

REQUEST FOR QUOTATION

SENTECH INVITES SUPPLIERS FOR:

Project title:	Appointment of a suitable service provider to service and maintain fire Detection, Alarm and Suppression system at Sentech Head Office and Nasrec for a Period of 3 Years		
Quotation or Proposal no:	<i>RFX6000000893</i>		
RFQ Issue date:	24 June 2022		
Briefing session date, time and venue	01 July 2022 @ Sentech Head Office <i>Confirmation of attendance to be sent by end business Wednesday 29 June 2022</i>		
Closing date:	13 July 2022		
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	Lungile Sithole		
Telephone no:	067 427 0326		
E-mail:	Quotations5@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.

Evaluation Method	<p>1. Stage 1 – Administrative Responsiveness Evaluation All the Quotations will be evaluated against the Administrative responsiveness requirements as set out in section 2 of the RFQ Data.</p> <p>2. Stage 2 – Functional Evaluation Criteria The proposals that COMPLY with the Mandatory evaluation criteria be evaluated against the Functional Criteria. Suppliers meeting the minimum requirement will be evaluated further.</p> <p>3. Stage 4 – Price and Preference 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>
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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

Service Provider MUST comply with ALL the criteria below to be evaluated further (if applicable):

Mandatory Criteria	Proof Required
A Portfolio of projects covering a similar scope of work in Designing of Fire Fighting System (A minimum of 3 or more recent projects) – The Projects must include the Value, Duration, and Completion Date of the contract, preferably within the last five years.	Complete table 1 below
Compliance with the Compensation of Occupational Injuries and Diseases Act (COIDA)	Attach a valid letter of good standing from the Department of Labour/FEM/RM
Professional Indemnity Insurance or Intent to have insurance in place post-award (R 5 million) – Submit Insurance or Intent	
SANS 1475 Certification / Permit / Mark	Attach a valid certification
Written references for similar work in maintenance of fire detection, fire alarm and suppression system currently and in the past 5 years (Minimum of three - utilize provided template)	Attach letter
Proof that all servicemen are Qualified as per SAQCC Fire (South African Qualification Certified Council Fire)	
Grade:1SF PE, Fire Prevention and Protection system	Attach a valid certificate/ documentation
Public liability of R10 000.00	Attach proof of valid liability cover

5.2. Functional / Quality criteria

Functional criteria	Points
NUMBER OF CURRENT AND PREVIOUS SIMILAR TYPE PROJECTS COMPLETED in maintenance of fire detection, fire alarm and suppression system – attach reference letters or completion certificate. Five (5) Reference Letters to be Attached in an official Letterhead from your Client indicating- Name of your business mentioned on the letterhead, Project Description - Year Project Commenced and Completed - Officially signed and dated with	20

contact details (Name, telephone, email address) - Recommendation Only References not older than five (10) years will be accepted.	
0 Letter/completion certificate or contactable references	0
1 Letter/completion certificate or contactable references	5
2 Letters / completion certificates or contactable references	10
3 or more Letters / completion certificates or contactable references	20
NUMBER OF YEARS EXPERIENCE in maintenance of fire detection, fire alarm and suppression system (In Table form /or company profile)	30
3 Years or more	30
Between 1 year and 2 years	15
No experience	0
Years of company experience in the industry Bidder are requested to submit Company Profile to verify this element of the functionality. The Company registration document will also be used therefore the years in the company profile must be consistent with the company registration document unless reasons for the discrepancies are submitted. In the case of discrepancies, the company profile shall be used as the number of years of experience.	Maximum 10 Points
5 years of experience	10
4 years of experience	5
3 years of experience	3
Below 3 years of experience	2
Competency and Skills of the Project team (Submit CVs) Demonstrate resources allocated to the project team and experience. Organogram (signed) for site crew. In particular, the names and qualifications of the Supervisors/Technical Staff and number of years of experience. (CV of each candidate.) CVs must clearly highlight qualifications, areas of experience/ competence relevant to the tasks and objectives of the project.	Maximum 15 Points
The maintenance technician(s) must have a minimum of 5 years installing and maintaining firefighting equipment	10
The experience of the above-mentioned technicians, cabler, installer, and commissioner below 5 years	5
TOTAL POINTS:	75

Minimum Score to Qualify for Further Evaluation	50
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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		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 /	0 % (of 80)		
2	18	Functionality:			
3	14				
4	12				
5	8				
6	6				
7	4				
8	2				
Non-Compliant contributor	0				
		Total must equal:	100% (of 80)		

5.5. Price Calculation 80/20

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

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

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