

REQUEST FOR WEBTENDER:

Quotation Number:	ERW201907/004		
Description:	ON SITE CALIBRATION OF 12 LABORATORY BALANCES (TOP AND ANALYTICAL)		
CIDB Requirement	1 GB/EP/EM/ETC.	DTI provision (refer MBD 6.2 form)	
Bid Closing Date:	11/07/2019		
Compulsory Briefing Session:	NA		
Plant/Site Address:	ERWAT Laboratory R25 Bapsfontein Road		
Contact Person	Thandeka Mtshali/Alone Mabunda		
Contact Number	011 929 7114/7014	e-mail	Thandeka.mtshali@erwat.co.za Alone.mabunda@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.		

SCOPE OF WORKS:

4

SECTION 1

*Scope of work:

- The on-site calibration of analytical and top pan balances as per the attached tables.
- The potential Service Providers must be an ISO 17025 accredited facility for the scope of work required and
- Must adhere to ERWAT and ERWAT Laboratory requirements and specifications.

No subcontracting allowed for the calibration of balances

*Physical Address for submission of quotation:

- ERWAT laboratory, Hartbeestfontein Office Park, R25/Bapsfontein Road, Kempton Park
- GPS co-ordinates: S26° 01' 25.8" ; S28° 17' 10.0"

***Contact person/s:**

- Laboratory(Technical) : Thandeka Mtshali/Alone Mabunda : (011)929-7014
- Vendor registrations: George Wynkwaardt : (011)929-7000
- Vendor procedure and registration form are available on ERWAT web-site:
www.erwat.co.za/Procurement/Service/Provider/Registration

SECTION 2 : SPECIFICATIONS/GENERAL INFORMATION/REQUIREMENTS

Please complete all the sections of this document:

TABLE 1 : General information

ERWAT Requirements	YES	NO	COMMENT
1. Is your company a vendor of ERWAT?			
2. Complete section 2 and 3 of this document in full. ERWAT will contact you in the case of more information required			
3. <u>New vendor application</u> : Specify the name, surname and date of the ERWAT staff member that the vendor application was submitted to at ERWAT Head Office			<u>Name and Surname of person at ERWAT:</u> <u>Date of submitting application:</u>
4. Is your company ISO/IEC 17025 accredited for the calibration of balances and if so add your facility's accreditation number?			Tick applicable ISO/IEC 17025 : 2005 ISO/IEC 17025 : 2017 <u>Accr. No :</u>

5. The due date for the calibration of the Balances :31 August'19			
6. Turnaround time for calibration certificates after calibration – maximum 7 working days			
7. Does your company have a BEE rating and if so what is the rating?			
8. In the case of equipment/balances not working or not within specifications, at time of calibration, the Service Provider has to come back after it was fixed/adjusted to calibrate/re-calibrate			
9. Balances must be calibrated with standards traceable to the National/ International standards.			

TABLE 1 : General information (Continues)

ERWAT Requirements	YES	NO	COMMENT
10. The Service Provider must complete relevant Management system forms (e.g. ELF 46 : “Contract review”), at the laboratory and as per the in house standard operating procedures requirement at the time of calibration of balances			
11. ERWAT laboratory must be allowed to view any related quality control results (e.g proficiency testing) and/or documentation of the Service Provider, if/when needed			
12. No sub contracting allowed for calibration of balances			
<p>13. <u>Your quote will not be taken into consideration if the following are not adhered to ;</u></p> <ul style="list-style-type: none"> -No relevant ISO 17025 accredited facility (for balances) -Cannot adhere to ERWAT specifications and requirements -Cannot adhere to the calibration requirements for ERWAT laboratory’s balances -Cannot adhere to the due date of calibration on or before 31 August 19 -All relevant tables/sections of this document not completed in full -In the case where the calibration and measurement capabilities expressed as an uncertainty were NOT converted to the same units as per the indicated requirement (Table 3) -No official and separate quote of your company added to this document. 			
15. Add your CSD registration number and provide ERWAT with a copy of your company’s CSD certificate together with the quote and the completed tables			MAAA

16. Calibration frequency of balances ; 6 monthly Labels provided by the calibration service provider to indicate 6 monthly calibration interval thus calibration valid from day of calibration till the month, 6 months from calibration. (e-g calibration date Febr '19 : Next cal Aug '19)			
17. ERWAT laboratory will inform you, by latest 31 July '19 if you were identified as the successful service provider and will organise a date suitable for both ERWAT and the Service provider for the calibration			
18.NB !!! : Ensure to convert your measurement capabilities expressed as UOM (\pm) to same unit as indicated in the column on table 3 column 6			
19. Add an official and separate quote of your company to this document.			

See calibration specifications from page 3

TABLE 2 : BALANCES : Specifications/Technical requirements (Service Provider to complete RED columns)

BALANCE	ID NO	CAPA- CITY OF BA- LANCE	UOM for last calibre- tion	CALIBRA- TION POINTS	Will you be able to calibrate at the required masses? If not, add the closest mass that you can apply?	COST/BALANCE EXCL VAT
PRECISA 125A SCS (Analytical)	P1	125g	± 0.0004	0.1000g 1.0000g 5.0000g 10.0000g 20.0000g 50.0000g 100.0000g		
PRECISA 125A SCS (Analytical)	P2	125g	± 0.0005	0.1000g 1.0000g 5.0000g 10.0000g 30.0000g 50.0000g 100.0000g		
PRECISA 6200C SCS (Top)	P3	3000g	±0.03	1.00g 20.00g 50.00g 100.00g 500.00g		

				1000.00g 2500.00g		
PRECISA X B 220A (Analytical)	P4	220g	± 0.0005	1.0000g 5.0000g 10.0000g 30.0000g 50.0000g 100.0000g 150.000g		
PRECISA XB 220A (Analytical)	P5	220g	± 0.0005	0.1000g 1.0000g 10.0000g 20.0000g 50.0000g 100.0000g 200.0000g		
METTLER AB 204-S (Analytical)	S2	200g	± 0.0005	0.1000g 1.0000g 5.0000g 20.0000g 50.0000g		
SARTO-RIUS: A200S	S3	200g	± 0.0005	0.0500g 1.0000g		

(Analytical)				5.0000g		
				10.0000g		

TABLE 2 : BALANCES : Specifications/Technical requirements (Service Provider to complete RED columns)

BALANCE	ID NO	CAPACITY OF BALANCE	UOM for last calibration	CALIBRATION POINTS	Will you be able to calibrate at the required masses? If not, add the closest mass that you can apply?	COST/BALANCE EXCL VAT
ADAMS ADP 2100L (Top)	AE1	2100g	± 0.02	1.00g 20.00g 50.00g 100.00g 500.000g 1000.00g 2000.00g		
ADAM PGW 753e (Top)	AE2	750g	± 0.005	1.000g 10.000g 50.000g 100.000g 200.000g 500.000g 750.000g		
ADAM PGW 753e (Top)	AE3 (Sludge lab)	750g	± 0.005	0.1000g 1.000g 10.000g 50.000g		

				100.000g 300.000g 500.000g 750.000g		
PRECISA XB 620C (Top)	T16848	600g	± 0.02	1.00g 10.00g 30.00g 50.00g 100.00g 300.00g 500.00g		
PRECISA BJ 610C (Top)	74250	600g	± 0.02	1.00g 10.00g 30.00g 50.00g 100.00g 300.00g 500.00g		
SUB TOTAL (12 balances) EXCL VAT					R	
VAT					R	
TOTAL (Including VAT)					R	

TABLE 3 : BALANCES : ERWAT Specification/Technical requirements for balances : Ensure to complete column 5 and 6

1 Measured quantity or type of instrument	2 Measurement range/points for ERWAT balances	3 Measured quantities	4 <u>ERWAT REQUIREMENTS:</u> Maximum required calibration and measurement capability expressed as an uncertainty(±)	5 Will you be able to meet the requirements?	6 NB!! Convert your calibration and measurement capabilities expressed as an uncertainty to the same units as per the indicated requirement
Digital self indicating	0,05g - 3000g	Up to 5 g	25µg		µg
		5g to 300g	0.00025%		%
		300g to 2000g	0.0025%		%
		2000g to 3000g	0.003%		%

TABLE 4 : BALANCES : COSTS (SERVICE PROVIDER TO COMPLETE)

<u>BALANCES</u>	
<u>SECTION A : Initial calibration</u>	
- Calibration of balances (EXCL VAT)	R
-TRANSPORT PER RETURN TRIP (Return trip = from your premises to ERWAT and back to your premises)	R
-HOW MANY RETURN TRIPS for BALANCE calibration required (Return trip = from your premises to ERWAT and back to your premises)	
-ON SITE FEES/LABOUR	R
-CERTIFICATE FEES	R
Any other costs not included above :	
BALANCES : TOTAL EXCL VAT	R
VAT	R
TOTAL INCL VAT	R

SECTION 3 :

Name of Company providing the quotation) : _____

Name and Surname of person completing the tables: _____

Designation : _____

Contact number : _____

Signature : _____

Date completed : _____

DELIVERY POINT

R25 Bapsfontein road, Hatebeestfontein Office 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:

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.

QUOTATION REQUIREMENTS:

- **The successful bidder will be required to submit a Copy of their SANAS Accreditation Schedule**
- **The successful bidder must be registered on the ERWAT vendors list and forms to be downloaded from the ERWAT website**

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

- Valid Certified copy or original BBBEE 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, 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.***
- 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: MIMICAST 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.