duration, value and key performance areas. It is important that references with contact details be included.
- 4.2.1.2. Approach to training of staff and relevant experience in this regard. In particular demonstrate the approach to how Regulation 17 will be complied with.
- 4.2.1.3. Approach to social responsibility and relevant experience in this regard.

##### 4.3. Management Processes:

- 4.3.1. Project management and risk management capability must be demonstrated.
- 4.3.2. In addition to demonstration of the evaluation criteria, please identify key risks perceived to be relevant to the RFP process and explain your perception.

##### 4.4. Financial Management Processes:

- 4.4.1. Demonstrate financial sustainability by providing the last 3 years audited financial statements of the key contracting party.
- 4.4.2. Demonstrate the ability to fund and/or raise the operational cash flow that will be required.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

## 5. Performance Specification Evaluation Criteria:

In evaluating the relevance of Bidder's responses to the Performance Specification Criteria the Municipality will award scores as described in the table below.

STAGE 1: PRE-QUALIFICATION PERFORMANCE SPECIFICATIONS			
<b>5.1. Bidder or the Bidder's consortium</b>	<b>Max Points: 30</b> <b>Minimum pre-qualification requirement: 15</b>		
5.1.1. Explain proposed organizational structure (organogram) of the project team, and describe the roles and responsibility of consortium members if relevant.	Not relevant 0-2	Relevant 3-6	Good 7-10
5.1.2. Provide details of relevant plant operation and maintenance experience of the top 4 management positions of the project team (CVs of Project Director plus 3). 25% of the available points will be allocated to each of the 4 persons.	15 years or less 0-3	15 to 25 years 4-6	more than 25 years 7-10
5.1.3. Demonstrate experience of related contracts with local government in South Africa, including contact details of at least two references.	1 to 2 projects 0-3	3 to 5 projects 4-6	more than 5 projects 7-10
<b>5.2. Operations, Technical, Training and Social</b>	<b>Max Points: 40</b> <b>Minimum pre-qualification requirement: 27</b>		
5.2.1. Demonstrate understanding of the key project demands by referral to other similar projects undertaken showing duration, value and key performance areas. Include contact detail of two recent references that can be contacted.	Not relevant 0-7	Relevant 8-17	Good 18-25
5.2.2. Explain approach to employee training and demonstrate experience	Not Relevant 0-2	Relevant 3-5	Good 6-10
5.2.3. Explain approach to social responsibility and attach proof	Not Relevant 0-1	Relevant 2-3	Good 4-5
<b>5.3. Management Processes</b>	<b>Max Points: 10</b> <b>Minimum pre-qualification requirement: 7.5</b>		
5.3.1. Attach Health & Safety Management Process Documents	Doc. not attached 0		Valid Doc. Attached 2.5
5.3.2. Attach Project Management Process Documents	Doc. not attached 0		Valid Doc. Attached 2.5
5.3.3. Attach Risk Management Process Documents	Doc. not attached 0		Valid Doc. Attached 2.5
5.3.4. Attach Quality Management Process Documents	Doc. not attached 0		Valid Doc. Attached 2.5
<b>5.4. Financial Management Process</b>	<b>Max Points: 20</b> <b>Minimum pre-qualification requirement: 15</b>		
5.4.1. Demonstrate financial sustainability by providing the last 3 years audited financial statements of the party proposed to contract with the Municipality	Turnover < R10 mil p/a 3	R10 mil to R50 mil p/a 7	> R50 mil p/a 15
5.4.2. Demonstrate ability to fund/ raise operational cash flow that will be required.	Inadequate 0-1	Adequate 2-3	Good 4-5

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

- 5.5. Documentation in support of tender responses must be supplied to enable the evaluation of the relevance of the responses. Bidders will be awarded 0 (zero) points for an item if no documented proof is attached for that specific item.
- 5.6. Take note that only supplied information will be adjudicated and no effort will be made to request outstanding information.
- 5.7. Scoring of documentation provided will be done by a panel of at least three experienced technical persons with relevant and specialist level technical management experience and drawn from persons currently active in either the private sector or the public sector, but the panel will consist of persons from both sectors.
- 5.8. Bidders who do not attain the minimum scores per section or an overall score of 75 will be disqualified.
- 5.9. It is anticipated that only the top 6 scoring bidders, and who have reached the minimum score in all four the sections and in total, will be pre-qualified. These bidders will be notified that they are proceeding to Stage 2 and will be issued with the Request for Proposal.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			