

REQUEST FOR QUOTATIONS

Quotation Number:	RFQ201909/013		
Description:	DESIGN, SUPPLY and DELIVERY of 200 "DELIVERY NOTE" BOOKS for HARTEBEESTFONTEIN MAINTENANCE DEPARTMENT		
Bid Closing Date:	2019/09/23 @ 12h00		
Compulsory Briefing Session:	N/A		
Plant/Site Address:	Delivery will be at: ERWAT Maintenance Department HARTEBEESTFONTEIN OFFICE PARK Bapsfontein Rd, Kempton Park GPS: S 26° 1' 9.73" E 28° 16' 52.46"		
Contact Person	Tinus		
Contact Number	082 703 4201	e-mail	rfq@erwat.co.za
Validity period	21 Days	Only firm prices will be accepted	

Accredited, experienced and registered Service providers are hereby invited for the **DESIGN, SUPPLY and DELIVERY of 200 "DELIVERY NOTE" BOOKS for HARTEBEESTFONTEIN MAINTENANCE DEPARTMENT:**

SCOPE OF WORKS:

Item No.	Description	Quantity
Description:	A5 ncr landscape book having 50 sets in 3 x parts per book – 2 up to view. Printed in BLACK colour on one side only – CB WHITE – Numbered + Perforated. Printed in BLACK colour on one side only – CFB BLUE – Numbered + Perforated. Printed in BLACK colour on one side only – CB WHITE – Numbered + Fast. Collated into sets + quarter-bound with 2 x Hard Cover – "BLUE Binding Cloth" Trimmed to final size – 148mm X 210mm – "Common Image" Design of template for approval NB: CLIENT WILL CONFIRM THE NUMBERING NB: SUBJECT TO SIGHT OF FINAL ARTWORK	ALL
Size:	148mm X 210mm	ALL
Paper:	CB TOP COPY : CB Top Copy, White 60gsm. CF BOTTOM COPY: CF Bottom Copy, White, 60gsm. CFB MIDDLE COPY: CFB Middle Copy, Blue, 60gsm.	ALL
Origination:	A Disc will be supplied with Logo	1

DELIVERY POINTS: As per Plant/Site Address

Quotation Requirements:

Work offered that **DO NOT** comply with the specifications will not be evaluated. The successful bidder must register on the ERWAT vendors list. Forms to be downloaded from the ERWAT website. Quotation evaluation shall be performed on 80:20 principle (pricing and functionality 80% and BBBEE 20%)

Evaluation Criteria followed to evaluate 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 30 000.00 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.

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

- Valid Certified copy or original BBBEE Compliance Certificate;
- Valid Tax Clearance Pin issued by SARS on e-filing;
- Copy of Latest Municipal Account (not older than three months from date of closing);
- Declaration of Interest – MBD 4.2 [[download form](#)].

NB: Bidders will not be allowed on any of the ERWAT sites without a work permit and the correct PPE gear.

GENERAL NOTES

Completed tenders / quotations must be in a **sealed envelope** clearly marked with **contract number and description** and to be hand delivered, in the **TENDER BOX** at the FOYER at ERWAT Head Office, Bapsfontein road, 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.

- Request for Quotations must be submitted electronically to the following e-mail address: rfq@erwat.co.za
- ERWAT reserves the right to not accept the lowest bid, to award the quote to more than one bidder, to award the quote in part or to not award it at all and bidders will have no claim of any kind in this regard.
- The subject line must only contain the RFQ number and description, quotations that do not follow these conventions will not be considered.
- Quotations that are not received on the specific date and time, will be marked as late responses and such quotations will, in terms of the Supply Chain Management Policy of ERWAT, not be considered by ERWAT as valid