

REQUEST FOR QUOTATION

**APPOINTMENT OF A SUITABLE EXTERNAL SERVICE PROVIDER TO SUPPLY AND DELIVER
PURIFIED WATER TO QUALITY COUNCIL FOR TRADES AND OCCUPATIONS (QCTO) FOR A
PERIOD OF THIRTY-THREE (33) MONTHS.**

Closing Date
Date: 15 July 2022 Time:11:00

NB: Late Submissions will not be considered

QUOTE VALIDITY PERIOD

The validity period for this quote : **30 days.**

ENQUIRIES

Any technical enquiries regarding the terms of reference shall be directed in writing to:

Ms. Itumeleng Mpe :

Email: Mpe.I@qcto.org.za

Any SCM related enquiries shall be directed in writing to:

Ms N Chauke

Email: tenders@qcto.org.za

QUOTE SUBMISSION AND COMPLIANCE

The quotation must be submitted in the following manner;

1.1. Technical proposal and supporting documents must be send to tenders@qcto.org.za

I/We have attached to this document:	Tick submitted if		Office use
	Yes	No	
• Original technical proposal	Yes	No	
• Completion of SBD 1, 4; 3.3; 6.1.	Yes	No	
• CSD Registration (National Treasury)	Yes	No	

NB: Please paginate your proposal submission by using numbered file dividers or similar system and create an index page for ease of reference.

1. BRIEF SCOPE OF WORK:

1.1 The appointed Service Provider shall be expected to supply goods or service based on the following:

- 1.1.1 The appointed service provider shall supply and deliver purified water
- 1.1.2 The appointed service provider must lease 12 Aqua Cooler Machines for a period of 33 months to the QCTO.
- 1.1.3 The Supplier shall ensure that the Services are rendered within the time periods as may be required by the applicable time frames and as required by QCTO on different matters
- 1.1.4 The Service Provider shall supply 12 (cold and hot) Aqua Cooler machines on a rental contract for a period of 33 months
- 1.1.5 The Service Provider shall supply 25 bottles of purified water per week
- 1.1.6 The Service Provider shall maintain and clean machines as and when required.
- 1.1.7 The Service Provider shall supply 200 plastics cups per month
- 1.1.8 The Service Provider shall supply the placement per dispenser machine and cup holders per Aqua Cooler Machine.

2. PRICING:

- The Service provider's proposed cost for the project should be an all-inclusive maximum fixed price fee for a period of 33 months.
- This amount must be inclusive of VAT.

3. EVALUATION CRITERIA

QCTO may request additional information, clarification, or verification regarding any information contained in or omitted from a tenderer's proposal. This information will be requested in writing, and the service provider must provide the requested information within forty-eight (48) hours after the request has been made; otherwise the service provider may be disqualified;

QCTO may conduct due diligence on any tenderer, which may include interviewing customer references or other activities to verify a tenderer's or other information and capabilities (Including visiting the tenderer's various premises and/or sites to verify certain stated information or assumptions) and in these instances, the service providers will be obliged to provide QCTO with all

necessary access, assistance and/or information which QCTO may reasonably request and to respond within the given time frame set by QCTO;

3.1 Stage 1: Functionality

No.	Evaluation Criteria	Guideline	Scoring	Points
1	Company experience to perform the work. (Reference letters or project completion or Purchase orders)	Demonstrates company experience to perform the work. Supporting documents should be Reference letters or project completion certificates or purchase orders that are signed, dated and on a client /company letterhead with details of the project and contact person.	0 projects = 0 points 1 projects = 10 points 2 projects = 20 points 3 projects = 30 points 4 projects = 40 points 5 projects = 50 points	50
2	Methodology	The assignment has been broken into logical delivery periods and maintenance plans for the machines and purification Method.	No project methodology submitted = 0 points Project methodology submitted, and in accordance with the scope of work = 30 points Project methodology submitted, and it is logical in accordance with the scope of work = 50 points	50
Total Points				100

Each of the criteria is to be assessed and scored on the evaluation sheet using the above points.

Threshold: Bidders who score less than **80** out of 100 points on functionality will not be considered for Price will be disqualified for this project.

Shortlisted bidders may be required to present to the QCTO or host QCTO delegates for site visit.

3.2 Stage 2: Price

Only bids that achieved the minimum qualifying score/percentage for functionality will be considered further in terms of the **80/20 preference point system**.

The formulae to be utilised in calculating points scored for the preference point system will be included in the tender document.

Step 1 will be the calculation of points for price where the lowest bid will score 80 points for price, while bids with higher prices will score lower points for price on a pro-rata basis.

The following formula will be utilised to calculate the points for price in respect of tenders with a Rand value below R50 000 000 (all applicable taxes included):

$$P_s = 80 \left[1 - \left(\frac{P_t - P_{min}}{P_{min}} \right) \right]$$

Where:

P_s = Points scored for comparative price of proposal or offer under consideration;

P_t = Comparative price of proposal or offer under consideration; and

P_{min} = Comparative price of lowest acceptable proposal or offer.

Step 2 will be the calculation of points for the B-BBEE status level of contribution where 20 points will be awarded to a tenderer for attaining the B-BBEE status level of 1, and lower points will be awarded to tenderers with lower B-BBEE status levels as per table below:

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

Note: Non-compliant contributors or failure to provide certification substantiating the B-BBEE status level of contribution will result in the Tenderer being awarded zero (0) points for the preference point system.

CALCULATING THE FINAL SCORE

The points scored for price (step 1) will be added to the points scored for B-BBEE status level of contribution (step 2) to obtain the tenderer's total points scored out of 100.

AREAS OF EVALUATION	POINTS
Price	80
B-BBEE Status Level of contribution	20
Total	100

4. ACCEPTANCE OF QUOTATIONS

The QCTO does not bind itself to accept either the lowest or any other quote and reserves the right to accept the quote which it deems to be in the best interests of the organisation. QCTO reserves the right to accept the offer in full or in part or not at all.

5. SPECIAL CONDITIONS

- QCTO may request additional information, clarification or verification in respect of any information contained in or omitted from a Service provider's proposal. This information will be requested in writing;
- QCTO may conduct a due diligence on any Service Provider, which may include interviewing customer references.
- QCTO may enforce whatever measures it considers necessary to ensure the confidentiality and integrity of the contents of the proposal;
- All prices quoted must be VAT inclusive.
- QCTO will not provide upfront payments.
- The successful service provider shall provide the service required based on the set timelines agreed with QCTO.
- Service Providers will not be remunerated for submitting proposals.
- QCTO reserves the right to not proceed with the project or to not appoint any of the Service Providers invited to submit proposals.