

REQUEST FOR WEBTENDER:

Quotation Number:	ERW201912/007		
Description:	THE DESIGN, PRODUCTION, EDITING AND PRINTING OF THE 2018/2019 ERWAT ANNUAL REPORT WITH THE ANNUAL FINANCIAL STATEMENTS.		
CIDB Requirement	N/A	N/A	
Bid Closing Date:	20 December 2019 @12:00PM		
Compulsory Briefing Session:	N/A		
Plant/Site Address:	ERWAT Head Office, R25 Bapsfontein Road		
Contact Person	Wanda Annandale		
Contact Number	011 929 7000	E-mail:	wanda.annandale@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.		

Registered service providers are hereby invited to submit quotations on the **design, production, editing and printing of the glossy 2018/2019 ERWAT Annual Report with the Annual Financial Statements**. The service provider should have an existing knowledge of providing similar work.

BACKGROUND

As a leader in water care and resource recovery, ERWAT provides sustainable, affordable, quality water care and resource recovery services through partnerships and collaborative initiatives with external role players, utilising smart organisational practices.

ERWAT provides bulk wastewater conveyance and treatment to thousands of industries and more than 3,5 million people. It currently operates 19 water care works that release some 1000 megalitres of wastewater, both domestic and industrial, per day.

SCOPE OF WORK

Every municipality entity must for each financial year prepare an annual report in accordance with Chapter 12 of the Municipal Finance Management Act (MFMA). The Council of the Municipality must within nine (9) months after the end of a financial year deal with the Annual Report of the municipality's sole or shared control on accordance with Section 129 of MFMA.

SPECIFICATIONS

No.	Description	Estimated hours	Hours offered by bidder	Rate per hour	Amount
1.	Annual Report compilation and project management, including telephone calls, travel etc. (estimate)				
2.	Creative concept and designs, 4 x mock-ups selection				
3.	Language editing and writing of 60 pages				
4.	Typesetting of 150 pages of the text				
5.	Proofreading of 60 pages of text				
6.	Supply 5 x Stock Library photographic images for use in the report				
7.	<u>Printing:</u> 200 copies <u>Size:</u> Cover 4PP, Text 150PP, Trimmed to A4 <u>Paper:</u> Stock: Cover 300gsm and Text 135gsm Galerie Silk <u>Laminate:</u> Overall Gloss Laminate cover, one sided <u>Inks:</u> Printed Full Colour throughout <u>Binding:</u> PUR Bind				
Subtotal					
Tax					
Order total					

EVALUATION CRITERIA

FUNCTIONALITY

PREFERENTIAL PROCUREMENT REQUIREMENTS (PPPFA REGULATIONS, DESIGNATED GROUP PROCUREMENT)

As part of ERWAT strategic sourcing and social development, the following designated group will have preference under this bid:

- Companies owned by women or youth; and or
- Companies owned or supports/employs persons with disabilities and or Veterans.

Criteria	Sub-weight	Weight	Score
1. Letters of recommendation or completion certificates of bidders' experience	Letters of recommendation or completion certificates of bidders' experience <ul style="list-style-type: none"> • More than 5 letters/certificates = 50 • Between 4 and 5 letters/cert = 30 • 1 to 3 letters/cert = 20 • No submission = 0 	50	
2. Number of years in the industry	Average number of relevant years of experience in the compilation and printing of Glossy Annual Reports that are in line with the MFMA and National Treasury requirements: <ul style="list-style-type: none"> • More than 5 years = 50 • Between 4 and 5 years = 30 • 1 to 3 years = 20 • No submission = 0 	50	
TOTAL	Bidder must score a minimum of 75 points to be considered for the evaluation	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.

General Requirements

1. All design, layout and artwork to be done by service provider.
2. All design, layout and artwork to be approved and signed off by ERWAT Communications Department before printing and/or production.
3. All designs, layout and artwork to be provided on flash discs to ERWAT Communications Department for future use.
4. Samples compliant with the specification must be provided to ERWAT prior to the award of this web tender. Failure to supply a fully compliant sample will lead to disqualification.
5. Annual reports to be delivered to ERWAT Head Office, R25 (Bapsfontein/Bronkhorstspuit).

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: _____
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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.