

**REQUEST FOR FORMAL PRICE QUOTATION:**

Quotation Number:	FPQ202204/007		
	PROVISION OF TRAINING FOR MICROSOFT EXCEL (80 PEOPLE)		
CIDB Requirement	N/A	DTI provision (refer MBD 6.2 form)	
Bid Closing Date:	21 APRIL 2022		
Compulsory Briefing Session:	N/A		
Plant/Site Address:	Ekurhuleni Water Care Company		
Contact Person	Mr. Thembhani Chabalala		
Contact Number	0119297096	e-mail	Thembhani.chabalala@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.		

**Service providers are hereby invited for the Provision of Training for Microsoft Excel**

**: Advanced (50)**

**: Intermediate (30)**

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**OBJECTIVES**

The objective of this training is based on the assumption that learners have no previous experience in using basic computer packages. However, basic numeracy and literacy is assumed.

**DELIVERY POINT**

**Ekurhuleni Water Care Company**

**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:

The score for the Technical / Functionality Evaluation will be calculated in accordance with the table below:

Evaluation Criteria	Points	Breakdown of Points
Accreditation	50	<b>Accreditation to Relevant SETA(s):</b> Valid copy of accreditation(Skills Development Provider) <b>Total=50 Points</b>
Reference Letters (Proof of Previous Ms Excel Training)	50	<b>Contactable Reference letters</b>  0-5 Letters= 20 Points 6-10 Letters= 35 Points 11 or More Letter= 50 Points
<b>TOTAL POINTS</b>	<b>100</b>	

All candidates with a functionality result of less than 70% will automatically be disqualified. Candidates require a minimum of **70%** Functionality scoring to be considered for further evaluation.

Preference points system (PPS) as included in the Preferential Procurement Policy Framework Act, Regulations of 2017:

PPS	Contract value	Formula	Additional Considerations
<b>80/20</b>	Equal to or above R 30 000.00 and up to R 200 000	$Ps = 80(1-(Pt-P \text{ min}/P))$ 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:**

#### **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.**