

## REQUEST FOR WEBTENDER:

Quotation Number:	ERW202006/006		
Description:	BI- MONTHLY SERVICE ON HVAC WITH EXTRACTION SYSTEM FOR 12 MONTHS		
CIDB Requirement	N/A	DTI provision (refer MBD 6.2 form)	
Bid Closing Date:	12/06/2020		
Compulsory Briefing Session:	N/A		
Plant/Site Address:	R25 Bapsfontein Road		
Contact Person	Nkululeko Mbonani		
Contact Number	011 929 7082	e-mail	nkululekol@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.		

### SCOPE OF WORKS:

Erwat laboratory has a HVAC and extraction system that extract hazardous chemical fumes from three laboratories, the system needs to be maintained and serviced. The filters (bag, pocket and washable filters) and all consumable that need to be change during the duration of the contract need to be included in the maintenance & service cost. (Bi-monthly means it is six services in one year that will be done every second month.)

### **Disqualification:**

- 1) Proof of work: proof must be submitted that you have experience working on HVAC with laboratory extraction systems – in the form of
  - a. Completion certificate or
  - b. Letter of reference or
  - c. Invoice
- 2) Qualification: Educational certificates of your qualified technicians that previously worked on HVAC with extraction.

### **Technical specifications**

- 1) We required a qualified service provider that can do six services (bi-monthly) for one-year period.
- 2) All consumable listed below must be included in your service price. PLEASE GIVE US A PRICE ON ONE SERVICE.
- 3) You need to include a safety file, if you are the awarded bidder. (If you want to charge for this include it in the price table as example below.

### **Quote as follows**

Pricing table	Unit price for 1
One service (include any consumables that might be needed)	R
Safety file (once off)	R
Total	R

Evaluation will be done by us by multiplying one service 6 times and add one safety file, so please fill the table in like that or quote as it is, if you do it differently it makes the evaluation .

### **Information: Consumables that might be needed.**

The following filters, belts and consumables must be included in service cost.

**Filters:** changed as needed, and cost included in service price

Item description	Quantity	Unit price (rands)	Total price
<b>Labour</b>			
Technician rate per day(service )	6		
Transport per day	6		
Washable pre-filter, Ext W-Supp G3 595 x 295 x 48	12		
Washable pre-filter, Ext W-Supp G3 595 x 595 x 48	21		
3 x Half size filter pocket, loose F9 P/P=8, 595 x 295 x 300	6		
Full size filter pocket, loose F9 P/P=8, 595 x 595 x 300	18		
Fan belts SPB 2800	2		
Fan Belts SPB 202	2		
Filter Clips 75mm	36		
Gaskets 20/8 rolls	3		
Sundries			
Safety file Updated	1		
<b>TOTAL</b>			

**Checklist to be check bi-monthly**

Item to be checked	Can your company perform this test	Comply to specifications (Yes/No)
1. Noise, water leaks or debris?		
2. Check platform where condenser is mounted if there is any movement?		
3. Inspect primary filter, is it clean, needs replacement?		
4. Inspect secondary filter, is it clean, needs replacement?		
5. Check supply fan and exhaust fan tension on belts –adjust if necessary		
6. Check all power terminals in the AHU distribution board – Tighten as required		
7. Inspect all duct connections		
8. Check and record the supply fan drive frequency		
9. Check and record the exhaust fan drive frequency		
10. Grease supply fan bearings		
11. Grease exhaust fan shaft		
12. Drain pipes, fix if leaking.		

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**DELIVERY POINT**

R25 Bapsfontein road, ERWAT Laboratory, Hartbeesfontein Office Park

**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:

**FUNCTIONALITY**

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"> <li>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.</li> <li>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.</li> <li>Above points must be added to points scored for price.</li> <li>Only bidder scoring the highest points will be selected for award.</li> </ul>

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](http://www.sars.gov.za) or ERWAT Website: [www.erwat.co.za/procurement](http://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](http://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

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### 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](mailto: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.