

REQUEST FOR WEBTENDER:

Quotation Number:	ERW201906/010		
Description:	SUPPLY, DELIVER, INSTALL AND MAINTAIN INDOOR PLANTS ON A RENTAL BASIS AT ERWAT HEAD OFFICE – FOR A PERIOD OF 4 MONTHS		
CIDB Requirement	N/A	DTI provision (refer MBD 6.2 form)	N/A
Bid Closing Date:	2 July 2019		
Compulsory Briefing Session:	N/A		
Plant/Site Address:	ERWAT Head Office, Hartebeesfontein Office Park, R25 Bapsfontein Road		
Contact Person	Michelle Jacobs		
Contact Number	011 929 7013	E-mail address	Michelle.jacobs@erwat.co.za
Bidders prices must be valid for a period of 30 days from closing	Only firm prices will be accepted		

BACKGROUND

Experienced and registered service providers are hereby invited to supply, deliver, install and maintain indoor plants on a rental basis at ERWAT head office – for a period of 4 months. **Service maintenance will be once a month.**

ERWAT currently has the following number of units on rental. Bidders are required to bid and price on the units as set out below to meet similar as currently on site.

Full colour brochures should be attached to the bid proposal for ease of reference and evaluation.

SCOPE OF WORKS:

- The works include the supply, delivery, installation and maintenance of plants for ERWAT as per the current status quo or similar to such.
- The maintenance to be conducted on a weekly basis.
- All plants to be in pots that are mobile for the supplier to rotate should this be required.
- All units to be fitted with a self-watering system. No external drainage areas in pots are allowed that will leak water onto the floor and or carpets where the units will be situated. Any such damages will be for the contractors account.
- Bidders are required to supply their own transport, equipment and tools for the supply, delivery, installation and maintenance throughout the contract period and must be included in the pricing of the line items.
- ERWAT, its staff, visitors/suppliers and other associated stakeholders accepts no responsibility and or liability for damages, theft or other events, etc. to units during the contract period and bidders must have suitable insurance provisions for possible events.

Description	Quantity	Additional Information
Atrium rental	1	Supply, delivery, installation and maintenance
Eco wall rental	1	Supply, delivery, installation and maintenance
Interior plants in pots	136	Supply, delivery, installation and maintenance
Penjing/Bonsai Rental	10	Supply, delivery, installation and maintenance

DELIVERY POINT

ERWAT Head Office,
Hartebeesfontein Office Park,
R25 Bapsfontein Road
Kempton Park

Please note that ERWAT head office building has one flight of stairs (no lift) and bidders must make provision for suitable equipment during installation and or maintenance of the units for the duration of the contract.

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.

This is a short term contract and it is estimated to run from date of award ending 4 months thereafter. There will be no formal written cancellation at the end of the stipulated term of the contract. However, ERWAT reserves the right to extend the contract within the prescripts of the MFMA – SCM Regulations should it require to and with the consent and approval of the appointment contractor.

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.

PRICING SCHEDULE:

Description	Quantity	UOM	Price
Once off installation fee	148	sum	R
Rental of Atrium	1	per month	R
Rental of Eco wall	1	per month	R
Rental of Interior plants in pots	136	per month	R
Rental of Penjing/Bonsai	10	per month	R
		Sub-total	R
	%	VAT	R
		Total	R
	4	months	

BIDDING REQUIREMENTS:

Proposals/bids offered that **DO NOT** comply with the specifications will not be evaluated.

ERWAT reserves the right to reject unrealistic prices and negotiate bidder's terms and conditions as the company is required to confirm to prescribed legislation, acts and regulations as promulgated from time to time. Bidders must note that they will be subject to same once appointment.

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).
- 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:

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, Hartbeestfontein 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.***
- 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.