



TENDER FOR SAWW, SIZA WATER AND SILULUMANZI WEBSITE

Tender No: 01/24

Closing Date: Thursday ,29 February 2024
Closing Time: 01:00 pm

Name of Tenderer:	
Tel. No.:	
Address:	
Email:	

<p><u>Company:</u></p> <p>Siza Water (RF) (PTY) LTD PO Box 1635, Ballito, 4420</p>	<p><u>General & Procurement Enquiries</u></p> <p>Name: Mandisa Songca Contact details: 032 946 7234. Email: siza.buyer@sizawater.com</p>
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1. TENDER NOTICE AND INVITATION TO TENDER

Tenders are hereby invited for the **SAWW, SIZA WATER AND SILULUMANZI WEBSITE.**

Bid documents will be obtainable from Siza Water Ballito Offices, **Suite 1-4, Rey park House, Rey's Place, Avondale, Ballito**, will also be emailed upon request on **siza.buyer@sizawater.com** and will also be available on the company website **www.sizawater.co.za**.

Only Entities with the necessary capacity to handle a contract of this nature/size and satisfy all the requirement of the tender as contained in the tender document are eligible to tender.

Duly completed tenders enclosed in a sealed envelope marked **SAWW, SIZA WATER AND SILULUMANZI WEBSITE, CLOSING DATE: 29 FEBRUARY 2024** with the name of the tenderer, shall be deposited in the tender box provided at the offices of Siza Water in Ballito.

There will be a compulsory Tender briefing Meeting on Friday, the 09th of February 2024, at Ballito Office at 11am

Queries relating to the issue of these documents and technical matters may be addressed to **Mandisa Songca, Tel No. 032 946 7234, e-mail: siza.buyer@sizawater.com**.

Tenders may only be submitted on the tender documentation that is issued. Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted. Siza Water is not obliged to accept the lowest or any tender and reserves the right to accept any tender, part of any tender, or more than one tender.

Employer: **SIZA WATER
PO Box 1635,
Ballito,
4420**

2. TENDER DATA

The company is **Siza Water**.

The company's agent is:

Mandisa Songca

PO Box 1635, Ballito, 4420

Tel: 032 946 7234

E-mail: siza.buyer@sizawater.com

Only those tenderers who satisfy the following criteria are eligible to submit tenders:

1. Have the necessary skills and capacity to manage and perform the contract.
2. Previous experience on contracts of a similar value and nature
3. Have the necessary financial capacity.

No alternative tender offers will be considered.

Parts of each tender offer communicated on paper shall be submitted as an original.

The company's address for delivery of tender offers and identification details to be shown on each tender offer package are:

Location of tender box: Siza Water Ballito Office, Admin Area

Physical address: Suite 1-4, Reypark House, Rey's Place, Avondale, Ballito

Identification details: Siza Water tender for **SAWW, SIZA WATER AND SILULUMANZI WEBSITE**.

The closing time for submission of tender offers is as stated on the Cover Page.

Telephonic, telegraphic, telex, facsimile or e-mailed tender offers will not be accepted.

The tender offer's validity period is 90 days. The quoted pricing shall be fixed for the duration of the contract

The tenderer is required to submit with his tender all the documents listed on the checklist page (10), if not submitted, tenderer may lose points.

Tender Committee will open tenders together and decisions will be based on Qualitative & Quantitative aspect of each contractor.

There will be no public opening.

By completing this tender, you accept to contract to Siza Water Company (Pty) Ltd or its successor in title on unaltered terms and conditions as contained in this document and will be bound to finish all work as tendered for herein.

3. STANDARD CONDITIONS OF THE TENDER

General

1.1 **Actions**

The company and each tenderer submitting a tender offer shall comply with these conditions of tender. In their dealings with each other, they shall discharge their duties and obligations as set out, timeously and with integrity, and behave equitably, honestly, and transparently.

1.2 **Tender Documents**

This is the only document issued by the company for the purpose of a tender offer.

1.3 **Interpretation**

1.3.1 The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these conditions of tender.

1.3.2 These conditions of tender, the tender data and tender schedules which are only required for tender evaluation purposes, shall not form part of any contract arising from the invitation to tender.

1.3.3 For the purposes of these conditions for the calling for expressions of interest, the following definitions apply:

- a) **comparative offer** means the tenderer's financial offer after the factors of non-firm prices, all unconditional discounts and any other tendered parameters that will affect the value of the financial offer have been taken into consideration
- b) **corrupt practice** means the offering, giving, receiving, or soliciting of anything of value to influence the action of the company or his staff or agents in the tender process; and
- c) **fraudulent practice** means the misrepresentation of the facts in order to influence the tender process or the award of a contract arising from a tender offer to the detriment of the company, including collusive practices intended to establish prices at artificial levels
- d) **quality (functionality)** means the totality of features and characteristics of a product or service that bear on its ability to satisfy stated or implied needs

1.4 **Communication and company's agent**

Each communication between the company and a tenderer shall be to or from the company's agent only, and in a form that can be read, copied, and recorded. Writing shall be in the English language. The company shall not take any responsibility for non-receipt of communications from or by a tenderer. The name and contact details of the company's agent are stated in the tender data.

1.5 The company's right to accept or reject any tender offer.

1.5.1 The company may accept or reject any variation, deviation, tender offer, or alternative tender offer, and may cancel the tender process and reject all tender offers at any time before the formation of a contract. The company shall not accept or incur any liability to a tenderer for such cancellation and rejection but will give written reasons for such action upon written request to do so.

2 Tenderer's obligations

2.1 Eligibility

Submit a tender offer only if the tenderer complies with the criteria stated in the tender data and the tenderer, or any of his principals, is not under any restriction to do business with company.

2.2 Cost of tendering

Accept that the company will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer satisfy requirements.

2.3 Check documents

Check the tender documents on receipt for completeness and notify the company of any discrepancy or omission.

2.4 Confidentiality and copyright of documents

Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the company only for the purpose of preparing and submitting a tender offer in response to the invitation.

2.5 Reference documents

Obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are not attached but which are incorporated into the tender documents by reference.

2.6 Acknowledge addenda.

Acknowledge receipt of addenda to the tender documents, which the company may issue, and if necessary, apply for an extension to the closing time stated in the tender data, to take the addenda into account.

2.8 Seek clarification.

Request clarification of the tender documents, if necessary, by notifying the company at least 3 working days before the closing time stated in the tender data.

2.9 Pricing the tender offer.

2.9.1 Include in the rates, prices, and the tendered total of the prices (if any), all duties, taxes (except Value Added Tax (VAT), and other levies payable by the successful tenderer before the closing time stated in the tender data.

2.9.2 Show VAT payable by the company separately as an addition to the tendered total of the prices.

2.9.3 Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract identified in the contract data.

2.9.4 State the rates and prices in Rand unless instructed otherwise in the tender data. The conditions of contract identified in the contract data may provide for part payment in other currencies.

2.10 Alterations to documents

Not make any alterations or additions to the tender documents, except to comply with instructions issued by the company, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations. Erasures and the use of masking fluid are prohibited.

2.11 Alternative tender offers

2.11.1 Submit alternative tender offers only if a main tender offer, strictly in accordance with all the requirements of the tender documents, is also submitted. The alternative tender offer is to be submitted with the main tender offer together with a schedule that compares the requirements of the tender documents with the alternative requirements the tenderer proposes.

2.11.2 Accept that an alternative tender offer may be based only on the criteria stated in the tender data or criteria otherwise acceptable to the company.

2.12 Submitting a tender offer.

2.12.1 Submit a tender offer to provide the whole of the works, services or supply identified in the contract data and described in the scope of works, unless stated otherwise in the tender data.

2.12.2 Return all returnable documents to the company after completing them in their entirety, either electronically (if they were issued in electronic format) or by writing in black ink.

2.12.3 Submit the parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, with an English translation of any documentation in a language other than English, and the parts communicated electronically in the same format as they were issued by the company.

2.12.4 Sign the original and all copies of the tender offer where required in terms of the tender data. The company will hold all authorized signatories liable on behalf of the tenderer. Signatories for tenderers proposing to contract as joint ventures shall state which of the signatories is the lead partner whom the company shall hold liable for the purpose of the tender offer.

2.12.6 Where a two-envelope system is required in terms of the tender data, place and seal the returnable documents listed in the tender data in an envelope marked “financial proposal” and place the remaining returnable documents in an envelope marked “technical proposal”. Each envelope shall state on the outside the company’s address and identification details stated in the tender data, as well as the tenderer’s name and contact address.

2.12.7 Accept that the company shall not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.

2.13 Information and data to be completed in all respects. Accept that tender offers, which do not provide all the data or information requested completely and, in the form, required, may be regarded by the company as non-responsive.

2.13 Closing time.

2.13.1 Ensure that the company receives the tender offer at the address specified in the tender data not later than the closing time stated in the tender data. Proof of posting shall not be accepted as proof of delivery. The company shall not accept tender offers submitted by telegraph, telex, facsimile, or e-mail, unless stated otherwise in the tender data.

2.13.2 Accept that, if the company extends the closing time stated in the tender data for any reason, the requirements of these conditions of tender apply equally to the extended deadline.

2.14 Tender offer validity

2.14.1 Hold the tender offer(s) valid for acceptance by the company at any time during the validity period stated in the tender data after the closing time stated in the tender data.

2.14.2 If requested by the company, consider extending the validity period stated in the tender data for an agreed additional period.

2.15 Clarification of tender offer after submission

Provide clarification of a tender offer in response to a request to do so from the company during the evaluation of tender offers. This may include providing a breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (or both). No change in the total of the prices or substance of the tender offer is sought, offered, or permitted. The total stated by the tenderer shall be binding upon the tenderer.

Note: Sub-clause 2.15 does not preclude the negotiation of the final terms of the contract with a preferred tenderer following a competitive selection process, should the Company elect to do so.

2.16 Check final draft.

Check the final draft of the contract provided by the company within the time available for the company to issue the contract.

2.17 Return of other tender documents

If so instructed by the company, return all retained tender documents within 28 days after the expiry of the validity period stated in the tender data.

2.18 Certificates

Include in the tender submission or provide the company with any certificates as stated in the tender data.

3 The company's undertakings

3.1 Respond to clarification.

Respond to a valid request for clarification refer Par 2.8 within two days of receiving the request and notify all tenderers who drew procurement documents.

3.2 Issue Addenda

If necessary, issue addenda that may amend or amplify the tender documents to each tenderer during the period from the date of the Tender Notice until seven days before the tender closing time stated in the Tender Data. If, as a result a tenderer applies for an extension to the closing time stated in the Tender Data, the Company may grant such extension and, will then notify it to all tenderers who drew documents.

3.3 Opening of tender submissions.

3.3.1. Tender submissions for which acceptable reasons for withdrawal have been submitted will not be opened.

3.3.2 For public tenders, announce at the opening held immediately after the opening of tender submissions, at a venue indicated in the tender data, the name of each tenderer whose tender offer is opened, the total of his prices, preferences claimed and time for completion, if any, for the main tender offer only.

3.4 Two-envelope system

3.4.1 Where stated in the tender data that a two-envelope system is to be followed, open only the technical proposal of valid tenders.

3.4.2 Evaluate the quality of the technical proposals offered by tenderers, then only open financial proposals of tenders who remain in contention for the award of the contract.

3.5 Non-disclosure

Not disclose to tenderers, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers, the final evaluation price and recommendations for the award of a contract, until after the award of the contract to the successful tenderer.

3.6 Grounds for rejection and disqualification

Determine whether there has been any effort by a tenderer to influence the processing of tender offers and instantly disqualify a tenderer (and his tender offer) if it is established that he engaged in corrupt or fraudulent practices.

3.7 Test for responsiveness

Determine, on opening and before detailed evaluation, whether each tender offer properly received:

- a) meets the requirements of these Conditions of Tender,
- b) has been properly and fully completed and signed, and
- c) is responsive to the other requirements of the tender documents.

A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the Company's opinion, would:

- detrimentally affect the scope, quality, or performance of the works, services or supply identified
In the Scope of Work,
- change the Company's or the tenderer's risks and responsibilities under the contract, or
- affect the competitive position of other tenderers presenting responsive tenders if it were to be rectified.

Reject a non-responsive tender offer, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.

3.8 Arithmetical errors

Check responsive tender offers for arithmetical errors, correcting them in the following manner:

- Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern.
- If a bill of quantities (or schedule of rates) applies and there is an error in the line-item total resulting from the product of the unit rate and the quantity, the line item total shall govern, and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as quoted shall govern, and the unit rate will be corrected.
- Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the tenderer's addition of prices, the total of the prices shall govern and the tenderer will be asked to revise selected item prices (and their rates if a bills of quantities applies) to achieve the tendered total of the prices.

Consider the rejection of a tender offer if the tenderer does not correct or accept the correction of his arithmetical errors in the manner described above.

3.9 Clarification of a tender offer

Obtain clarification from a tenderer on any matter that could give rise to ambiguity in a contract arising from the tender offer.

3.10 Evaluation of tender offers

3.10.1 General

Appoint an evaluator, reduce each responsive tender offer to a comparative offer and evaluate it using the tender evaluation method that is indicated in the Tender Data.

3.11 Insurance provided by the company.

If requested by the proposed successful tenderer, submit for the tenderer's information the policies and / or certificates of insurance which the conditions of contract identified in the contract data, require the company to provide.

3.12 Acceptance of tender offer

3.12.1 Tender Offers will only be accepted on condition that:

- (a) the tender offer is signed by a person authorized to sign on behalf of the tenderer.
- (b) Documents listed on the Tender Data page and Checklist are on file or has been submitted with the tender.
- (c) a Tenderer who submitted a tender as a Joint Venture has included an acceptable Joint Venture agreement with his tender.
- (d) The Tenderer or a competent authorized representative of the Supplier who submitted the tender has attended the compulsory clarification meeting or site inspection if there was any held.
- (e) The Tenderer or any of its principals is not listed on the register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
- (f) The Tenderer has not abused the Company's Procurement Policy or has failed to perform on any previous contract and has been given a written notice to this effect;
- (g) The Tenderer or any of its principals, directors or managers is not employed in the service of the Company's and/or its holding company and/or fellow subsidiary and associates.
- (h) The Company is satisfied that the Tenderer or any of his principals have not influenced the tender offer and acceptance by the following criteria:
 - i. having offered, promised or given a bribe or other gift or remuneration to any person in connection with the obtaining or execution of this contract.
 - ii. having acted in a fraudulent or corrupt manner in obtaining or executing this contract.
 - iii. having approached an officer or employee of the Company or the company's Agent with the objective of influencing the award of a contract in the Tenderer's favour.
 - iv. having entered into any agreement or arrangement, whether legally or not, with any other person, firm or company to refrain from tendering for his contract or as to the amount of the Tender to be submitted by either party.
 - v. having disclosed to any other person, firm or company other than the Company, the exact or approximate amount of his proposed Tender.

- vi. The Company may, in addition to using any other legal remedies, repudiate the Tender offer and acceptance and declare the Contract invalid should it have been concluded already.

3.12.2 Notify the successful tenderer of the company's acceptance of his tender offer by completing and returning one copy of the form of offer and acceptance before the expiry of the validity period stated in the tender data or agreed additional period. Providing the form of offer and acceptance does not contain any qualifying statements, it will constitute the formation of a contract between the company and the successful tenderer as described in the form of offer and acceptance.

3.13 Notice to unsuccessful tenderers

After the successful tenderer has acknowledged the company's notice of acceptance. Upon request, notify other tenderers that their tender offers have not been accepted.

4. TENDER SCORING

Siza Water awards tenders based on the scoring method. Siza Water scores contractors according to their locality, pricing, BEE status, previous work experiences and capability to perform required project.

1. Preferential Procurement System

The scoring system will be split between the following:

- 80/20 scoring system for contracts up to the value of R 200 000 (Invited tender)
- 90/10 scoring system for contracts exceeding the value of R 200 000 (either invited or public tender)

Contracts or tenders up to a value of R 200 000 (80/20)

- A) 80 potential points for price and functionality
- B) 10 potential points for BEE Level
 - 10 points for a BEE level score of Level 1
 - 07 points for a BEE level score of Level 2
 - 04 points for a BEE level score of Level 3
 - 01 point for a BEE level score of Level 4
- C) 3 potential points for companies with females and/or disabled persons
- D) 7 potential points for local suppliers (Businesses within the Ilembe District Municipality)

Contracts or Tenders exceeding the value of R 200 000 (90/10)

- A) 90 potential points for price and functionality
 - B) 05 potential points for BEE Level
 - 05 points for a BEE level score of Level 1
 - 04 points for a BEE level score of Level 2
 - 02 points for a BEE level score of Level 3
 - 01 point for a BEE level score of Level 4
 - C) 03 potential points for companies with females and disabled.
 - D) 02 potential points for local suppliers (Businesses within the Ilembe District Municipality)
- 1.1 No preferential points will be scored for any company having a BEE level of between level 5 and Level 8
- 1.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 1.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 1.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 1.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an Unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 1.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

Points scored for price of tender under consideration (PS)

$$PS = \frac{90(1-(Pt-Pmin))}{-----}$$

Pmin

Where:

Pt is the rand value of offer / tender for consideration.

Pmin is the rand value of the lowest acceptable tender.

Adjudicating using a points system

- (b) The bidder obtaining the highest number of total points will be awarded the contract.
- (c) Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;
- (d) Points scored must be rounded off to the nearest 2 decimal places.
- (e) In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- (f) However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- (g) Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.
- (h) Siza Water reserves the right not to accept the lowest tender.

Payments

- 1.1 Siza Water standard conditions of payment shall apply (30 days from receipt of invoice/Payment certificate).
- 1.2 Should a contractor be awarded a tender and the contractor is unable to perform the project or should there be no progress on the job of more than five days in succession, or cumulative for more than two weeks, Siza Water has the right to cancel the contract, revoke the purchase order given and allow for a second tenderer to progress with the work. The contractor will bear the cost of the work completed to date.
- 1.3 No advanced payments will be granted by Siza Water.

5. SUB-CONTRACTING

1 Will any portion of the contract be sub-contracted? YES / NO (circle the one applicable)

1.1 If yes, indicate:

- (i) What percentage of the contract will be subcontracted?.....%
- (ii) The name of the sub-contractor?.....
- (iii) The B-BBEE status level of the sub-contractor?Please attach a valid BEE Certificate
- (iv) Whether the sub-contractor is an EME? YES / NO (circle the one applicable)

2. A person will not be awarded points for B-BBEE status level if it is indicated in the bid document that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
3. A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

6. TENDER SPECIFICATION

SAWW, Siza Water and Silulumanzi Website Scope of Works

Definitions:

The service provider, referred to herein as “the designated service provider”.

The client, referred to herein as “South African Water Works”.

Main administrator, the service provider’s personnel responsible for carrying out the administration of the website.

Sub-administrator, the client’s personnel responsible for carrying out the administration of the website.

1. SCOPE OF WORK

- 1.1. Refresh and maintain the SAWW group and its divisions’ websites and web security features.
- 1.2. Make the websites responsive and adapt to smartphones; and
Provide a preview button prior to uploading material on the websites.
- 1.3. Service provider will be required to host the website.
- 1.4. Provide a Web Environment based on CMS (Content Management System) and administrator login panel for SAWW personnel to access and effect changes before publishing to a live environment.
- 1.5. A total of 3 Business Division websites need to be maintained:
SAWW, Siza Water and Silulumanzi.
- 1.6. Each website must be updated by its own dedicated administrator and should be password protected with two form factor authentications.
- 1.7. The service provider will be the main content manager.
- 1.8. The service provider to appoint their own web author/editor to edit website content on behalf of the SAWW group which must be approved by the client.
- 1.9. The CMS must provide a secure layer, both on the application as well as the servers upon which it is stored and provide protection against all known attacks and penetration vulnerabilities.
- 1.10. Create a Responsive and Adaptive (Dynamic) Website that can be accessed by all types of devices including Notebooks, Personal Computers, Tablets and Smart Phones.
- 1.11. Websites must be SEO (Search Engine Optimisation) compliant and have Google Analytics including Google AdWords on all SAWW Websites and to include Meta information on all web pages created.

- 1.12. All administrators to be trained on how to upload and edit the respective aspects of the website. Training on (CMS) prior to website launch, training to include reference manual.

2. Specify timelines.

Sub-Administrator Functionalities:

- 2.1. Ability for any sub-administrator to add material at the allowed areas of the website.
- 2.2. Ability to save any changes made to a page and preview the page prior to publishing. Only on publishing will the page go live. A page will also require an unpublishing functionality to remove it from the live site until a later stage once a SAWW administrator requires the page to go live.
- 2.3. All functionalities on the administrator panel require training via teams or Skype.
- 2.4. The website system must force administrators to update relevant passwords every 3 months. All passwords created must show password strength and have a minimum combination of alphabetical characters, numbers and special characters.
- 2.5. Multi-factor authentication must be enabled, no generic access allowed.
- 2.6. Ability for dynamic image uploading facility in body content areas.

3. Layout should consist of:

- 3.1 Page builder with side menu options if required (in cases where there is more than one page in a menu item).
- 3.2 Home page slider banner.
- 3.3 News & Press System – ability to include YouTube videos.
- 3.4 Photo Gallery. Mini Photo galleries – to be included on any page with thumbnail and enlarged viewing.
- 3.5 Video Gallery – YouTube.
- 3.6 Downloads and Links.
- 3.7 Tenders adverts notification.
- 3.8 Financials & Investor Relations – upload of annual report onto single page.
- 3.9 Career Opportunities – post careers available in similar format as per Tenders or alternatively, link Careers button to external portal.
- 3.10 Contact Us Page with own online form editable PDF, Google Recaptcha/Anti-spam and ability to add up to 3 additional contacts (Product Enquiries, Supply Chain, Careers) – each of the latter to allow inclusion of telephone, name and e-mail.
- 3.11 Link to Google Maps.

- 3.12 Events Calendar.
- 3.13 SAWW Insights & Links.
- 3.14 Search Facility.

4. Main Administrator:

- 5.1. In order to avoid duplication, the main administrator will have the ability to upload specific items onto the control panel which must be pushed through to all SAWW websites simultaneously, with the authorisation or editing abilities of sub-administrators. These are:
 - a. Press articles.
 - b. A single advert area to be included on the home page of all SAWW websites. This may involve a small slider banner.
 - c. Code of Ethics.
 - d. Corporate Culture.
 - e. Company Brochure.
 - f. SAWW Newsletter.

5. Statistics

- 6.1 The service provider will provide a fully functional hit-counter on website, both unique and repetitive. These statistics will be provided to SAWW on demand.

6. Website Security

- 7.1 Cross Site Framing should be prevented.
- 7.2 Application framework and server version disclosure should be prevented.
- 7.3 Session cookies implementation should be of high standards.
- 7.4 Controls should be in place to prevent Cross-Site Scripting ("XSS")
- 7.5 Controls should be in place to prevent SQL Injection

7. Qualifications of the Contractor

- 8.1 Must have a valid BBBEE certificate.
- 8.2 Must have a valid tax clearance certificate.
- 8.3 Must have a valid Letter of Good Standing.
- 8.4 Must provide at least 5 references of the contractor's previous clients with the Links to website that has been designed.
- 8.5 CV of the company profile including the duly qualified person/s that will be performance the designs for us.
- 8.6 Must provide proof of address.

7. COSTING/QUOTATION

- The services providers are hereby requested to price for website maintenance of the following companies: SAWW, Silulumanzi and Siza Water.
- Provide Rate per hour in case of **ad hoc work basis**.
- Contract will be subject to increase of higher of 5% or Year on Year June CPI Rate after 12 months from commencement date.
- The contract duration will be 24 months.

8. FORM OF TENDER

I, _____, duly authorised signatory

of _____ (company, in my capacity as

_____ (title) herewith submit our price of

R _____, (_____

_____)
(Amount in words)

As tendered in bill of quantities, for **(Summary of scope of work)** for the client, Siza Water (PTY) LTD, or its successors in title. The total amount priced above being inclusive of vat.

Signed in acceptance by _____ (print name)

, _____ signature

For and behalf of _____ (the Contractor),

at _____ on this _____ day of _____ 2024

_____ (Witness)

_____ (Witness)



9. PREVIOUS WORK EXPERIENCE

<u>Description of project</u>	<u>Location</u>	<u>Project value</u>	<u>Contact information</u>

10. CHECKLIST FOR DOCUMENTS AND INFORMATION

NB: ANY TENDER WHO DID NOT SUBMIT THE REQUIRED DOCUMENTS WILL BE DISQUALIFIED.

Documents	Please Mark with X	
	YES	NO
Valid Company Registration Certificate		
Valid Letter of Good Standing (COIDA)		
Valid Tax Clearance Certificate		
Valid BEE Certificate		
VAT Registration certificate (If registered)		
Proof of address		
Initial every page of this Tender document and sign where necessary		
Completed previous experience Page		
Signed form of Tender Page		
Complete the sub-contracting page		
Proof of Experience attached (Letter of Award etc.)		
Company profile including CV's of the duly qualified person/s that will be involved.		