

REQUEST FOR FORMAL WRITTEN PRICE QUOTATION (FPQ):

Quotation Number:	FPQ202102/039		
Description:	Ekurhuleni Water Care Company invites a competent Chairperson from a Labour Law Firm to Chair Disciplinary Hearings		
CIDB Requirement	N/A	DTI provision (refer MBD 6.2 form)	N/A
Bid Closing Date:	5 March 2021 @12pm		
Compulsory Briefing Session:	N/A		
Plant/Site Address:	R25 Bapsfontein Road		
Contact Person/s	Caswell Tsoaela		
Contact Number	011 929 7047	E-mail	
Bidders prices must be valid for a period of 30 days from closing	Only rate based pricing will be accepted and must be firm for the duration of the works.		
Rate based offer	Bidders are required to offer rates as set out in the pricing schedule. No totals will be applicable and the total contract will not exceed R200 000 all inclusive.		

BACKGROUND

Ekurhuleni Water Care Company requires a competent Chairperson from a labour law firm to Chair Disciplinary hearings.

SCOPE OF WORKS:

The Legal Firm will be required to preside in human resources related matters by conducting labour related interviews with individuals in order to obtain the necessary information for the compilation of the report.

1. Chair disciplinary hearings of two (2) senior management related to misconduct.
2. Write a comprehensive report after the disciplinary hearings.

The cases are specific and the appointment is thus not a recurring or for a fixed term.

Pricing Schedule:

The pricing is rate based and the number of hours will only be limited by budget availability and the maximum value of an website advertised RFQ to the value of R200 000 all inclusive.

No.	Description	UNIT OF MEASURE	Rate including VAT
1.	Senior employee/consultant	Per hour	R
2.	Junior consultant	Per hour	R
3.	* Transport: (limited to AA rates and the offices closes to the ERWAT Head Office)	Per kilometre	R
4.			

Table 1 – Rate based pricing table

* Due to COVID 19 and in support of social distancing, consultations should preferably be held via web conference platforms where practical possible. The transport will thus only be considered on consensual basis between the parties and paid on actuals.

For the purposes of price point scoring only, a blended rate will be utilised in order to apply price point scoring. In order to determine the blended rate a split of 80:20 ratio between the junior and senior consultant, respectively, will be utilised.

(Junior employee/consultant rate [Table 1 – Item 1] _____ X 80%) +

(Senior employee/consultant rate [Table 1 – Item 2] _____ X 20%) =

Blended rate _____

DELIVERY POINT

R25 Bapsfontein road, ERWAT Laboratory, Hartbeesfontein Office Park

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.

Table 1

1. Experience of Senior Consultant/ Specialist/ Employee allocated to ERWAT				
Item No.	Companies where services were rendered	Clients Details Including Contact Persons – E mail and Contact Number	Duration	Contract Value
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

1. Experience of Junior Consultant/ Specialist/ Employee allocated to ERWAT				
Item No.	Companies where services were rendered	Clients Details Including Contact Persons – E mail and Contact Number	Duration	Contract Value
1.				
2.				
3.				
4.				
5.				
6.				
7.				

8.				
9.				
10.				

EVALUATION CRITERIA

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. 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 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: 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.