

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

BID NO: SCMU: 09 - 2021/22

REQUEST FOR BIDS

TERMS OF REFERENCE FOR THE MONTHLY SUPPLY OF PURIFIED WATER WITH DISPENSER COOLERS FOR THE ETDP SETA

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.

The purpose of this Bid is to appoint a service provider who will supply purified water with dispenser coolers for ETDP SETA's Head Office and its eight (8) provincial offices. The period of supply is **01 December 2021 to 31 December 2023 with an option to renew.**

The list of offices and their needs are reflected on paragraph 2 below as well as on the attached Annexure. **NB: The physical address for the Free State office will be, confirmed and communicated to a successful bidder in due course.**

- **Interested service providers are required to bid as per the ETDP SETA's costing model including yearly cost escalations per each provincial office.**
- Should the ETDP SETA relocate within the 30 km radius from its current location during the period of contract the service provider will not incur costs, the ETDP SETA will incur all the costs should it be beyond the 30 km radius.

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 for ETDP SETA Head Office and its eight (8) provincial offices for the period **01 December 2021 to 31 December 2023.**
- 2.2 **Interested service providers are required to bid as per the ETDP SETA's costing model including yearly cost escalations per each provincial office.**
- 2.3 To supply once off purified water dispenser coolers for ETDP SETA Head Office and its eight (8) provincial offices for the period **01 December 2021 to 31 December 2023.**
- 2.4 The service provider to provide a detailed and a clear service delivery plan.



- 2.5 To provide evidence of record of accomplishment in a similar assignment undertaken.
- 2.6 To provide names and contact details of referees who can provide an objective assessment of the project previously undertaken.
- 2.7 The service provider will sign the SLA with the ETDP SETA which will include specific contractual obligations.
- 2.8 The service provider will report directly to the Corporate Services Manager/Head of Facilities when performing the work.

Interested service providers are invited to submit their bids as per each ETDP SETA's office and needs.

Description	Office location	Quantity
Water Dispenser – Once off supply	ETDP SETA House: Ghandi Square, 2-6 New Street, South Marshalltown, Johannesburg	10
Water Dispenser – Once off supply	333 Smith Street (Anton Lembede Street) Durban Bay House 12th Floor, Suite 1203 Durban	1
Water Dispenser – Once off supply	Waverley Office Park 3-33 Philip Frame Road Chiselmhurst East London	1
Water Dispenser – Once off supply	78 Retief Cnr Peter Mokaba Street Sparkling Office Park Potchefstroom	1
Water Dispenser – Once off supply	29 Hans van Rensburg Street Kwane Chambers Office No: 01 Polokwane	1
Water Dispenser – Once off supply	Streak Office Park Block B, 1st Floor 6 Streak Street Nelspruit	1
Water Dispenser – Once off supply	6A Long Street Bobby's Walk Building Kimberley	1
Water Dispenser – Once off supply	2 Old Paarl Road Sunbel Building Office 205, Second Floor Bellville	1
Water Dispenser – Once off supply	Free State NB: The physical address for the Free State office will be, confirmed and communicated to a successful bidder in due course.	1

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Description	Office location	Quantity
18litre/19litre water bottle –monthly supply	ETDP SETA House: Ghandi Square, 2-6 New Street, South Marshalltown, Johannesburg	50
18litre/19litre water bottle – monthly supply	333 Smith Street (Anton Lembede Street) Durban Bay House 12th Floor, Suite 1203 Durban	5
18litre/19litre water bottle – monthly supply	Waverley Office Park 3-33 Philip Frame Road Chiselhurst East London	9
18litre/19litre water bottle – monthly supply	78 Retief Cnr Peter Mokaba Street Sparkling Office Park Potchefstroom	5
18litre/19litre water bottle – monthly supply	29 Hans van Rensburg Street Kwane Chambers Office No: 01 Polokwane	10
18litre/19litre water bottle – monthly supply	Streak Office Park Block B, 1st Floor 6 Streak Street Nelspruit	5
18litre/19litre water bottle – monthly supply	6A Long Street Bobby's Walk Building Kimberley	12
18litre/19litre water bottle – monthly supply	2 Old Paarl Road Sunbel Building Office 205, Second Floor Bellville	5
18litre/19litre water bottle- monthly supply	Free State NB: The physical address for the Free State office will be, confirmed and communicated to a successful bidder in due course.	10

3. COSTING MODEL

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

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4. PROJECT REQUIREMENTS

- 4.1. The ETDP SETA will evaluate the bids per each provincial office.
- 4.2. Please submit separate bids per office of interest.
- 4.3. Bidders must include escalations in their price quotes, *if any, as per the stipulated period.*
- 4.4. Bid documentation that do not comply, will be eliminated from the evaluation process.
- 4.5. The ETDP SETA reserves the right not to award bid.

5. DURATION

The ETDP SETA will enter into a Service Level Agreement (SLA) with service provider(s) for the period **01 December 2021 to 31 December 2023** with an option to extend.

6. 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) must have documents for Stage 1 and Stage 2

6.1. STAGE 1 [(Folder A) USB]

Bidders will be evaluated on the submission of the **requested mandatory documents per each ETDP SETA office and needs.**

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

1. Proof of accreditation as a supplier of purified water services by providing one of the following;
 - 1.1 Accreditation as per the **SOUTH AFRICAN NATIONAL STANDARD (SANS 1657) and/or**
 - 1.2 Accreditation of the laboratory in terms of the **South African National Accreditation System (SANAS) and /or**
 - 1.3 An undertaking by an accredited water supplier that the successful bidder will be receiving equipment and purified water from them.
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**

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

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6.2. STAGE 2 [(Folder A) USB]

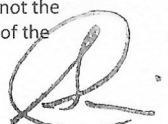
In this stage, the evaluation of bid shall include functionality whereby the bids will be evaluated in terms of the evaluation criteria embodied in the bid document.

- (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 and contactable references of service providers 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 references: 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 • Must have five (5) or more years of work experience. = 15 • Must have 3-4 years of work experience. = 10 • Must have 1-2 years of work experience. = 5	15
3.	Submit a project plan with timeframes : 50 1. The plan to be comprehensive in showing how the following will be achieved : 50 • Water delivery to all offices within four (4) weeks after the signing of the contract. • Once off delivery of water cooler dispensers to all offices within four (4) weeks after the signing of the contract. • Servicing and maintenance of water cooler dispensers on a monthly basis. 2. The plan to be comprehensive in showing how the following will be achieved : 30 • Water delivery to all offices within six (6) weeks after the signing of the contract • Once off delivery of 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. 3. The plan to be comprehensive in showing how the following will be achieved : 15 • Water delivery to all offices within eight (8) weeks after the signing of the contract. • Once off delivery of 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

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	NB: Failure to deliver services as per the project plan will lead to an imposition of penalty by the ETDP SETA.	
Total		100

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.

6.3. STAGE 3 [(Folder B USB)]

PRICING SCHEDULE DOCUMENTS

- Price Proposal (**Price must be final, inclusive of VAT and signed**)
- Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2017 - **SBD 6.1 (If claiming preferential points)**
- Valid Tax Clearance Certificate or Unique security personal identification number (PIN) issued by SARS"
- 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 THE INCLUSION OF THE FINANCIAL PROPOSAL IN FOLDER A WILL LEAD TO DISQUALIFICATION

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7. BID CONDITIONS

The following 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 or submitted by facsimile and/or email 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.

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8. BID DOCUMENTS / PROPOSAL PACKS

Bid documents for participation can be downloaded from the ETDP SETA website: www.etdpseta.org.za, Main Menu > Supply Chain Management > Procurement > Open Tenders as from 12h00 on **16 September 2021**.

Bidders must submit technical and financial proposals in **two separate USBs ONLY** clearly marked "Folder A-Technical Proposal" and "Folder B – Financial Proposal per each ETDP SETA office.

NB: PAPER BASED PROPOSALS and CDs WILL NOT BE ACCEPTED AND WILL LEAD TO DISQUALIFICATION AND ELIMINATION OF YOUR BID FROM EVALUATION!

Folder B must include the **complete and signed costing model and 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 or B-BBE Certificate or a signed Sworn Affidavit (if claiming preferential points).**

The financial proposal will only be opened should the technical proposal be found acceptable.

All Bids/Proposals must be couriered and or/hand delivered as per instructions on bid documents/proposal packaging instructions on paragraph 8, above to:

The ETDP SETA – Head Office
ETDP SETA House
2-6 New Street
Ghandi Square
Johannesburg South - CBD
2091

Submissions can be delivered into the tender box between **08h00 and 16h30 Monday to Friday BEFORE** the closing date and time of **08 October 2021**.

No late submission will be accepted!

9. CLOSING DATE

Response for bids/bid must reach the ETDP SETA Office on or before 11h00 on **08 October 2021**.

10. 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: Email: tenderers@etdpseta.org.za

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

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