

**REQUEST FOR WEBTENDER:**

Quotation Number:	ERW201909/010		
Description:	APPOINTMENT OF A SERVICE PROVIDER TO RENDER HIV/AIDS WORKPLACE PROGRAMME SERVICES TO BE CONDUCTED FOR ERWAT EMPLOYEES INCLUDING MANAGEMENT FOR A PERIOD OF FIVE (05) MONTHS		
CIDB Requirement	N/A	DTI provision (refer MBD 6.2 form)	
Bid Closing Date:	17 SEPTEMBER 2019 @12:00PM		
Compulsory Briefing Session:	13 SEPTEMBER 2019 @10:00AM – ERWAT Head Office – (Venue –Main Gate Welcome centre)		
Plant/Site Address:	ERWAT HEAD OFFICE– Hartebeestfontein Office Park R25 (Bronkhorstspuit/Bapsfontein), Kempton Park		
Contact Person	Sr. Malindy Mthembu		
Contact Number	011 929-7022	e-mail	@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.		

**Accredited, experienced and registered Service providers are hereby invited to submit bids for APPOINTMENT OF A SERVICE PROVIDER TO RENDER HIV/AIDS WORKPLACE PROGRAMME SERVICES TO BE CONDUCTED FOR ERWAT EMPLOYEES INCLUDING MANAGEMENT FOR A PERIOD OF FIVE (05) MONTHS.**

**SCOPE OF WORKS:**

No.	Service Requirement	Nurse	Technician	Counsellor	Compliant (Yes/No)
1	To provide HIV/AIDS awareness to our staff members in terms of information and education.	√	√	√	
2	To develop and review HIV/AIDS policy.	√			
3	To train employees at all levels on HIV/AIDS workplace programme.	√		√	
4	To establish the HIV/AIDS structure to maintain the programme – Wellness Champion education.	√		√	
5	To provide on-going training and support of the Wellness Champions in dealing with other important health related matters.	√		√	
6	Monitor and supervise Wellness Champions' activities on monthly basis, also giving the reports on their activities monthly.	√		√	
7	Visit and shadow Wellness Champions at plant level.	√		√	

8	To provide Wellness Champions and management on how to deal with HIV/AIDS infected and affected staff.	√		√	
9	To conduct Knowledge, attitude & perception/behaviour (KAP/B) Survey annually on different ERWAT's sites (Plants), including preparation and submission comparative report to ERWAT management.	√			
10	To conduct/perform HIV/AIDS Voluntary Counselling and Testing (VCT) twice annually on different ERWAT's sites (Plants) with report submission.	√	√	√	
11	Provide detailed reports of tests per area, highlighting abnormalities also providing with recommendations on affected employees.	√			
12	Enrolling new HIV Positive ERWAT employees to in-house case management program.	√	√	√	
13	Refer non-willing ERWAT HIV Positive employees to appropriate ARV Centres of their choice.	√	√	√	
14	Do case management of existing and willing ERWAT HIV Positive employees by referring and monitoring them.	√	√	√	
15	Prepare and submit quarterly, half annually and annual program report to ERWAT.	√			

**Requirements:**

- The quotation submitted must be based on an estimate of 750 persons.
- Condoms and lubrication sachets must be provided to ERWAT employees.
- Trained technicians referred above must submit proof of registration or training undergone.
- Qualified nurse referred above must submit proof of registration or training undergone and South African Nursing Council (SANC) registration.
- Trained/ certified counsellors indicated above to supply proof of registration or training.

**NB: Failure to submit proof of the above will render your bid invalid.**

**DELIVERY POINT**

ERWAT Head Office and Plants

**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:

**FUNCTIONALITY**

**– Functionality evaluation**

Functionality criteria	Scores allocated	WEIGHT
1. Counsellor experience (Minimum 3 of years working as a Counsellor): <ul style="list-style-type: none"><li>• More than 5 letters</li><li>• 4 -5 letters</li><li>• 1 – 3 letters</li><li>• No submission</li></ul>	40 20 10 0	40
2. Technician experience (Number of years working as a Technician) <ul style="list-style-type: none"><li>• More than 5 letters</li><li>• 4 -5 letters</li><li>• 1 – 3 letters</li><li>• No submission</li></ul>	20 10 5 0	20
3. Experience with Registered Nurse (Valid reference from companies where work was previously performed) <ul style="list-style-type: none"><li>• More than 5 letters</li><li>• 4 -5 letters</li><li>• 1 – 3 letters</li><li>• No submission</li></ul>	40 20 1 0	40
Total		100

Preference points system (PPS) as included in the Preferential Procurement Policy Framework Act, Regulations of 2017:

### **Pricing:**

1. A monthly all-inclusive figure must be quoted as a retainer.
2. All services and goods specified must be included.
3. No costs will be allowed in excess of the monthly retainer.
4. Quotation pricing submitted in a format that differs from that specified below will result in disqualification.

### **Pricing schedule**

Monthly retainer (Excl. VAT): R\_\_\_\_\_

Value added tax: R\_\_\_\_\_

Monthly retainer (Incl. VAT) R\_\_\_\_\_

PPS	Contract value	Formula	Additional Considerations
80/20	Equal to or above R 30 000.00 and up to R 200 000	$Ps = 80(1 - (Pt - P_{min})/P)$ <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.</p>	<ul style="list-style-type: none"><li>• 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.</li><li>• 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.</li><li>• Above points must be added to points scored for price.</li></ul>

			<ul style="list-style-type: none"> <li>Only bidder scoring the highest points will be selected for award.</li> </ul>
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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:**

Work offered that **DO NOT** comply with the specifications will not be evaluated. Any works completed will

#### **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](http://www.sars.gov.za) or ERWAT Website: [www.erwat.co.za/procurement](http://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](http://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**

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### **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](mailto: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:**

**MIMECAST 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.