

REQUEST FOR WEBTENDER:

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|--|---|--------|----------------------------|
| Quotation Number: | ERW201905/015 | | |
| Description: | CHAIRING DISCIPLINARY HEARING TRAINING FOR (60 EMPLOYEES) | | |
| CIDB Requirement | N/A | | |
| Bid Closing Date: | 23 May 2019 | | |
| Compulsory Briefing Session: | N/A | | |
| Plant/Site Address: | R25 Bapsfontein Road | | |
| Contact Person | Mario Champion | | |
| Contact Number | 011 929 7128 | e-mail | Mario.champion@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. | | |

Accredited, experienced and registered Service providers are hereby invited to conduct Chairing Disciplinary Hearing Training for 60 employees

SCOPE OF WORKS:

The training should encompass, but are not limited to fair procedures for disciplinary hearings, handling issues relating to misconduct, implementing a systematic procedure, which ensures transparent and fair Proceedings, roles and responsibilities of all parties involved in a disciplinary hearing, etc.

The Training should be split into 4 Groups of 15 and should be done In-house at ERWAT Head Office.

The scope of the Training course should be Unit Standard based (US ID 255514) and include, but are not limited to the following:

- Discussing all legislation governing disciplinary hearings
- Identifying different types of evidence
- Evaluating the evidence provided during the hearing
- Discussing the role played by the Chairperson in a disciplinary hearing
- Understanding the limits of the Chairperson
- Evaluating the rights of the Chairperson
- Initiating the disciplinary hearing
- Gaining insight into fairness and consistency in disciplinary procedures
- Deciding the merits of the case and drafting a finding
- Elaborating on the conduct of the chairperson during the hearing
- Ascertain fair and just disciplinary actions within an organisation
- Representing an employee at a disciplinary hearing
- Discussing in detail the disciplinary hearing procedures
- Presenting initiator case
- Presenting the employee's case
- Closing arguments
- The chairperson's findings
- Chairperson's decision
- Finding on sanction
- Closing and administrative procedures
- Managing the counselling process
- Insight into the schematic outlay of the process for dismissal for incapacity
- The appeal procedures
- Implementing external dispute resolution
- Dispensing with pre-dismissal procedure

DELIVERY POINTS

Hartebeestfontein Office Park
R25 (Bapsfontein/Bronkhorstspruit)
Kempton Park
1631

AWARD OF BID:

ERWAT reserves the right to accept any bid or part thereof, to award the bid to more than one bidder and does not bind itself to accept the lowest or any bid and not to consider any bid not suitably endorsed or comprehensively completed.

EVALUATION CRITERIA followed to evaluate quotations:

FUNCTIONALITY

All bidders must be accredited for the specified Training

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 | $P_s = 80(1 - (P_t - P_{min})/P)$ 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. |

| 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.