

Supply and delivery of office furniture for the Managing Director at ERWAT Head Office

Author : Pedro
Date posted : 2018-10-16
Bid Number : ERW201810/031

Description : **Accredited, experienced and registered Service providers are hereby invited to supply and deliver office furniture for the managing directors' office.**

SCOPE OF WORKS:

Bidders to be present during the briefing session at the head office to take measurements of the office in order to supply the furniture that will fit perfectly into the office

Furniture include the following:

- 1 Chesterfield couch leather
- 2 English regence chairs mahogany
- Executive swivel chair mahogany

DELIVERY POINT

Completed quotations should be hand delivered in the bid box situated at the address **ERWAT Head Office, Hartebeestfontein Office Park, R25 Bapsfontein Road, Norkem Park (25° 56' 25.30" S, 28° 12' 55.82" E).**

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:

The criteria followed to evaluate quotations- Preference points system (PPS) as included in the preferential procurement regulation of:

Complete the MBD 6 2 LOCAL CONTENT for drawing office form Attached

Services offered that are not in line with the above or Do Not comply with the specifications will not be evaluated; the successful bidder must register on the ERWAT vendors list. Forms for registering must be downloaded from the ERWAT website. Quotations evaluation shall be performed on 80:20 principles (pricing and functionality 80% and BBBEE 20%)

FUNCTIONALITY

Evaluation Criteria		Points	Breakdown of Points
Functionality	Previous Experience (Each proof of experience provided must submit completion certificate)	60	12 Points - 1 Relevant Reference 24 Points - 2 Relevant Reference 36 Points - 3 Relevant Reference 48 Points - 4 Relevant Reference 60 Points - 5 Relevant Reference
	Delivery Period	40	
Total		100	

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

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.	
PPS	Contract value	Formula	Additional Considerations
80/20	Equal to or above R 30 000.00 and up to R 200	$Ps = 80(1-(Pt-P \text{ min}/P))$ Where	Bidders may be subjected to a pre-compliance stage and

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Ps = Points scored for price of bid under consideration.

Pt = Rand value of bid under consideration.

P min = Rand value of lowest acceptable bid.

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: MIMICAST 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.

Bid closing date :	2018-10-23
Compulsory site meeting :	A compulsory information session will be held at 09h00am on THURSDAY, 18/10/2018. Prospective bidders are requested to meet on the said date and time on site at VENUE: ERWAT Head Office, Hartebeestfontein Office Park, R25 Bapsfontein Road, Norkem Park (25°56'25.30''S, 28°12'55.82''E).
Contact Person :	Zamokuhle Chiloane
Contact number :	011 929 7000
E-mail address :	Zamokuhle.Chiloane@erwat.co.za
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 **ERW201810/031** and **Supply and delivery of office furniture for the Managing Director at ERWAT Head Office.** 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.