

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
Motheo TVET College
National Artisan Academy
R657+P3, Ehrlich Park
Bloemfontein, 9312
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: (086) 614 8781

KWAZULU-NATAL
Thynk Box
27 Jan Hofmeyer Road
Westville
Durban, 3630
Tel: (031) 304 5930
Fax: (031) 301 9313

LIMPOPO
89B Biccadd Street
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



Education, Training and Development Practices Sector Education and Training Authority

BID NO: SCMU: 01 - 2024/25

REQUEST FOR BIDS

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 Tenderers@etdpseta.org.za for any enquiries.

2. PURPOSE AND OBJECTIVES

Purpose

The purpose of this Bid 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 servicing 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 location 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 information in this communication is confidential and may be legally privileged.

It is intended for the sole use of the individual/s or entity to whom this has been addressed or copied. If you are not the intended recipient you are hereby notified that any disclosure, copying, distribution or taking action in reliance of the contents of this communication and/or its attachments, is strictly prohibited and will be unlawful.

The service provider (s) is to supply the ETDP SETA Head Office and its nine (9) Provincial Offices with purified bottled water and servicing **(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 location 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 servicing of **(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 is **01 August 2024 to 31 March 2030**

1 August 2024 to 30 June 2025	Year 1
1 July 2025 to 30 June 2026	Year 2
1 July 2026 to 30 June 2027	Year 3
1 July 2027 to 30 June 2028	Year 4
1 July 2028 to 30 June 2029	Year 5
1 July 2029 to 31 March 2030	Year 6

- Free State period is **01 August 2024 to 31 March 2030**

1 August 2024 to 30 June 2025	Year 1
1 July 2025 to 30 June 2026	Year 2
1 July 2026 to 30 June 2027	Year 3
1 July 2027 to 30 June 2028	Year 4
1 July 2028 to 30 June 2029	Year 5
1 July 2029 to 31 March 2030	Year 6

- The remainder of other provincial offices is **01 August 2024 to 31 December 2028**

1 August 2024 to 30 June 2025	Year 1
1 July 2025 to 30 June 2026	Year 2
1 July 2026 to 30 June 2027	Year 3
1 July 2027 to 31 December 2028	Year 4

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)]

7.1.1. MANDATORY DOCUMENTS TO BE SUBMITTED IN ORDER TO BE ELIGIBLE FOR EVALUATION

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	80
✓ Allocation of specific goals	20

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, Main Menu > Supply Chain Management > Open Bids as from **12h00** on **05 July 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

Hosken’s House

45 Mooi Street

Johannesburg

2091

Submissions can be delivered into the tender box between **08h00 and 16h30 Monday to Friday BEFORE** the closing date and time of **11h00** on **29 July 2024**.

No late submission will be accepted!

10. CLOSING DATE

All Proposals should reach the ETDP SETA Offices on or before **11h00** on **29 July 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 Manager: Email: Tenderers@etdpseta.org.za

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