

REQUEST FOR WEBTENDER:

Quotation Number:	ERW201903/022		
Description:	Experienced consultant/s to assist and successfully complete the transitioning process of ERWAT laboratory's current management system based on ISO 17025:2005 to ISO 17025:2017 and current SANAS documents/requirements, to provide transition related training and to audit the full system in accordance to ISO 17025:2017 and latest SANAS requirements.		
CIDB Requirement	N/A	DTI provision (refer MBD 6.2 form)	N/A
Bid Closing Date:	20/03/2019		
Compulsory Briefing Session:	N/A		
Plant/Site Address:	ERWAT Laboratory. Hartebeestfontein office Park, Bapsfontein Road, Kempton Park		
Contact Person	Christa Nel		
Contact Number	(011)929-7014/ 0834703726	e-mail	Christa.nel@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	N/A		

Experienced consultant/s to assist and successfully complete the transitioning process of ERWAT laboratory's current management system based on ISO 17025:2005 to ISO 17025:2017 and current SANAS documents/requirements, to provide transition related training and to audit the full system in accordance to ISO 17025:2017 and latest SANAS requirements.

BACKGROUND

ERWAT laboratory has been ISO/IEC 17025:2005 accredited since 1998. The laboratory's scope of work is the testing of chemical and microbiological determinants on borehole-, ground-, run off-, waste- and potable water.

There are in total 33 (Chemical); 5 (Micro) and 3 (PCR) accredited methods on the Schedule of Accreditation.

The ISO/IEC 17025:2005 was reviewed and it was revised in 2017 and ERWAT laboratory seeking transitioning of their current management system based on ISO 17025:2005 to adhere to the ISO 17025:2017 and current SANAS requirements.

SCOPE OF WORKS:

The laboratory is seeking a consultant that are experienced to assist with the successful transitioning of the laboratory's current accredited management system based on ISO/IEC 17025:2005 to ISO/IEC 17025:2017 and the current SANAS documents/requirements.

Training to be provided for laboratory staff regarding the transition related information and changes applied to the management system.

Auditing of the laboratory's complete management system and practical operations using SANAS forms F15, F44, F48, F49 and F176. The audits will be executed based on the requirements of ISO 17025:2017 and the latest SANAS requirements.

Bidders to complete the section relevant to his/her scope of work. See sections below for general information, competence requirements and technical requirements.

TABLE 1 : General information : Compulsory to be completed by all bidders

	Bidder : Agree = Yes ; Disagree = No
1.The chosen service provider for Option A to start within 20 working days after allocation of the tender.	
2.ERWAT reserves the right to award the bid in full, in part, to one or more than one bidder or to not award the bid at all.	
3.Time allocation allowed for the Service provider to finalise specific section/s are available under OPTIONS A.2, B and C.2	
4a.The approved supplier For OPTION C can only start once the transition process was finalised. OPTION C must be finalised by latest 30 September '19.	4a.
4b.The successful bidder will be communicated to at least 20 working days prior to the starting of execution of the audits (Option C).	4b. If <u>no or disagree</u> , add working days notification required from laboratory _____working days (Flexible)
5.Allocation of Options to bidder/s: i) OPTION A : Competence required and transition process requirements ii) OPTION B : Providing of training regarding the transition related information and changes applied to the management system to all laboratory staff iii) OPTION C : Competence requirements and requirements for audits to be executed, the issuing of non conformances and assisting with corrective actions	Bidder options quoted for : Yes/No i) ii) iii)
	Bidder : Agree = Yes ; Disagree = No
6.The bidder can quote for all sections BUT in the case where Option A, Option B and Option C were allocated to the same bidder then an independent person/ assessor/s to be used for section C. Independent can also be a person from the same company that was NOT involved in the transition process of ERWAT laboratory	
7. No sub contracting allowed for Option A + B	
8.OPTION C may be sub contracted : ERWAT laboratory does not take any responsibility for any arrangements, communication and payments to and sub-contracted staff.	
9.The Bidder to ensure that all sub contracted staff used, to adhere to the requirements in table in Option C section 2	
10. <u>Turnaround times</u> : Time measured from the time of laboratory providing all relevant information to the successful bidder to be able to attend to the requirement	
11. In the case where the space on the document is not enough, refer to additional information added and ensure that the “additional information/proof” are linked/numbered in accordance to the specific section using the Option, section and Number of requirement/proof	
12.The bidder to ensure that all the relevant sections quoted for and related competence requirement table are completed.	
	Take note : Yes
13. ERWAT laboratory will provide the successful bidder with any relevant Management system documentation needed to be able to assist with the transitioning process from ISO 17025:2005 to ISO/IEC 17025:2017	
14. <u>Current management system referred to</u> : all documentation and procedures currently used by ERWAT laboratory and adhering to ISO 7025:2005	
15. <u>Quality section</u> – consist out of 3 people : Quality Control Manager, Control Chemist – Quality and Chemist – Quality	
17.Number of laboratory staff = 70	
18.IN THE CASE OF ANY OF THE REQUIREMENTS NOT ADHERED TO, THE TENDER NOT TO BE ALLOCATED FOR A SPECIFIC SECTION	

TABLE 1 : General information : Compulsory to be completed by all bidders

	Bidder : Agree = Yes ; Disagree = No
19. IN THE CASE OF ANY DEVIATIONS FROM THE BIDDER TO ANY OF THE OPTIONS : THE BIDDER TO SUBMIT A SEPARATE DOCUMENT INDICATING THE SPECIFIC OPTION, SECTION, SUB SECTION AND WHERE RELEVANT THE FURTHER SUB SECTION, THE DEVIATION AND THE COST (IF RELEVANT).	

TABLE : OPTION A

Scope of work : Assist and successfully complete the transitioning of the laboratory's current management system based on ISO 17025:2005 to ISO 17025:2017 and to also adhere to the requirements of the latest SANAS documents/requirements.

Section A.1 : Competence requirements for bidder to assist with the transition process :

(Compulsory to complete if quoting for transition process). Proof to be marked with Option, section and Number of requirement e.g option A, section A.1, number 1 in the case if not space available in the table/s

ERWAT requirements and proof required	Proof required by ERWAT	Compliance required	Bidder to indicate compliance YES/NO. If yes then to add the unique numbering that will link the proof/ information required to this section where not all info could be added
1. Bidder or at least one member of his/her team must have <u>at least three years' experience as a SANAS assessor in the chemical testing field.</u> <i>*Proof required : Valid SANAS Technical Assessor's competence certificate in the chemical testing field</i>	Yes	1. SANAS Assessor's certificate relevant to specific field 2. Certificate number 3. If not adhering to requirement/s then indicate NO	1. 2. 3.
2. At least one of the team members must have experience of at least <u>5 years in a chemical testing laboratory</u> <i>*Proof required : **Testimonial and/or current cv indicating relevant experience required</i>	Yes	1. Testimonial and/or 2i) Current cv containing, ii) Name of relevant employer/s iii) Contact name/s of immediate supervisor/s iv) Contact No's 3. If not adhering to requirement then indicate NO	1. 2i) ii) iii) iv) 3.
3. Bidder or at least one member of his/her team must have at least <u>three years' experience as a SANAS assessor in the microbiological testing field</u> <i>*Proof required : Valid SANAS Technical Assessor's competence certificate in the microbiological testing field</i>	Yes	1. Date of SANAS Assessor's certificate 2. Certificate number 3. Relevant field 4. If not adhering to requirement then indicate NO	1. 2. 3. 4.
4. At least one of the team members must have experience of at least <u>5 years in a microbiological testing laboratory</u> <i>*Proof required : ** Testimonial and/or current cv indicating relevant experience required</i>		2. Testimonial and/or 2i) Current cv, ii) Name of relevant employer iii) Contact name of immediate supervisor/s iv) contact no. 3. If not adhering to all requirement/s then indicate NO	1. 2i) ii) iii) iv) 3.

OPTION A : Section A.1 (Continues) : Competence requirements for bidder to assist with the transition process :

(Compulsory to complete if quoting for transition process). Proof to be marked with Option, section and Number of requirement e.g option A, section A.1, number 1 in the case if not space available in the table/s

ERWAT requirements and proof required	Proof required by ERWAT	Compliance required	Bidder to indicate compliance YES/NO. If yes then to add the unique numbering that will link the proof/information required to this section where not all info could be added
5. Bidder or at least one member of his/her team must have been part of the consulting team for at least: -five facilities assisted which obtained ISO17025:2005 accreditation in the chemical and/or microbiological testing field <i>*Proof required : List of References required from 5 facilities that were accredited according to ISO 17025:2005 through consultation by Bidder</i>	Yes	1.List of Five reference laboratories including : i)name of facility, ii)name and surname of person to contact, iii)designation of person, iv>Contact no. v)Indicate if Micro and/or chemical on list 2.If not adhering to all requirement/s then indicate NO	1. 2.
6. Bidder or at least one member of his/her team must have assisted with at least two (2) testing facilities that were successfully accredited or transitioned in accordance to ISO 17025:2017 through consultation by the bidder <i>*Proof required : List of References required from 2 facilities that were accredited or successfully transitioned through consultation by the bidder to ISO 17025:2017</i>	Yes	1.List of two reference laboratories : i)name of laboratory, ii)name and surname of person to contact, iii)designation of person, iv>Contact no. 2.If not adhering to all requirement then indicate NO	1. i. ii. iii iv. 2.

**Testimonial - formal statement testifying to someone's experience

OPTION A Section A.2

Scope of work : Assist and successfully complete with the transitioning of the laboratory's current management system based on ISO 17025:2005 to ISO 17025:2017 and to also adhere to the requirements of the latest SANAS documents.

Section A.2 : Transition process requirements: (Compulsory to complete if quoting for transition process)

ERWAT specifications	Bidder to indicate if he/she/they can meet ERWAT requirements : Yes/No
Action 1 : Quality Manual	
1.Create a new outline of the current management system structure (Quality Manual) to correlate with ISO 17025:2017 headings/sections	
2.Service provider to discuss the new outline with the laboratory and obtain approval from the lab for action in 1 before continuing with the process (On site)	
3. Step 1 and 2 : Allocated time : ≤10 working days	
Action 2 : Quality Manual	
4.ISO 17025:2017 sections to be populated in the newly created outline using applicable and valid text from the laboratory's current management system	
5. Step 4 : Allocated time : ≤10 working days	

Section A.2 : Transition process requirements (Continues): (Compulsory to complete if quoting for transition process)

ERWAT specifications	Bidder to indicate if he/she/they can meet ERWAT requirements : Yes/No
Action 3 : Identify shortcomings and align with ISO 17025:2017 and SANAS documentation	
6. Identify shortcomings to the current management system documentation (quality manual and procedures) in accordance to ISO 17025:2017 and current SANAS documentation.	
7. Add new text regarding administrative and technical changes, where needed, to align to and fulfil the requirements of ISO 17025:2017 and current SANAS documentation. Ensure changes to : Terminology, scope, risk based	
8. Step 6 & 7 : Allocated time : ≤15 working days	
9. Further assist with improving the system regarding the new ISO/IEC 17025:2017 and SANAS documentation gaps and providing examples of the necessary templates/registers (e.g Risk assessment register, impartiality agreements etc.)	
10. Step 9 : Allocated time : Done as the system is developed and changed.	
Action 4 : Gap audit	
11. Execute an audit to identify if changes from ISO 17025:2005 to ISO/IEC 17025:2017 and according to current SANAS documents were addressed.	
12. An audit report to be issued indicating all the areas related to implementation that are still non conforming and not fully addressed, to ensure full compliance to ISO/IEC 17025:2017 and SANAS documents.	
13. Assist with the correction thereof	
14. Step 11, 12 and 13 : Allocated time : ≤ 7 working days	
Action 5 : Completion of SANAS TG 52	
15. Provide a completed SANAS TG 52 transition template by latest 9 weeks (by 8 October '19) before the laboratory's next SANAS assessment on 10 December '19.	
16. Step 15 : Allowed turnaround time : ≤ 3 working days	
Action 6 : Handing over of system : On site	
17. Working through each procedure with ERWAT for final approval and guide implementation.	
18. Training of the Quality section (3 people) on the new management system developed.	
19. Step 17 and 18 : Allocated time : ≤ 5 working days	
Time allowed for the Service provider to finalise the whole transition process addressed to ensure full compliance to ISO/IEC 17025:2017 and SANAS documents as per the above requirements taking into consideration that the laboratory provides information required by the service provider as per the requested time lines	

- **OPTION B** : May or may not be awarded. In the case of awarding, it will be awarded to the bidder that was successful to do the transitioning in Option A

Scope of work : Providing of training to all laboratory staff regarding the transition related information and changes applied to the management system.

ERWAT Requirements	Bidder to indicate if he/she/they can meet ERWAT requirements : Yes/No
1. Provide four hours training at ERWAT laboratory regarding the major differences between ISO 17025:2005 and ISO 17025:2017 and how they were addressed in the laboratory's management system as well as the alignment of the system to the latest SANAS documents/requirements.	
2. This must take place in : 3 x 1H20minute sessions	
3. In the case if allocated, it will be allocated to the successful bidder for Option A	
4. Option B to be finalised ≤10 working days after Option A was completed.	

OPTION C :

Scope of work : Auditing of the laboratory's transitioned management system and practical operations using SANAS forms F15, F44, F48, F49 and F176. The audits will be executed based on the requirements of ISO 17025:2017 and the latest SANAS requirements. Issuing of non conformances where relevant and assisting with the completion of the corrective actions.

(This may or may not be allocated to any bidder and if allocated it can be to the successful bidder for OPTION A or to a different bidder – See table 1 No. 6)

OPTION C : Section 1 : Competence requirement to be able to execute OPTION C Section 2

Bidder	Proof required by ERWAT	Compliance required	Bidder to indicate compliance
1.The bidder or at least one member of his/her team must have <u>at least five years' experience as a SANAS Technical assessor, based on ISO 17025:2005, in the chemical water testing field using form F44 and F176</u> <u>*Proof required :</u> <ul style="list-style-type: none">• Valid SANAS Assessor's Competence certificate to perform assessments in the chemical testing field and• a list of references for five year's chemical testing laboratories assessed as part of a SANAS assessment	Yes	1.Date of SANAS Assessor's certificate 2.Certificate number 3.Valid for testing field 4.List of reference with : i)Name of chemical testing laboratories audited during past four years; ii)Contact name/s; iii)Contact numbers; iv)Accreditation number/s of laboratories audited 5.If not adhering to all requirement/s then indicate NO	1. 2. 3. 4.Add list with info as an appendix i. ii. iii. iv. 5.
2. The bidder or at least one member of his/her team must have <u>at least five year's experience as a SANAS Technical assessor, based on ISO 17025:2005, in the microbiological water testing field using form F44 and F176</u> <u>*Proof required :</u> <ul style="list-style-type: none">• Valid SANAS Assessor's Competence certificate to perform assessments in the microbiological testing field and• a cv/list indicating the assessments done for SANAS as a Technical Assessor in the last four years with names of laboratories in the microbiological testing field with, contact names and numbers	Yes	1.Date of SANAS Assessor's certificate 2.Certificate number 3.Field valid for 4.List of reference with : i)Name of Micro testing laboratories audited during past four years; ii)Contact name/s; iii)Contact numbers; iv)Accreditation number/s of laboratories audited 5.If not adhering to all requirement/s then indicate NO	1. 2. 3. 4.Add list with info as an appendix i. ii. iii. iv. 5.

OPTION C : Section 1 (Continues) : Competence requirement to be able to execute OPTION C Section 2

Bidder	Proof required by ERWAT	Compliance required	Bidder to indicate compliance YES/NO. If yes then to add the unique numbering that will link the proof/information required to this section where not all info could be added
<p>3. The bidder or at least one member of his/her team must have <u>at least five years' experience as a SANAS Lead Assessor, assessing laboratories on ISO 17025:2005, in the testing field</u> using forms F48 and F49</p> <p><i>*Proof required :</i></p> <ul style="list-style-type: none"> Valid SANAS Lead Assessor's Competence certificate to perform assessments as a Lead Assessor on ISO 17025 in the testing field and a cv/list indicating the assessments done for SANAS as a Lead Assessor in the last four years with names of laboratories, contact names and numbers 	Yes	<p>1.Date of SANAS Assessor's certificate</p> <p>2.Certificate number</p> <p>3.Field valid for</p> <p>4.SANAS Lead assessor</p> <p>5.List of reference with :</p> <p>i)Name of Micro testing laboratories audited during past four years;</p> <p>ii>Contact name/s;</p> <p>iii>Contact numbers;</p> <p>iv)Accreditation number/s of laboratories audited</p> <p>6.If not adhering to all requirement/s then indicate NO</p>	<p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p> <p>5.</p> <p>i.</p> <p>ii.</p> <p>iii.</p> <p>iv.</p> <p>6.</p>
<p>4. The bidder or the member/s of his/her team that will execute the audit must have <u>at least done one audit as a SANAS Lead Assessor, assessing laboratories on ISO 17025:2017, in the testing field</u> using form F48 and F49</p> <p><i>*Proof required :</i></p> <ul style="list-style-type: none"> Valid SANAS Lead Assessor's Competence certificate to perform assessments as a Lead Assessor on ISO 17025 in the testing field and a cv/list indicating the assessments done for SANAS as a Lead Assessor in the last four years with names of laboratories, contact names and numbers 	Yes	<p>1.Date of SANAS Assessor's certificate</p> <p>2.Certificate number</p> <p>3.Field valid for</p> <p>4.Lead assessor</p> <p>5.List of reference with :</p> <p>i)Name of Micro testing laboratories audited during past four years;</p> <p>ii>Contact name/s;</p> <p>iii>Contact numbers;</p> <p>iv)Accreditation number/s of laboratories audited</p> <p>6.If not adhering to all requirement/s then indicate NO</p>	<p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p> <p>5.</p> <p>i.</p> <p>ii.</p> <p>iii.</p> <p>iv.</p> <p>6.</p>

OPTION C : Section 1 (Continues) : Competence requirement to be able to execute OPTION C Section 2

Bidder	Proof required by ERWAT	Compliance required	Bidder to indicate compliance YES/NO. If yes then to add the unique numbering that will link the proof/information required to this section where not all info could be added
<p>5. Bidder or member/s of his/her team that will execute the audit must have done at least <u>one assessment</u> in the chemical and microbiological water testing field, based on ISO 17025:2017 using forms F44 & F176 AND F48 & F49</p> <p><i>*Proof required : List of reference laboratory's with : name of facility, Facility's accreditation number, contact name and number of facility assessed based on ISO 17025:2017 in the microbiological or chemical testing field</i></p> <p>In the case of no audits done based on ISO 17025:2017 by a bidder then none of the requirements in Option C Section 1 no. 5, no work can be allocated for Option C section 2</p>	Yes	<p>1. Testimonial OR</p> <p>2. <u>Chemical</u> : (F44 and F176)</p> <p>i) Name of laboratory ii) Contact Name iii) Contact number iv) Accreditation No. if available</p> <p>2. <u>Microbiological</u> : (F44 and F176)</p> <p>i) Name of laboratory ii) Contact Name iii) Contact number iv) Accreditation No. if available</p> <p>3. <u>Management system and technical requirements</u> (F48 & F49)</p> <p>i) Name of laboratory ii) Contact Name iii) Contact number iv) Accreditation No. if available</p> <p>4. If not adhering to all requirement/s then indicate NO</p>	<p>1.</p> <p>2.</p> <p>i)</p> <p>ii)</p> <p>iii)</p> <p>iv)</p> <p>2.</p> <p>i)</p> <p>ii)</p> <p>iii)</p> <p>iv)</p> <p>3.</p> <p>i)</p> <p>ii)</p> <p>iii)</p> <p>iv)</p> <p>4.</p>
<p>6. Bidder or member/s of his/her team that will execute the audit must have at least four <u>year's</u> experience in a laboratory in the <u>chemical testing field</u></p> <p><i>*Proof required : **Testimonial and/or current cv/list with name/s of facility, contact name/s, contact numbers/s</i></p>	Yes	<p>1. Testimonial and/or</p> <p>2i) Current cv, ii) Name of relevant employer</p> <p>iii) Contact name and</p> <p>iv) contact no. of relevant laboratory manager or supervisor</p> <p>3. If not adhering to all requirement/s then indicate NO</p>	<p>1.</p> <p>2i)</p> <p>ii)</p> <p>iii)</p> <p>iv)</p> <p>3.</p>

OPTION C : Section 1 (Continues) : Competence requirement to be able to execute OPTION C Section 2

Bidder	Proof required by ERWAT	Compliance required	Bidder to indicate compliance DON'T USE YES AND NO. REPORT WHAT PROOF PROVIDED
7. Bidder or member of his/her team that will execute the audit must have at least four <u>year's</u> experience in a laboratory in the <u>Microbiological testing field</u> *Proof required : **Testimonial and/or current cv with name/s of facility, contact name/s, contact numbers/s		1. Testimonial and/or 2i) Current cv, ii)Name of relevant employer iii)Contact name and iv)contact no. of relevant laboratory manager or supervisor 3.If not adhering to all requirement/s then indicate NO	1. 2i) ii) iii) iv) 3.

**Testimonial - formal statement testifying to someone's experience

• **OPTION C : Section 2 :**

Scope of work : Auditing of the laboratory's complete management system and practical operations using SANAS forms F15, F44, F48, F49 and F176. The audits will be executed based on the requirements of ISO 17025:2017 and the latest SANAS requirements.

In the case of no audits done based on ISO 17025:2017 by a bidder in Option C section 1 no. 5 then none of the requirements in Option C Section 2 below can be allocated

ERWAT specifications	Bidder to indicate if he/she/they can meet all ERWAT requirements : Yes/No
Section 2.1: i.Executing a chemical vertical audit and PT plan based on ISO/IEC 17025:2017 and current SANAS documents/requirements, using SANAS form F44 and F176, identify non conforming work and issuing of non conformances where relevant. ii)Relevant competence required : Option C section 1, No's 1, 5 and 6 iii) Turnaround time : Maximum of 3 working days	i) ii) iii)
Section 2.2: i.Executing a microbiological vertical audit and PT Plan based on ISO/IEC 17025:2017 and current SANAS documents/requirements, using SANAS form F44 and F176, identify non conforming work and issuing of non conformances where relevant. ii)Relevant competence required : Option C section 1, No's 2, 5 and 7 iii) Turnaround time : Maximum of 3 working days	i) ii) iii)
Section 2.3: i.Executing an audit on the management requirements, based on ISO/IEC 17025:2017 and current SANAS documents/requirements, using SANAS form F48, identify non conforming work and issuing of non conformances where relevant ii)Relevant competence required : Option C Section 1 no. 3, 4 and 5 iii) Turnaround time : Maximum of 3 working days	i) ii) iii)
Section 2.4: i)Executing a technical requirements audit, based on ISO/IEC 17025:2017 and current SANAS documents/requirements using SANAS form F49, identify non conforming work and issuing of non conformances where relevant. ii)Relevant competence required : Option C Section 1 no. 3, 4 and 5 iii) Turnaround time : Maximum of 3 working days	i) ii) iii)

• **OPTION C : Section 2 (Continues):**

ERWAT specifications	Bidder to indicate if he/she/they can meet all ERWAT requirements : Yes/No
<u>Section 2.5:</u> i. Assist with the successful completion of the corrective actions ii. To be finalised ≤ 25 working days from the day of issuing of non conformance/s	i) ii)
6. Option C can only be done once Option A was finalised	
7. The successful bidder will be communicated to at least 20 working days prior to the starting of execution of the audits.	If NO, how many working days notification required _____ working days

COST SUMMARY TABLES : Bidders to complete for relevant sections

COSTS : OPTION A : SUMMARY TABLE FOR BIDDERS : OPTION A.2

OPTION A.2	BIDDER'S : COSTS : Excl VAT
OPTION A Section 2 : Cost	
Sub Total	
Number of trips	
Cost per trip (Don't add R/km) – Add cost for **trip	
Sub Total	
<u>Ad hoc costs:</u>	
1.	
2.	
3.	
4.	
5.	
Sub Total	
TOTAL (Excl VAT) : Option A.2	

**Cost per trip where a trip = from the bidders premises to ERWAT and back

COSTS : OPTION B : SUMMARY TABLE FOR BIDDERS : OPTION B

OPTION B	BIDDER'S : COSTS : Excl VAT
OPTION B : Cost	
Sub Total	
Number of trips	
Cost per trip (Don't add R/km) – Add cost for **trip	
Sub Total	
<u>Ad hoc costs:</u>	
1.	
2.	
3.	
4.	
5.	
Sub Total	
TOTAL (Excl VAT) : Option B	

**Cost per trip where a trip = from the bidders premises to ERWAT and back

OPTION C.2 : Section 2.1

OPTION C.2	BIDDER'S : COSTS : Excl VAT
OPTION C.2 : Section 2.1 : Cost	
Sub Total	
Number of trips	
Cost per trip (Don't add R/km) – Add cost for **trip	
Sub Total	
Ad hoc costs:	
1.	
2.	
3.	
Sub Total	
TOTAL (Excl VAT) : Option C.2 Section 2.1	

**Cost per trip where a trip = from the bidders premises to ERWAT and back

OPTION C.2 : Section 2.2

OPTION C.2	BIDDER'S : COSTS : Excl VAT
OPTION C.2 : Section 2.2 : Cost	
Sub Total	
Number of trips	
Cost per trip (Don't add R/km) – Add cost for **trip	
Sub Total	
Ad hoc costs:	
1.	
2.	
3.	
Sub Total	
TOTAL (Excl VAT) : Option C.2 Section 2.2	

**Cost per trip where a trip = from the bidders premises to ERWAT and back

OPTION C.2 : Section 2.3

OPTION C.2, Section 2.3	BIDDER'S : COSTS : Excl VAT
OPTION C.2 : Section 2.3 : Cost	
Sub Total	
Number of trips	
Cost per trip (Don't add R/km) – Add cost for **trip	
Sub Total	
Ad hoc costs:	
1.	
2.	
3.	
Sub Total	
TOTAL (Excl VAT) : Option C.2 Section 2.3	

**Cost per trip where a trip = from the bidders premises to ERWAT and back

OPTION C.2 : Section 2.4

OPTION C.2 : section 2.4	BIDDER'S : COSTS : Excl VAT
OPTION C.2 : Section 2.4 : Cost	
Sub Total	
Number of trips	
Cost per trip (Don't add R/km) – Add cost for **trip	
Sub Total	
Ad hoc costs:	
1.	
2.	
3.	
Sub Total	
TOTAL (Excl VAT) : Option C.2 Section 2.4	

OPTION C.2 : Section 2.5

OPTION C.2 : section 2.5	BIDDER'S : COSTS : Excl VAT
OPTION C.2 : Section 2.5 : Cost per hour	R /hour
Sub Total	
Number of trips	
Cost per trip (Don't add R/km) – Add cost for **trip	
Sub Total	
Ad hoc costs:	
1.	
2.	
3.	
Sub Total	
TOTAL (Excl VAT) : Option C.2 Section 2.5	

IN THE CASE OF ANY DEVIATIONS FROM THE BIDDER TO ANY OF THE OPTIONS : TO SUBMIT A SEPARATE DOCUMENT INDICATING THE SPECIFIC OPTION, SECTION, SUB SECTION AND WHERE RELEVANT THE FURTHER SUB SECTION, THE DEVIATION AND THE COST IF RELEVANT

DELIVERY POINT

ERWAT laboratory, Hartebeestfontein Office Park, Bapsfontein Road, 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:

N/A

Reference 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.

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) and MBD 3.3
- 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:** _____
- **IN THE CASE OF ANY OF THE REQUIREMENTS NOT ADHERED TO, THE TENDER NOT TO BE ALLOCATED FOR THAT SPECIFIC SECTION**

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.***

ELECTRONIC SUBMISSIONS: (Continues)

- 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 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.