

REQUEST FOR WEBTENDER:

| | | | |
|---|--|------------------------------------|----------------------------|
| Quotation Number: | ERW202007/006 | | |
| Description: | APPOINTMENT OF AN ACCREDITED SERVICE PROVIDER TO CONDUCT TRAINING ON SAQA UNIT STANDARD (US) 337061: “ <i>Demonstrate knowledge and insight into a bid committee system applicable to an Organ of State in South Africa</i> ”. | | |
| CIDB Requirement | N/A | DTI provision (refer MBD 6.2 form) | |
| Bid Closing Date: | 23 July 2020 @12pm | | |
| Compulsory Briefing Session: | None | | |
| Plant/Site Address: | FULLY ONLINE (APPLICATION TRAINING) | | |
| Contact Person | Mr Karabo Dikgore | | |
| Contact Number | 011 929 7128 081 726 6486 | 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.

- Online Facilitation and Learning Material(Guides);
- Assessing and Moderation of Portfolio of Evidence (POE's);
- Issuing Accredited Certificates on US 337061;
- Audience/ Target Group: Twenty (20) officials (**online**)

COURSE OUTCOMES

- **Specific Outcome 1;** Discuss elements of the Supply Chain Management model that apply to the bid committee system
- **Specific Outcome 2;** Apply knowledge of the applicable regulatory framework to ensure compliance.
- **Specific Outcome 3;** Discuss the importance of ethical conduct in the bid committee process
- **Specific Outcome 4;** Apply knowledge of the functions of the Bid Specification Committee.
- **Specific Outcome 5;** Apply knowledge of the functions of the Bid Evaluation Committee

METHODOLOGY/DELIVERY

A step by step methodology to be in line with the outcomes highlighted above. The methodology should provide time frames, resources (Learner Guides) and Online training/application proposal.

EXPERTISE AND INFORMATION REQUIRED

- Expert knowledge of Bid Committees in the Public Sector.
- Affiliation to SETA(s) would be preferred.
- Reference letters on Bid Committees, PFMA or MFMA training, which ERWAT will be allowed to contact for validation purposes.
- A copy of one Learner Material/Guide on Unit Standard 337061.
- Lesson Plan/Course outline with time frames.
- All providers Accreditation Certificates.
- Online training proposal/project plan.

CERTIFICATION

Training Provider will be required to issue accredited certificates of competence after assessments, moderation and verification.

DELIVERY POINT

Fully Online (Application training)

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 | 35 | Unit Standard (US) 337061 Accreditation Yes= 25 No= 0 Affiliation to SETA(s) Yes= 10 PSETA or TETA (5) and LGSETA or SERVICES SETA (5) No= 0 |
| References | 15 | Contactable Reference letters on Bid Committees training or PFMA or MFMA. No references = 0 1-3 references = 10 More than 3 = 15 |
| Methodology/Delivery | 50 | Time frames for Online sessions 1-4 days = 10 More than 4 days = 5 Online Training (Proposal/Project Plan) = 15 Resource allocation (One Learner Material/Guide) 20=Excellent 10=Fair 0=Poor |
| TOTAL POINTS | 100 | |

All candidates with a functionality result of less than 70% will automatically be disqualified. Candidates require a minimum of 70% Functionality scoring to be considered for further evaluation.

CERTIFICATION

Training Provider will be required to issue accredited certificates of competence after assessments, moderation and verification.

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. | SAQA Intervention | Quantity | Rate per person | Amount |
|----------|----------------------------|----------|-----------------|--------|
| 1 | SAQA Unit Standard: 337061 | 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 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.