

**REQUEST FOR FORMAL PRICE QUOTATION:**

<b>Quotation Number:</b>	<b>ERW202012/006</b>		
<b>Description:</b>	<b>CHRISTMAS GIFTS 2020</b>		
<b>Bid Closing Date:</b>	<b>17/12/2020 @12:00PM</b>		
<b>Compulsory Briefing Session:</b>	<b>N/A</b>		
<b>Plant Address:</b>	R25 Bapsfontein Road		
<b>Contact Person</b>	Mpho Ntsekhe		
<b>Contact Number</b>	011 929 7000	e-mail	mpho.ntsekhe@erwat.co.za
<b>Validity period</b>	7 Days		

Accredited, experienced Service providers are hereby invited to supply and delivery of corporate gifts

**1. SCOPE OF WORKS**

To provide the following corporate gifts:

<b>Description</b>	<b>Quantity</b>
A4 Tribeca Midi Notebook: debossing: tone to tone/1 position Colour: brown	400
A5 Tribeca Midi Notebook: debossing: tone to tone/1 position Colour: brown	200
16 GB Rotator USB. Blue Laser engraving. 1 position	200

**2. MANDATORY REQUIREMENT**

The Bidder must submit a sample with their bid. **Failure to supply a fully compliant sample will lead to disqualification of your quotation.**

**3. COMMITMENT BY SUPPLIER**

The signature serves as an explicit undertaking to ERWAT that the full quantity of compliant corporate gifts will be delivered on time. Failure to sign will lead to disqualification.

<b>UNDERTAKING BY SUPPLIER</b>	<b>SUPPLIER'S SIGNATURE</b>
<p>The corporate gifts will be delivered on or before 15 January 2021, in the quantity ordered and in terms of the specifications above.</p> <p>Failure to comply with any of the following may result in penalties or termination of the agreement:</p>	

<input type="checkbox"/> Delivery date (15 January 2021) <input type="checkbox"/> Delivery of full quantity of corporate gifts <input type="checkbox"/> Specification	
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## PENALTIES

If the corporate gifts are delivered after 15 January 2021 or if the full quantity ordered has not been delivered, the Supplier/Contractor will be penalised in terms of Clause 22 of the National Treasury General Conditions of Contract attached hereto in Section 3.

Delivery date for all corporate gifts: On or before 15 January 2021

Delivery address: ERWAT Head Office, Bapsfontein Road Kaalfontein

Pictures are available for viewing at ERWAT Head Office, Reception

**Enquiries** shall be directed to Mpho Ntsekhe at telephone number **011 929 7000** or **mpho.ntsekhe@erwat.co.za**.

### *Quotation Requirements:*

Work offered that **DO NOT** comply with the specifications will not be evaluated. The successful bidder must register on the ERWAT vendors list. Forms to be downloaded from the ERWAT website.

**Evaluation Criteria** followed to evaluate quotations – Preference points system (PPS) as included in the Preferential Procurement Regulations of:

PPS	Contract value	Formula	Additional Considerations
<b>80/20</b>	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.	Maximum of 20 points may be awarded for being HDI, subcontracting with an HDI, and/or achieving specified goals. Above points must be added to points scored for price. Only bidder with the highest points scored may be selected.

## PLEASE NOTE THAT FAILURE TO MEET ANY OR ALL OF THESE REQUIREMENTS WILL LEAD TO DISQUALIFICATION

- Valid Certified copy or original BBBEE Compliance Certificate;
- Valid Tax Clearance Pin issued by SARS on e-filing;
- 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).
- CSD Registration Number: **MAAA**\_\_\_\_\_

## GENERAL NOTES

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Completed tenders / quotations must be in a **sealed envelope** clearly marked with **contract number and description** and to be hand delivered, in the **TENDER BOX** at the FOYER at ERWAT Head Office, Bapsfontein road, Kempton Park. No e-mail or faxed bids/proposals shall be accepted. Bids/Proposals that are 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 quotation with supporting documents must be sealed and externally endorsed with **CONTRACT NUMBER** and marked **DESCRIPTION** and placed in the Bid Box identified "**Bid for the appointment of a professional Marketing service provider to Conduct a Customer Satisfaction Survey for our customers in Gauteng region.**"

" at ERWAT Head Office, Bapsfontein Road, Kempton Park, not later than **12H00** on **TBC**.