

## REQUEST FOR QUOTATION

SENTECH INVITES SUPPLIERS FOR:

|                           |                       |                  |         |
|---------------------------|-----------------------|------------------|---------|
| Project title:            | Handrails (George OC) |                  |         |
| Quotation or Proposal no: | 1000018220            |                  |         |
| Closing date:             | 2 December 2022       |                  |         |
| Site Briefing:            | N/A                   |                  |         |
| Closing time:             | 12h00                 | Validity period: | 30 days |

**You are invited to provide a quote to deliver the goods, services or works defined in the Scope of Work.**

**QUOTATIONS OR PROPOSALS TO BE RETURNED TO:**

|                          |                           |
|--------------------------|---------------------------|
| Quotations Administrator | Zanele Zulu               |
| Telephone no:            | 0781346013                |
| E-mail:                  | Quotations6@sentech.co.za |

## Form of Offer and Acceptance

### Offer

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract for the services as stated in the RFQ: Scope of Work

The Service Providers, identified in the Offer signature block, has examined the documents listed in the RFQ and addenda thereto as listed in the Returnable Schedules, and by submitting this Offer has accepted the Conditions of this RFQ.

By the representative of the Service Provider, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance the Service Provider offers to perform all of the obligations and liabilities of the RFQ under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the RFQ.

**THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VAT IS:**

(in ..... words)

.....Rand;

R.....(in figures)

**THE OFFERED PRICES ARE AS STATED IN THE PRICING SCHEDULE**

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document including the Schedule of Deviations (if any) to the Service Provider before the end of the period of validity stated in the RFQ, or other period as agreed.

Signature(s)

Name(s)

Capacity

**For the  
tenderer:**

*(Insert name and address of organisation)*

Name &  
signature of  
witness

Date

## Acceptance

By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the Service Providers Offer. In consideration thereof, the Employer shall pay the Service Provider the amount due in accordance with the conditions of the RFQ. Acceptance of the Service Providers Offer shall form an agreement between the Employer and the Service Provider upon the terms and conditions contained in this RFQ.

Deviations from and amendments to the documents listed in the RFQ and any addenda thereto listed in the Returnable Schedules as well as any changes to the terms of the Offer agreed by the Service Provider and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule.

The Service Provider shall within two days of receiving a completed copy of this agreement, including the Schedule of Deviations (if any), contact the Employer's agent to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the RFQ. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the Service Provider receives one fully completed original copy of this document, including the Schedule of Deviations (if any).

Signature(s)

Name(s)

Capacity

**for the  
Employer**

*(Insert name and address of organisation)*

Name &  
signature of  
witness

Date

## RFQ Data

### 1. ADMINISTRATIVE RESPONSIVENESS CRITERIA

Suppliers are required to ensure that they meet all the Administrative Responsiveness Criteria. Suppliers that do not meet all the Administrative Responsive Criteria may not be awarded this Quote. It is the service provider's responsibility to ensure that Sentech is in possession of a valid and original tax clearance certificate and a valid B-BBEE Certificate at the time of offer closure.

- 1.1. Supplier's providing quotations must be registered on the Sentech Supplier Database.
- 1.2. **Quotations must be in a Company Letterhead.**
- 1.3. Quotations or Proposals must be received on or before the closing date and time specified on the Call for Quotation or Proposal document.
- 1.4. Quotations or Proposals must be fully completed and signed in BLACK ink.
- 1.5. Quotations must be submitted via Email.
- 1.6. The Tenderer undertakes to the Purchaser that it will treat as confidential the terms of this RFQ together with all the Purchaser's confidential information and will not disclose such confidential information to any person, firm or company (other than to its auditors and other professional advisers) or to the media, and will not use such confidential information other than for the purposes of this RFQ, subject always to any prior specific authorisation in writing by the Purchaser to such disclosure or use."

### 2. EVALUATION CRITERIA

The evaluation criteria are stipulated in Section 5. It is the Suppliers responsibility to ensure that it has responded to the evaluation criteria. Failure to meet the evaluation criteria may result in the Supplier being disqualified from being appointed. Suppliers must ensure that they have included all supporting documentation, especially the documentation that may be required to support the response to the evaluation criteria.

### 3. BRIEFING SESSION

N/A

### 4. RFQ EVALUATION METHOD

This RFQ will be evaluated as described in the table below.

|                          |   |
|--------------------------|---|
| <b>Evaluation Method</b> | <p><b>1. Stage 1 – Administrative Responsiveness Evaluation</b><br/>All the Quotations will be evaluated against the <b>Administrative responsiveness requirements</b> as set out in section 2 of the RFQ Data.</p> <p><b>2. Stage 2 – Mandatory Evaluation Criteria</b><br/>Proposals that are administratively responsive will be evaluated against the Mandatory Evaluation Criteria. Suppliers must <b>COMPLY FULLY</b> with all the Mandatory evaluation criteria in-order to be evaluated further.</p> <p><b>3. Stage 3 – Functional Evaluation Criteria</b><br/>The proposals that <b>COMPLY</b> with the Mandatory evaluation criteria be evaluated against the Functional Criteria. Suppliers meeting the minimum requirement will be evaluated further.</p> <p><b>4. Stage 4 – Price and Preference</b><br/>Suppliers with the lowest Price offered will score the highest points. Only Suppliers that submit a valid B-BBEE Certificate can claim preference points in line with the 80/20</p> <p>Suppliers with the highest number of points will be recommended for the award of this quotation, unless there are compelling and justifiable reasons not to do so.</p> |
|--------------------------|---|

## 5. Evaluation of Price and Preference

The Service Provider will be evaluated on a points system for Price and Preference as per Preferential Procurement Framework Act of 2000 (Act 5 of 2000).

### 5.1. Mandatory Evaluation Criteria

| <b>Mandatory Criteria</b>  | <b>Proof Required</b>   |
|--|-------------------------|
| 1 x Qualified Rigger with valid mast climbing certificate or 1 x Qualified Level 3 Rope Access Qualified Technician  | Attach valid proof      |
| Assistants to Rigger or Level 3 Rope Access Technician must either have Rope access level 1 or valid mast climbing certificates. At least 3 assistants are required to be provided | Attach valid proof      |
| Minimum CIDB grading of 1SL or higher  | Attach CIDB certificate |

### 5.2. Functional Evaluation Criteria

| <b>Functional criteria</b> | <b>Proof required</b> | <b>Maximum points</b> |
|----------------------------|-----------------------|-----------------------|
|                            |                       |                       |
|                            |                       |                       |
|                            |                       |                       |

**5.3. The price / preference weighting applicable for RFQ are as follows:**

| Price / Preference | Points |
|--------------------|--------|
| Preference:        | 20     |
| Price:             | 80     |
| Total must equal:  | 100    |

**5.4. Preference Point allocation – 80/20**

|  |                  |                          |                     |
|--|------------------|--------------------------|---------------------|
| 80/20 point scoring system             |                  |                          |                     |
| <b>Preference: 20 Points</b>           |                  | <b>Price: 80 points</b>  |                     |
| Other: B-BBEE Status Level Contributor |                  |                          |                     |
| B-BBEE Level                           | Number of Points | Price:                   | 100 % (of 80)       |
| 1                                      | 20               | Quality / Functionality: | 0 % (of 80)         |
| 2                                      | 18               |                          |                     |
| 3                                      | 14               |                          |                     |
| 4                                      | 12               |                          |                     |
| 5                                      | 8                |                          |                     |
| 6                                      | 6                |                          |                     |
| 7                                      | 4                |                          |                     |
| 8                                      | 2                |                          |                     |
| Non-Compliant contributor              | 0                |                          |                     |
|  |                  | Total must equal:        | <b>100% (of 80)</b> |

**5.5. Price Calculation 80/20**

The following formula will be used to calculate the points for price.

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

Where:

$P_s$  = Points scored for price of bid under consideration  
 $P_t$  = Rand value of bid under consideration  
 $P_{min}$  = Rand value of lowest acceptable bid

## **1. SCOPE OF WORKS**

- 1.1 Remove existing worn-out handrails.
- 1.2 Install new handrails.
- 1.3 Replace all bolts at main platform structure.

## **2. WORK SPECIFICATION AND METHOD STATEMENT**

### **2.1 REMOVE EXISTING HANDRAILS**

- Loosen and remove existing worn-out handrails. Discard everything from the site to a designated site to be supplied by Sentech representative.

### **2.2 WORK METHOD AND SAFETY PROCEDURES**

- Work method and safety procedures must be followed as per safety file.
- Any deviation from the work method or safe procedures must be reported to Sentech Project overseer.
- Manufacturing sample must be done before continuing with manufacturing.

### **2.2 INSTALL NEW HANDRAILS AND REPLACE BOLTS AT MAIN PLATFORM I-BEAMS**

- Removing and install 32 x 16mm Bolts (8.8 Hot dip galvanise) at main platform I-beams that hold the platform together.
- The handrails on the main platform and on the other levels that need to be changed, must be done per level so that the safety of staff is not compromised.
- The traditional round bar handrail will be changed to hot dipped galvanised structural steel angle iron.
- All steel are to be hot dipped galvanized.

#### Main platform handrail

- The handrail on the main platform is (+ -) approximately 6m x 6m square in length.
- 
- The height will be 1.15m from the attachment point and 450mm top horizontal to horizontal.
- 
- 16 vertical poles (4 on each side of the main platform)

#### Handrails on levels

- Handrails at levels must be one-piece handrails, not being bolted together.
- The height must be 950mm x length 1000mm and the two horizontals 450mm apart.
- 4 handrails must be manufactured for each of these levels. There are 9 levels on the mast before the main platform.

- All bolts, washers and nuts must be hot dipped galvanised.
- The thickness of the angle iron (hot dipped galvanised structural steel) must not be less than 6mm.

**NB; The successful bidder is to re-measure the size of the handrails before commencing with the manufacturing to ensure that the measurements are correct.**

### **3. CONTRACTUAL NOTES**

- 3.1 All work should be done according to these specifications (contractors are more than welcome to give their inputs for alternative specifications during the site inspection meeting).**
- 3.2 All other questions, queries, information required should be directed to supply chain officer responsible for this RFQ.**
- 3.3 Quotations should be as detailed as possible and can be presented in the contractor's usual way of providing quotations.**
- 3.4 Quotations should include all costs for P&G's, labour, material or any other costs that the contractor deems necessary to complete the works successfully.**
- 3.5 All pricing should be VAT exclusive (contractor to add Vat at Total Costs).**
- 3.6 The successful contractor to do the works is to provide a safety file that will be approved by SENTECH SOC limited safety specialist before the works can commence on site. The successful contractor will also be required to sign SEC.37.2, to be handed after the adjudication of contract. The file will be required to be approved by the safety specialist within two weeks of receipt of purchase order failure of which, would result in the purchase order being cancelled.**
- 3.7 All payments are strictly 30 days from the date of statement or invoice.**
- 3.8 The successful contractor is required to provide their own water and ablution facilities on site.**
- 3.9 The successful contractor must take into consideration the Flora and Fauna is not disturbed or destroyed during the works.**
- 3.10 The successful contractor needs to note that the site is on the mountain and the area is a relatively rocky area.**
- 3.11 Bidders have to note that most of Sentech sites are situated on the mountains, therefore it is essential that they use 4 x 4 vehicles to access the site.**