

**EXHIBITION AND CONFERENCES: TRANSPORTATION OF EXHIBITION STAND****Author :** Pedro**Date posted :** 2018-12-14**Bid Number :** ERW201812/007**Description :** Bids are hereby invited from suitable, registered an experience service provider for the following:**DESCRIPTION: EXHIBITION AND CONFERENCES: TRANSPORTATION OF EXHIBITION STAND**

ERWAT will be conducting exhibitions at different venues and therefore, require service provider who is able to provide transport, assembly and disassembled on the following date and venue:

| CONFERENCE    | VENUE                                       | EVENT DATE        |
|---------------|---|-------------------|
| Mining Indaba | Cape Town - International Convention Centre | 4-7 February 2019 |

**SCOPE OF WORK**

The exhibition stand, sizes are 6 meters long, 3 meters wide and 2.5 meters high must be collected from ERWAT's Head Office, transported to the venue listed above, assembled and disassembled inside the venue build conforming to all necessary regulations including supplying of a Certificate of Compliance(COC), safety file and other regulatory provisions. Bidders are required to have relevant qualifications to issue the COC and must submit proof thereof with this document.

After the conclusion of the exhibition, the stand must be re packaged to ensure no damage to the exhibition stand with a stock sheet listing all items taken and returned to ERWAT offices in the condition it was collected.

The successful bidder will be held liable for any damages to the stand and all components whilst the stand is in their care.

**PRICING INSTRUCTIONS**

The following must be included in the pricing:

- The collection, delivery, set-up and break-down of the ERWAT exhibition stand
- Printing of changed graphics  $\pm 3m^2$  on Vinyl and the application of graphic material is requested on the exhibition stand (graphics to be provided by ERWAT).
- The hire of a 42" flat screen TV for the duration of each exhibition
- Standby technician
- 16mm melamine type floor to be installed

The successful bidder will be responsible for liaising with the event organizers to confirm set up and breakdown dates.

Costs incurred due to failures of such will be for the bidders account.

Bidders will be held liable for any fees for failing to abide by these dates and the event organisers rules and regulations.

**Functionality**

| Criteria  | Sub-weight  | Weight | Score |
|---|---|--------|-------|
| 1. Number of years in the industry: <ul style="list-style-type: none"> <li>• More than 5 years</li> <li>• Between 4 and 5 years</li> <li>• 1 to 3 years</li> <li>• No submission</li> </ul>                             | <ul style="list-style-type: none"> <li>• 30</li> <li>• 15</li> <li>• 10</li> <li>• 0</li> </ul> | 30     |       |
| 2. Verifiable references (letters of recommendation and or completion certificates) <ul style="list-style-type: none"> <li>• More than 5 letters</li> <li>• Between 4 and 5 letters</li> <li>• 1 - 3 letters</li> </ul> | <ul style="list-style-type: none"> <li>• 30</li> <li>• 15</li> <li>• 10</li> </ul>              | 30     |       |

|  |   |     |  |
|--|---|-----|--|
| No submission  | 0   |     |  |
| 3. Delivery period for supply and delivery of goods/services | Bidder offers the following delivery period from date of order: <ul style="list-style-type: none"> <li>· 5-10 working days = 40</li> <li>· 10-20 working days = 15</li> <li>· More than 20 working days = 10</li> <li>· None indicated = 0</li> </ul> | 40  |  |
| TOTAL  |   | 100 |  |

Bidders who achieve a functionality score of less than 75 will not be considered further.  
**Stage 2**

Preference points will be calculated as follows:

Table

|  | Points     |
|--|------------|
| Price  | 80         |
| B-BBEE   | 20         |
| <b>Total Points for Price and B-BBEE must not exceed</b> | <b>100</b> |

Preference points system (PPS) as included in the Preferential Procurement Policy Framework Act, Regulations of 2017:

| PPS   | Contract value                                    | Formula   | Additional Considerations   |
|-------|---|---|---|
| 80/20 | Equal to or above R 30 000.00 and up to R 200 000 | $Ps = 80(1 - (Pt - P_{min})/P)$<br>Where<br>Ps = Points scored for price of bid under consideration.<br>Pt = Rand value of bid under consideration.<br>P min = Rand value of lowest acceptable bid. | Bidders may be subjected to a pre-compliance stage and functionality scoring and only bidders who score the stipulate minimum points will be illegible to proceed to PPPFA evaluation.<br>Maximum of 20 points may be awarded for BEE level. Bidders are required to tick the relevant box in the table below to claim their points according to their BEE level.<br>Above points must be added to points scored for price.<br>Only bidder scoring the highest points will be selected for award. |

| B-BBEE Status Level of Contributor | Number of points (80/20 system) | Kindly tick the applicable level and points |
|------------------------------------|---------------------------------|---|
| 1                                  | 20                              |   |
| 2                                  | 18                              |   |
| 3                                  | 14                              |   |
| 4                                  | 12                              |   |
| 5                                  | 8                               |   |
| 6                                  | 6                               |   |
| 7                                  | 4                               |   |
| 8                                  | 2                               |   |
| Non-compliant contributor          | 0                               |   |

Failure on the part of a bidder to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS), or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or a sworn affidavit confirming annual turnover and level of black ownership in case of an EME and QSE together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

#### **COMMITMENT BY SUPPLIER**

The signature serves as an explicit undertaking to ERWAT that the full required equipment will be delivered on time. Failure to sign will lead to disqualification.

| <b>UNDERTAKING BY SUPPLIER</b>  | <b>SUPPLIER'S SIGNATURE</b> |
|---|-----------------------------|
| Bidders must set up a day before the event<br>Failure to comply with any of the delivery dates may result in penalties or termination of the agreement: <ul style="list-style-type: none"> <li>• Mining Indaba 4 February 2019</li> <li>• Delivery of full quantity of equipment</li> </ul> |                             |

#### **PENALTIES**

If the exhibition stand is not delivered on the above mentioned dates at 14h00 as scheduled a penalty of R1000 per hour will be levied until delivery of the exhibition stand.

Delivery date: according to the schedule of the exhibition @ 14h00.

Delivery address: according to the schedule of the exhibition's venue ERWAT reserves the right to accept any bid or part thereof and does not bind itself to accept the lowest or any bid and not to consider any bid not suitably endorsed or comprehensively completed.

**Enquiries** shall be directed to Mpho Ntsekhe at telephone number **011 929 7000** or **mphon@erwat.co.za**.

#### **PRICING SCHEDULE**

#### **CONFERENCE 1: MINING INDABA: CAPE TOWN INTERNATIONAL CONVENTION CENTRE 4-7 FEBRUARY 2019**

| <b>ITEM</b> | <b>DESCRIPTION</b>   | <b>UOM</b> | <b>QTY</b> | <b>PRICE</b> |
|-------------|--|------------|------------|--------------|
| 1           | Collection from ERWAT head office, transport to and from venue | <          |            |              |

|  |   |
|--|---|
| <b>Bid closing date :</b>                                      | 2018-12-21  |
| <b>Compulsory site meeting :</b>                               | N/A.  |
| <b>Contact Person :</b>  | Mpho Ntsekhe  |
| <b>Contact number :</b>  | 011 929-7000  |
| <b>E-mail address :</b>  | N/A   |
| <b>Bid validity period :</b>                                   | 7 Days  |
| <b>Physical address where bid documents can be collected :</b> | ERWAT Head Office,<br>Hartebeestfontein Office Park,<br>R25, Norkem Park.   |
| <b>Tender Box number :</b>                                     | N/A   |
| <b>Day when Tender is to be submitted to ERWAT Offices:</b>    |   |
| <b>Non-refundable Document fee :</b>                           | N/A ERWAT will not accept cash. All payments to be made by Credit Card only |

**CIBD required?**

N/A

Bids must be hand delivered to the Bid Box situated at the address: ERWAT Head Office, Hartebeestfontein Office Park, Bapsfontein Road (R25), Kempton Park.

Complete Tenders must be in a sealed envelope clearly marked with **ERW201812/007** and **EXHIBITION AND CONFERENCES: TRANSPORTATION OF EXHIBITION STAND.** and to be hand delivered, in the TENDER BOX **N/A** at the foyer at ERWAT Head Office, Bapsfontein Road (R25), Kempton Park.

No e-mail or faxed bids/proposals shall be accepted. Bids/Proposals that are not received on the specific time and date will be marked as late bids/proposals and such bids/proposals will, in terms of the Supply Chain Management Policy of ERWAT, not be considered by ERWAT as valid bids/proposals.

Bidders' attention is specifically drawn to the provision of the bid rules which are included in the bid document.

The lowest or any bid will not necessarily be accepted and ERWAT reserves the right not to consider any bid not suitably endorsed or comprehensively completed, as well as the right to accept a bid in whole or part. Bids completed in pencil will be regarded as invalid bids.

**Submission of electronic and fax bids are not acceptable.**

