

REQUEST FOR FORMAL PRICE QUOTATION:

Quotation Number:	ERW202012/005		
Description:	DESIGN, LAYOUT AND PRINTING OF ERWAT PRESTIGE CALENDARS, DESK PADS, TENT CALENDARS AND POSTERS FOR 2021		
CIDB Requirement	N/A	N/A	
Bid Closing Date:	17/12/2020 @12:00PM		
Compulsory Briefing Session:	N/A		
Plant/Site Address:	R25 Bapsfontein Road		
Contact Person	Mpho Ntsekhe		
Contact Number	011 929 7000	e-mail: mpho.ntsekhe@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.		

Accredited, experienced and registered Service providers are hereby invited for the design, layout and printing of ERWAT prestige calendars, desk pads, tent calendars and posters for 2021.

SCOPE OF WORKS:

1. ERWAT 2021: 7 PAGE PRESTIGE CALENDAR

- Size 580mm x 420mm
- Cover page plus 6 calendar leaves
- Paper stock: Supreme Matt White 200 gsm matt art
- Backing board: Greychip Board 650 gsm
- Printed in CMYK and spot UV varnish oso
- Wire Bound at the head
- Quantity: 700
- Packaging: 700 corrugated shippers (flat boxes)

2. ERWAT 2021: DESK PADS/PLANNERS

- Size 580mm x 420mm
- Backing board plus 12 date leaves
- 6 pictures repeated twice printed in CMYK
- Stock: 80 gsm white bond
- Backing board: Greychip Board 1000 micron
- PVC plastic corner
- Quantity: 600

3. ERWAT 2021: TENT CALENDARS

- Size 420mm x 297mm (Flat size A3)
- Printed in full colour oso
- Stock Universal Board, 260gsm

- Finishing Scored and glued
- Quantity: 800

4. ERWAT 2021: SINGLE PAGE POSTER CALENDARS

- Size 580mm x 900mm
- 1 Page poster
- Paper stock: Supreme Gloss Art, 175 gsm
- Printed in CMYK
- Finished with metal rims top & bottom
- Packaging: individually packed in cores
- Quantity: 200

PLEASE NOTE:

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

DELIVERY POINT

Delivery address: ERWAT Head Office, Bapsfontein Road, Kaalfontein.

Delivery date for all calendars: Will be discussed with the successful bidder but should be January 2021

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

PENALTIES

If the calendars are only delivered after January 2021 or if the full quantity ordered has not been delivered, a penalty of R1000 per working day will be levied until the date of full delivery of the calendars.

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

FUNCTIONALITY

PREFERENTIAL PROCUREMENT REQUIREMENTS (PPPFA REGULATIONS, DESIGNATED GROUP PROCUREMENT)

As a prerequisite for tendering, bidders are required to complete MBD 6.1 and the annexures for the clothing section relating to the provision of the Department of Trade and Industry (DIT).

Criteria	Sub-weight	Weight	Score
1. Number of years in the industry <ul style="list-style-type: none"> • More than 5 years • Between 4 and 5 years • 1 to 3 years • No submission 	<ul style="list-style-type: none"> • 30 • 15 • 10 • 0 	30	
2. Verifiable references (letters of recommendation and or completion certificates) <ul style="list-style-type: none"> • More than 5 letters • Between 4 and 5 letters • 1 - 3 letters • No submission 	<ul style="list-style-type: none"> • 30 • 15 • 10 • 0 	30	
3. Delivery period for supply and delivery of goods/services	Bidder offers the following delivery period from date of order: <ul style="list-style-type: none"> • 5–10 working days = 40 • 10–20 working days = 15 • More than 20 working days = 10 None indicated = 0 	40	
TOTAL		100	

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	$P_s = 80(1 - (P_t - P_{\min})/P)$ Where P_s = Points scored for price of bid under consideration. P_t = Rand value of bid under consideration. P_{\min} = Rand value of lowest acceptable bid.	<input type="checkbox"/> 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. <input type="checkbox"/> 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. 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 or ERWAT Website: 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 for more information and registration procedures.
- **CSD Registration Number: MAAA**_____
- Valid Construction Industry Development Board Registration (CIDB): **Valid CRS number:** _____

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 webtender 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: 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.