

## TENDER DATA

<b>Project title:</b>	<b>Appointment of Additional SMME's onto the Panel to install and maintain point-to-multipoint and point-to-point microwave and radio equipment nationally for a period of 3 years.</b>
<b>Bid no:</b>	<b>SENT-014-2022-23</b>

### 1. BACKGROUND .

Sentech is a state-owned company and is the largest broadcasting signal distributor in South Africa. Sentech is a licensed Electronic Communications Network Service provider in South Africa. It currently operates many telecommunication networks for Satellite, Television, Radio, Internet and more. As such, Sentech is a global enabler of broadcasting and digital content delivery.

Sentech intends to extend the existing panel of SMME service providers for the Installation and Maintenance of Point-to-Multi Point (PtMP) and Point-to-Point (PtP) microwave and radio equipment nationally. Sentech intends to establish a term contract of 3 years agreement with preferred suppliers. This opportunity is open to all SMME service providers.

A panel of installation and maintenance will be made up from two sections. One of the sections will cover Point-to-Multi Point equipment and the other will cover Point –to-Point equipment. Bidders must also indicate their capacity to deliver services per province as per requirement of this tender. The Panel will work on the quotation basis, on an “as and when” required basis.

The bid is divided into two sections of which any bidder may offer a bid for any one or a combination of all the sections. If the bidder chooses to bid for more than one section, please indicate in the table below. Please also ensure that you complete all the relevant information applicable to the sections that you intend to bid for.

Sentech would also provide training and development on equipment to be installed and maintained at Sentech cost on an “as and when” required basis.

**Bidders must indicate which section(s) they are bidding for in the table below:**

<b>Section Description</b>	<b>Bidder to indicate by inserting “YES” for participating in this Section of the panel and or “NO” for non-participation</b>
Section 1: Appointment of an Installation and Maintenance service provider for Point-to-Multi Point (PtMP) radio equipment	
Section 2: Appointment of an Installation and Maintenance service provider for Point-to-Point (PtP) radio equipment	

Bidders must indicate which districts they are bidding for in the table below: Applicable to PtMP Services

Province	District	Capacity to deliver on an as and when required basis (Yes/No)
Eastern Cape	Buffalo City Metropolitan	
	Nelson Mandela Bay Metropolitan	
	Alfred Nzo	
	Amathole	
	Chris Hani	
	Joe Gqabi	
	OR Tambo	
	Sarah Baartman	
Free State	Mangaung Metropolitan	
	Fezile Dabi	
	Lejweleputswa	
	Thabo Mofutsanyana	
	Xhariep	
Gauteng	City of Ekurhuleni Metropolitan	
	City of Johannesburg Metropolitan	
	City of Tshwane Metropolitan	
	Sedibeng	
	West Rand	
KwaZulu-Natal	eThekweni Metropolitan	
	Amajuba	
	Harry Gwala	
	iLembe	
	King Cetshwayo	
	Ugu	
	uMgungundlovu	
	uMkhanyakude	
	uMzinyathi	
	uThukela	
	Zululand	
Limpopo	Capricorn	
	Mopani	
	Sekhukhune	
	Vhembe	
	Waterberg	
Mpumalanga	Ehlanzeni	
	Gert Sibande	
	Nkangala	
Northern Cape	Frances Baard	
	John Taolo Gaetsewe	
	Namakwa	
	Pixley Ka Seme	

Province	District	Capacity to deliver on an as and when required basis (Yes/No)
	ZF Mgcawu	
North West	Bojanala Platinum	
	Dr Kenneth Kaunda	
	Dr Ruth Segomotsi Mompati	
	Ngaka Modiri Molema	
Western Cape	City of Cape Town Metropolitan	
	Cape Winelands	
	Central Karoo	
	Garden Route	
	Overberg	
	West Coast	

**Bidders must indicate which Districts they are bidding for in the table below: Applicable to PtP Services**

Province	District	Capacity to deliver on an as and when required basis (Yes/No)
Eastern Cape	Buffalo City Metropolitan	
	Nelson Mandela Bay Metropolitan	
	Alfred Nzo	
	Amathole	
	Chris Hani	
	Joe Gqabi	
	OR Tambo	
	Sarah Baartman	
Free State	Mangaung Metropolitan	
	Fezile Dabi	
	Lejweleputswa	
	Thabo Mofutsanyana	
	Xhariep	
Gauteng	City of Ekurhuleni Metropolitan	
	City of Johannesburg Metropolitan	
	City of Tshwane Metropolitan	
	Sedibeng	
	West Rand	
KwaZulu-Natal	eThekweni Metropolitan	
	Amajuba	
	Harry Gwala	
	iLembe	
	King Cetshwayo	
	Ugu	
	uMgungundlovu	

Province	District	Capacity to deliver on an as and when required basis (Yes/No)
	uMkhanyakude	
	uMzinyathi	
	uThukela	
	Zululand	
Limpopo	Capricorn	
	Mopani	
	Sekhukhune	
	Vhembe	
	Waterberg	
Mpumalanga	Ehlanzeni	
	Gert Sibande	
	Nkangala	
Northern Cape	Frances Baard	
	John Taolo Gaetsewe	
	Namakwa	
	Pixley Ka Seme	
	ZF Mgcawu	
North West	Bojanala Platinum	
	Dr Kenneth Kaunda	
	Dr Ruth Segomotsi Mompati	
	Ngaka Modiri Molema	
Western Cape	City of Cape Town Metropolitan	
	Cape Winelands	
	Central Karoo	
	Garden Route	
	Overberg	
	West Coast	

## **2. SUBMISSION OF BIDS and CLOSING**

This Bid closes at the stipulated date and time as stated in SBD 1 Notice and Invitation to Bid. Bids must be submitted by hand to the Bid Administrator at SENTECH, Octave Road, Radiokop Ext 3, Honeydew, Johannesburg.

Bidders that choose to submit their bid documents before the closing date and time may do so during working hours only (08:30-15:30).

It is the Bidder's responsibility to ensure that their bid submissions reach the Bid Administrator before the bid closing time as no late submissions will be accepted.

Telegraphic, telephonic, telex, facsimile, e-mail and late Bids will not be accepted. Proposals may be opened in public. Bidders will be advised of the outcome by letter, facsimile or e-mail.

This is a one-envelope system for Bid Evaluation. Bidders must submit their proposal and all supporting documentation in a sealed envelope, clearly marked as follows:

**Envelope One** "Original Technical Proposal" and one "Copy of Technical Proposal" together with a soft copy in PDF format of an electronic medium e.g. USB etc. The soft copy will consist of a single PDF document containing the complete response. The envelope must contain all information and documents relating to the Bid. (Refer to list of returnable documents).

The sealed envelope or container must be marked with the following information:

- **For Attention**
- **HEAD OF SUPPLY CHAIN MANAGEMENT**
- **BID REFERENCE NO:** ##
- **TECHNICAL AND FINANCIAL PROPOSALS**
- **INSERT CLOSING DATE AND TIME**
- **BIDDER'S NAME AND ADDRESS**

The Bidders shall insert a table of contents and bind (ring bind or similar method) the proposal documents and verify the page numbers, as Sentech will not accept any liability regarding any disputes arising from pages that are missing or duplicated in the aforementioned documents.

Bidders are required to complete and sign all the returnable documentation (refer to list of returnable documents) and initial all pages, drawings and brochures which are included in the reply as Sentech will not accept any liability regarding any disputes arising from pages that are missing or duplicated in the aforementioned documents.

Late submissions will not be considered.

## **3. SIGN AND INITIAL**

Bidders are required to complete and sign the Bid Forms where required and initial the bottom of all pages, drawings and brochures which are included in the submission as Sentech will not accept any liability regarding any disputes arising from pages that are missing or duplicated in the aforementioned documents.

Only original signatures will be accepted.

## **4. COMPLETION OF BID DOCUMENTS**

Bidders must ensure that they complete all sections of the Bid Documents as per the requirements in the Bid.

Bidders must use only the Bid documents provided by Sentech. Photocopying of the Bid document is permitted however Bidders must not retype or redraft the Bid documents.

## 5. COSTS OF PREPARING THE BID SUBMISSION

Bidders shall bare all costs associated with the preparation and submission of the proposals. Sentech shall under no circumstances be held responsible or liable for any costs incurred during the bidding process.

## 6. ADMINISTRATIVE RESPONSIVENESS CRITERIA

Bidders are required to ensure that they meet all the Administrative Responsiveness Criteria.

## 7. BBBEE CODES AT SENTECH

Sentech complies with the codes of good practice as prescribed by the DTI, to advance Broad Based Black Economic Empowerment.

## 8. Pre-qualification criteria

With the objective of advancing designated groups, the Bidding condition applicable to this Bid is Level 1-4 (Specify targeted companies (EME / QSE) or minimum B-BBEE status level of contributor) as contemplated in PPPFA regulations, 2017 sub regulation 4(1). A Bidder must provide documentary evidence to support their compliance with this prequalification criteria. A Bidder that fails to meet any pre-qualifying criteria stipulated in this Bid document is an unacceptable Bid.

### Subcontracting as a condition of Bid

The successful Bidder must subcontract a minimum of 30 % of the value of the contract to QSEs / EMEs (specify the designated group targeted) as contemplated in the PPPFA regulations, 2017 sub regulation 9(1);

## 9. Transformation Plan

A transformation plan is a record of activities an entity intends to undertake to improve its BBBEE Level through Ownership, Management and Control; Skills Development; Enterprise and Supplier Development and Socio-Economic Development.

Sentech reserves the right to request a BBBEE transformation plan with clearly defined timelines and milestones if the recommended Bidder does not meet Sentech's transformation goals. These milestones must be achieved over the term of the contract. This transformation plan must be submitted within 10 working days from the written request, failing which Sentech reserves the right to withdraw its appointment of the preferred recommended Bidder.

## 10. LOCAL PRODUCTION AND CONTENT

In the case of designated sectors, where in the award of Bids, local production and content is of critical importance, such Bids will contain a specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.

Does this requirement fall under any designated sector as prescribed by the DTI?	Yes	No
If yes, specify the sector		
Specify minimum threshold applicable		

\*Bidders must fill in the SBD6.2 for Local Content and Production

## 11. EVALUATION CRITERIA

The evaluation criteria are stipulated in 18 below. It is the Bidder's responsibility to ensure that it has responded to the evaluation criteria. Failure to meet the evaluation criteria will result in the Bidder not being evaluated further. Bidders must ensure that they have included all supporting documentation required to support their response to the Bid.

## 12. BRIEFING SESSION

Should there be a compulsory briefing session for this Bid, Bidders must ensure that they attend the briefing session and sign the attendance register, as non-attendance or failure to sign the attendance register will automatically disqualify a Bidder from submitting a proposal for this Bid.

All questions raised by Bidders post the briefing session will be consolidated and shared with all Bidders at least seven (7) calendar days prior to closing.

## 13. CLARIFICATION

Enquiries related to Bid documents may be addressed to the Bid Administrator and Supply Chain Official as stated in SBD 1 Notice and Invitation to Bid.

## 14. BID EVALUATION METHOD

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

<p><b>One-Envelop system will be followed for Technical and Price offer</b></p>	<p><b>Stage 1 – Administrative Responsiveness Evaluation</b> All the Technical Proposals will be evaluated against the <b>Administrative responsiveness requirements</b> as set out in the list of returnable documents.</p> <p><b>Stage 2 –Mandatory and Weighted Functional Criteria</b> All Proposals that qualify based on the administrative responsiveness requirements will be evaluated against the Mandatory and Weighted Functional Criteria as set in section 17 and 18. Bidders respond to ALL the Mandatory and Weighted Functional Criteria to qualify for further evaluation. For bidders to qualify for further evaluation, bidders must meet the mandatory criteria and score a minimum of 16 out of 37. Bidders must score positively (more than 0 points) on each criterion above when achieving the minimum score of 16 or more.</p> <p><b>Stage 3- Risk Assessment</b> Bidders complying with Stages 2 will be evaluated against the Risk Assessment. The evaluation committee reserves the right to conduct a risk assessment on all preliminary and short-listed panellist to establish and assess capacity and risk level to Sentech if a bidder is to be appointed to deliver services.</p> <p><b>Stage 4- Appointment onto the Panel</b> Post the results of the Risk Assessment; Sentech will appoint the Top 3 scoring bidders in each Panel per Province. Sentech however, reserves the right to appoint less than 3 per panellist per province.</p> <p><b>Stage 5 – Contracting and Compliance to terms and conditions of the Panel and this Tender Data.</b> After the award of this tender Sentech will sign a Contract that contains the terms and conditions of the Panel and this Tender Data.</p>
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## 15. ADMINISTRATIVE RESPONSIVENESS REQUIREMENTS

To be administratively responsive, Bidders must ensure that they meet all the below mentioned criteria. Bidders that do not meet all the below mentioned criteria may not qualify to be awarded the Bid. Sentech reserves its rights in respect of the below criteria.

- Complete and return all documentation stipulated in the LIST OF RETURNABLE DOCUMENTS.
- All correspondence must be in English.
- Bidders must fill in all sections of this document (where applicable).
- **BLACK INK** must be used when completing the Bid documents.
- Bidders must use only the Bid documents provided by Sentech. Photocopying of the Bid document is permitted however Bidders must not retype or redraft the Bid documents.
- All corrections must be initialled. The use of corrective fluid is strictly prohibited.
- Bidders are required to fill in and sign the Bid Forms and initial all pages, drawings and brochures which are included in the reply as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.
- Bidders must complete an attendance register at each compulsory site meeting attended.
- Appointment of a Bidder will be subject to signing, declaration and submission of SBD 1, 3.1, 3.2, 3.3, 4, 5, 6, 1, 6.2 8, and 9 depending on applicability.
- Complete and sign the Contract Data.
- Should this be a 2 envelope or 2 stage system, Bidders **MUST** separate the technical proposal from their financial proposal. The technical and financial proposals must be placed in two separate sealed envelopes.

### 16.1 AUTOMATIC DISQUALIFICATION

Sentech reserves the right to automatically disqualify Bidders from being awarded this Bid. The following will lead to automatic disqualification:

- Failure to submit a financial proposal, if required.
- The Bidder is or has been involved in any act of corruption or fraud or bribery or collusion or attempt to influence any employee of Sentech to award this Bid or any other Bid to it.

## 16. TECHNICAL RESPONSIVENESS COMPLIANCE

The Technical Evaluation will encompass evaluation of:

- Mandatory
- Functional / Technical Criteria

For bidders to qualify for further evaluation, bidders must score a minimum of 16 out of 44. Bidders must score positively (more than 0 points) on each criterion below when achieving the minimum score of 16 or more



## 17. MANDATORY EVALUATION CRITERIA

Mandatory Eligibility Criteria	Attach evidence and provide reference page number in your proposal
A bidder must have a physical presence in the district or province as per the bidder's selection in section 1 above	A letter signed by the ward councillor (on the selected District Municipality/Local Municipality)/proof of address in the form of municipal account, lease agreement, CIPC forms, CSD, tax clearance)

## 18. TECHNICAL EVALUATION CRITERIA

### 18.1 Functional Criteria

Weighted Functional Criteria	MAX points	Reference documentation supplied (Indicate Yes or No and reference page number)
<p>Minimum of 1 years' experience in the Installation and maintenance of either radio / microwave equipment on buildings / mast and towers</p> <p>Less than 1 year = 1 Plus 1 to 2 years = 5 Plus 2 to 4 years = 10 Greater than 4 years = 15</p>	15	Provide Project Experience sheet. (start date & end date of projects must indicate years of experience)
<p>References from a Network Operators or Network Service providers (International or Domestic) where installation or maintenance work of either radio / microwave equipment on buildings / mast and towers was completed</p> <p>Less than 1 letter = 0 1 to 2 letters = 10 3 to 5 letters = 15 Greater than 5 letters = 20</p>	20	Please provide signed reference letters, Contactable references or emails on the customer official letter head with contact details of reference

Weighted Functional Criteria	MAX points	Reference documentation supplied (Indicate Yes or No and reference page number)
<p>The bidders must select one of the 9 provinces to be the bidders base of operation. Therefore, any quotes for installation or maintenance must be done from the base of operation. Unless specified otherwise from Sentech when required.</p> <p>Point to Multi Point = 1</p> <p>Point to Point = 1</p>	2	<p>Provide Statement of commitment on your company letterhead indicating address of base of operation of province selected on page 2 of this Tender Data. <b>(Bidders must indicate which province they are bidding for in the table below: PtMP Services)</b> and point 9 <b>(Bidders must indicate which province they are bidding for in the table below: PtP Services)</b></p>

For bidders to qualify for further evaluation, bidders must score a minimum of 16 out of 37. Bidders must score positively (more than 0 points) on each criterion above when achieving the minimum score of 16 or more.

**Bidders that meet the minimum scoring requirement above commit to make themselves available for training by submitting a bid for this tender.**

NOTE: Bidders that do not comply with all the above criteria or do not present sufficient proof of compliance will not be eligible to be evaluated further.

### 19. Evaluation of Price and Preference

This Bid will be evaluated on a points system based on weighted average score for Price and Preference as per Preferential Procurement Framework Act of 2000 (Act 5 of 2000).

### 20. Preference Point allocation – 80/20

Price / Preference	Weighting percentage
<b>Preference:</b>	<b>20%</b>
<b>Price:</b>	<b>80 %</b>
<b>Total must equal:</b>	<b>100%</b>

80/20-point scoring system			
Preference: 20 Points		Price: 80 points	
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>

### 21. 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

## **20. TERMS AND CONDITION OF THE PANEL**

The minimum requirements and the terms and condition that bidders must comply with on the panel as follows:

- I. OHS Act processes & procedures (Example Safety files) to be adhered to during installations and maintenance activities.
- II. The bidder's employees must be certified to work at height with the relevant certifications and must use personal protective equipment (PPE)
- III. The bidder's employees shall use a full body harness and shock absorbing lanyards, which is mandatory. No body belts will be allowed.
- IV. The bidder's shall provide their employees with the required tools such as ropes, pulleys, GPS etc. to be able to install the equipment on buildings, tower and mast.
- V. The bidder shall identify any risks/unsafe working conditions and communicate to the relevant Health & Safety officer and then communicate to Sentech personnel.
- VI. The bidder must have a valid letter / certificate or workman's compensation for injuries and disease before any work is undertaken.
- VII. Sentech will not consider any travel rates (per kilometre rates) that are not inline with AA rates at the time of the quotation.
- VIII. Detail quotes needs to be provide. (Accommodation, Distance travelled, Hourly rate, time required to complete work, Subsistence Allowances and any miscellaneous materials that may be required. Quote structure to be finalised on post appointment.
- IX. Bidders to conduct site visit before any quote for installation or maintenance at own cost for work as to ensure quotes are accurate.
- X. Bidders to complete installation and commissioning documents of work done. Documentation that will be supplied by Sentech when required.
- XI. Bidders to provide detailed maintenance reports for faults. Fault report to be discussed on being appoint as part of the panel.
- XII. Sentech would also provide training and development on equipment to be installed and maintained at Sentech cost on an "as and when" required basis.

Sentech reserves the right to apply additional terms and conditions that bidders must comply with on the panel. Terms and Conditions applicable to each site or location for an installation project may be applied by Sentech for each RFQ issued against a panel.

**22. Declaration of Authority**

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this Bid Data is understood and all requirements will be adhered to.

Name of Bidder	Signature	Date	Designation

## **TABLE 1: REFERENCES**

**Please complete the customer reference table and relevant Contact telephone number and attach reference letters.**

<b>Customer</b>		<b>Service Provided</b>	<b>Contact Person</b>	<b>Contact no.</b>	<b>tel.</b>	<b>Contractual commencement date</b>	<b>Contractual completion date</b>
<b>1</b>							
<b>2</b>							
<b>3</b>							
<b>4</b>							

5						
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<b>Name of Tenderer</b>	<b>Signature</b>	<b>Date</b>