

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

Braampark Office Park
33 Hoofd Street
Forum 4, 2nd Floor
Braamfontein
Johannesburg, 2091
Tel: (011) 403 1301/2/3/6
Fax: (086) 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) 700 8113
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: 07 – 2020/21

REQUEST FOR BIDS

TERMS OF REFERENCE FOR THE MONTHLY SUPPLY OF PURIFIED WATER WITH DISPENSER COOLERS FOR THE ETDP SETA HEAD OFFICE AND 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 Strategy III. 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.

The purpose of this Bid is to appoint a service provider who will to supply purified water with dispenser coolers for ETDP SETA's Head Office and its eight (8) provincial offices, see attached physical addresses.

The periods of supply should be as follows:

- Head Office : Period **01 January 2021 to 30 June 2025**
- Provincial Offices: Period **01 January 2021 to 30 June 2025**
- The list of offices and their needs is reflected on paragraph 2 below as well as on the attached Annexure.
- Interested service providers are required to bid as per the ETDP SETA's costing model including yearly cost escalations.
- Should the ETDP SETA relocate within the 30 km radius from its current location during the period of contract, the ETDP SETA will incur all the costs. However, should it be beyond the 30 km radius, it will not cover the relocation costs.

2. PROJECT SCOPE / DELIVERABLES

The ETDP SETA is committed in ensuring a conducive and a safe working environment by complying with all health and safety regulations.

Deliverables:

2.1 To supply purified water with dispenser coolers for ETDP SETA's Head Office and its eight (8) provincial offices for the following periods:

- **Head Office** : Period 1 January 2021 to 30 June 2025
- **Provincial Offices**: Period 1 January 2021 to 30 June 2025.

- 2.2 The service provider to provide a detailed and a clear delivery plan.
- 2.3 To provide evidence of track record in a similar assignment undertaken.
- 2.4 To provide names and contact details of referees who can provide an objective assessment of the project previously undertaken.
- 2.5 The service provider will sign the SLA with the ETDP SETA which will include specific contractual obligations.
- 2.6 The service provider will report directly to the Corporate Services Manager when performing the work.

Interested suppliers are hereby invited to submit their bids as per each ETDP SETA's office needs.

Description	Office location	Quantity
Water Dispenser –	Ghandi Square, Johannesburg - CBD	11
Water Dispenser -	Durban	1
Water Dispenser –	East London	1
Water Dispenser –	Potchefstroom	1
Water Dispenser –	Polokwane	1
Water Dispenser –	Nelspruit	1
Water Dispenser –	Kimberley	1
Water Dispenser –	Cape Town	1
Water Dispenser -	Bloemfontein	1
	Office location	
18litre/19litre water bottle -	Ghandi Square, Johannesburg - CBD	65
18litre/19litre water bottle -	Durban	5
18litre/19litre water bottle -	East London	9
18litre/19litre water bottle -	Potchefstroom	5
18litre/19litre water bottle -	Polokwane	10
18litre/19litre water bottle -	Nelspruit	5
18litre/19litre water bottle -	Kimberley	12
18litre/19litre water bottle -	Cape Town	5
18litre/19litre water bottle-	Bloemfontein	10

3. COSTING MODEL

NB: Interested bidders are to complete the attached annexures 1 and 2 on costing, costing should also be inclusive of but not limited to the supply, delivery, collection and rental. All costs to include annual escalation rates.

4. EVALUATION CRITERIA

THE ETDP SETA applies the provisions of the PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, ACT NO 5 OF 2000 and Preferential Procurement Regulations, 2017. The evaluation will be guided by ETDP SETA procurement policy.

Folder A (USB/ CD) must have documents for Stage 1 and Stage 2

4.1. STAGE 1 (Folder A)

Bidders will be evaluated on the submission of the requested mandatory documents.

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

1. Proof of accreditation as a supplier of purified water services.
2. Invitation to Bid – **SBD 1**
3. Declaration of Interest – **SBD 4**
4. Declaration of Bidder's Past Supply Chain Practices – **SBD 8**
5. Certificate of Independent Bid Determination – **SBD 9**
6. Proof of compliance with regulatory requirements standards for Bottled water ,
SOUTH AFRICAN NATIONAL STANDARD (SANS 1657) and or /Proof of accreditation of
the laboratory in terms of the **South African National Accreditation System (SANAS)**

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

4.2. STAGE 2 (Folder A)

In this stage, the evaluation of bid shall include functionality whereby the bids will be evaluated in terms of the evaluation criteria embodied in the bid document.

- (a) The minimum qualifying score for functionality will be **70 points** and bids that fail to achieve the minimum qualifying score will be eliminated.
- (b) Only bids that achieved the minimum qualifying score/ percentage for functionality will be evaluated further in accordance with the **80/20 preference point systems prescribed in Preferential Procurement Regulations 5 and 6.**

The evaluation criteria for functionality will be as below:

NO.	QUALIFYING CRITERIA	POINTS
1.	Experience & References of service providers in doing business of similar nature in an organization 1.1. Experience: company letterhead indicating the type of project and when it was carried out) (15) • Must have successfully completed five (5) or more similar projects. = 15 • Must have successfully completed between 3-4 similar projects. = 10 • Must have successfully completed between 1-2 similar projects. = 5 1.2. Contactable reference: Three (3) Reference letters are required. References must be on the referee's company letterhead. (20) • 3 or more references = 20 • 2 references = 10 • 1 reference = 5	35
2.	Experience of the Project Manager (attach CV) : 15 a. Must have five (5) or more years of work experience. = 15 b. Must have 3-4 years of work experience. = 10 c. Must have 1-2 years of work experience. = 5	15
3.	Submit a project plan with timeframes : 50 a. The plan to be comprehensive in showing how the following will be achieved: 50 • Water delivery with water cooler dispensers to all offices within four (4) weeks after the signing of the contract. • Servicing and maintenance of water cooler dispenser on a monthly basis. b. The plan to be comprehensive in showing how the following will be achieved : 30 • Water delivery with water cooler dispensers to all offices within six (6) weeks after the signing of the contract • Servicing and maintenance of water cooler dispensers on a monthly basis. c. The plan to be comprehensive in showing how the following will be achieved : 15 • Water delivery with water cooler dispensers to all offices within eight (8) weeks after the signing of the contract. • Servicing and maintenance of water cooler dispensers on a monthly basis.	50
Total		100

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Bidders must provide documents to justify awarding the above points, and such proof should include details of contactable references to validate the information submitted. Points will be awarded on a sliding scale.

Please take note of the value and scoring point system of your bid.

4.3. STAGE 3 [(Folder B (USB/ CD))]

PRICING SCHEDULE DOCUMENTS

- a. Price Proposal (*Price must be final, include VAT and signed*)
- b. Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2017 - **SBD 6.1 (If claiming preferential points)**
- c. Valid Tax Clearance Certificate or Unique security personal identification number (PIN) issued by SARS"
- d. B-BBEE Certificate/ Sworn Affidavit (*If claiming preferential points*)

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

✓ Price	80
✓ B-BBEE status level of contributor	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.

NB: PLEASE NOTE THAT INCLUSION OF THE FINANCIAL PROPOSAL IN FOLDER A WILL LEAD TO DISQUALIFICATION

5. BID CONDITIONS

The following ETDP SETA Supply Chain Management Policy will apply:

1. ETDP SETA reserves the right not to appoint a bidder with the highest points.
2. The ETDP SETA reserves the right not to award the bid
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 or submitted by facsimile will **NOT** be accepted.
5. Bidders with a **turnover above R 10 million** must submit a valid certified B-BBEE Verification Certificate from **SANAS Accredited Verification Agency** in order to be eligible for empowerment points.
6. An Exempted Micro Enterprise (EME) is only required to submit a sworn affidavit or a Certificate issued by Companies and Intellectual Property Commission (CIPC) confirming their annual turnover of R 10 million or less and level of black ownership to claim points.
7. A Qualifying Small Enterprise (QSE), is required to submit a sworn affidavit confirming their **annual total revenue of between R 10 million and R 50 million and level of black ownership** or a B-BBEE level verification certificate to claim points as prescribed.
8. **B-BBEE Certificates obtained from Accountants/ Auditors after 31 December 2016 will no longer be accepted.**
9. 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** have an accreditation certificate with relevant authority as stated in Mandatory documents.
10. 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 preference points for B-BBEE status level of contribution are not claimed.
11. Bids submitted are to hold good for a period of 90 days.
12. 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.
13. All suppliers must be registered on the **Central Supplier Database**. No bid will be awarded to any supplier by ETDP SETA that is not registered on the Central Supplier.
14. Companies that are in the process of **de-registration in the CIPC** will not be considered.
15. The successful service provider **must** sign the penalty and termination clause as part of the agreement with ETDP SETA.

6. BID DOCUMENTS / PROPOSAL PACKS

Bid documents for participation must be downloaded from the ETDP SETA website: www.etdpseta.org.za, Main Menu > Supply Chain > Procurement > Open Tenders as from 12h00 on **16 November 2020**.

Bidders must submit technical and financial proposals in **two separate USBs/ CDs** clearly marked "Folder A - Technical Proposal" and "Folder B - Financial Proposal".

Folder B must include the **complete and signed costing model/ Price schedule, Valid Tax Clearance Certificate or Unique security personal identification number (PIN) issued by SARS and must be in SARS letterhead" (Mandatory) & fully completed SBD 6.1 form and B-BBE Certificate or a signed Sworn Affidavit (if claiming preferential points).**

The financial proposal – Folder B, will only be opened should the technical proposal be found acceptable.

All Bids/Proposals must be **SUBMITTED** via an email to Tenderers@etdpseta.org.za

OR

Hand / Courier delivered to:

ETDP SETA HOUSE

2-6 NEW STREET

SOUTH MASHALTOWN

GHANDI SQUARE

JOHANNESBURG

2061

Submissions can be delivered between **08h00 and 16h30 Monday to Friday BEFORE** the closing date and time of **11h00 on 07 December 2020**.

No late submission will be accepted!

7. CLOSING DATE

Response for bids/bid must reach the ETDP SETA Offices on or before 11h00 on **07 December 2020**.

8. 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:

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Supply Chain: 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.



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