

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO LEASE WATER COOLERS, SUPPLY AND DELIVERY OF PURIFIED WATER AS AND WHEN REQUIRED TO THE PORTS REGULATOR OF SOUTH AFRICA FOR THE PERIOD OF TWENTY-ONE (21) MONTHS

1. PURPOSE

- 1.1. The Ports Regulator of South Africa (PRSA) would like to invite proposals from prospective Service Providers for leasing of water cooler(s), supply and delivery of purified water bottles on a rate-base just in time contract for a period of twenty-one (21) months. It is anticipated that the contract will run as from January 2023 to September 2024 (21 months).

2. BACKGROUND

- 2.1. The Supply Chain Management is tasked with the responsibility to assist with effective cost saving sourcing mechanism of resources required to ensure value for money.
- 2.2. A need has been identified to procure this service.
- 2.3. The service provider appointed will be required to provide service maintenance to all water cooler dispensers that will be leased.

3. PROJECT OBJECTIVE

- 3.1. The objective of this project is to enter a Just in Time Contract with the suitable service provider who has the ability and capacity to carry out this contract for leasing of water coolers with service maintenance.

4. SCOPE / SPECIFICATIONS

- 4.1 The service provider is also expected to supply and deliver purified water bottles and disposable heat resistant paper cups.
- 4.2 The appointed service provider will be required to provide a routine maintenance service plan on all the leased water cooler dispensers.

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- 4.3 PRSA is under no obligation to procure all the listed items during the contract period; however, the bidder must be able to supply all item as and when a need arises or when the order is placed.
- 4.4 The quantities to be ordered may vary from time to time per item as they cannot be estimated.
- 4.5 Service provider to maintain same colour and same brand on all leased dispensers.

5. SPECIFICATION FOR WATER COOLERS AND ACCESSORIES

5.1 Free Standing Hot and Cold-Water Dispenser with Fridge

Quantity = 1 (One)



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DATA SHEET

Product description	16LB free-standing with fridge
Voltage	110V /220V 50/60Hz
Heating power	500W
Cooling power	112W
Heating capacity	Hot water $\geq 90^{\circ}$ 5L/h
Cooling capacity	Cold water $\geq 10^{\circ}$ 2L/h
Packing dimensions	33 x 34 x 100cm
	238 x pieces per 20ft container
	490 pieces per 40ft high cube container

5.2 Specification for Water Cooler Without Fridge

Quantity: Three (3)

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DATA SHEET

Style	Top-loading
Cabinet	Black painted steel side panels black/silver and stainless ABS top panel, front
Hot tank	2.5L stainless steel hot tank
Evaporator style	Internal - stainless steel on copper
Faucet style	Piano keyboard faucet actuators
Filter	Optional
Water flow in 1 minute	2.2L Cold
Net weight (kg/lbs.)	15.5 kg
Gross weight (kg/lbs.)	17.5 kg
Product dimensions	31.6 x 29.7 x 102 cm
Packing dimensions	38.5 x 35 x 109cm
20' Container Loading Qty	192 units Unload by hand
40' GP Container Loading Qty	396 units Unload by hand
	separated by air dunnage bags

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X-COLD WATER

Cold output per hour 4 Liters ($\leq 10^{\circ}\text{C}$)

Cold temperature range 3°C - 10°C

Hot temperature range 80°C - 92°

5.3 PURIFIED WATER BOTTLE (As and when required)



Water supply	18,9L Co-Polymer water bottle with embedded tap (standard 5 Gallon)
Weight	Minimum 23kg
Bottle Dimensions	493mm high From 269mm diameter
Neck size	55.5mm
Bottle weight	680 grams to 85 grams
Colour	Standard blue

5.4 Paper cup 200ml



Product description

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Weight 210gsm _ 18gPE

Dimensions 70 x 45 x 94mm

6 OTHER REQUIREMENTS & CONDITIONS:

6.1 Quarterly Maintenance Plan

The appointed service provider will always be required to provide a quarterly routine maintenance/service on all leased water dispensers to ensure optimal working condition. Maintenance shall be deemed to include but not limited to the following:

- a) Servicing, maintenance, repair and replacement of all accessories and consumable.
- b) Replacement of parts due to wear and tear as and when a need arise
- c) Cleaning of the entire dispenser internally and externally (e.g., Main water tank, hot and cold compartments, safety taps, water tray.

6.1.1 The maintenance must be carried out at every three months interval (the service provider must provide the PRSA with maintenance report every after two weeks following the month end of the quarter).

6.1.2 All the material required for repair and replacement of any of the component/system shall be arranged by the service provider and also carries the cost.

6.1.3 All the leased dispenser machine must be brand new and covered under warranty.

7. TIME SCHEDULE

7.1 The water coolers and/or water bottles must be delivered within seven (7) days after the order has been placed.

7.2 After the order has been placed, purified water bottles will be ordered by email or fax as and when required and delivery should take place within two days.

7.3 This term contract will run for a period of twenty-one (21) months, subject to quality service and satisfactory performance.

7.4 All queries shall be attended to and addressed within twenty-four (24) hours.

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8. PROPOSAL REQUIREMENT

- 8.1. Total bid price will be determined in line with detailed cost breakdown of each item type listed on the specifications as per the pricing schedule. **[Bidders must take note that this is a rate based just in time contract with unspecified quantities].** Quantities will be determined by client usage
- 8.2. Cost for delivery must be included in the price.

9. EVALUATION CRITERIA

This bid shall be evaluated in the following stages:

- SCM Compliance
- Compulsory documents
- Price and BBEE

9.1 SCM Compliance (Phase 1)

- 9.1.1 The bidder must submit completed SBD 4 Forms.
- 9.1.2 The bidder must submit completed Preference Points Claim Form (SBD 6.1),
- 9.1.3 The bidder must be registered on the National Treasury Central Supplier Database (CSD) and proof thereof must be furnished (MAAA Number / CSD Report).

NB: Failure to adhere to the following conditions will disqualify the bidder's proposal:

9.2 Compulsory documents (Phase 2)

CRITERIA	GUIDELINE FOR CRITERIA APPLICATION
Company Experience	<p>The bidder must provide a Proof of Evidence (POE) in the form of reference letter; at least one (1) current or previous contract in supplying and delivery of water coolers. Reference letter must be under the client-company letterhead that confirms that the company is supplying or has previously supplied water coolers - Confirmation must not be older than five years.</p> <p>The reference letter confirming previous/current successful project/contract should contain the following detail: client's company and telephone number, description of services).</p>

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	NB: Each contract must have ran/completed a work for a period of at least 1 year.
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NB: Bidder/s that fail to meet the above-mentioned requirement will not be considered further for evaluation.

9.3 Price & B-BBEE: Evaluation based on price and BBEE in line with the provisions of the Preferential Procurement Policy Framework Act of 2017. BBEE and Price. As the RFQ price is estimated to be between R 30 000.00 and R 1 000 000.00, therefore RFQ responses will be evaluated on the 80/20 Price & BBEE preference point system.

9.3.1 Pricing Schedule:

Description	Unit Price	Quantity	Price
Paper cup 200ml as per specification paragraph 5.4 (As and when required)	R_____ per cup	Estimated quantity: 400 cups per week 1600 cups per month = 33 600 cups in 21 months	R_____
Purified Water Bottle as per specification in paragraph 5.3	R_____ per bottle	Estimated Quantity: 18,9L X 5 Bottles per week	R_____

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Description	Unit Price	Quantity	Price
(As and when required)		18,9L X 20 Bottles per month = 18,9L X 420 Bottles for a period of 21 months	
Leasing, repairs, and maintenance of Water Cooler Without Fridge for a period of twenty-one (21) months; as per specification in paragraph 5.2	R_____ per month	Estimated required quantity is three (3) Period: 21 months	Unit Price R_____ pm X 3 Water Coolers = R_____ pm X 21 months R_____
Leasing, repairs, and maintenance of Free Standing Hot and Cold-Water Dispenser with Fridge as per specification in paragraph 5.1	R_____ per month	Estimated quantity is one (1) Big Boardroom Period: 21 months	R_____
Total			R
15% VAT			R
Total Inclusive of VAT			R

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NB: The above prices must be inclusive of delivery, repairs, maintenance of water coolers. The purified water bottled, and paper cups will be ordered as and when required – above quantities are estimates.

10 METHOD OF PAYMENT

NOTE: All prices must be VAT inclusive (if applicable) and must be quoted in South African Rand (ZAR).

- 10.3 All the prices for twenty-one (21) months must be firm.
- 10.4 Payment will be made on a monthly basis for water cooler, number of purified water bottles and disposable glasses delivered to the satisfaction of the PRSA for that specific month.

11 TERMS AND CONDITIONS OF THE PROJECT

- 11.3 Awarding of the project will be subject to the Services Provider's express acceptance of the PRSA Supply Chain Management general contract conditions.
- 11.4 The service provider should deliver within seven (7) days after receipt of an official purchase order.
- 11.5 Staffing requirements will be identified on the onset of the project and shall remain unchanged for the duration of the project, unless prior written consent has been granted by the PRSA.
- 11.6 The successful service provider agrees to keep confidential all records and information of or related to the project and not disclose such records or information to any third party without the prior written consent of PRSA.
- 11.7 PRSA reserves the right not to award this contract and reserves the right to terminate the contract in the event that there is clear evidence of non-or poor performance.
- 11.8 PRSA reserved the right to reduce the contract period before contracting.

12 CONTACT PERSON

All enquiries related to this bid must be forwarded to:

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12.3 SCM Team:

Email: quotations@portsregulator.org

13 PUBLICATION

- Etender Website (National Treasury Portal)
- Ports Regulator of South Africa Website