INKOMATI-USUTHU
CATCHMENT MANAGEMENT AGENCY

INKOMATI-USUTHU CATCHMENT MANAGEMENT AGENCY
20 Paul Kruger Street, ABSA Square Building-2nd Floor,
Mbombela, 1200
Private Bag X 11214, NELSPRUIT 1200

IUCMA INVITES YOU TO RESPOND TO A REQUEST FOR QUOTATION (RFQ) AS INDICATED IN THE PROCUREMENT SCHEDULE

QUOTATION REFERENCE	:	**MK**003/10/2026
ISSUE DATE	:	Tuesday, 13 October 2026
CLOSING DATE AND TIME	:	Wednesday, 21 October 2026 at 11am
EMAIL ADDRESS	:	mkhabelab@iucma.co.za

INVITATION TO QUOTATION AND INSTRUCTIONS TO BIDDERS

NOTE:

1. Quotation must be on the **company letterhead** and made out to Supply Chain Management of the IUCMA, clearly indicating a **"Quotation Number** and **CSD Registration Number".**
2. All prices must be quoted in South African Rand on a fixed price basis, inclusive of VAT.
3. Quotation must be clearly dated and valid for at least **60 days.**
4. If you are a VAT vendor, the VAT number must be indicated on the quotation.
5. Should your company not receive any response from IUCMA within 10 days of closing on the RFQ, Please accept that your quotation was unsuccessful.
6. **Standard Bidding Documents 4 and 6.1** should accompany the quotation.
7. No contract shall be concluded with any bidder whose tax matters are not in order.
8. ***Please note that no quotations received after the closing time will be considered.***

CONDITIONS TO BE OBSERVED WHEN BIDDING

a) Quotations for the supply of goods or services described in this document are invited in accordance with the provision of Government Procurement: General Conditions of Contract available for download from http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/
b) IUCMA does not bind itself to accept the lowest or any RFQ, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of the RFQ.
c) No RFQ shall be deemed to have been accepted unless and until a purchase order/letter of appointment is prepared and executed.

PROCUREMENT

Contact Person

(SCM) Bernice Mkhabela 082 764 8982

(SPEC) Tshepo Serage 072 747 0594



INKOMATI-USUTHU CATCHMENT MANAGEMENT AGENCY
2ND FLOOR, ABSA SQUARE BUILDING, 20 PAUL KRUGER STREET, MBOMBELA, 1200
PRIVATE BAG X 11214, MBOMBELA 1200

RELOCATION, REINSTALLATION, CONFIGURATION AND COMMISSIONING OF EXISTING AND ADDITION OF CCTV CAMERAS AND BIOMETRIC ACCESS-CONTROL DEVICES

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1. Purpose

IUCMA invites suitably capable service providers to submit quotations for the safe removal, relocation, reinstallation, configuration, testing and commissioning of the existing and addition of CCTV cameras and biometric access-control devices at the Ground Floor, Head Office, ABSA Square Building.

The purpose of the work is to align the existing security systems with the current office layout and access-control arrangements and to ensure that the systems remain fully functional.

2. Background

The existing CCTV and biometric access-control systems at the Ground Floor, Head Office, ABSA Square Building were configured for a previous office layout and operational arrangement. Changes to the workspace configuration and access arrangements require the existing security equipment to be relocated and reinstalled.

The appointed service provider will be required to undertake the work carefully and ensure that the existing systems are functional, correctly configured and operational following completion.

3. Scope of Work

The service provider will be required to:

- Safely remove four (4) existing CCTV cameras.
- Safely remove two (2) sets of existing biometric/face-recognition devices.
- Install two (2) CCTV cameras and two (2) set of biometric/face-recognition devices.
- Relocate and reinstall the existing and add equipment at the designated positions on the Ground Floor.
- Provide and install the cables, connectors and other minor installation materials reasonably necessary to complete the relocation, where required.
- Configure and reconnect the equipment to the existing security infrastructure.
- Test all relocated CCTV cameras and biometric devices after installation.
- Verify that CCTV camera coverage and image functionality are operational.
- Verify that the biometric access-control devices are operational and functioning as intended.

- Rectify installation-related faults identified during testing and commissioning.
- Complete the work in a manner that protects IUCMA property and minimises disruption to operations.
- Comply with applicable security, safety and occupational health requirements while performing the work.
- Hand over the completed and tested installation to the designated IUCMA official.

4. Technical / Mandatory Requirements

The following requirements are intended to establish minimum technical capability. They will be assessed on a pass/fail basis and will not be scored.

No.	Mandatory Requirement	Assessment
1	The service provider must demonstrate relevant experience in CCTV and/or biometric access-control installation, relocation, maintenance or commissioning.	Pass / Fail
2	The service provider must provide details of at least one (1) similar completed assignment, including client name, nature of work and contact details for verification.	Pass / Fail
3	The service provider must demonstrate that competent personnel will be assigned to perform the work.	Pass / Fail

Only quotations that meet all applicable mandatory requirements will be considered for further evaluation in accordance with the applicable IUCMA SCM Policy and preferential procurement requirements.

5. Experience and Verification

The service provider must provide details of at least one similar completed assignment as required above. IUCMA reserves the right to verify the information supplied. Failure to provide the required information may result in the quotation being regarded as non-responsive.

6. Pricing Schedule

The requirement is for the relocation and reinstallation of the existing and addition of equipment. Service providers must submit a single lump-sum price for the complete scope of work, including all labour, installation, configuration, testing, commissioning, cabling, connectors, minor installation materials and any other costs necessary to complete the work.

Description	Lump-Sum Amount
Complete relocation, reinstallation, configuration, testing and commissioning of four (4) existing CCTV cameras, addition of two (2) CCTV cameras and two (2) existing biometric/face-recognition devices, addition of two (2) biometric/face-recognition devices including all labour, cabling, connectors, minor installation materials and all other costs necessary to complete the scope of work.	
Lump-Sum Price (Excl. VAT)	
VAT	
TOTAL LUMP-SUM PRICE (Incl. VAT)	

7. Price Conditions

- The service provider must submit one all-inclusive lump-sum price for the complete scope of work.
- The lump-sum price must include all labour, materials, cabling, connectors, installation, configuration, testing, commissioning and other incidental costs necessary to complete the work.
- The quotation must clearly indicate the lump-sum amount excluding VAT, VAT and the total amount including VAT.
- The lump-sum price must remain firm for the quotation validity period. No additional costs will be considered unless authorised in writing by IUCMA in accordance with the applicable SCM requirements.

8. Completion and Handover

The service provider must complete the work within the period agreed with IUCMA following the issuing of the official purchase order. The equipment must be tested and confirmed operational before handover.

9. Responsibility for Equipment and Workmanship

- The service provider will be responsible for the safe handling of IUCMA's existing equipment during removal, relocation and reinstallation.
- The service provider must take reasonable measures to prevent damage to equipment, fixtures and property while performing the work.
- Any damage attributable to the service provider's negligence or improper handling must be reported to IUCMA immediately.
- The service provider must rectify installation-related defects identified during testing and commissioning.

10. Payment

Payment will be made in accordance with the PFMA and IUCMA's applicable payment procedures, within 30 days of receipt of a valid invoice and confirmation that the required service has been satisfactorily delivered.

11. Service Location

Inkomati-Usuthu Catchment Management Agency
Ground / 2nd Floor, ABSA Square Building
20 Paul Kruger Street
Mbombela, 1200

END OF REQUEST FOR QUOTATION

SBD4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling 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

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.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:
……
……

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

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

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.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

…… ……
Signature Date

…… ……
Position Name of bidder

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

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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**

a) The applicable preference point system for this tender is the **80/20** preference point system.

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:

80/20 **or** **90/10**

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right) \text{ or } \quad Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

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:

80/20 **or** **90/10**

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right) \text{ or } \quad Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$$

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)
Enterprises with ownership of 51% or more by person/s who are black	10	
Enterprises with ownership of 30% or more by person/s who are women	5	
Enterprises with ownership of 25% or more by person/s who are youth or with disability	3	
B-BBEE Status level contributors from level 1 to 2 contributors which are EME or QSE	2	
Total	**20**	

*

Returnable documents to claim points	Please tick here for the attached document
Valid BBBEE certificate / sworn affidavit. Consolidated BBBEE certificate / sworn affidavit in case of joint venture	
Full CSD report or CSD registration number	
CIPC registration documents	
Declaration / proof of disability issued by medical practitioner	

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) TENDERER(S)

SIGNATURE AND NAME: ……

DATE: ……

ADDRESS: ……

……