

REQUEST FOR FORMAL PRICE QUOTATION:

Quotation Number:	FPQ202106/006		
Description:	SUPPLY, DELIVER AND INSTALL HYGIENE ITEMS IN THE BATHROOMS AT ERWAT HEAD OFFICE AND ERWAT SCIENTIFIC SERVICES		
CIDB Requirement	N/A	DTI provision (refer MBD 6.2 form)	
Bid Closing Date:	21 June 2021		
Compulsory Briefing Session:	N/A		
Plant/Site Address:	Ekurhuleni Water Care Company Hartebeestfontein Office Park, R25 (Bapsfontein / Bronkhorstspuit) Kempton Park S 26° 01' 25.8" and E 28° 17' 10.0" Maps to sites are on our web site: www.erwat.co.za		
Contact Person	Peter Ramaboa		
Contact Number	072 201 6016	e-mail	FPQ@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 to supply, deliver and install hygiene items in the bathrooms at ERWAT HEAD OFFICE AND ERWAT SCIENTIFIC SERVICES.

SCOPE OF WORK

The successful bidder will be required to supply, deliver, install the items as per the pricing schedule and item list.

- Liquid Soap Dispensers, air fresheners, auto Janitors for urinals are to be wall mounted.
- Paper towels (folded and rolls) and toilet paper holders to be filled.
- Extra paper towels and soap refills to be provided for use as and when required.
- Wall mounted Paper bins and She-bins.
- Air towels to be mounted on the walls at specified areas that will be shown out by the departmental representative
- Automated hand towel and sanitizer to be mounted on the walls at specified areas that will be shown by the department representative

Installation:

- Bidders will be required to install units where the current units were removed. Bidders are required to use the marks where the current units are set up of the previous service provider (where practically possible). If this is not possible, the marks must be made neat and painted to match existing infrastructure
- All heavy duty industrial cleaning and hygiene equipment/materials and/or undiluted detergents/chemicals used should comply with the Covid-19 regulations.
- Bidders are required to adhere to all related legislated provisions including the Occupational Health and Safety Act, transport, storage and use of hazardous/cleaning materials.

SPECIFICATIONS OF UNITS

Auto Janitors for Urinals:

- 260 x 80 x 120 mm
- Continuous metered pump dosing
- Lockable unit to prevent pilferage
- Batteries

Liquid Soap dispensers:

- Cartridge system, Hidden locking system
- Sanitised antibacterial soap for hand washing applications.
- Sateen
- Min Height: 210 mm x Depth: 80 mm x Width: 130 mm

Auto Hand Lotion dispenser:

- Cartridge system, Hidden locking system
- Sanitised antibacterial soap for hand washing applications.
- Sateen
- Min Height: 210 mm x Depth: 80 mm x Width: 130 mm
- Batteries

Waste Disposal Bin

- Min Height: 600 mm x Depth: 380 mm x Width: 240 mm
- Wall mounted
- Easy to clean and make provision line with plastic bag
- Sateen
- Open top

Paper Towel Cormatic Dispenser (roll unit)

- Minimum: 475 mm H x 235 mm D x 410 mm W
- Consumption controlled
- Hands-to-paper operation
- Sateen lockable dispenser
- 210m roll
- High quality
- 545 sheets
- 45 grams

SHE-Bins

- Min Height: 550 mm x Depth: 200 mm x Width: 250 mm (to fit next to toilet seats) in confined space
- Capacity: 23 Litres
- Have a central opening for disposal (foot pedal)
- To be fully lined
- Revertible cover
- Sateen

SHE Pockets:

- Disposal plastic pockets (50 per pack) to be placed behind the door.

Sanitary Hygiene Wipes Dispenser:

- Min Height: 310 mm x Depth: 60 mm x Width: 160 mm
- Fluid formula to be Alcohol free, fragrance free (non-allergenic)
- Wipes to be biodegradable and flushable

Toilet Roll Holder

- Take 2 toilet rolls
- Sateen
- Min height: 280 mm x depth: 130 mm x Width: 125 mm
- Central shaft with securely lock to keep rolls in place to prevent pilferage.

Auto Air Freshener Units

- Min Height: 360 mm x Depth: 65 mm x Width: 140 mm
- Dual programming
- Super fine odour neutralizing fragrances
- Min 3000 metered sprays per refill
- LED warns of low battery and refill (Batteries to be included)

Auto Hand sanitizer Units

- Capacity 600ml (no touch)
- Automatic, large capacity infrared sensing
-

Automatic Sanitised Hand Towel

- Dimension: 390mm x 290mm x 221mm
- Finish – White – roll width 195 – 200mm
- Roll diameter – 200mm maximum
- Batteries

BOQ OF ITEMS REQUIRED		
PRODUCT/SERVICE	UNIT OF MEASURE	NO. OF UNITS
AUTO JANITORS FOR URINALS + BATTERIES	EACH	13
AUTO AIR FRESHNER UNITS + BATTERIES	EACH	29
SANITARY HYGIENE WIPES DISPENSER	EACH	36
WALL MOUNTED WASTE DISPOSAL BIN	EACH	21
LIQUID SOAP DISPENSER	EACH	29
AUTO HAND LOTION DISPENSER WITH SENSOR + BATTERIES	EACH	29
PAPER TOWEL CORMATIC DISPENSER (ROLL UNIT)	EACH	23
SEAT SANITIZER DISPENSER	EACH	25
SHE BINS	EACH	16
TOILET ROLL HOLDER	UNIT	25
PAPER TOWEL DISPENSER	EACH	16
SHE POCKETS	PACK OF 50	16
AUTOMATED HAND SANITIZER WITH SENSOR + BATTERIES	UNIT	29
AUTOMATED HAND TOWELS WITH SENSOR + BATTERIES	UNIT	29

BOQ-REFILL OF UNITS REQUIRED X 3		
PRODUCT	UNIT OF MEASURE	NO. OF UNITS
Auto Janitors for Urinals refill + Batteries	each	13
Air freshner units + Batteries refill	250ml	29
Sanitary hygiene wipes dispenser refill	each	36
Wall mounted waste disposal bin bag replacement	each	21
Liquid soap dispenser refill	each	29
Hand lotion dispenser refill + Batteries	each	29
Paper towel cormatic dispenser (roll unit) refill	each	23
Seat sanitizer dispenser refill	each	25
SHE Bins bag replacement	each	32
Toilet roll	unit	25
Paper towel replacement (to fit dispenser)	each	16
SHE Pockets	Pack of 50	32
Automated hand sanitizer with sensor refill+ Batteries	each	29
Automated hand towel with sensor paper towel replacement + Batteries	each	29

GENERAL REQUIREMENTS

- All items to be mounted on the walls at specified areas that will be shown by the department representative

DELIVERY POINT

Ekurhuleni Water Care Company
Hartebeestfontein Office Park
R25 Bapsfontein Rd
Kempton 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.

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">• 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 BBBEE 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:

FORMAL PRICE QUOTATION 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 FORMAL PRICE QUOTATION opening sessions in the event of submitting a tender in the FORMAL PRICE QUOTATION boxes.

ELECTRONIC SUBMISSIONS:

- Bidders may submit their web-bids via e-mail: FPQ@erwat.co.za in a **PDF format only**.
- **Bidders must complete the SUBJECT BOX with the relevant FORMAL PRICE QUOTATION 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 FORMAL PRICE QUOTATION boxes will be opened first and recorded in the FORMAL PRICE QUOTATION 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 FORMAL PRICE QUOTATION folder will directly thereafter peruse the FORMAL PRICE QUOTATION e-mail and download the relevant FORMAL PRICE QUOTATION, 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.