



REQUEST FOR QUOTATION (RFQ)

RFQ NO. 013-25/26

BID DESCRIPTION

**PROCUREMENT OF A PROFESSIONAL
CONSULTANT FOR THE DESIGN, LAYOUT, EDITING
AND PRODUCTION SUPPORT OF THE AMATOLA
WATER INTEGRATED ANNUAL REPORT 2024/2025**

CLOSING DATE

01 AUGUST 2025 AT 11H00AM

NO EMAILED SUBMISSION WILL BE ACCEPTED

BIDDER TO COMPLETE

COMPANY NAME	
CSD NUMBER	

ISSUED AND PREPARED BY: AMATOLA WATER
PRIVATE BAG X3
VINCENT
5217
Tel: +27 43 707 3700

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SECTION A

TENDERING INVITATION, CONDITIONS OF TENDER AND SPECIFICATION

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF AMATOLA WATER-AMANZI					
BID NUMBER:	RFQ NO. 013-25/26	CLOSING DATE:	01 AUGUST 2025	CLOSING TIME:	11:00am
DESCRIPTION	PROCUREMENT OF A PROFESSIONAL CONSULTANT FOR THE DESIGN, LAYOUT, EDITING AND PRODUCTION SUPPORT OF THE AMATOLA WATER INTEGRATED ANNUAL REPORT 2024/2025				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Reception area of Amatola House					
6 Lancaster Road					
Vincent					
East London					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Motheba Makhatha		CONTACT PERSON	Chantell Weimers	
TELEPHONE NUMBER	043 707 3790		TELEPHONE NUMBER	043-7073711	
FACSIMILE NUMBER	n/a		FACSIMILE NUMBER	n/a	
E-MAIL ADDRESS	mmakhatha@amatolawater.co.za		E-MAIL ADDRESS	cweimers@amatolawater.co.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

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, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN 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."

3. TOTAL BID PRICE:

ITEM	REQUIRED GOODS & SERVICES	TOTAL AMOUNT INCL VAT (Amount in figures) R	TOTAL AMOUNT INCL. VAT (Amount in words) R
	PROCUREMENT OF A PROFESSIONAL CONSULTANT FOR THE DESIGN, LAYOUT, EDITING AND PRODUCTION SUPPORT OF THE AMATOLA WATER INTEGRATED ANNUAL REPORT 2024/2025	(Carried from SBD3.1) (Carried from SBD3.1)

NB: FAILURE TO PROVIDE 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

.....

TENDER CONDITIONS

1. DEFINITIONS

The word "Bidder/Tenderer" in these conditions shall mean and include any firm of Contractors, Suppliers, Service Providers or any company or body incorporated or unincorporated.

1. BID PUBLICATION

RFQ document will be available from **25 JULY 2025** on the Amatola Water website at www.amatolawater.co.za.

2. BID SUBMISSION

The original completed bid documents must be submitted in a sealed envelope endorsed with the RFQ Number and Bid Description as detailed in the Tender Data. The sealed envelope must be deposited in the RFQ Box, located in the reception area of Amatola House, 6 Lancaster Road, Vincent, East London, not later than the time and date specified on the cover page and SBD 1 of this bid.

3. RFQ Evaluation Criteria

This bid will be evaluated in Three (3) phases:

Phase One: Mandatory Requirements

Phase Two: Capability requirements

Phase Three: Bidders passing all stages above will thereafter be evaluated on PPPFA and Specific Goals.

Phase One: Mandatory Requirements

- Bidders' proposals must meet the following minimum requirements, and the required supporting documents must be submitted with the completed quotation document, non-erasable ink, no Tippex or correctional fluid used, **submitted on the email address** at the closing date and time. Failure to comply will automatically eliminate the bid for further consideration.
- Bids must be submitted in its original format and bids which are late will not be accepted.
- FORM A: AUTHORITY TO SIGN - must be fully completed and signed or letter of resolution.
- FORM B: SCHEDULE OF PREVIOUS SIMILAR CONTRACTS SATISFACTORILY COMPLETED
- FORM B.1: CONFIRMATION OF REFERENCE TO AMATOLA WATER – for similar projects previously completed by the bidding company, Form must be completed and stamped. No letters will be accepted only attached forms considered.
- FORM B.2: CONFIRMATION OF REFERENCE TO AMATOLA WATER - for similar projects previously completed by the bidding company, Form must be completed and stamped. No letters will be accepted only attached forms considered.
- SBD1: INVITATION TO BID – must be completed and signed.
- SBD4: BIDDERS DISCLOSURE - must be completed and signed.
- **SBD4 must be duly completed and signed.** Does the bidder or any of its directors/trustees /shareholders/members/partners have any interest in any other related enterprise whether or not they are bidding for this contract, such interest must be disclosed on question 2.3.1 of SBD 4.
- **Bidders must ensure 2.3 of SBD 4 (Bidders Disclosure) is duly completed, in all aspects.**
- If the Bid Sum (amount in words) as per the SBD.1 differs from the SBD 3.1, it will automatically invalidate the offer submitted.

Phase two: Capability requirements

No	Criteria	Compliant/ non- compliant	Attached
1.	<p>COMPANY EXPERIENCE:</p> <p>The service provider must provide Amatola Water with proof of two (2) successfully completed Services in developing Integrated Annual Reports (Attach FORM B.1, B.2: CONFIRMATION OF REFERENCE TO AMATOLA WATER - for similar projects previously completed by the bidding company, Form must be completed and stamped. No letters will be accepted only attached forms considered.)</p> <ul style="list-style-type: none"> ○ Company experience in developing an Integrated Annual Report which meets the requirements by the International Integrated Reporting <IR> Framework of the International Integrated Reporting Council (IIRC) and is in accordance with the comprehensive option presented by the G4 guidelines of the Global Reporting Initiative (GRI). ○ 5 years' experience in providing professional services for the development of an Integrated Annual Report and Corporate Plans as stated above. ○ Experience in developing Intergrated annual reports in a water sector environment (AW) 		
2.	<p>KEY PERSONNEL:</p> <p>2.1 Lead Director/Partner:</p> <p>Qualified professional business consultant with membership in a recognised professional body/professional association/industry affiliation. Minimum of 10 years in professional consulting experience spanning across integrated annual reporting, Corporate Plans sustainability report, stakeholder management and communication.</p>		<p>Detailed CV (must clearly indicate their role, relevant project work experience (project description, details and extent of works, role, duration, etc.) and</p>

	<p>2.2 Project Manager: Senior Manager to have a minimum bachelor's degree/B-Tech in Communications, Marketing, Public Relations and Business Administration.</p> <p>2.3 Senior Writer: The senior writer must possess at least Five (5) years of annual report and corporate plan writing experience. The senior writer to demonstrate writing experience for clients in the public sector, development institutions and medium to large organisations. Previous writing experience for clients in the water sector will be an added advantage.</p> <p>2.4 Professional Editor: Qualified professional with more than a minimum of 5 years in professional editing, communications and public relations.</p> <p>2.5 Corporate Design Specialist: Qualified graphic designer with more than a minimum of 5 years in corporate designing.</p>		<p>qualifications required. All certificates provided must be certified</p>
3.	<p>METHODOLOGY: Step by step plan (production process) with clear deliverables, in line with the timelines.</p> <p>Methodology includes outlining all the relevant phases/stages of the production process for the development of the Integrated Annual Report.</p>		<p>Detailed methodology plan</p>

Phase Three: EVALUATION ON PPPFA AND SPECIFIC GOALS

**THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT WILL BE APPLIED
AND THE 80/20 PREFERENCE POINTS SYSTEM WILL BE APPLICABLE**

POINTS FOR PRICE	80 POINTS
SPECIFIC GOALS	20 POINTS
TOTAL POINTS	100 POINTS

OTHER CONDITIONS OF THE BID (Non- eliminating)

- The bidders must be registered on Central Supplier Database (CSD) prior the award.
- Bidders tax matters must be in order prior award.
- SBD 6.1 must be completed and signed to claim points for specific goals. Failure to complete SBD 6.1 will lead in non-awarding of points for specific goals (attach certified ID document)
- CIPC CK document
- JOINT VENTURE AGREEMENT (If Applicable).
- BBBEE Certificate

The lowest or any bid will not necessarily be accepted, and your bid may be accepted in part or as a whole.

- The bid document must be completed in all respects in non-erasable ink.
- Bids must be submitted on original bid documents.
- No tippex or correctional fluid must be used.
- Bid documents must be submitted in sealed envelope marked “**RFQ 013-25/26**” –
**PROCUREMENT OF A PROFESSIONAL CONSULTANT FOR THE DESIGN, LAYOUT,
EDITING AND PRODUCTION SUPPORT OF THE AMATOLA WATER INTEGRATED ANNUAL
REPORT 2024/2025**
- Failure to submit your bid in a sealed envelope will render your bid non-responsive.

4. PERIOD OF VALIDITY FOR BIDS AND WITHDRAWAL OF BID AFTER CLOSING DATE

All Bids must remain valid for a period of 90 (ninety) days from the closing date as stipulated in the Bid document.

5. AUTHORITY TO SIGN BID DOCUMENTS

In the case of a Bid being submitted on behalf of a company, close corporation or partnership, evidence must be submitted to the Amatola Water at the time of submission of the Bid that the Bid has been signed by persons properly authorised thereto by resolution of the directors or under the articles of the entity.

Form A must be completed. Failure to complete Form A will invalidate your bid.

6. JOINT VENTURE REQUIREMENTS

DEFINITION:- “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.

Should a group of companies/firms and/or interested parties wish to enter a joint venture / consortium agreement the following minimum requirements must be met: -

- a. A properly signed copy of the joint venture/consortium agreement must be attached.
- b. Each member of the joint venture/consortium's taxes must be in order.
- c. After the award of a contract to a joint venture/consortium, the successful joint venture group or consortium must provide a combined joint venture/consortium Tax Clearance Certificate.
- d. After the award of a contract to a joint venture/consortium, the successful joint venture group or consortium must provide the details of the joint venture / consortium banking details.

THE JOINT VENTURE/CONSORTIUM AGREEMENT MUST CONTAIN THE FOLLOWING: -

- a. Who the managing member will be.
- b. Who the signatory of authority will be.
- c. How the joint venture/consortium share of profit will be split.
- d. The bank account details where payments will be deposited into.
- e. The agreement must be signed by all parties.
- f. The agreement must be certified by a Commissioner of Oaths.
- g. The postal and physical address where all correspondence will be sent to

7. CONDITIONS OF TENDER

- I. Submission of this proposal signifies the applicant's acceptance of the conditions as laid down in this document, unless clearly stated otherwise.
- II. Any expense incurred by the applicant in preparing and submitting this proposal will be for the applicant's account.
- III. Amatola Water reserves the right not to accept any proposal and cancel the bid as and when the need arises.
- IV. Amatola Water reserves the right to negotiate offers/rates to be market related as and when the need arises.
- V. The contractor must provide references on Form B that the company has undertaken projects of a similar nature.
- VI. Alterations or additions to the RQF document are not allowed, except to comply with instructions issued by the employer, or necessary to correct an error/s made by the tenderer. Bidder shall initial or sign in such alterations. (Failure to comply with this requirement will result to submitted proposal being Disqualified)
- VII. Amatola Water reserves the right to increase or decrease the contract period or any part thereof if the project work on the contract is cancelled or work has come to an end. This will be communicated to the contractor in advance when and for how long the contract will be stopped/cancelled/ceases.

Additional Bid/RFQ Condition

Bid/ RFQ documents must be submitted intact, and no portion of the document may be detached, loose submissions will be rejected, and the bidder will be disqualified.

Pricing Guidelines

- Prices must be per item description in the pricing schedule.
- Only firm prices will be accepted, non-Firm prices (including prices subject to rates of exchanged variations) will not be considered.

BID SPECIFICATION

TERMS OF REFERENCE FOR THE PROCUREMENT OF A PROFESSIONAL CONSULTANT FOR THE DESIGN, LAYOUT, EDITING AND PRODUCTION SUPPORT OF THE AMATOLA WATER INTEGRATED ANNUAL REPORT 2024/2025

1. BACKGROUND AND INTRODUCTION

Amatola Water (AW) is an essential services utility operating in the water sector in the Eastern Cape. AW was established in 2007, in terms of the Water Services Act (Act 108 of 1997) and is accountable to the Minister of Water and Sanitation as its executive authority. The purpose of this document is to invite potential service providers to submit proposals for the provision of professional services related to the **design, layout, editing, proofreading and production support** of the Integrated Annual Report (IAR) for the **2024/2025** financial year.

The annual report is a key strategic document which reflects AW's operational performance, financial results, and sustainability impact. It also serves to reinforce AW's reputation for transparent, ethical, and sustainable business conduct.

2. SCOPE AND DELIVERABLES

The selected service provider will be expected to deliver **a fully integrated and visually compelling publication** that is aligned with the AW's communication objectives and corporate identity, while meeting the highest standards of corporate reporting, environmental, social, and governance (ESG) disclosure and in compliance with applicable legislative and best practice requirements. The service provider must be capable of managing an end-to-end solution, including:

- Reporting strategy
- Content development and editing of the report and financial statements
- Designing and packaging the material in an interactive and digital format
- Ensuring compliance with leading reporting standards on environmental, social, and governance (ESG) criteria

The appointed service provider will be expected to deliver the following components as part of the integrated annual report production process for the 2024/25 financial year:

a. Case Study and Technical Review

The service provider must review AW's current Integrated Annual Report and Audited Annual Financial Statements (2024/25) as a case study. This assessment must evaluate alignment with the **Integrated Reporting Framework, King IV Corporate Governance Principles**, and **General Recognised Accounting Principles (GRAP)**,

and inform the approach to be adopted for the current and future reporting cycles.

b. Copywriting, Editing and Proofreading

The appointed service provider will be responsible for the **copywriting, substantive editing, language refinement, and proofreading** of all content included in the Integrated Annual Report and Annual Financial Statements. This includes ensuring alignment with Amatola Water's approved tone, language style, and corporate branding guidelines, while maintaining consistency, clarity, and professionalism throughout the documents.

- Liaison with AW's internal teams for content integration and approval processes. The entity will provide the initial content for the Integrated Annual Report and retains full responsibility for the accuracy and integrity of the information contained therein.

Furthermore, the entity will coordinate and secure all internal approvals, confirmations, and signatories required for the report, including those of the Chairperson, Chief Executive Officer, Board of Directors, and external auditors.

c. Executive Interviews and Statement Development

The appointed service provider must assign a **professional copywriter** to conduct **executive interviews** with key leadership, including the **Chairperson, Chief Executive Officer, and Chief Financial Officer**. Based on these engagements, the copywriter will be responsible for drafting the respective **executive statements** to be included in the Integrated Annual Report. The statements must accurately reflect the strategic intent, performance highlights, and governance perspectives of the Corporation's leadership, and must be aligned with the overall messaging and tone of the report.

d. Design and Layout

The service provider must manage the **creative concept development, design, and layout** of the Integrated Annual Report and Financial Statements in accordance with:

- The approved annual theme
- Cover and page template design in line with Amatola Water's corporate identity

Deliverables must include

- Draft versions of the report for internal review per reporting cycle
- One (1) final approved version
- High-quality interactive digital formats (PDF)

e. Design and Typesetting

The service provider will be responsible for the creative design and professional typesetting of the Integrated Annual Report, based on final, edited, and approved text

content. The provider must present a minimum of three (3) distinct design concepts, aligned with the approved annual theme and in strict adherence to the AW's corporate identity.

Design Specifications:

- Format: A4
- Extent: Approximately (\pm 300 pages) inside pages plus 2 cover pages
- High quality images will be jointly sourced and/or provided by AW.
- Branding: AW will supply the official logo files and corporate identity manual to guide all branding and layout elements.
- The final layout must demonstrate high design quality, clarity of information, visual consistency, and effective data presentation, ensuring the report is visually engaging and aligned with international reporting standards.
- Infographic and data visualisation creation for performance, financial and project highlights
- Provision of print-ready files (PDF/X) and high-quality online viewing version

f. Annual Financial Statements

The service provider must manage the **production, design, layout, editing, proofreading, and translation** of the **Annual Financial Statements**.

3. DURATION OF THE ASSIGNMENT

The service provider will be expected to commence work upon appointment and deliver the final product no later than **[28th November 2025]**, in line with Amatola Water's reporting and audit timelines.

A detailed project schedule will be finalised with the successful bidder. Indicative milestones are:

Milestone	Deadline
Inception Meeting	[12 th August 2025]
First draft layout & design samples	[31 August 2025]
Submission of edited content (1st draft)	[30 September 2025]
Submission of final report	[30 November 2025]

4. EXPECTED OUTPUTS/DELIVERABLES

- Professionally edited and proofread draft of the IAR
- Three sample layout options for approval
- Final designed and edited version, including:
 - Print-ready files

- Web-optimised version
- Source files (InDesign or equivalent)
- Infographics and graphs as required.
- Compliance with relevant reporting frameworks such as King IV, PFMA, National Treasury Guidelines, and Integrated Reporting <IR> Framework.
- Final version submission by agreed deadlines.

5. REPORTING LINES

The service provider will report directly to the Corporate Performance Information Specialist of Amatola Water. The service provider will work closely with the office of the CE.

6. ORGANISATIONAL SETTING

During the contract period, the service provider will work on site and when needed. AW will provide office space as needed to the service provider. The Consultant will receive the necessary support and data from the CE's office of AW.

a) QUERIES AND CLARIFICATION

Prospective applicants must only send queries concerning the bid through email. Technical queries should be directed to cweimers@amatolawater.co.za. Procurement queries must be directed to mmakhatha@amatola.co.za. Queries received will be responded to within 24 hours of receiving them.

SECTION B

RETURNABLE DOCUMENTS

THE FOLLOWING DOCUMENTS MUST BE COMPLETED IN FULL AND SUBMITTED WITH THIS BID:

SBD 1: INVITATION TO BID

SBD 4: BIDDERS DISCLOSURE

SBD 6.1: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

THE FOLLOWING DOCUMENTS MUST BE SUBMITTED WITH THIS BID:

FORM A: AUTHORITY TO SIGN

JOINT VENTURE AGREEMENT (IF APPLICABLE)

FORM A: AUTHORITY TO SIGN DOCUMENTS

The person listed below are duly authorised/ delegated to sign all documents in connection with the tender offer and any contract resulting from it on our behalf by virtue of the Articles of Association/Resolution of the Board of Directors. All fields to be completed.

Details of authorised/ delegated person

NAME

SIGNATURE

DATE

WITNESSES:

1.

NAME

SIGNATURE

DATE

2.

NAME

SIGNATURE

DATE

FORM B: SCHEDULE OF PREVIOUS RELATED CONTRACTS SATISFACTORILY CARRIED OUT BY THE TENDERER

Suppliers should very briefly describe their experience in this regard by completing the schedule below by providing details of at **least Two (2) comparable contract** within the last 5 years relating to the **DESIGN, LAYOUT, EDITING AND PRODUCTION SUPPORT OF AN INTEGRATED ANNUAL REPORT**. Please note that Form B.1, B.2 and B3 must be completed by your previous client in substantiating the list of reference provided below and must be submitted as part of this document, failure to do so will lead to disqualification. Please note that references may be verified.

Comparable supply contracts of the entity within the last 5 years	Short Description	Contract Value (incl. VAT)	Dates (Commencement; Completion)	Client and contactable reference (include phone no.& email addresses)

SIGNED ON BEHALF OF TENDERER:

FORM B.1: CONFIRMATION OF REFERENCES TO AMATOLA WATER

NAME OF BIDDING COMPANY:	
PREVIOUS CLIENT/EMPLOYER NAME:	
TENDER/BID NUMBER OF COMPLETED CONTRACT/PROJECT	
DESCRIPTION OF CONTRACT/ PROJECT COMPLETED	
VALUE OF WORK COMPLETED	
DURATION AND DATE COMPLETED:	

The above-mentioned Bidding Company is in the process of submitting a Bid/RFQ to Amatola Water as per detailed Specification to Confirm that the Bidder had completed Similar or Relevant Contract with your Company within the past 5 years. If your company had prior exposure with the Bidding Company, as part of the evaluation process for this bid, Amatola Water requires your company to confirm goods/services supplied by the above Bidding Company as per below questionnaire.

1. Were the goods/ services supplied according to the required quality as per the description/specification and were delivered on time?	Select applicable rating <input type="checkbox"/> Excellent, <input type="checkbox"/> Good, <input type="checkbox"/> Satisfactory, <input type="checkbox"/> Poor
2. Kindly, indicate their overall performance on the project.	Select applicable rating <input type="checkbox"/> Excellent, <input type="checkbox"/> Good, <input type="checkbox"/> Satisfactory, <input type="checkbox"/> Poor

Full Name of Authorised Signatory

Contact Number Email address.....

Signature..... Date.....

*CLIENT (EMPLOYER) STAMP HERE

*Incomplete and/or unsigned form will not be accepted and Amatola Water reserves the right to contact any Client Company listed as a reference. No handwriting is acceptable on the stamp area. No letters will be accepted only this form is considered.

FORM B.2: CONFIRMATION OF REFERENCES TO AMATOLA WATER

NAME OF BIDDING COMPANY:	
PREVIOUS CLIENT/EMPLOYER NAME:	
TENDER/BID NUMBER OF COMPLETED CONTRACT/PROJECT	
DESCRIPTION OF CONTRACT/ PROJECT COMPLETED	
VALUE OF WORK COMPLETED	
DURATION AND DATE COMPLETED:	

The above-mentioned Bidding Company is in the process of submitting a Bid/RFQ to Amatola Water as per detailed Specification to Confirm that the Bidder had completed Similar or Relevant Contract with your Company within the past 5 years. If your company had prior exposure with the Bidding Company, as part of the evaluation process for this bid, Amatola Water requires your company to confirm goods/services supplied by the above Bidding Company as per below questionnaire.

<p>3. Were the goods/ services supplied according to the required quality as per the description/specification and were delivered on time?</p>	<p>Select applicable rating</p> <p><input type="checkbox"/> Excellent,</p> <p><input type="checkbox"/> Good,</p> <p><input type="checkbox"/> Satisfactory,</p> <p><input type="checkbox"/> Poor</p>
<p>4. Kindly, indicate their overall performance on the project.</p>	<p>Select applicable rating</p> <p><input type="checkbox"/> Excellent,</p> <p><input type="checkbox"/> Good,</p> <p><input type="checkbox"/> Satisfactory,</p> <p><input type="checkbox"/> Poor</p>

Full Name of Authorised Signatory

Contact Number Email address.....

Signature..... Date.....

*CLIENT (EMPLOYER) STAMP HERE

*Incomplete and/or unsigned form will not be accepted and Amatola Water reserves the right to contact any Client Company listed as a reference. No handwriting is acceptable on the stamp area. No letters will be accepted only this form is considered.

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 interest¹ 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.

Full Name	Identity Number	Name of State institution

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:

.....

¹ 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.

SBD 4

- 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

- 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 consortium² 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.

² 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 4

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

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

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

1.2 **To be completed by the organ of state**

- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) The lowest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \hline Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) & \text{or} & Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \end{array}$$

Where

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \hline Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) & \text{or} & Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \end{array}$$

Where

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.
(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
HDI (51% or more black ownership)	8	
Black women (51% or more women ownership)	4	
Black youth (51% or more youth ownership)	4	
People with disability (20% or more disabled people ownership)	4	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.'

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....
.....

SECTION C:

PRICING INSTRUCTIONS, PRICING SCHEDULE AND CONTRACT

PRICE INSTRUCTIONS AND ESCALATION

The following pricing schedules must be completed in full:

SBD 3.1: Pricing Schedule: Firm prices

SBD 3.2: Pricing Schedule: Non- firm prices (NOT APPLICABLE)

NB: If there are any unconditional discount offers, kindly attach a schedule that will indicate where those discounts are applied from.

Failure to fully complete the pricing instructions will invalidate your bid. All line items should be completed.

No claim in respect of any price escalation will be considered by the Amatola Water unless it is specifically stated in the Pricing Schedule that the Bid is subject to price escalation.

When escalation is claimed for during the contract period, proof of such escalation must be furnished and the calculation itself must be submitted to corroborate such proof. Escalation will only be calculated on the official index figures supplied by the Department of Statistics or the Price Controller, which ever may be applicable.

All orders placed will be based on the current Bid prices. It is the responsibility of the Bidder to inform Amatola Water of any escalation prior to implementation of the escalated price. Failure to do so will negate any such claims.

VALUE ADDED TAX

In calculating the cost of the supply and delivery of services and / or material, the supplier will issue a "Tax Invoice" for all services rendered and / or materials supplied, which will reflect the exclusive cost of such services, goods or materials with the relevant Value Added Tax being added to the total.

VAT must be included in the Bid price but must be shown separately.

Non-VAT vendors must not include VAT in their bid price.

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.

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

Name of Bidder.....Bid number...**013-25/26**

Closing Time ...**11:00am** Closing date: ...**01 AUGUST 2025**

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

THE DESIGN, LAYOUT, EDITING AND PRODUCTION SUPPORT OF THE AMATOLA WATER INTEGRATED ANNUAL REPORT 2024/2025

Item	Quantity	Description	Unit price	Amount
1	1	PROCUREMENT OF A PROFESSIONAL CONSULTANT FOR THE DESIGN, LAYOUT, EDITING AND PRODUCTION SUPPORT OF THE AMATOLA WATER INTEGRATED ANNUAL REPORT 2024/2025 As per the specification, scope of work and deliverables in pages 11-14.		
	TOTAL EXCLUDING VAT			
	VAT			
	TOTAL INCLUDING VAT			

Total Rates must be transferred to SBD 1, failure to do so will lead to the bid/RFQ being disqualified

Required by:

- At:
- Brand and model
- Country of origin
- Does the offer comply with the specification(s)?
- If not to specification, indicate deviation(s)
- Period required for delivery
- Delivery: Nagoon Dam Store

Amatola Water

.....N/A.....
N/A.....
 *YES/NO

 *Firm/not firm

PRICE ADJUSTMENTS (NOT APPLICABLE)

A NON-FIRM PRICES SUBJECT TO ESCALATION

1. IN CASES OF PERIOD CONTRACTS, NON-FIRM PRICES WILL BE ADJUSTED (LOADED) WITH THE ASSESSED CONTRACT PRICE ADJUSTMENTS IMPLICIT IN NON-FIRM PRICES WHEN CALCULATING THE COMPARATIVE PRICES

IN THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING FORMULA:

$$Pa = (1 - V)Pt \left(D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{R4t}{R4o} \right) + VPt$$

Where:

Pa	=	The new escalated price to be calculated.
(1-V) Pt	=	85% of the original bid price. Note that Pt must always be the original bid price and not an escalated price.
D1, D2..	=	Each factor of the bid price eg. labour, transport, clothing, footwear, etc. The total of the various factors D1, D2...etc. must add up to 100%.
R1t, R2t.....	=	Index figure obtained from new index (depends on the number of factors used).
R1o, R2o	=	Index figure at time of bidding.
VPt	=	15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

3. The following index/indices must be used to calculate your bid price:

Index..... Dated.....	Index..... Dated.....	Index..... Dated.....
Index..... Dated.....	Index..... Dated.....	Index..... Dated.....

2. FURNISH A BREAKDOWN OF YOUR PRICE IN TERMS OF ABOVE-MENTIONED FORMULA. THE TOTAL OF THE VARIOUS FACTORS MUST ADD UP TO 100%.

FACTOR (D1, D2 etc. e.g. Labour, transport etc.)	PERCENTAGE OF BID PRICE

B PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS

1. Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.

PARTICULARS OF FINANCIAL INSTITUTION	ITEM NO	PRICE	CURRENCY	RATE	PORTION OF PRICE SUBJECT TO ROE	AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		

2. Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)

AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD:	DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE	DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE	DATE UNTIL WHICH NEW CALCULATED PRICE WILL BE EFFECTIVE

CONTRACT FORM - PURCHASE OF GOODS/WORKS

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE BIDDER)

- I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to ((AMATOLA WATER)
 1. in accordance with the requirements and specifications stipulated in bid number at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
- 2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Proof of tax compliance status;
 - Pricing schedule(s);
 - Technical Specification(s);
 - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
 - Bidder's Disclosure form;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
- 3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
- 4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
- 5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
- 6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1.

2.

DATE:.....

GENERAL CONDITIONS OF CONTRACT

The form of Contract to be utilized is the General Conditions of Contract issued by National Treasury.