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| <b>Requesting Office:</b><br>Magalies Water HEAD OFFICE   |  |
| <b>Contact Person:</b><br>Evans Maluleke  |  |
| <b>Contact Numbers:</b><br>012 277 1452/1290  |  |
| <b>Facsimile:</b>   | <b>RFQ – 10023801</b>  |
| <b>E-mail address:</b> <a href="mailto:evansm@magalieswater.co.za">evansm@magalieswater.co.za</a> |  |

DATE ISSUE: 13 MAY 2025

CLOSING DATE: **16 MAY 2025**

PLACE OF DELIVERY: **Magalies Water HEAD OFFICE**

**38 HEYSTEK  
RUSTENBURG  
0300**

For More information/query email: [evansm@magalieswater.co.za](mailto:evansm@magalieswater.co.za) or call 014 597 4636

| Item No. | Description/Specification       | Quantity |
|----------|---------------------------------|----------|
|          | <b>RISK MATURITY ASSESSMENT</b> |          |
|          | As per attached scope           |          |

### 1. Submission of Quotations

**RFQ Number** must always be stated on the quotation.

Quotations should be submitted on or before the Request for Quotation Deadline Date by no later than 12h00 to the email below. Email: [evansm@magalieswater.co.za](mailto:evansm@magalieswater.co.za)

### 2. Selection of Qualifying Quotation

The selection of the qualifying quotation will be at Magalies water's sole discretion. Magalies Water does not bind itself to accept any particular Quotation

### 3. DOCUMENTS REQUIRED

The quotation will be verified for responsiveness according to the following **REQUIREMENTS:**

- Quotation must have CSD vendor number/ submit CSD Report
- Quotation must have RFQ reference number
- Completed and signed Declaration of Interest Form (SBD4)
- Quotation with validity period should be 30 days or more.
- Quotation with physical address, date, contact details and banking details

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- Bidders must submit certified B-BBEE certificate or Sworn affidavit

\*NB All non-responsive bids will be rejected.

#### 4. EVALUATION OF QUOTATION

Quotations will be evaluated in terms of the PPPFA using the 80:20 Preference point systems

#### 5. TERMS & CONDITIONS

- 5.1. Quotations received after the closing date will not be accepted.
- 5.2. All costs to be included in the quotation.
- 5.3. Delivery must take place at the specified place.
- 5.4. Quotations to be valid for 30 days from date of issue.
- 5.5. The Government Procurement General Conditions of Contract shall apply.



**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT RISK MATURITY ASSESSMENT FOR MAGALIES WATER.**

**DETAILED TECHNICAL SPECIFICATION**

**1. BACKGROUND**

Magalies Water recognized the importance of carrying out a risk maturity assessment in order to determine the critical steps required to achieve higher maturity levels, which translates into effective risk management, as well as to assess how deeply embedded risk management is within the organisation and to clearly see the current risk status of the organisation. The risk maturity assessment is essential for identifying the areas where an organisation's risk management are deficient and to offer guidance on how to make the organisation more resilient to different kinds of risks.

**2. SCOPE OF WORK**

Magalies Water invites service providers to submit proposals to carry out a successful Risk Maturity Assessment on behalf of Magalies Water. The overall objective of this project for the successful service provider shall perform the following.

Review of the current state of the enterprise risk management process across Magalies Water against the global leading practices in risk management. At a minimum the successful bidder should cover the following;

- Risk Management activities conducted and their current state.
- Adequacy of risk, governance, and reporting.
- Stakeholder engagement in the risk management activities and their assessment.
- Integration with strategy execution and business planning.
- Assessment of the risk functions such as capacity management, operating model etc.
- Inspection of related documents to validate some of the observations made through the review of the profile and the output of the engagement process.

- Assess the strategic business risk and operational risk processes.
- Identification of gaps and making recommendations to improve the risk management process.

The assessment should be aligned to the following but not limited to;

- PFMA and Treasury regulations but not limited to;
- King Code on corporate governance principles
- Companies Act requirements
- IIA standards

### **3. KEY DELIVERABLE**

- Comprehensive report, covering the reviewed current state of enterprise risk management environment can consider in improving the current level of maturity.

### **4. MAGALIES WATER'S REQUIREMENTS**

The services provider must demonstrate the following characteristics as an indication of its capacity and readiness to implement the assignment:

- A good understanding and knowledge of ERM.
- Knowledge of relevant regulations, standards, and guidelines.
- Strong Communications

### **5. EVALUATION CRITERIA**

To facilitate a transparent selection process that allows equal opportunity to all bidders, Magalies Water has a policy for the appointment of service providers that will be adhered to. Proposals will be evaluated in terms of the prevailing supply chain management policy applicable to Magalies Water and it should be noted that:

- The minimum threshold of 70 Points out of 100 Points will be used in the technical evaluation criteria. And service provider that fails to score 70 Points will not be consider on the next stage.
- Qualified Technical evaluation criteria Service Providers will be assessed using the 80:20 formular for price and Specific Goal as per the PPR.

**Table 1: Technical evaluation criteria**

| <b>CRITERIA</b>             | <b>SUB-CRITERIA</b>   | <b>WEIGHTING/POINTS</b> |
|-----------------------------|---|-------------------------|
| <b>Company Experience</b>   | <p>Company related experience in the ERM field.</p> <p>Reference letters and/or appointment letters for the company, demonstrating relevance to the scope of work, signed by a duly authorised official, with contact details (phone and email) as follows:</p> <ul style="list-style-type: none"> <li>▪ 6 and above reference letters or appointment letters = 15 points</li> <li>▪ 4 - 5 reference letters or appointment letters = 10 Points</li> <li>▪ 1 – 3 reference letters or appointment letters = 5 Points</li> </ul>   | <b>15</b>               |
| <b>CV's of team members</b> | <p>Demonstrable Skills and Capacity, Level of Relevant Knowledge, and Experience in Enterprise Risk Management. Adequacy and completeness of skills of team presented and fit for task.</p> <p><b>Experience of Lead Consultant [40]</b></p> <ul style="list-style-type: none"> <li>▪ More than 8 years of experience = 40 points</li> <li>▪ 5 – 8 years of experience = 20 points</li> <li>▪ 2 – 4 years of experience = 10 points</li> <li>▪ Less than 2 years of experience = 0 points</li> </ul> <p><b>Qualification of Lead Consultant [15]</b></p> <ul style="list-style-type: none"> <li>▪ A bachelor's degree in risk management, finance, economics, business management, business continuity management or a relevant professional certification in Enterprise Risk Management = 15 points</li> </ul> | <b>55</b>               |

|  |   |            |
|--|---|------------|
|  | <ul style="list-style-type: none"> <li>▪ Any other certification not equivalent or related to Enterprise Risk Management= 0 points</li> </ul>   |            |
| Methodology and project implementation plan which details how the service will be carried out as outlined in the scope. The project plan must have deliverables and timeframes | <p>Provide an approach and methodology with timeframes of how the service provider will conduct the risk maturity assessment.</p> <ul style="list-style-type: none"> <li>▪ An approach and methodology describing detailed activities in logical sequence with clear timelines and the maturity model to be benchmarked in line with the terms of reference= 30 Points</li> </ul> | <b>30</b>  |
| <b>TOTAL</b>   |   | <b>100</b> |

The following criteria will be used for point's allocation for price and specific goals compliance on a 80/20 point system:

**Table 2 – Price and Specific goals**

| <b>CRITERIA</b>       | <b>WEIGHTING/POINTS</b> |
|-----------------------|-------------------------|
| <b>Price</b>          | <b>80</b>               |
| <b>Specific Goals</b> | <b>20</b>               |
| <b>Table</b>          | <b>100</b>              |

**6. MANDATORY DOCUMENTS FOR ALL SOUTH AFRICAN SUPPLIERS**

- 1) CSD Report
- 2) Valid BBBEE Certification (e.g., from SANAS accredited Verification Agency)/ Sworn Affidavit with the commissioner's stamp.
- 3) Failure to submit above mandatory documents will automatically render the proposal disqualified.

**7. COMMUNICATION**

All required documentation to be submitted in English. Respondents are further warned that a response will be liable to disqualifications should an attempt to be made by a tenderer either directly or indirectly to canvass any officer(s), or employees of Magalies Water in respect of an RFQ.

A respondent may, however, BEFORE THE CLOSING DATE AND TIME direct any enquiries relating to the RFQ to the Magalies Water employee as indicated below.

#### **8. COST OF BIDDING**

The tenderer shall bear all the costs and expenses associated with preparation and submission of its RFQ and Magalies Water shall under no circumstances be responsible or liable for any such costs regardless of, without limitation, the conduct or outcome of the bidding evaluation, and selection process.

#### **9. GENERAL TERMS AND CONDITIONS**

Magalies Water requires bidders to understand that this Company;

- Is entitled to amend any quotations/proposal conditions, validity period, and specifications, i.e., to extend the closing date and/or shorten the time of RFQ to before the original closing date.
- May vary, alter, and /or amend the terms of this quotation/proposal at any time prior to the finalization of its adjudication.
- Shall, to all respondents to whom the quotation/proposal documents have been issued, advice in time and in writing of such amendments.
- Shall verify and information contained in a quotation/proposal received.
- May not appear or appoint any Bidder.
- Advises that an omission to disclose material information, factual inaccuracy, and/or misinterpretation of fact may result in the disqualification of the submission.
- May call the Bidders for a presentation if the Magalies Water deems it so fit.
- Reserves the right not to accept the lowest proposal in part or in whole.

#### **10. PROPRIETY INFORMATION**

The Magalies Water considers this Request for Quotation/Proposal and all related information, either written or verbal, which shall be provided to the Bidder/s, to be the propriety of Magalies Water. It shall be kept confidential by the Bidder and it's Officers, employees, agents and representatives. The Bidder shall not disclose, publish, or advertise this specification or related information in part or as a whole to any Third Party without prior written consent of the Magalies Water. This condition shall apply regardless of whether the recipient of this Request for Quotation/Proposals Documents has responded to this call or not.

**10.1. Submission of Proposals**

The Quotations and the accompanying Proposals shall bear the Reference/ Name provided for this request and shall be submitted for the attention of Ms. Evans Maluleke to the following address:

Magalies Water

38 Heystek Street

Rustenburg

0300

OR Email Address

[Evansm@magalieswater.co.za](mailto:Evansm@magalieswater.co.za)

Responsibility lies with the respondents to ensure that the Quotations/Proposals are submitted at the above mentioned address by no later than the specified date above.

**10.2. Enquiries**

For any further queries relating to the technical part of the request/proposal, please contact, in writing [Evansm@magalieswater.co.za](mailto:Evansm@magalieswater.co.za) or [Sethabilen@magalieswater.co.za](mailto:Sethabilen@magalieswater.co.za) with the subject **THE APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT RISK MATURITY ASSESSMENT ON BEHALF OF MAGALIES WATER.**

## 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 interest<sup>1</sup> 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 |
|-----------|-----------------|---------------------------|
|           |                 |                           |
|           |                 |                           |
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|           |                 |                           |

2.2 Do you, or any person connected with the bidder, have a relationship

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<sup>1</sup> 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 consortium<sup>2</sup> 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

<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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