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|-------------------------------------|--|--|
| <b>Quotation Number:</b>            | <b>RFQ201904/030</b>   |  |
| <b>Description:</b>                 | <b>SUPPLY AND DELIVERY OF STATIONARY AT HARTEBEESTFONTEIN WCW</b>  |  |
| <b>Bid Closing Date:</b>            | 25/04/2019   |  |
| <b>Compulsory Briefing Session:</b> | N/A  |  |
| <b>Plant Address:</b>               | ERWAT HARTEBEESTFONTEIN WWTW<br>R25 (Bapsfontein/Bronkhorstspuit) Kempton Park<br>P O Box 13106, Norkem Park, 1631 |  |
| <b>Contact Person</b>               | Donald Rambau/Tendani Mphaga   |  |
| <b>Contact Number</b>               | 011 929 7024   |  |
| <b>Validity period</b>              | 3 Days   |  |

### **Scope of work**

- SUPPLY AND DELIVERY OF STATIONARY AT HARTEBEESTFONTEIN

| <b>DESCRIPTION</b>                                      | <b>QUANTITY</b> |
|---|-----------------|
| Typek A4 80gms Paper                                    | X10 Boxes       |
| A4 2QRE 192pg counter Book                              | X10             |
| Green A4 arch files (PVC)                               | X20             |
| Permanent Maker   | X10             |
| Duracell AA Batteries                                   | X10             |
| Duracell AAA Batteries                                  | X10             |
| Duracell D Batteries                                    | X5              |
|   |                 |
| A4 Board Monthly Dividers<br>Assorted colours           | X 20            |
| A4 Board Dividers Assorted<br>colours                   | X 20            |
| RBE 100 pack file dividers                              | X3              |
| Finger cone (12)  | X1 box          |
| Black Bic Pen   | 2X Boxes        |
| HP 951xl Black  | X5              |
| HP 951xl Cyan   | X2              |
| HP 951xl Magenta  | X2              |
| HP 950xl Black  | X5              |
| HP 953 XL Yellow  | X5              |
| Stick n' Pop- Up Flagg's 2000<br>sheets,5 pads assorted | X2              |
| Stick 'n pop-up flags "Sign Here"<br>150 sheets         | X2              |
| Kangaro SR45 Staple Remover                             | X4              |
| Meeco Scissors 210mm                                    | X 2             |
| Paper Clip dispenser                                    | X 2             |
| Paper Clips 30mm  | X 2             |
| Paper Clips 32mm  | X 2             |
| Paper Clips 50mm  | X 2             |
| Pencil leads (10's ) HB                                 | X 5             |

|                              |     |
|------------------------------|-----|
| Highlighters (10's Assorted) | X 1 |
| Map Pins ( Stephens) 100pcs  | X 2 |

### **Quotation Requirements:**

Work offered that **DO NOT** comply with the specifications will not be evaluated. The successful bidder must register on the ERWAT vendors list. Forms to be downloaded from the ERWAT website. Quotation evaluation shall be performed on 80:20 principle (pricing and functionality 80% and BBBEE 20%)

**Evaluation Criteria** followed to evaluate quotations – Preference points system (PPS) as included in the Preferential Procurement Regulations of:

| PPS          | Contract value                                    | Formula  | Additional Considerations   |
|--------------|---|--|---|
| <b>80/20</b> | Equal to or above R 30 000.00 and up to R 200 000 | $Ps = 80(1-(Pt-P \text{ min})/P))$ <p>Where<br/> Ps = Points scored for price of bid under consideration.<br/> Pt = Rand value of bid under consideration.<br/> P min = Rand value of lowest acceptable bid.</p> | <p>Maximum of 20 points may be awarded for being HDI, subcontracting with an HDI, and/or achieving specified goals.</p> <p>Above points must be added to points scored for price. Only bidder with the highest points scored may be selected.</p> |

### **PLEASE NOTE THAT FAILURE TO MEET ANY OR ALL OF THESE REQUIREMENTS WILL LEAD TO DISQUALIFICATION**

- Valid Certified copy or original BBBEE Compliance Certificate;
- Valid Tax Clearance Pin issued by SARS on e-filing;
- Copy of Latest Municipal Account (not older than three months from date of closing);
- Declaration of Interest – MBD 4.2 [ [download form](#) ].

**NB:** Bidders will not be allowed on any of the ERWAT sites without a work permit and the correct PPE gear.

### **GENERAL NOTES**

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- Request for Quotations must be submitted electronically to the following e-mail address: [rfg@erwat.co.za](mailto:rfg@erwat.co.za)
- ERWAT reserves the right not to accept the lowest bid, to award the quote to more than one bidder, to award the quote in part or to not award it at all and bidders will have no claim of any kind in this regard.
- The subject line must only contain the RFQ number and description, quotations that do not follow these conventions will not be considered.

- Quotations that are not received on the specific date and time, will be marked as late responses and such quotations will, in terms of the Supply Chain Management Policy of ERWAT, not be considered by ERWAT as valid