

SUPPLY AND DELIVER STATIONERY AT HERBERT BICKLEY WWTW**Author :** Pedro**Date posted :** 2018-10-09**Bid Number :** ERW201810/017**Description :** **Accredited, experienced and registered Service providers are hereby invited for the SUPPLY AND DELIVER STATIONERY AT HERBERT BICKLEY WWTW****SCOPE OF WORKS:**

1. 60X Polyprop Plastic Lever Arch Files (30 red and 30 blue)
2. 8X Staples
3. 8 staples 23/24 (24mm)
4. 8X Pritt Glue sticks (50g)
5. 10X Sticky Notes cubes
6. 20x Index Flags (8 pack)
7. 40X A4 File Dividers(Assorted)
8. 10X Hp Ink 951 XL Cyan
9. 10X Hp Ink 951 XL Magenta
10. 10X Hp Ink 951 XL Yellow
11. 12X Hp Ink 951 XL Blank
12. 15X A4 Plastic Cover Pockets (packets)
13. 20X A4 2 Quire Note books
14. 20X Portfolio Files
15. 15X A4 White paper (boxes)
16. 2X Blue paper (boxes)
17. 4x A4 multi-coloured paper (boxes)
18. 5X Bic Black Pens (100's)
19. 2X Bic Red Pens (100's)
20. 4X Bic Blue Pens (100's)
21. 2X Pencil Clutch (50's)
22. 20X Pencil Leads
23. 5X Eraser
24. 20X Permanent Makers
25. 20X Non- Permanent Makers
26. 4X Scissors
27. 4X Sellotape
28. 4xDouble-sided Sellotape
29. 2X Rulers
30. 4X Notice Board Pins
31. 6X Bostik Prestick
32. 10X Easi-Fix (clear adhesive)
33. 6X A4 polyprop Clip Boards
34. 4X Tipex
35. 4x A3 analysis book
36. 4x white bond flip chart paper (50 sheets) 860mmx610mm
37. 4xWhiteboard eraser
38. 2x white board cleaner
39. 2x 450 sheet Plastic comb Binding Machine
40. 4xPlastic binding combs (pack of 25)
41. 10x Large binder clips (pack of 12) 41mm
42. 10x Exam Pads
43. 12x 16GB USB flash drive
44. 3x 1TB Portable External Harddrives
45. 4x Tidy tower 6-drawer
46. 2x white self-seal envelopes 90x152 mm (box of 500)
47. 2x A4 white self-seal envelopes (500)
48. 2x laser pointer pen
49. 4x staple remover
50. 4x Assorted colour paper clip (100's)
51. 4x paper clip dispenser
52. 4xpuncher 40 sheets
53. 2x Heavy duty stapler
54. 20xPower punch 150 spares
55. 20x A4 wall Frames for Certificates
56. 4sx 4 Tier open bookcase
57. 2x Key Cabinet (25 keys)
58. 10x battery (AAA)
59. 10x Battery (AA)
60. 4x 8 way Multi plug with USB charger

DELIVERY POINTHerbert Bickley WWCW, **Plot 14, Maraisdrift, Nigel****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:

Preference points will be calculated as follows:

Table

	Points
Price	80
B-BBEE	20
Total Points for Price and B-BBEE must not exceed	100

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	$Ps = 80(1 - (Pt - P_{min})/P)$ 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.	<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 BBBEE 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, Hartebeesfontein 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.**

Bid closing date :	2018-10-16
Compulsory site meeting :	N/A
Contact Person :	Kabelo Sehlati
Contact number :	072 361 4067
E-mail address :	N/A
Bid validity period :	7 Days
Physical address where bid documents can be collected :	ERWAT Head Office, Hartebeestfontein Office Park, R25, Norkem Park.
Tender Box number :	N/A
Day when Tender is to be submitted to ERWAT Offices:	
Non-refundable Document fee :	N/A ERWAT will not accept cash. All payments to be made by Credit Card only
CIBD required?	N/A
	<input type="text"/>

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 **ERW201810/017** and **SUPPLY AND DELIVER STATIONERY AT HERBERT BICKLEY WWTW.** 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.