

REQUEST FOR WEBTENDER:

Quotation Number:	ERW201904/018		
Description:	PROVISION OF LEGISLATIVE AND REGULATORY MONITORING AND UPDATES FOR A PERIOD OF 36 MONTHS		
CIDB Requirement	N/A	N/A	
Bid Closing Date:	26 April 2019		
Compulsory Briefing Session:	N/A		
Plant/Site Address:	R25 Bapsfontein Road		
Contact Person	Isaac Makhuvele		
Contact Number	011 929 7000	e-mail: isaac.makhuvele@erwat.co.za	
Bidders prices must be valid for a period of 30 days from closing	Only firm prices will be accepted		
Non-firm prices	In the case of prices not being firm due to rate of exchange factors, the MBD 3.2 form must be completed and attached to this document.		

Experienced and registered Service providers are hereby invited to provide legislative and regulatory monitoring and updates to ERWAT. The service provider should have an existing track record of producing similar work.

SCOPE OF WORK:

The service provider must track, monitor and report on changes to South African Statutes, including provincial legislation and municipal bylaws and provide the latest versions of such legislation applicable within the boundaries of RSA

The Service provider must provide the following resources:

South Africa Statutes and Regulations

- An Up-to-date access to statutes from **1910** to date as well as regulations for Acts from 1990 to date
- Newly amended and gazetted legislation acts and regulations.

South Africa Provincial legislation and regulations

- An Up-to-date access to provincial legislation and regulations for all nine

South Africa Local Government Bylaws

- An Up-to-date access to local government bylaws within the Republic of South Africa

South Africa Occupational Health and Safety Library

- Commentary on the Occupational Health and Safety Act and Its regulations

South Africa Environmental Library

- Policies and Guidelines and code of Good practice

South Africa Labour Library

- Policies and Guidelines and code of Good practice

Black Economic Empowerment

- Policies and Guidelines and code of Good practice

DESCRIPTION:

Provide an on-line resource to:

- Track progress on the development of new legislation, regulations and bylaws.
- Track progress on the repeal and amendment of existing legislation, regulations and bylaws.
- Provide up-date changes to legislation
- Hyperlinks allow for easy navigation
- Searching option to enable rapid access to information
- The ability to export documents into MS Word, Excel and PDF

Functionality

Criteria	Sub-weight	Weight	Score
1. Number of years in the industry: <ul style="list-style-type: none"> • More than 10 years • Between 9 and 5 years • 1 to 4 years • No submission 	<ul style="list-style-type: none"> • 30 • 15 • 10 • 0 	30	
2. Verifiable references (letters of recommendation and or completion certificates) <ul style="list-style-type: none"> • More than 10 letters • Between 9 and 5 letters • 1 - 4 letters • No submission 	<ul style="list-style-type: none"> • 30 • 15 • 10 • 0 	30	
3. Time frame: delivery period	Release of updated publication : <ul style="list-style-type: none"> • Within a week = 40 • Within 2 weeks = 20 • Within a month = 10 • None indicated = 0 	40	
TOTAL		100	

*Screen grab indicating the turnaround time between proclamation and system updates must be attached as proof of turnaround time.

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

COMMITMENT BY SUPPLIER

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

UNDERTAKING BY SUPPLIER	SUPPLIER'S SIGNATURE
Bidders must provide legislative and regulatory updates on weekly basis from the date of the issue of an order number Failure to comply the delivery may result in penalties or termination of the agreement: <ul style="list-style-type: none">• Delivery must be in electronic format	

PENALTIES

Delivery address: ERWAT Head Office, Bapsfontein Road Kaalfontein

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

PRICING SCHEDULE

ITEM	DESCRIPTION	UOM	QTY	PRICE
1	SA Statutes & Regulations	Sum	1	R
2	SA Provincial legislation and regulations	Sum	1	R
3	SA Local Government Bylaws	Sum	1	R
4	Occupational Health & Safety Library	Sum	1	R
5	Environmental Library	Sum	1	R
6	Labour Law Library	Sum	1	R
7	Black Economic Empowerment Library	Sum	1	R
8	Licensing cost	Sum	1	R
9	Other (Specify)	Sum	1	R
#		SUB-TOTAL		
#		VAT		
#		TOTAL		

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

PPS	Contract value	Formula	Additional Considerations
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80/20	Equal to or above R 30 000.00 and up to R 200 000	$P_s = 80(1 - (P_t - P_{min})/P)$ Where P_s = Points scored for price of bid under consideration. P_t = Rand value of bid under consideration. P_{min} = Rand value of lowest acceptable bid.	<ul style="list-style-type: none"> • 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. • 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. • Above points must be added to points scored for price. • Only bidder scoring the highest points will be selected for award.
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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.

QUOTATION REQUIREMENTS:

Work offered that **DO NOT** comply with the specifications will not be evaluated. Any works completed will

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

- Valid Certified copy or original BBEE Compliance Certificate to verify the above claimed points;
- Valid Tax Clearance Pin issued by SARS on e-filing Bidders are required to submit their SARS pin and certificate as prescribed by SARS effective from 01 April 2016. Please visit www.sars.gov.za or ERWAT Website: www.erwat.co.za/procurement for more information;
- 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).
- Bidders must be registered with National Treasury's Centralised Supplier Database (CSD) and can visit www.csd.org.za for more information and registration procedures.
- **CSD Registration Number: MAAA_____**
- Valid Construction Industry Development Board Registration (CIDB): **Valid CRS number:**

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.