

REQUEST FOR QUOTATIONS:

Quotation Number:	ERW201908/003
Description:	Supply, Rental, delivery and Collection of Office containers and Ablution Facilities at ERWAT Head Office and Ancor WCW:
Bid Closing Date:	14 August 2019 @ 12h00
Compulsory Briefing Session:	08 August 2019 @ 10h00 : Head Office – Welcome Centre-Main gate
Plant Address:	Delivery will be at Hartebeestfontein office park (R25 Bapsfontein road) and Ancor WCW
Contact Person	Thuthula Mpokeli
Contact Number	011 929 7155
Validity period	7 days

1. BACKGROUND

ERWAT (Ekurhuleni Water Care Company) is seeking for quotations from suitable, qualifying and experienced contractor who specializes in the Supply and Rental of mobile prefabricated containers. The supplier must provide for Delivery and Collection of the mobile containers.

The purpose of this project is to provide staff at the Hartebeestfontein WCW and Ancor WCW with temporary offices and Ablution Facilities.

2. SCOPE OF WORK

The scope of work shall include the following:

- The supply and delivery of two (2): 6m x 3m mobile ablution units (i.e. one (1) male and one (1) female).
- The supply and delivery of two (2): 12m x 3m office units.
 - The one unit will be divided into four (3m x 3m office) sections.
 - The other unit will be divided into 4 sections, with the first two sections being (3m x 3m) offices, the third section comprising of a (3m x 3m) kitchen area, and the fourth section comprising of (3m x 3m) male & female ablution amenities.
- Delivery to the following plants: Ancor and Hartebeestfontein WWCW.
- External connections: Water supply, sewer discharge and electrical connections.
- Bidders are required to provide work for the removal of furniture from the existing temporary office to the newly procured offices.

3. EVALUATION CRITERIA

- Provide prior knowledge of supplying of container.
- Containers should meet the specified requirements.
- Delivery period once an order number has been issued.
- Compliance to the Data Sheet.
- Suppliers should be registered on ERWAT data base or /with Central Supplier's Data (CSD).

4. QUOTATION REQUIREMENTS:

Work offered that DOES NOT comply with the data sheet will not be evaluated. The successful bidder must register on the ERWAT vendors list, forms to be downloaded from the ERWAT website. The evaluation of quotations shall be performed on 80:20 principles (pricing and functionality 80% and BBBEE 20%)

Evaluation Criteria for quotations – 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 and up to R 200 000	$Ps = 80(1 - (Pt - P \text{ min})/P)$ 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.	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.

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.