

Quotation Number:	RFQ201905/027
Description:	SUPPLY AND DELIVERY OF SECURITY REGISTERS
Bid Closing Date:	2019/05/28
Compulsory Briefing Session:	N/A
Plant Address:	ERWAT Head Office, R25, Bapsfontein
Contact Person	Andries Ras
Contact Number	061 054 7721
Validity period	3 Days

Scope of work

- Supply of Security registers as per below Bill of Quantity and pictures

No	Description	Quantity
1	ERWAT - A4 - Access control registers – Duplicate with three tear off slips (As per attached picture) (White and yellow pages)	200 Registers 100 pages per book
2	ERWAT - A4 - Contractors register – Single page (As per attached picture)	150 Books 100 pages per book
3	ERWAT-A4 – Tender register – Duplicate page (As per attached picture)	100 Books 100 pages per book
4	ERWAT – Building Inspection register – Duplicate pages (As per attached picture) (White and Blue)	250 Books 100 pages per book

Pictures:

1) Access control register with tear off slips

Page 1

The image shows three identical ERWAT access control register forms, numbered 00153, 00152, and 00151. Each form is titled 'ENTRY CONTROL FOR VISITORS' and contains the following fields and sections:

- Header:** ERWAT logo and 'EXCELLENCE IN WASTEWATER'.
- Form Fields:**
 - DATE: _____ TIME IN: _____
 - NAME: _____
 - FROM WHICH COMPANY: _____
 - VEH. REG. No.: _____
 - TEL. No.: _____
 - REASON FOR VISIT: _____ PERSON TO SEE: _____
- Agreement Section:**

I AGREE TO THE FOLLOWING CONDITIONS:

 - The Company reserves the right to inspect and search all vehicles and goods therein on entry to, and exit from, the premises.
 - All security and safety notices on these premises must be strictly adhered to.

N.B. The company cannot be held responsible for any injury or loss or damage sustained by the persons or vehicles admitted to the premises vide this permit.
- Signature Section:**

SIGNATURE OF VISITOR: _____

PLEASE HAVE THIS PORTION FILLED IN AND RETURN TO SECURITY GUARD BEFORE LEAVING THE PREMISES.

Signature of Person Visited: _____

Department: _____
- Security Guard Section:**

TO BE FILLED IN BY SECURITY GUARD

TIME OUT: _____

SIGNATURE OF SECURITY GUARD: _____

PS: NO SIGNATURE - NO EXIT

Page 2

The image shows three identical ERWAT access control register forms, numbered 02103, 02102, and 02101. Each form is titled 'ENTRY CONTROL FOR VISITORS' and contains the following fields and sections:

- Header:** ERWAT logo and 'EXCELLENCE IN WASTEWATER'.
- Form Fields:**
 - DATE: _____ TIME IN: _____
 - NAME: _____
 - FROM WHICH COMPANY: _____
 - VEH. REG. No.: _____
 - TEL. No.: _____
 - REASON FOR VISIT: _____ PERSON TO SEE: _____
- Agreement Section:**

I AGREE TO THE FOLLOWING CONDITIONS:

 - The Company reserves the right to inspect and search all vehicles and goods therein on entry to, and exit from, the premises.
 - All security and safety notices on these premises must be strictly adhered to.

N.B. The company cannot be held responsible for any injury or loss or damage sustained by the persons or vehicles admitted to the premises vide this permit.
- Signature Section:**

SIGNATURE OF VISITOR: _____

PLEASE HAVE THIS PORTION FILLED IN AND RETURN TO SECURITY GUARD BEFORE LEAVING THE PREMISES.

Signature of Person Visited: _____

Department: _____
- Security Guard Section:**

TO BE FILLED IN BY SECURITY GUARD

TIME OUT: _____

SIGNATURE OF SECURITY GUARD: _____

PS: NO SIGNATURE - NO EXIT

2) Contractors register

[illegible]


3) Tender register

[illegible]

Page 2

[illegible]

4) Building Inspection register


ERWAT
EXCELLENCE IN WASTEWATER

LOSS CONTROL DEPARTMENT

BUILDING & PERIMETER INSPECTION

No. 13361

DESCRIPTION	DESCRIPTION
BUILDINGS	COMPANY VEHICLES
WINDOWS	WINDOWS
LIGHTS / OFFICE	DOORS
DOORS	PARKING AREA
PERIMETER	TRAILERS
MAIN ENTRANCE	MOBILE GENERATORS
SECURITY SPOTLIGHTS	GUARD HOUSE
ELECTRICAL FENCE	HYGIENE
FENCE	REGISTERS
POT HOLES	RADIOS
GATE	EMERGENCY PROCEDURES
CLOCK IN	DUTY ROSTER
PATROL SYSTEMS	FIRE EQUIPMENT

COMMENTS: _____


SIGNATURE: _____

DATE: _____

PRINT NAME: _____

TIME: _____

Page 2


ERWAT
EXCELLENCE IN WATER

LOSS CONTROL DEPARTMENT

BUILDING & PERIMETER INSPECTION

No. 13421

DESCRIPTION	DESCRIPTION
BUILDINGS	COMPANY VEHICLES
WINDOWS	WINDOWS
LIGHTS / OFFICE	DOORS
DOORS	PARKING AREA
PERIMETER	TRAILERS
MAIN ENTRANCE	MOBILE GENERATORS
SECURITY SPOTLIGHTS	GUARD HOUSE
ELECTRICAL FENCE	HYGIENE
FENCE	REGISTERS
POT HOLES	RADIOS
GATE	EMERGENCY PROCEDURES
CLOCK IN	DUTY ROSTER
PATROL SYSTEMS	FIRE EQUIPMENT

COMMENTS: _____
 SIGNATURE: _____
 PRINT NAME: _____

DATE: _____
 TIME: _____

To obtain Form 4.0 - Get 4.0C

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
80/20	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.	Maximum of 20 points may be awarded for being HDI, subcontracting with an HDI, and/or achieving specified goals. Above points must be added to points scored for price. Only bidder with the highest points scored may be selected.

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

GENERAL NOTES

- Request for Quotations must be submitted electronically to the following e-mail address: rfq@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
- 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