



27 SEPTEMBER 2021

**ETHEKWINI  
MUNICIPALITY**

**ETHEKWINI WATER & SANITATION**

**QUOTATION No.: WQ64/12062**

**BASIC ELECTRONICS TRAINING**

Name of Contractor: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
Fax No.: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Tender Sum R \_\_\_\_\_ (inclusive of VAT)

**QUOTATIONS CLOSE ON 6 OCTOBER 2021 AT 11:00AM AND MUST BE PLACED IN THE TENDER BOX ON THE GROUND FLOOR, ETHEKWINI WATER AND SANITATION, 133 K.E.MASINGA ROAD (OLD FORD ROAD) EWS, (NEW CUSTOMER SERVICES BUILDING)**

**EMPLOYER:**

**ETHEKWINI WATER AND SANITATION  
CSR & TECHNICAL TRAINING  
3 PRIOR ROAD  
DURBAN  
4001**

**EDNICK MSWELI  
HEAD: WATER AND SANITATION**

ONLY TENDERERS WITH PROVEN EXPERIENCE IN THE PARTICULAR FIELD OF WORK SPECIFIED IN THE CONTRACT DOCUMENT WILL BE CONSIDERED.

**NOTE: RELEVANT ACCREDITATION**

**eTHEKWINI WATER AND SANITATION  
QUOTATION WQ64/12062  
BASIC ELECTRONICS TRAINING**

**SCOPE OF  
CONTRACT**

This document comprises of the  
Basic Electronics

- Communicate in a variety of ways to achieve personal and workplace objectives within the electronics environment.
- Use mathematical concepts and processes to solve personal and electronics related problems.
- Apply elementary principles of electricity and electronics.
- Demonstrate knowledge of electronic components, instruments and test equipment (hand skills).
- Assemble cables, harness and printed circuit/wiring boards
- Apply safety measures in an electronics environment.
- Number of staff to be trained **16**.
- Certified copy of CK document.

**NOTE**

**Tax Clearance certificate and BBB EE Certificate are compulsory.**

**QUOTATION  
CLOSURE**

Quotation documents shall be deposited in the tender box provided at eThekwini Water and Sanitation, 133 K.E.MASINGA ROAD (OLD FORD ROAD) EWS, (NEW CUSTOMER SERVICES BUILDING) Durban, 4001, not later than 11:00am on **06 October 2021**.

**DOCUMENTS  
PERTAINING TO  
THIS  
QUOTATION**

1. Conditions of Quotation
2. Conditions Pertaining to Targeted Procurement
3. Project Specification
4. Quotation Form
5. Previous Experience Form
6. Evaluation Schedule
7. Declaration of Interest
8. Declaration of Municipal Fees
9. Certificate of Signing Authority

Attachment indicated as \*\*\* are available separately and are issued on request.

Contact Person: Philisiwe Ndimande

Telephone No.: 031 311 8565

## CONDITIONS OF QUOTATION

### 1. QUOTATIONS

#### CONDITION OF QUOTATION

Quotations are required for the whole of the work embraced by the documents.

Quotations must hold good for a period of **once-off** from the date of opening.

### 2. QUOTATION FORMS

#### NOTE: ACCEPTANCE OF QUOTATION

The lowest or any quotation will not necessarily be accepted. The Council does not bind itself to accept the lowest quotation and reserves the right to accept the whole or any part of a quotation.

Quotations will be liable to rejection unless submitted on the attached Quotation Form, where applicable, all of which must be duly completed and signed.

Tenderers shall complete the Quotation Form, where applicable in ink. Erasable ink shall not be used. No erasure or any scratching out relating to the completion of the Quotation Form shall be made. Any corrections or alterations shall be made by ruling out incorrect words or figures and inserting the correct words or figures above with the Consultant's initials affixed thereto.

**Failure to comply with these conditions will invalidate the quotation.**

If the Tenderer in submitting his quotation makes an error which is patent, the Council reserves the right to correct the error so that the quotation documents reflect the true position.

Any errors in the extensions will be corrected and the corrections will be carried forward to the Quotation Form. Where a correction is made, the corrected amount will be deemed to be the final offer.

However the final quotation sum entered on the Quotation Form shall be **INCLUSIVE** of Valued Added Tax (VAT) with the amount of such tax being stated separately.

### 3. PAYMENT

Payment will be processed within 30 days of receipt of an invoice from the Contractor addressed to the Council and only after approval by the Engineer or his representative.

(1) The invoice is to include the heading and the number of the service order.

(2) Payment will be made to the firm or individual whose name whose name appears on the quotation form.

(3) It shall be a condition of payment by the City Council to a Registered vendor that no payment shall be processed unless a Tax Invoice (containing prescribed details) is received from the Contractor.

**4. PRICES AND VALUE  
ADDED TAX (VAT)**

Prices shall be quoted net in South African Currency. Prices quoted shall be deemed to be exclusive of value-added tax and the amount of such tax shall be stated separately on the Quotation Form.

Bidders shall indicate on the Quotation Form whether or not they are registered vendors and, if so, they shall indicate their VAT registration number.

**5. TENDERER'S  
CONDITION OF  
CONTRACT**

Every Tenderer shall be deemed to have waived, renounced and abandoned any condition printed or written upon any stationery used by him for the purpose of, or in connection with the submission of his quotation which is in conflict with the letter of this Contract.

**6. QUALITY OF WORK**

The overall quality of the required work shall be to the standard required by the Council's Standard Specifications . Where the quality of the workmanship appears to be sub-standard or not in compliance with the Council's Specifications, the Supplier will be required to remedy the work at his own expense.

**7. COMMENCEMENT  
OF WORK AND  
TIME FOR  
COMPLETION**

Unless otherwise required the Supplier should be prepared to commence work within TWO weeks of submitting the quotation. The work shall be completed within the time specified on the Quotation Form and in the Project Specification

**8. TERMINATION OF  
CONTRACT**

If, in the opinion of the unit Manager, the Supplier-

- (i) is not executing the Contract in accordance with the true intent and meaning thereof;
- (ii) is refusing to execute the Contract, or delaying the execution of the Contract;
- (iii) is not carrying out the Contract at such rate of progress as to ensure completion within the period specified;

or in the event of any other failure of default by the Contractor, the Manager may give notice in writing to the Contractor to make good the failure or default, and should the Contractor fail to comply with the notice within the period specified therein, then and in such case the City Council shall, without prejudice to any of its rights under the Contract, be at liberty forthwith to perform such service that the Contractor may have neglected to do, or to take over the Contract wholly or order from or Contract with any other person. The Contractor shall be responsible for any loss the Council may sustain by reason of such action as it may take in terms of this Clause.

**9. DAMAGES FOR DELAYS**

Time is of the essence in this Contract.

If the Contractor fails to proceed with and complete the tasks in the manner required by the Contract within the time for completion referred to in the Quotation Form and the Project Specifications, the Council shall be entitled to require payment from the Contractor of the sum stated in the Quotation Form as liquidated damages for each and every day by which the completion of the tasks is delayed beyond the fixed date as aforesaid, and such damages may be deducted by the Council from any monies due to the Contractor; provided that nothing contained in this Clause shall prevent the Council from exercising against the Contractor any other remedies which may be available to it either in terms of this Contract or at common law, or from electing to recover from the Contractor any damage or loss sustained by it in consequence of any breach of the Contract in lieu of enforcing its rights to liquidated damages in terms of this Clause.

**10. VARIATION ORDERS**

Where a variation order is requested, consideration will be given regarding such circumstances. The variations to the contract will be required to be quantified and costed.

**11. TENDERER'S BANKING DETAILS**

It is a requirement of the quotation that each Tenderer has the facility of a bank account opened at a recognised financial institution in order that payment may be made. Relevant details of this account shall be inserted on the Quotation Form.

The Tenderer shall ensure that his offer is quoted in the same name as that of his banking account in order that payment may be made to the correct party.

**12. TARGETED PROCUREMENT**

For the purposes of determining the degree of preference to be accorded, Tenderers are required to complete the application for targeted enterprise status.

Failure on the part of a Tenderer to fill in and/or sign the declaration will be construed to mean that the preference points are not claimable. Preference points will not be awarded in that case.

See attached Participation and Conditions Pertaining to Targeted Procurement.

**13. TARGETED PROCUREMENT - PENALTIES**

In addition to the penalties specified in the Conditions Pertaining to Targeted Procurement, the Tenderer will be liable to prosecution and disqualification from future Council tenders.

**14. EXPERIENCE**

It is a condition of this contract that the Tenderer must have proven experience in the particular field of work specified.

**eTHEKWINI WATER AND SANITATION  
QUOTATION WQ64/12062  
BASIC ELECTRONICS TRAINING**

**PROJECT SPECIFICATION**

**A.1 BACKGROUND OF THE CONTRACT**

To provide Basic Electronics training

**A.2 SCOPE OF CONTRACT**

This document comprise of course to meet the **WSP (WORKPLACE SKILLS PLAN)** need of eThekwini Water and Sanitation Services.

**A.3 CONTRACTORS RESPONSIBILITY**

The successful Contractor will be held responsible for training specific employees about Basic Electronics

**A.4 COMPANY PREVIOUS EXPERIENCE**

Supplier must submit a company profile or list of similar completed projects with their tender on the required form.

**A.5 PAYMENT**

Payment will be in accordance successful completion of the activity.

The tendered rate is to include for all mobilisation costs, company overheads, overtime (where applicable), transport, profit, supervision, reporting and printing requirements, computers and associated data costs.

**QUOTATION WQ64/12062**  
**BASIC ELECTRONICS TRAINING**

**QUOTATION FORM**

I/We the undersigned hereby offer to carry out the above-mentioned work to the best description, according to the true intent and meaning of the specifications for the sum of:

	R _____
+ VAT. (15%)	R _____
Total Quotation Sum	R _____

Amount in words:

\_\_\_\_\_

I/We agree to complete the whole of the work in every respect to the satisfaction of the Head: eThekweni Water and Sanitation within a period of 7 days from the date of the official order requesting the work to be carried out.

I am/am not\* a registered vendor in terms of VAT legislation  
(\*Delete whichever is not applicable).

My VAT. Registration number is: \_\_\_\_\_

My Registration number is: \_\_\_\_\_

SIGNATURE : \_\_\_\_\_

NAME IN BLOCK LETTERS: \_\_\_\_\_

NAME OF FIRM IN BLOCK LETTERS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

TELEFAX NUMBER: \_\_\_\_\_

BANK ACCOUNT DETAILS:

BANK/FINANCIAL INSTITUTION: \_\_\_\_\_

BRANCH: \_\_\_\_\_ ACCOUNT No.: \_\_\_\_\_

ACCOUNT HOLDER (NAME/NAME OF FIRM): \_\_\_\_\_

**eTHEKWINI WATER AND SANITATION**

**QUOTATION WQ64/12062**

**BASIC ELECTRONICS TRAINING**

**PREVIOUS EXPERIENCE FORM**

It is a requirement of this Contract that Service Providers have previous experience in work of **similar** nature. Tenderers shall insert in the space provided below, and submit with the tender, the following statement listing work of a similar nature to that required in this contract that they have successfully carried out.

<b>For Whom Done</b>	<b>Nature of Works</b>	<b>Value of Work</b>	<b>Year Completed</b>

**SIGNATURE OF TENDERER:** .....

**DATE:** .....

**QUALITY ASSURANCE MEASUREMENT ESSENTIAL REQUIREMENTS ARE DEEMED NECESSARY:**

- The company must have qualified trainers.
- The method of assessment: company must say how learners will be assessed, do they write exams or do they write assignments or do they compile a portfolio of evidence
- Companies must say what kind of recognition will be used at the end of the training, whether there is a certificate of attendance or certificate of competence (would be preferable) to be issued to the delegate on completion of the course.



**EVALUATION SCHEDULE: APPROACH PAPER**

The approach paper must outline the proposed approach / methodology to be followed in undertaking and completing all aspects of the services required as defined in the "Scope of Works". The approach paper shall cover all stages of the services defined from start to finish.

N.B. The approach paper must not be longer than 8 A4 pages using a minimum of a 10 point font.

***The tenderer must attach the approach paper to this page and complete and sign the declaration below.***

**The scoring of the approach paper will be as follows:**

	<b><u>Technical approach and methodology</u></b>
<b>Unacceptable (score 40)</b>	The approach is unclear or vague indicating that the tenderer's knowledge and experience of the subject matter and he/she will therefore not be able to successfully undertake and complete work of this nature.
<b>Poor (score 70)</b>	The approach is clear in certain areas but vague or lacking in other key areas considered to be critical in terms of meeting the training objectives. The approach also does not adequately cover all Training disciplines indicating that the tenderer may not be able to achieve all the Training objectives.
<b>Good (score 90)</b>	The approach is specifically tailored to address the specific training objectives and adequately covers all relevant Training disciplines indicating that the tenderer does have sufficient knowledge and experience to successfully undertake and complete most of the relevant Training work.
<b>Very good (score 100)</b>	Besides meeting the "good" rating, the approach clearly shows that the tenderer has a thorough understanding of all key aspects of the training and is fully competent in all the Training disciplines and therefore well positioned to successfully undertake and complete the work.  The tenderer has also demonstrated that he/she has the knowledge and experience to deal with complex aspects to the Training work.

**The undersigned, who warrants that he/ she is duly authorised to do so on behalf of the enterprise, confirms that the contents attached hereto relative to the above are within his/ her personal knowledge and are to the best of his/ her belief both true and correct.**

Signed \_\_\_\_\_

Date .....

Name \_\_\_\_\_

Position .....

*Tenderer* .....

**EVALUATION SCHEDULE: TENDERER'S EXPERIENCE**

The experience of the tenderer will also be evaluated. The following shall be noted:

- a) Only relevant experience with a proven track record will be used in the evaluation.
- b) Experience claimed from other joint venture work may be included in the evaluation only if the tenderer physically carried out the work.
- c) Ambiguous, vague or unclear statements made in the tenderers schedule of experience will be excluded from the evaluation.
- d) Scoring of tenderer's experience will be based on the scoring schedule included hereafter.
- e) Only experience relating to the provision of training courses will be considered.

The experience of the tenderer must be described briefly in a schedule which must also include value of work completed and names and contact numbers of references. The format/ layout of the submission should be as follows:

Year		Description of Work	Appointment value non escalated (excl. VAT)	Name of General Manager of Entity and contact telephone / cell number
From	To			

**Scoring of the tenderers experience will be as follows:**

<u>Experience of Tenderer</u>	
<b>Unacceptable (score 40)</b>	Tender has very little or no relevant experience.
<b>Poor (score 70)</b>	Tender has relevant general experience but has not dealt with the specific issues listed in the Scope of Works.
<b>Good (score 90)</b>	Tenderer has extensive levels of related experience which includes the specific issues listed in the Scope of Works.
<b>Very good (score 100)</b>	In addition to meeting the "Good" rating, the tenderer has completed projects involving more complex Training aspects.

**The undersigned, who warrants that he/ she is duly authorised to do so on behalf of the enterprise, confirms that the contents attached hereto relative to the above are within his/ her personal knowledge and are to the best of his/ her belief both true and correct.**

Signed \_\_\_\_\_

Date .....

Name \_\_\_\_\_

Position .....

Tenderer .....

## EVALUATION SCHEDULE: EXPERIENCE OF THE TRAINER

The tenderer must submit a brief CV of the proposed trainers.  
The front page of the CV shall include the following information:

- Name and surname of individual
- Date of birth
- Relevant tertiary qualifications (including post graduate) as well as date/s achieved
- Details of relevant professional registrations including date of registration, category, etc.

A schedule of relevant work experience (of not more than 3 pages) shall form the balance of the CV.

The minimum professional requirements are as follows:

<b>Key Staff</b>	<b>Minimum Professional Requirements</b>
Training Officers	Relevant Qualification and Accreditation in terms of ETDP, SAQA, SETA, or other specific institutions.

***The tenderer must attach the experience of key staff and to this page and complete and sign the declaration below.***

**The scoring of this criterion will be as follows:**

	<b>Experience of Key Trainer</b>
<b>Unacceptable (score 40)</b>	Proposed Trainer has very little or no relevant experience.
<b>Poor (score 70)</b>	Proposed Trainer has reasonable levels of experience and is able to complete some aspects of the Training work.
<b>Good (score 90)</b>	Proposed Trainer has extensive levels of experience and is able to successfully complete most aspects of the Training work.
<b>Very good (score 100)</b>	In addition to meeting the "Good" rating, Proposed Trainer has expert knowledge and is able to deal with complex aspects of the Training work

**The undersigned, who warrants that he/ she is duly authorised to do so on behalf of the enterprise, confirms that the contents attached hereto relative to the above are within his/ her personal knowledge and are to the best of his/ her belief both true and correct.**

Signed \_\_\_\_\_ Date .....

Name \_\_\_\_\_ Position .....

Tenderer .....

**eTHEKWINI WATER AND SANITATION**

**CONTRACT No. WQ64/12062**

**DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the principal, of persons having kinship with persons employed by the principal, 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 person employed by the principal, or to persons connected with or related to them, it is required that the bidder of his/her authorized representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where-
- the bidder is employed by the principal; and/or
  - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

2.1 Are you or any person connected with the bidder, employed **YES/NO**  
by the principal?

2.1.2 If so, state particulars

.....  
.....

2.2 Do you, or any person connected with the bidder, have any relationship **YES/NO**  
(family, friend, other) with a person employed the principal and who  
may be involved with the evaluation and or adjudication of this bid?

2.2.1 If so, state particulars

.....  
.....

2.3 Are you, or any person connected with the bidder, aware of **YES/NO**  
any relationship (family, friend, other) between the bidder  
and any person employed by the principal who may be  
involved with the evaluation and or adjudication of this bid?

2.3.1 If so, state particulars

.....  
.....  
.....  
.....

**DECLARATION**

I, THE UNDERSIGNED (NAME) .....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.1 TO 2.3.1 ABOVE IS  
CORRECT.

I ACCEPT THAT THE PRINCIPAL MAY ACT AGAINST ME SHOULD THIS DECLARATION  
PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

**eTHEKWINI WATER AND SANITATION**

**CONTRACT No. WQ 64/12062**

**DECLARATION OF MUNICIPAL FEES**

I/We do hereby declare that the Municipal fees of the company \_\_\_\_\_, are, as at the date of the quotation closing, fully paid up, or arrangements have been concluded with the Municipality to pay the said fees:

<b><u>Account</u></b>	<b><u>Account number</u></b>
Electricity	_____
Water	_____
Rates	_____
Other	_____

I/We acknowledge that should it be found that the Municipal fees are not up to date, the Council may take such remedial action as is required, including termination of contract, and any income due to the contractor shall be utilised to offset any monies due to the Council.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Date

ENQUIRY WQ 64/12062



**\*\*FAILURE TO COMPLETE THIS FORM WILL INVALIDATE THE QUOTATION\*\***

**ENQUIRY WQ64/12062**

**CERTIFICATE OF SIGNING AUTHORITY**

I, ....., chairperson of the Board of Directors of the company  
.....,

hereby confirm that by resolution of the Board taken on .....20.....,  
MR/MRS....., acting in the capacity of  
....., was authorised to sign all  
documents in connection with this quotation and any contract resulting from it on behalf of the  
company.

Chairman : .....

As witnesses :       1. ....  
                          2. ....

Date : .....