

## REQUEST FOR WEBTENDER:

SUPPLY AND DELIVERY OF STATIONARY AT BENONI PLANT WCW

<b>Quotation Number:</b>	<b>ERW202008/019</b>		
<b>Description:</b>	SUPPLY AND DELIVERY OF STATIONARY AT BENONI PLANT WWCW		
<b>CIDB Requirement</b>	<b>N/A</b>		
<b>Bid Closing Date:</b>	<b>24/08/2020</b>		
<b>Compulsory Briefing Session:</b>	<b>N/A</b>		
<b>Plant/Site Address:</b>	ERWAT BENONI, NO 6 LANCASTER ROAD, ACTONVILLE, BENONI		
<b>Contact Person</b>	Kendrietta Seema		
<b>Contact Number</b>	0764947134	e-mail	webtenders@erwat.co.za
<b>Bidders prices must be valid for a period of 30 days from closing</b>	Only firm prices will be accepted		
<b>Non-firm prices</b>	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.		

**Accredited, experienced and registered Service providers are hereby invited for: Supply and delivery of stationary at Benoni Plant WCW**

### SCOPE OF WORKS:

**Scope of work for SUPPLY AND DELIVERY OF STATIONERY AT BENONI PLANT WWCW**

<b>DESCRIPTION</b>	<b>QUANTITY</b>
A4 Brown envelop (100)	8
Bantex filing pocket (1x20)	9
Pritt Glue (12x43g)	8
File dividers labelled Jan-dec (2x12)	42
Plain file dividers (1x20)	23
TYPEK A4 WHITE PAPER 500 sheets (1x5)	48
REXEL STAPLE	10
BIG CLIC MEDIUM BALL PEN BLACK (1X60)	14
ARTLINE 70 PERMANENT MARKER (1X12)	17
RULER CLEAR 30CM	15
Antibacterial Screen Cleaning wipes (100's)	6
Fellowes HFC Free Air Dusters 350ml	6
Pentel Tecniclick clutch pencil 0.5mm	30
Rexel Staples No 56 x 5000	16
A4 Multi Punch filling pockets clear (100 pack)	13
Carry Folders Assorted Colours	9

3L Index Tabs 48 pack	9
HP Office Calculator 100	7
Duracell AAA Batteries (4pack)	10
Duracell AA Batteries (4pack)	16
Duracell 9V Batteries	12
HP Ink Catridge 953XL Black	20
HP Ink Catridge 953XL Magenta	16
HP Ink Catridge 953XL Yellow	11
HP Ink Catridge 953XL Cyan	11
Bantex A4 PVC lever arch file 70mm with label holder(black)	59
Bantex A4 PVC lever arch file 70mm with label holder (green)	48
Bantex A4 PVC lever arch file 70mm with label holder (grey)	24
Bantex A4 PVC lever arch file 40mm with label holder (black)	34
Rubber bands (100x3.0, 100g per pack)	10
Clear Tape (24mm)	9
A5 Notebooks/Journals	24
Post-IT-Notes (self-stick 500 sheets per cube)	19
Packaging tape(48mm x 100m)	3
Prestige 100g	10
Puncher	4

**DELIVERY POINT**

**ERWAT BENONI, NO 6 LANCASTER ROAD, ACTONVILLE, BENONI,1500**

**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:

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: MIMICAST 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.