

## TENDER DATA

|                       |   |
|-----------------------|---|
| <b>Project title:</b> | <b>Appointment of Contractors to a Panel of Pre-Qualified Service Providers to render Mast Painting Services to Sentech SOC Ltd for a period of three (3) years</b> |
| <b>Bid no:</b>        | <b>SENT-013-2021-22</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’s mast structures are critical for efficient and effective broadcasting signal distribution. These structures must be in good condition at all times to ensure an excellent service provision to customers and the community at large. Preventative maintenance of these assets is very critical and this is carried out according to the Mast Maintenance Policy and Standard Operating Procedures (SOPs). The primary objective of carrying out maintenance on these assets is to prolong their life span; to protect the image of Sentech and also; to ensure that service to customers and the community does not get interrupted due to maintenance backlog/challenges.

Without a proper or clearly outlined maintenance approach, these assets will deteriorate and eventually collapse, thus posing a danger to Sentech employees, image and facility sharers, or any other third party. Therefore, the intention is to appoint a panel of pre-qualified service providers to render mast painting services to Sentech for a period of three (3) years.

### 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 two-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).

#### **No Financial Information must be included in Envelope 1.**

**Envelope Two** “Original Financial Proposal” (Contract Date and Pricing schedule/schedule of rates as applicable) together with 1 copy of “Financial Proposal” together with a soft copy in PDF format of an electronic medium e.g. Compact Disk (CD), USB, etc. The soft copy will consist of a single PDF document containing the complete Financial Proposal.

Bidders are required to place the sealed **Envelope 1** together **with** the sealed **Envelope 2** into one sealed envelope or container. 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**

Bidders that combine their Technical Proposal with the Financial Proposal (or any financial information) will be automatically disqualified and not be evaluated further.

The financial proposal will only be opened and evaluated should the technical proposal be found to be responsive, being that the technical proposal has met the minimum technical evaluation criteria that are set out in the Bid Documents.

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 with regard to 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 with regard to 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 with regard to 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 \_\_\_\_\_ (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.

**9. Subcontracting as a condition of Bid**

The successful Bidder must subcontract a minimum of 0% of the value of the contract.

**10. 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.

**11. 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

**12. 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.

**13. BRIEFING SESSION**

A compulsory briefing session for this bid will be held via Microsoft Teams on a date specified during the Tender advertisement. Bidders must ensure that they attend the briefing session, 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.

**14. 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.

## 15. BID EVALUATION METHOD

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

|   |  |
|---|--|
| <p><b>80/20</b> system will be followed for Technical and Price offer</p> | <ol style="list-style-type: none"> <li>1. <b>Stage 1 – Administrative Responsiveness Evaluation</b><br/>All the Technical Proposals will be evaluated against the <b>Administrative responsiveness requirements</b> as set out in the list of returnable documents.</li> <li>2. <b>Stage 2 –Technical Evaluation</b> <ol style="list-style-type: none"> <li><b>18.1 – Mandatory Eligibility Criteria</b></li> <li><b>18.2 – Functionality Criteria</b></li> </ol> </li> <li>3. <b>Stage 3 – Price and Preference</b><br/>Financial Proposals for Qualifying Bidders will be opened and evaluated. Bidder’s financial offers and BEE certificates will be ranked according to price and preference points from the highest number of points to the lowest.</li> </ol> |
|---|--|

## 16. 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.

### 17. TECHNICAL RESPONSIVENESS COMPLIANCE

The Technical Evaluation will encompass evaluation of:

- Mandatory Criteria
- Technical Criteria

### 18. TECHNICAL EVALUATION CRITERIA

#### 18.1. Mandatory Eligibility Criteria for the main panel

The Mandatory Evaluation Criteria is split into 3 Sections. These sections represent a combination of labour resources and skills required to execute a typical Mast Painting Project.

Bidders **MUST** choose **ONLY 1** Mandatory section they intend to respond to those bidders who do not tick criteria A, B or C will be automatically disqualified

| Mandatory Criteria | Description of Section                                     | Offered Bid Yes/No |
|--------------------|--|--------------------|
| Section A          | Rope Access  |                    |
| Section B          | Fall Arrest and Tower Rescue                               |                    |
| Section C          | Combination of Rope Access; and Fall Arrest & Tower Rescue |                    |

Bidders who qualify by responding to any section below will qualify for further evaluation.

#### Mandatory Criteria A

| Mandatory Eligibility Criteria  | Attach evidence and provide reference page number in your proposal           | Please Tick✓ |
|---|--|--------------|
| 4 x Level 1 or higher Certified Rope Access personnel                               | Attach valid certificates from accredited institutions                       |              |
| 1 X Level 3 Certified Rope Access Technician  | Attach valid certificate from accredited institutions                        |              |
| Proof of compliance with the Compensation of Occupational Injuries and Diseases Act | Attach a valid Letter of Good Standing from the Department of Labour/FEM/RMA |              |

#### Mandatory Criteria B

| Mandatory Eligibility Criteria  | Attach evidence and provide reference page number in your proposal           | Please Tick✓ |
|---|--|--------------|
| 5 x Certified Fall Arrest and Tower Rescue personnel                                | Attach valid certificates from accredited institutions                       |              |
| Proof of compliance with the Compensation of Occupational Injuries and Diseases Act | Attach a valid Letter of Good Standing from the Department of Labour/FEM/RMA |              |

**Mandatory Criteria C**

| <b>Mandatory Eligibility Criteria</b>  | <b>Attach evidence and provide reference page number in your proposal</b>    | <b>Please Tick✓</b> |
|--|--|---------------------|
| A team with a minimum of 5 employees. The team must comprise a combination of Level 1 or higher Certified Rope Access, and Certified Fall Arrest and Tower Rescue personnel. | Attach valid certificates from accredited institutions                       |                     |
| Proof of compliance with the Compensation of Occupational Injuries and Diseases Act  | Attach a valid Letter of Good Standing from the Department of Labour/FEM/RMA |                     |

**18.2. Functional Criteria for the main panel**

| <b>Functionality Criteria</b>  | <b>Maximum Points</b> | <b>Action Required</b>                               |
|--|-----------------------|--|
| <p><b>Overall company experience</b><br/>           The company must provide names and number of completed standing steel structure painting projects at a minimum height of 30m. Number of years of experience must also be shown.</p> <p>&gt; 4 steel structures.....30<br/>           3-4 steel structures.....20<br/>           1-2 steel structures.....10<br/>           0 steel structures.....0</p>  | 30                    | Complete attached Table 1                            |
| <p><b>Standing steel structure painting methodology</b></p> <p>Standing steel structure painting methodology to cover the following items:</p> <ol style="list-style-type: none"> <li>Health and safety procedure preparation</li> <li>Preparation of the steel structure</li> <li>Lifting of paint, tools and equipment</li> <li>Application of the primer, first coat and second coat</li> </ol> <p>The methodology adequately covers all items listed above in a methodological approach showing an outstanding knowledge of steel structure painting.....50</p> <p>The methodology adequately covers three (3) out of four (4) items listed above including item (a) in a methodological approach under each item.....30</p> <p>The methodology adequately covers two (2) out of four (4) items listed above including item (a) in a methodological approach under each item .....20</p> <p>The methodology covers one (1) out of four (4) of the above-listed items in a methodological approach .....10</p> <p>Standing steel structure painting methodology does not address any of the above items; methodology too generic in that the content under each of the above items lacks basic understanding of a standing steel structure painting OR no standing steel structure painting methodology submitted.....0</p> | 50                    | Attach a standing steel structure painting procedure |

|  |                       |   |
|--|-----------------------|---|
| <p><b>Personnel experience</b><br/>         Proof of suitably experienced Level 3 of Rope Access Technician/Supervisor or Fall Arrest Supervisor. Company to attach a valid certificate accompanied by a detailed CV showing the Technician/Supervisor's relevant experience, i.e. standing steel structure projects successfully executed.</p> <p>more than 5 years of experience on painting steel structure.....30<br/>         3-4 years of painting a standing steel structure .....20<br/>         1-2 years of steel structure painting experience.....10<br/>         no experience on painting a standing steel structure OR CV and/or certificate not provided.....0</p> | 30                    | Attach a detailed CV and a valid Level 3 Rope Access Certificate or Fall Arrest Certificate |
| <b>Total</b>   | <b>110<br/>Points</b> |   |

**Table 1: Functional Criteria**

*Total minimum qualifying functional score is **70** points.*

**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 |
|--------------------------|----------------------|
| Preference:              | 20%                  |
| Price:                   | 80 %                 |
| <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.

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

Where:

- P<sub>s</sub> = Points scored for price of bid under consideration
- P<sub>t</sub> = Rand value of bid under consideration
- P<sub>min</sub> = Rand value of lowest acceptable bid



**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.

| Customer | Service Provided | Contact Person | Contact no. | tel. | Contractual commencement date | Contractual completion date |
|----------|------------------|----------------|-------------|------|-------------------------------|-----------------------------|
| 1        |                  |                |             |      |                               |                             |
| 2        |                  |                |             |      |                               |                             |
| 3        |                  |                |             |      |                               |                             |
| 4        |                  |                |             |      |                               |                             |
| 5        |                  |                |             |      |                               |                             |

|                         |                  |             |
|-------------------------|------------------|-------------|
|                         |                  |             |
| <b>Name of Tenderer</b> | <b>Signature</b> | <b>Date</b> |