

**HEAD OFFICE**

ETDP SETA House  
2 - 6 New Street  
Gandhi Square  
South Marshalltown  
Johannesburg CBD  
Private Bag X105  
Melville, 2109  
Tel: (011) 372 3300

**EASTERN CAPE**

Waverley Office Park  
3 - 33 Philip Frame Road  
Chiselhurst  
East London, 5200  
Tel: (043) 726 8314  
Fax: (043) 726 8302

**FREE STATE**

Sanlam Building  
163 Nelson Mandela Dr  
Bloemfontein, 9300  
Tel: (051) 430 5072  
Fax: (051) 430 5080

**GAUTENG**

ETDP SETA House  
2 - 6 New Street  
Gandhi Square  
South Marshalltown  
Johannesburg CBD  
Tel: (011) 403 1301/2/3/6  
Fax: (011) 614 8781

**KWAZULU-NATAL**

Durban Bay House  
333 Anton Lembede Street  
12th Floor, Suite 1203  
Durban, 4001  
Tel: (031) 304 5930  
Fax: (031) 301 9313

**LIMPOPO**

Kwane Chambers  
29 Hans van Rensburg Str  
Office No: 01  
Polokwane, 0700  
Tel: (015) 295 9303  
Fax: (015) 295 9301

**MPUMALANGA**

Streak Office Park  
6 Streak Street  
Block B, 1st Floor  
Nelspruit, 1201  
Tel: (087) 352 7108  
Fax: (013) 752 2917

**NORTHERN CAPE**

Bobby's Walk Building  
6A Long Street  
Kimberley, 8300  
Tel: (053) 832 0051/ 2  
Fax: (053) 832 0047

**NORTH WEST**

Sparkling Office Park  
78 Retief Cnr Peter  
Mokaba Street  
Potchefstroom, 2531  
Tel: (018) 294 5280  
Fax: (018) 294 5719

**WESTERN CAPE**

Sunbel Building  
2 Old Paarl Road  
Office 205, 2nd Floor  
Belville, 7530  
Tel: (021) 946 4022  
Fax: (021) 946 4043

**RFQ NO: 87 – 2023/24****REQUEST FOR QUOTATIONS****TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER(S) TO PROVIDE PURIFIED BOTTLED WATER AND SERVICING OF WATER DISPENSERS FOR THE ETDP SETA HEAD OFFICE AND ITS NINE (9) PROVINCIAL OFFICES****1. INTRODUCTION**

The Education Training and Development Practices - Sector Education and Training Authority (ETDP SETA) is a public entity established in terms of Section 9(1) of the Skills Development Act, No. 97 of 1998 to advance skills levels in accordance with the National Skills Development Plan. The Mandate of the ETDP SETA is to promote and facilitate the development and improvement of the skills profile of the sector's workforce in order to benefit employers, workers, and employees in the ETD sector.

*An email must be sent to [etdpsetarfq@etdpseta.org.za](mailto:etdpsetarfq@etdpseta.org.za) for any enquiries.*

The ETDP SETA reserves the right not to award the RFQ.

**2. PURPOSE AND OBJECTIVES****Purpose**

The purpose of this RFQ is to appoint a service provider (s) who will supply the ETDP SETA Head Office and its nine (9) Provincial Offices with purified bottled water and serving of **(the existing)** water dispensers for the periods indicated in **paragraph 6** below.

*See attached office physical addresses on the attached Annexure "A"*

**NB: The Bloemfontein and Head office locations will be confirmed in due course.**

**3. PROJECT SCOPE AND REQUIREMENTS****3.1. Project Scope**

The ETDP SETA is committed in ensuring a conducive and a safe working environment for both its employees as well as its clients by complying with all Occupational Health and Safety (OHS) Regulations.

The service provider (s) is to supply the ETDP SETA Head Office and its nine (9) Provincial Offices with purified bottled water and service **(the existing)** water dispensers for the periods indicated in **paragraph 6** below.

### **3.2. Profile of Service Provider**

Service providers must have expertise in providing a service of supplying purified bottled water and servicing of **(the existing)** water dispensers in an office environment.

**NB:**

- ***Interested service providers to submit separate quotations per each office, see attached Annexure A.***
- ***The Bloemfontein and Head office locations will be confirmed in due course.***

## **4. SCOPE OF WORK**

The service provider (s) is to supply the ETDP SETA Head Office and its nine (9) Provincial Offices with purified bottled water and service **(the existing)** water dispensers.

### **4.1 The service provider is expected to provide the following:**

- 4.1.1** Provide purified bottled water of size 18lt/19lt as per quantities on **Annexure B**
- 4.1.2** Do monthly servicing and maintenance of **(the existing)** water dispenser machine(s).
- 4.1.3** To submit proof of accreditation with a recognized body as a supplier of bottled water/ or an undertaking by an accredited water supplier that the successful bidder will be receiving purified water from them.

## **5. COSTING MODEL (PRICE SCHEDULE)**

The costs for this service should be inclusive of **escalation amounts** for each contract period.

***This costing model must not be modified at all, and if retyped all line items must be in order.***

**See attached costing model on Annexure B**

***All pricing shall be in South African Rand (ZAR). All project milestones with costing should be listed on the pricing schedule.***

## 6. DURATION OF THE PROJECT

The ETDP SETA will enter into a Service Level Agreement (SLA) with the service provider(s) for the periods listed below:

- Head Office period: **01 July 2024 to 31 March 2030**
- Provincial offices' period: **01 April 2024 to 31 December 2028**
- NB: Free State period is **01<sup>st</sup> of June 2024 till the 31<sup>st</sup> of March 2030**

## 7. EVALUATION CRITERIA

THE ETDP SETA applies the provisions of the **PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, ACT NO 5 OF 2000** and **Preferential Procurement Regulations, 2022**. The evaluation will be guided by ETDP SETA procurement policy.

**Folder A (USB) must have documents for Stage 1 and Folder B for documents for Stage 2**

### 7.1. STAGE 1 [Folder A (USB)]

|                                                                                          |
|------------------------------------------------------------------------------------------|
| <b>7.1.1. MANDATORY DOCUMENTS TO BE SUBMITTED IN ORDER TO BE ELIGIBLE FOR EVALUATION</b> |
|------------------------------------------------------------------------------------------|

1. Proof of accreditation with a recognized body as a supplier of bottled water/ or an undertaking by an accredited water supplier that the successful bidder will be receiving purified water from them.

***NB: Failure to submit any of the above-requested mandatory documents will lead to disqualification.***

## 7.2 STAGE 2 [Folder B on the USB]

### PRICING SCHEDULE DOCUMENTS

- a. Costing Model (**Price must be final, include VAT and signed**)
- b. Submit a "Unique security personal identification number (PIN) issued by SARS" **which the SETA will use to verify the bidder's tax matters prior to the award.**
- c. Invitation to Bid - **SBD1**
- d. Declaration of Interest – **SBD 4 (New)**
- e. Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2022 - **SBD 6.1 (If claiming preferential points) - this will be used to verify points to be allocated for specific goals**
- f. B-BBEE certificate or sworn affidavit (**If claiming preferential points**) – **this will be used to verify points to be allocated for specific goals.**

**80/20** preference point system shall be applicable as follows:

|                                |           |
|--------------------------------|-----------|
| ✓ Price                        | <b>80</b> |
| ✓ Allocation of specific goals | <b>20</b> |

In order to facilitate a transparent selection process that allows equal opportunity to all service providers, the ETDP SETA will adhere to its policy on the appointment of service providers.

## 8. BID CONDITIONS

The ETDP SETA Supply Chain Management Policy will apply:

1. ETDP SETA does not bind itself to appoint a bidder with the highest points.
2. ETDP SETA reserves the right to negotiate the bidder's price.
3. ETDP SETA reserve the right to cancel the bid and not award the bid to any of the bidders.
4. Bids which are late, incomplete, unsigned **will NOT** be accepted.
5. Bidders must submit a valid certified B-BBEE Certificate from SANAS Accredited Verification Agency or issued by Companies and Intellectual Property Commission (**CIPC**) or a signed Sworn Affidavit for allocation of points for specific goals.
6. Specific goals shall not be allocated where supportive documents as stated in the bid documents are not provided as stated in the bid document.
7. Bids submitted are to hold good for a period of **90 days**.
8. Companies who bid as a joint venture must submit a **consolidated B-BBEE Verification certificate prepared for this bid only**, from **SANAS Accredited Verification Agency** in order to be eligible for empowerment points. Companies who form part of this joint venture **MUST** provide an accreditation certificate with relevant authority as stated in Mandatory documents.
9. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor, sworn affidavit or a B-BBEE Certificate, together with the bid, will be interpreted to mean that points for specific goals for B-BBEE status level of contribution are not claimed.
10. Deregistered and blacklisted companies including directors/owners/individuals linked to the company will not be considered. Due diligence will be conducted with successful bidders to validate submitted information.
11. All suppliers must be registered on the Central Supplier Database. No bid shall be awarded to any supplier that is not registered on the Central Supplier Database.
12. Service Provider must provide proof of Public Liability Insurance.

## 9. BID DOCUMENTS/PROPOSAL PACKS

Bid documents for participation **must** be downloaded from the ETDP SETA website: [www.etdpseta.org.za](http://www.etdpseta.org.za), Main Menu > Supply Chain Management > Open RFQs as from **12h00** on **01 March 2024**.

Bidders must submit technical and financial proposals in **one (1) USB** clearly marked **“Folder A-Technical Proposal” and “Folder B- Financial Proposal”**.

**Folder B - (Financial Proposal)** Costing Model (*Price must be final, include VAT and signed*), Submit a *“Unique security personal identification number (PIN) issued by SARS” which the SETA will use to verify the bidder’s tax matters prior to the award*, Invitation to Bid - **SBD1**, Declaration of Interest – **SBD 4 (New)**, Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2022 -**SBD 6.1 (If claiming preferential points) - this will be used to verify points to be allocated for specific goals** and B-BBEE certificate or sworn affidavit (*If claiming preferential points*) – *this will be used to verify points to be allocated for specific goals*.

All Bids/Proposals (completed in [one (1) USB] must be **courier or hand delivered to:**

**The ETDP SETA – Head Office**

**ETDP SETA House**

**2-6 New Street**

**Ghandi Square**

**Johannesburg South - CBD**

**2091**

**OR**

Sent via email to [TienieJ@etdpseta.org.za](mailto:TienieJ@etdpseta.org.za) or [etdpsetarfq@etdpseta.org.za](mailto:etdpsetarfq@etdpseta.org.za)

Submissions can be delivered into the tender box between **08h00 and 16h30 Monday to Friday BEFORE** the closing date and time of **11h00** on **15 March 2024**.

**No late submission will be accepted!**

## 10. CLOSING DATE

All Proposals should reach the ETDP SETA Offices on or before **11h00 on 15 March 2024**.

## 11. CONTACT PERSON

**NO telephonic or any other form of communication relating to this bid will be permitted with any other ETDPSETA member of staff either by Bidders (as collective bidding team or individual of the bidding team), representative of Bidders, associates of Bidders, shareholders of Bidders, other than with the named individual stated below. ANY MEANS OF ATTEMPTING TO INFLUENCE THE ADJUDICATION PROCESS OR OUTCOMES OF THE ADJUDICATION PROCESS WILL RESULT IN IMMEDIATE DISQUALIFICATION OF THE ENTIRE BID. All enquiries regarding this bid must be in writing only and be directed to:**

Supply Chain Management: Email: [TienieJ@etdpseta.org.za](mailto:TienieJ@etdpseta.org.za) or [SibusisoK@etdpseta.org.za](mailto:SibusisoK@etdpseta.org.za)

**Note: Blacklisted companies appearing on the National Treasury database and prohibited from conducting business with public entities, will be disqualified.**