

REQUEST FOR WEBTENDER:

Quotation Number:	READVERT:ERW201904/015R		
Description:	SCHEDULED ONCE OFF ON SITE CALIBRATION OF OVENS/INCUBATORS/FRIDGES/FREEZERS/WATER-BATHS/ AUTOCLAVES AND DATA LOGGER AND OFF SITE CALIBRATION OF HOBO LOGGERS FOR ERWAT LABORATORY		
Bid Closing Date:	06/05/2019		
Compulsory Briefing Session:	N/A		
Address:	R25 Bapsfontein Road; Hartebeestfontein Office Park, ERWAT Laboratory		
Contact Person	Thandeka Mtshali Alone Mabunda		
Contact Number	011 929 7114 011 929 7058	e-mail	Thandeka.mtshali@erwat.co.za Alone.mabunda@erwat.co.za
Validity period	7 Days		

ISO 17025: 2005 accredited Service providers, that will be able to adhere to calibration and other requested requirements and specifications as per this document and “notices”, are hereby invited to quote for the work required

1. SCOPE OF WORKS

To provide the calibration of the following laboratory equipment, according to the requirements and specifications stated below.

Tables to be completed:

Tables 1-3 and 9 : All service providers to complete

Tables 4 -9 : To complete the tables, only, which is relevant to your scope of work and quoted for.

TABLE 1: General requirements/information:

Requirement	Agree Yes/No	COMMENT
1. The quote (official) and the completed tables on “notices”, tenders and other required documents must be in a sealed envelope clearly marked with the contract number and description and to be hand delivered, in the TENDER BOX WITH THE DAY OF THE WEEK RELATED TO THE DATE indicated on the advertisement , at the FOYER of ERWAT Head office, Bapsfontein road, Kempton Park.		
2.Tables to be completed : Tables 1-3 and 9 : All service providers to complete Tables 4-9 : To complete the tables which is relevant to your scope of work and quoted for		
3. A separate official quotation must also be submitted.		
4. Calibration certificates must be submitted to ERWAT within maximum of 10 working days after calibration was finalised.		
5. Calibrations are due latest 15 June '19 . In the case where the calibration cannot be done within the due date, the service provider cannot be used		
6. ERWAT will inform the successful service provider/s by latest 20 May '19 .		
7. Calibration must be done/finalised within the due date as per this document.		
8. In the case of equipment not working/faulty at time of calibration the Service Provider has to come back after it was fixed (ERWAT to ensure that it is fixed). See table 2 regarding additional costs. The fixing of equipment is not included in this tender.		

TABLE 1: General requirements/information (Continues):

Requirement	Agreed Yes/No	COMMENT
<p>9. All equipment calibrated must be, where practicable, labelled to indicate the status of Calibration (date calibrated) and next calibration due.</p> <p>Expiry/next calibration date must be the exact month of calibration but the following year</p> <p>Same month as done this year e.g calibration done 28 May '19 ; expiry date May '20</p>		
<p>10. Expiry date/s or the next calibration date must be indicated on the calibration certificates for equipment and MUST be as per ERWAT laboratory's frequency/requirement and NOT as per Service provider's recommendation/s. See table 2 for frequency.</p> <p>Expiry/next calibration date must be the exact month of calibration but the following year</p> <p>Same month as done this year e.g calibration done 28 May '19 ; expiry date May '20</p>		
<p>11. ERWAT reserves the right to award the bid in full, in part, to more than one bidder or Not award the bid at all.</p>		NB!!!
<p>12.The calibration standards used by the Service Provider during calibration must be traceable to the National measuring standards as maintained in the Republic of South Africa OR International measuring standards</p>		
<p>13.The Service Provider must complete relevant ERWAT Management system forms, where applicable and required by the laboratory's in house standard operating procedures (e.g. ELF 46 : "Contract review" and ELF 61 : "Register for equipment leaving the laboratory")</p>		
<p>14.ERWAT laboratory must be allowed, if so requested, to view any related quality control results and/or quality related documentation (e.g. proficiency testing, training records etc) for any of the potential service providers that has quoted for the work on this tender.</p>		

15.No sub-contracting allowed for any of the work indicated in this tender		
16.The hobo logger/s may be divided in two to ensure that some can still be used whilst the other Are calibrated. The laboratory may request the successful service provider to fetch them and to deliver them back after calibration OR ERWAT laboratory may deliver and fetch them to and from the successful service provider. See table 2 for transport costs of hobo loggers		
17.Ensure all documents required between this document and the web site tender advertisement are added to your completed documents		
18.No e-mail or faxed bids/proposals shall be accepted		
19.Only ISO 17025 accredited Service Providers quoted and adhering to the web site tender advertisement and this document's requirements and specifications will be taken into consideration		
20. The Service Providers must submit a copy of their SANAS Accreditation Certificate and their schedule of accreditation with their quotation		

TABLE 2: SUMMARY OF COSTS:

EQUIPMENT TYPE	Equipment quoted for Yes/No	AMOUNT OF ITEMS	FREQUENCY	ON SITE/OFF SITE CALIBRATION	CALIBRATION DUE DATE	TOTAL COST(Excl. VAT)
i)Fridges (6 Micro ; 1 PCR)		7(Seven)	ONCE A YEAR	On site	4 JUNE '19	R
ii)Freezers (2 PCR ; 1 Micro)		3(Two)	ONCE A YEAR	On site	4 JUNE '19	R
iii)Autoclaves (Micro)		3(Three)	ONCE A YEAR	On site	4 JUNE '19	R
iv)Water-baths (Micro)		3(Three)	ONCE A YEAR	On site	4 JUNE '19	R
v)Ovens (Chemical)		7(Seven)	ONCE A YEAR	On site	4 JUNE '19	R
vi)Incubators (micro)		11(Eleven)	ONCE A YEAR	On site	4 JUNE '19	R
vii)Data logger (Micro – 18 Channel)		1(One)	ONCE A YEAR	On site	4 JUNE '19	R
viii)Hobo logger (3 Micro ; 1 Client Serv)		4(Four)	ONCE A YEAR	Off site	4 JUNE '19	R
SUB TOTAL					R	
Cost of transportation per single trip (Single trip = from service provider to ERWAT and back to service provider)					<u>Cost per single trip</u> R	
SUB TOTAL					R	
ADDITIONAL COSTS						
Rate per hour : In the case where supplier has to come back to do a calibration/re-calibration (e.g. where equipment couldn't be calibrated initially or needed some adjustments)					R	
Cost : Fetching and delivering of hobo loggers if required : see Table 5 and table 1 no. 16					R	
Calibration certificates					R	

<u>Add any other costs not mentioned above:</u>	
SUB TOTAL	R
TOTAL (Excl. VAT)	R

TABLE 3: General information required

Equipment/ Instrumentation	Is your facility ISO 17025(2015/2017) accredited for the required calibration : YES/NO	Add your SANAS accreditation number	Will you be able to fix the instrument/equipment: YES/NO
i)Fridges			
ii)Freezers			
iii)Autoclaves			
iv)Water-baths			
v)Ovens			
vi)Incubators			
vii)Hobo loggers			
viii)Data logger			

--	--	--	--

TABLE 4 A: OVENS:

OVENS : CHEMICAL SECTION : ON SITE CALIBRATION								
General requirements							Tenderer Will you be able to meet the requirement? Yes/No	
1)Temperature mapping must be done for each shelf								
2) At 5 (FIVE) different positions per shelf. Position for all shelves - middle, 2 back corners and 2 front corners								
3)Test period must be at least 60 minutes								
4) The calibration certificate must contain at least :								
i) graph/s of mapping of each position/channel for each oven,								
ii) a diagram of the positions mapped for each oven,								
iii) Mapping of different temperatures may be requested for some of the ovens (e.g. 105°C and 180°C for the same oven)								
iv) UUT -PV (process value) , to be indicated on the calibration certificate for each oven/incubator								
v) UUT set point value -SV AND a table with the average, maximum and minimum temperature of each shelf in an oven/incubator recorded for the same period								
vi) Calibration date and expiry date								
TECHNICAL REQUIREMENTS/SPECIFICATIONS								
Oven no / Incubator no	Method	Allowed in method	Oven Size: W x D	Required mapping temperatures	Measurement capabilities(expressed as uncertainty) required by ERWAT	TENDERER: Will you be able to meet our requirements: YES/NO	TENDERER: To add your facility's measurement capability	SERVICE PROVIDER COST/UNIT/CALIBRATION (Excl. VAT)
Oven 5 – 2 shelves	<ul style="list-style-type: none">DSSS	$\pm 5^{\circ}\text{C}$ $\pm 2^{\circ}\text{C}$	318cm x 310cm	<ul style="list-style-type: none">180°C105°C	Maximum : 1.0K			

Oven 6 – 4 shelves	• DS • SS	±5°C ±2°C	318cm x 310cm	• 180°C • 105°C	Maximum : 1.0K			
Oven 7 – 4 shelves - sludge	• SS/SI	±2°C	318cm x 310cm	• 105°C	Maximum : 1.0K			
Oven 8 – 3 shelves - sludge	• DS • SS/SI	±5°C ±2°C	318cm x 310cm	• 180°C • 105°C	Maximum : 1.0K			
Oven 10- 2 shelves	• DS • SS	±5°C ±2°C	318cm x 310cm	• 180°C • 105°C	Maximum : 1.0K			
Oven (Inc 3) 4 shelves	• SS • TDS	±2°C ±5 °C	318cm x 310cm	• 105°C • 180°C	Maximum : 1.0K			
Oven 11 5 shelves	• SS/SI	±2°C	962cm x 814cm	• 105°C	Maximum : 1.0K			
TOTAL FOR OVENS PER ONCE OFF CALIBRATION –CHEMICAL - (Excl. VAT)						R		

TABLE 4B: INCUBATORS (Continues)

INCUBATORS : MICROBIOLOGICAL SECTION : ON SITE CALIBRATION							
<ul style="list-style-type: none"> Mapping is needed at 5 different positions for each shelf and for each temperature indicated below for a period of at least 60minutes. Calibration positions must be preferably front, middle and back 							
Equip- ment	For Method:	Number of probes/mapping required per shelf, Number of shelves	Required Calibration Temperature(s):	Required measurement capabilities expressed as uncertainty (±)	Tenderer Will you be able to meet our requirements: YES/NO	Tenderer: To add your facility's measurement capability	COST/UNIT/CALIBRATION (Excl. VAT)
Incubator 2 80L	HPC	*Number of shelves : 4 * Mapping positions per shelf : 5 *At different temperatures : 2	35°C 30°C	Maximum : 35°C and 30°C ±1K			
Incubator 4 80L	Colilert, HPC, TC	*Number of shelves : 4 * Mapping positions per shelf : 5 *At Different temperatures : 3	30°C 35°C 44.5°C	Maximum : 30°C ± 1K 35°C ± 1K 44.5°C ± 0.5K			
Incubator 5 80L	TC, <i>E. coli</i> , HPC, Colilert, <i>Salmonella</i> , <i>V. cholerae</i>	*Number of shelves : 4 * Mapping positions per shelf : 5 *At different temperatures :3	35°C 36°C 60°C	Maximum : 35°C ± 1K 36°C ± 1K 60°C ± 2K			
Incubator 6 80L	Back-up for FC in sludge, pseudalert	*Number of shelves:4 * Mapping positions per shelf : 5 *Different temperatures : 3	60°C 44.5°C 38°C	Maximum: 60°C ± 2K 44.5°C ± 0.5K 38°C ± 0.5K			
Incubator 7 80L	TC, <i>E. coli</i> , HPC, Colilert, pseudalert	*Number of shelves : 4 * Mapping positions per shelf : 5 *Different temperatures : 3	35°C 38°C	Maximum : 35°C ±1K 38°C ± 0.5K			

Incubator 8 80L	TC, <i>E. coli</i> , HPC, Colilert, pseudalert, <i>Salmonella</i> <i>Vibrio</i>	*Number of shelves : 4 * Mapping positions per shelf : 5 *Different temperatures : 3	30°C 35°C 36°C	<u>Maximum</u> : 30°C ± 1K 35°C ± 1K at 36°C ± 1K			
Low temperature incubator 1 110L	TC, <i>E. coli</i> , HPC, Colilert,	Number of shelves : 3 * Mapping positions per shelf : 5 *Different temperatures : 4	4°C 30°C 35°C 60°C	<u>Maximum</u> : 4°C ± 1K 30°C ± 1K 35°C ± 1K 60°C ± 2K			

TABLE 4B: INCUBATORS (Continues)

INCUBATORS : MICROBIOLOGICAL SECTION : ON SITE CALIBRATION							
<ul style="list-style-type: none"> Mapping is needed at 5 different positions for each shelf and for each temperature indicated below for a period of at least 60minutes. Calibration positions must be preferably front, middle and back 							
Equip- ment	For Method:	Number of probes/mapping required per shelf, Number of shelves	Required Calibratio n Tempera- ture(s):	Required measurement capabilities expressed as uncertainty (±)	<u>Tenderer</u> Will you be able to meet our requirements: YES/NO	<u>Tenderer:</u> To add your facility's measurement capability	COST/UNIT/CALIBRATION (Excl. VAT)
Low temperature incubator 2 110L	TC, <i>E. coli</i> , HPC, Colilert,	Number of shelves : 3 * Mapping positions per shelf : 5 *Different temperatures : 4	4°C 30°C 35°C 60°C	<u>Maximum</u> : 4°C ± 1K 30°C ± 1K 35°C ± 1K 60°C ± 2K			
Thermostat cabinet/incuba- tor BOD 1	HPC, BOD Yeast and Mould	Number of shelves : 3 * Mapping positions per shelf : 5 *Different temperatures : 2	20°C 30°C	<u>Maximum</u> : 20°C ± 1K 30°C ± 1K			
Thermostat cabinet/incuba- tor BOD 2	HPC, BOD Yeast and Mould	Number of shelves : 3 * Mapping positions per shelf : 5 *Different temperatures : 2	20°C 30°C	<u>Maximum</u> : 20°C ± 1K 30°C ± 1K			

Thermostatic incubator 1	TC, <i>E. coli</i> , HPC, Colilert, Yeast and Mould	Number of shelves : 3 * Mapping positions per shelf : 5 *Different temperatures : 2	20°C 30°C	<u>Maximum</u> : 20°C ± 1K 30°C ± 1K			
TOTAL FOR INCUBATORS PER ONCE OFF CALIBRATION – MICRO - (Excl. VAT)						R	

TABLE 5: DATA/HOBO LOGGER

<u>DATA LOGGERS:</u>						
<ul style="list-style-type: none"> Off site calibration of hobo loggers AND on site calibration of data logger ERWAT laboratory may deliver and fetch the hobo loggers or arrange with the successful service provider to fetch and deliver 						
Instruments	Channel	Temperatures required to be calibrated for each channel:	Measurement capability expressed as uncertainty required from Service Provider (±)	<u>TENDERER</u> : Will you be able to meet our requirements? YES/NO	<u>TENDERER</u>: To add your facility's measurement capability	COST/UNIT/CALIBRATION (Excl. VAT)
Data Logger - 18 channels On site	Channel: 1 2 3 4 5 6 7 8 9	Will be used at following temperature/s: 1. 44.5 °C 2. 44.5 °C 3. 4°C, 30°C; 35°C, 60°C 4. 30 °C; 35 °C 5. 4°C,30°C; 35°C, 60°C 6. 30; 35; 44,5°C 7. 35 °C, 36 °C, 60°C 8. 2 °C to 10 °C 9. 2 °C to 10 °C	<u>Channels 1 – 10:</u> Maximum of : - ±0.5K at 44.5 °C - ±2.0K at 60°C - ±1.0K at 30 °C - ±1.0K at 35 °C - ±1.0K at 4 °C - ±1.0K at 36 °C - ±0.5K at 38 °C 8 & 9 - ±1K at 2 to 10°C			

	10	10. 38; 44.5; 60°C	Channels 11 to 18: Maximum of: 11. ± 2K at -20 to -30°C 12. ±2K at -20 to -30°C 13. ±1K at 2 to 10°C 14. ±2K at -18 to -30°C 15. ±1K at 2 to 10°C 16. ±0.5K at 44.5 and 35°C 17. ±1.0K at 35 °C and 38 °C 18. ±1.0K at 35 °C			
Hobo Loggers (x4) Off-site		-30°C; -4°C; 2°C; 6°C; 10°C; 20°C; 30°C; 35°C; 44.5°C; 60°C; 105°C; 121°C and 124°C	All temp's at maximum ±0.5K			
TOTAL FOR HOBOLOGGERS /DATA LOGGER PER ONCE OFF CALIBRATION (Excl. VAT)					R	

TABLE 6: FRIDGES/FREEZERS

<u>FRIDGES :</u> <u>ON SITE CALIBRATION : PCR/MICRO SECTION</u>							
<ul style="list-style-type: none"> Number of positions to be calibrated per shelf or drawer : 3 Calibration positions preferably front, middle and back 							
Fridge/Freezer	For Method:	Equipment size, Number of probes, Number of shelves	Calibration Requirements	Required measurement capabilities expressed as uncertainty(±)	<u>TENDERER :</u> Will you be able to meet our requirements? YES/NO	<u>TENDERER:</u> To add your facility's measurement capability	COST/UNIT/CALIBRATION (Excl. VAT)
AEG Fridge (DNA Fridge 1) Approx. 100L	PCR 1, 2, 3	*Number of shelves : 3 *Number of drawers: 1 *Number of calibration positions per shelf/drawer: 3	Mapping at temp range: 2°C to 8°C All shelves and drawer	Maximum 1.0K			
AEG Freezer (DNA Freezer 1) Approx. 100L	PCR 1, 2, 3	*Number of drawers: 4 *Number of calibration positions per shelf : 3	Mapping at temp range -20 to -30°C All 4 drawers	Maximum 2.0K			

AEG Freezer (PCR Freezer 1) Approx. 100L	PCR 1, 2, 3	*Number of drawers: 4 *Number of calibration positions per drawer : 3	Mapping at temp range -20 to -30°C All 4 drawers	Maximum 2.0K			
Husky Double door fridge (Fridge 1)	MICRO	*Number of shelves : 8 *Number of positions to be calibrated per shelf : 3	Mapping at temp range: 2 to 10 °C	Maximum 1.0K			
Husky Double door fridge (Fridge 2)	MICRO	*Number of shelves : 8 *Number of positions to be calibrated per shelf : 3	Mapping at temp range: 2 to 10 °C	Maximum 1.0K			

TABLE 6 : FRIDGES/FREEZERS (Continues)

FRIDGES :
ON SITE CALIBRATION : PCR/MICRO SECTION

- Number of positions to be calibrated per shelf or drawer : 3
- Calibration positions preferably front, middle and back

Fridge/Freezer	For Method:	Equipment size, Number of probes, Number of shelves	Calibration Requirements	Required measure-ment capabilities expressed as uncertainty(±)	<u>TENDERER :</u> Will you be able to meet our require-ments? YES/NO	<u>TENDERER:</u> To add your facility's measureme nt capability	COST/UNIT/CALIB RA-TION (Excl. VAT)
Combination fridge no. 1	MICRO	*Number of shelves :2 *Number of positions to be calibrated per shelf : 3	Mapping at temp range: 2 to 10 °C	Maximum 1.0K			
Combination freezer no. 1	MICRO	*Number of shelves :2 *Number of positions to be calibrated per shelf : 3	Mapping at temp range -18 to -30°C	Maximum 1.0K			
Husky Double door fridge (Fridge 3)	MICRO	*Number of shelves:8 *Number of positions to be calibrated per shelf: 3	Mapping at temp range: 2 to 10 °C	Maximum 1.0K			
Husky Double door fridge (Fridge 6)	MICRO	*Number of shelves : 8 *Number of positions to be calibrated per shelf: 3	Mapping at temp range: 2 to 10 °C	Maximum 1.0K			
Husky Single door fridge (Fridge 8)	MICRO	*Number of shelves : 4 *Number of positions to be calibrated per shelf: 3	Mapping at temp range: 2 to 10 °C	Maximum 1.0K			
TOTAL : FRIDGES/FREEZERS PER ONCE OFF CALIBRATION(EXCL VAT)					R		

TABLE 7: WATERBATHS

<u>WATER BATHS:</u> <u>ON SITE CALIBRATION : PCR/MICRO SECTION</u>						
<ul style="list-style-type: none"> Mapping to be done at 5 different positions : the corners and the centre of each water bath 						
Water bath	Equipment size, Number of probes, Number of shelves	Calibration required at following temperatures	Required measurement capabilities expressed as uncertainty(±)	<u>TENDERER:</u> Will you be able to meet our require- ments? YES/NO	<u>TENDERER:</u> To add your facility's measurement capability	<u>SERVICE PROVIDER:</u> COST/UNIT/CALIBRA TION (Excl. VAT)
Water bath 1 Size: 12L	*Mapping at 5 different positions and for 2 different temperatures Corners and centre	44.5±0.5°C 35°C± 0.5°C	<u>Maximum of:</u> 0.5K at 44.5 °C 0.5K at 35.5 °C			
Water bath 1 Size: 12L	*Mapping at 5 different positions for the indicated temperature Corners and centre	44.5 ±0.5°C	<u>Maximum of:</u> 0.5K at 44.5 °C			
Water bath 1 Size: 20L	* Mapping at 5 different positions for the indicated temperature	44.5°C±0.5°C	<u>Maximum of:</u> 0.5K at 44.5 °C			
TOTAL FOR ALL WATERBATHS PER ONCE OFF CALIBRATION (EXCL VAT)					R	

TABLE 8: AUTOCLAVES

AUTOCLAVES: ON SITE CALIBRATION : MICRO SECTION						
<ul style="list-style-type: none"> Mapping at empty, half and full loads Mapping of each basket Mapping of 3 different positions per basket 						
Autoclave	Equipment size, Number of probes, Number of shelves	Calibration required at following temperatures	Required measurement capabilities expressed as uncertainty(±)	TENDERER: Will you be able to meet our require-ments? YES/NO	TENDERER: To add your facility's measurement capability	SERVICE PROVIDER: COST/UNIT/CALIBRATION (Excl. VAT
Autoclave no 1 Size: 46 L	Number of baskets : 2 Number of probes/positions per basket : 3	121 ± 2°C	<u>Maximum:</u> 1.0K			
Autoclave no 2 Size: 85L	Number of baskets : 2 Number of probes/positions per basket: 3	121 ± 2°C AND 115 ± 2°C	<u>Maximum:</u> 1.0K			
Auto-clave no 4 Size: 110L	Number of baskets : 2 Number of probes/positions per basket : 3	121 ± 2°C	<u>Maximum:</u> 1.0K			
TOTAL FOR AUTOCLAVES PER ONCE OFF CALIBRATION (EXCL VAT)					R	

TABLE 9 : Service Provider to complete

Name of Company	
Name and Surname of person completing this document	
Designation	
Contact Number	
Date	
Signature	

Note: ERWAT reserves the right to award the bid in full, in part, to more than one bidder or to not award the bid at all.

Quotation requirements:

Work offered that do not comply with the specifications and requirements will not be evaluated.

The successful bidder must register on the ERWAT vendors list and forms to be downloaded from the ERWAT website (www.erwat.co.za).

Bidders must submit a copy of their SANAS Accreditation Certificate with their quotation.

Evaluation Criteria followed to evaluate quotations –

Bidders required must be ISO 17025 accredited and meet and comply with : the laboratory's requirements and specifications for the specific type of equipment and other requirements of the laboratory and ERWAT. Failure to meet this will render your bid invalid.

Preference points system (PPS) as included in the Preferential Procurement Regulations of:

PPS	Contract value	Formula	Additional Considerations
80/20	Equal to or above R 30 000.00 and up to R 200 000	$Ps = 80(1 - (Pt - P_{min})/P)$ <p>Where Ps = Points scored for price of bid under consideration. Pt = Rand value of bid under consideration. P min = Rand value of lowest acceptable bid.</p>	Maximum of 20 points may be awarded for being HDI, subcontracting with an HDI, and/or achieving specified goals. Above points must be added to points scored for price. Only bidder with the highest points scored may be selected.

PLEASE NOTE THAT FAILURE TO MEET ANY OR ALL OF THESE REQUIREMENTS WILL LEAD TO DISQUALIFICATION

- Valid Certified copy or original BBBEE Compliance Certificate;
- Valid Tax Clearance Pin issued by SARS on e-filing;
- Copy of Latest Municipal Account (not older than three months from date of closing);
- Declaration of Interest – MBD 4.2 (Download form ERWAT website/Procurement/Service Provider Registration).
- CSD Registration Number: **MAAA**_____

GENERAL NOTES

SUBMISSION OF BIDS:

WEB TENDER BOXES SUBMISSION SITUATED AT ERWAT HEAD OFFICE:

Completed tenders / quotations must be in a **sealed envelope** clearly marked with **bid number and description** may be hand delivered and deposited in the stipulated **TENDER BOX** (marked Monday, Tuesday, Wednesday, Thursday, Friday) at ERWAT Head Office, Hartebeestfontein Office Park, Bapsfontein Road, Kempton Park. No faxed bids/proposals shall be accepted. In the event of uncertainty, kindly visit the receptionist situated at the FOYER of the main building for clarity.

Please note that bids 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.

Complete quotations with supporting documents must be sealed and externally endorsed with **BID NUMBER** and marked with the full **DESCRIPTION** and placed in the relevant Bid Box as stipulated in the advertisement and/or bidding document.

Bidders may attend the web-tender opening sessions in the event of submitting a tender in the web-tender boxes.

ELECTRONIC SUBMISSIONS:

- Bidders may submit their web-bids via e-mail: webtenders@erwat.co.za in a **PDF format only**.
- **Bidders must complete the SUBJECT BOX with the relevant web-tender number and full description as advertised.**
- **Failure to include this may render your bid invalid.**
- ***Please note that bids submitted electronically must be in the above e-mail address on or before 12:00 of the stipulated closing date. No electronic submissions received after 12:00:00 will be considered for recording and or evaluation.***
- Bidders may submit documents and attachments up to 10MB.
- Bidders will be required to compress their file to a **compact PDF format**.
- In the event that larger files are sent to the e-mail address, it will be received in ERWAT's Mimecast site.
- **Bidders must please note that the Mimecast does not accept zipped files, only PDF files.**
- **In the event that bidders are required to submit samples, it is advised that they submit electronically and submit in the tender boxes and attend the opening session.**

PLEASE NOTE: MIMECAST ONLY RETAINS THE MAILS RECEIVED WITH ATTACHMENTS LARGER THAN 10MB FOR 3 DAYS. PLEASE ENSURE THAT YOUR SUBMISSION FALLS WITHIN ACCESS TO SUCH WITHIN THIS TIMEFRAME.

NB. In the event that an electronic version and a hard copy is delivered for a respective bid, the signed hard copy submitted in the tender box will prevail and the electronic copy will be disregarded.

Please note that the web-tender boxes will be opened first and recorded in the web-tender register on the date and time stipulated in the advertisement and or bid documents. The relevant buyer responsible for the placement of the ad on the web-tender folder will directly thereafter peruse the web-tender e-mail and download the relevant web-tender, print and record such in the same register.

ERWAT will access the e-mail thread from the individual e-mail responses received for audit trail that will be attached to the relevant bidder's response received.