

REQUEST FOR WEBTENDER:

Quotation Number:	ERW202006/010		
Description:	APPOINTMENT OF AN ACCREDITED SERVICE PROVIDER TO CONDUCT TRAINING ON SAQA UNIT STANDARD (US)377913:“ <i>Demonstrate and understanding of the Public Financial Management Act (PFMA) and related Treasury Regulations</i> ”.		
CIDB Requirement		DTI provision (refer MBD 6.2 form)	
Bid Closing Date:	25 JUNE 2020 @12:00PM		
Compulsory Briefing Session:	None		
Plant/Site Address:	R25 Bapsfontein Road		
Contact Person	Mr Karabo Dikgore		
Contact Number	011 929 7178	e-mail	Karabo.Dikgore@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:

The scope of work shall include (but not limited to) the following.

- Facilitation and learning Materials;
- Assessing and Moderation of Portfolio of Evidence (POE's);
- Issuing accredited certificates on US 377913;
- Audience: Twenty (20) Erwat officials.

COURSE OUTCOMES

- **Specific Outcome 1;** Formulate linkages between the Constitution and the PFMA and Explain the roles and responsibilities of the relevant treasuries.
- **Specific Outcome 2;** Determine the implications of strategic planning, annual performance planning and budgeting in departments, constitutions and public entities.
- **Specific Outcome 3;** Demonstrate an understanding of different arrangement and measurements in terms of the PFMA.

METHODOLOGY

A step by step methodology to be in line with the outcomes highlighted above. The methodology should provide period, resources, course phases, and the number of consulting days for each phase until submission of certificates.

EXPERTISE REQUIRED

The service provider must demonstrate the following:

- Expert knowledge of PFMA and Treasury Regulations.
- Affiliation to PSETA would be preferred.

Service providers must provide the following:

- Reference letters, which ERWAT will be allowed to contact for validation purposes.
- A portfolio of evidence of having conducted similar course elsewhere.
- A report describing the approach and step by step methodology, clearly indicating course phases and the number of consulting days expected for each phase.
- Start and end-dates for the course.
- Possible course implementation risks and mitigation arrangements.

CERTIFICATION

Training Provider will be required to issue accredited certificates after assessing and moderating officials who are found competent.

DELIVERY POINT

Delivery will be at Hartebeestfontein Office park (R25 Bapsfontein road)

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. Should you not receive any correspondence within 30 days from submission of this tender, you may accept that your bid was unsuccessful.

EVALUATION CRITERIA

FUNCTIONALITY

The score for the Technical / Functionality Evaluation will be calculated in accordance with the table below:

Evaluation Criteria	Points	Breakdown of Points
Accreditation	30	Service provider Accreditation Yes 15 No 0 Affiliation to the Public Service Sector Education Training Authority (PSETA) Yes 15 No 0
References	25	Contactable Reference letters US 377913. No references = 0 1-3 references = 15 4-5 references = 20 More than 5 = 25
Methodology/Delivery	45	The methodology to initiate, undertake and finalize the required service from date of appointment until final sign off of service includes the following: Time frame = 15 Resource allocation = 15 Course phases indicated along with the number of training days for each phase = 15
TOTAL POINTS	100	

All candidates with a functionality result of less than 75% will automatically be disqualified. Candidates require a minimum of 75% Functionality scoring to be considered for further evaluation

CERTIFICATION

Training Providers will be required to issue certificates of competence after the assessed trainees that were found competed.

PRICING INSTRUCTIONS:

Bidders must price for the line items as set out below.

Bidders are required to price for all direct and indirect cost relating to the execution of the contract.

Bidders should note that the quantity stipulated in the table below is indicative and ERWAT reserves the right to increase the quantity as the need arises and does not constitute that an order will be given for such Unit Standard. Thus the rate per person will be approved and utilised for this tender.

Item No.	TRAINING: US 377913	Quantity	Rate per person	Amount
1	SAQA Unit Standard:377913	20	R	R
			VAT (15%)	R
			TOTAL	R

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.

QUOTATION REQUIREMENTS:

Work offered that **DO NOT** comply with the specifications will not be evaluated.

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;
- 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_____**
- Copy of Latest Municipal Account (not older than three months from date of closing)

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.