

REQUEST FOR QUOTATION

SENTECH INVITES SUPPLIERS FOR:

Project title:	Appointment of a service provider for the Design, Supply, and installation of a functional ground mounted Photovoltaic system at Suidrand Transmitter Station		
Quotation or Proposal no:	RFX6000001109		
RFQ Issue date:	15 November 2022		
Briefing session date, time and venue	A compulsory clarification meeting with representatives of the Employer will take place at SHELL ULTRACITY N1 KROONSTAD at 09H00 and then drive to site at 09H30. on 24 November 2022 starting at 10h00		
Closing date:	09 December 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:	011 471 4432
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	<ol style="list-style-type: none"> 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. 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. 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 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.
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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 Local Content Verification (Stage 1)

Local Content Criteria	DTi Local Content Threshold	Compliant (Indicate Yes or No)	What Proof is required to show compliance to Mandatory Eligibility Criteria
Laminated PV Modules	15%		SBD6.2 and Applicable Annexures / OR Exemption Certificate from DTi
Module Frames	65%		SBD6.2 and Applicable Annexures / OR Exemption Certificate from DTi
DC Combiner Boxes	65%		SBD6.2 and Applicable Annexures / OR Exemption Certificate from DTi
Mounting Structure	90%		SBD6.2 and Applicable Annexures / OR Exemption Certificate from DTi
Inverter	40%		SBD6.2 and Applicable Annexures / OR Exemption Certificate from DTi
NOTE: Bidders are urged to complete SBD 6.2 and all applicable annexures or get exemption certificate from DTi.			

1. TECHNICAL EVALUATION CRITERIA

6.1 Mandatory Evaluation Criteria (Stage 2)

Mandatory Eligibility Criteria	Compliant (Indicate Yes or No)	What Proof is required to show compliance to Mandatory Eligibility Criteria	Reference proof supplied by reference the page number where the information is located in your Tender submission
1. Fully Complete the compulsory covering FORM		Annexure 1	
2. PV module supplied must be Tier 1		Proof that the PV module supplied is a Tier 1.	
3. Inverter supplied must be of a known type: SMA, Kaco, Solar Edge, similar/equivalent – or approved. The following minimum certifications need to apply: (IEC61727, IEC62109-1/2, NRS 097-2-1 2017, IEE1547, IEE1547.1, IEE1547.2)		Certificate of Compliance	
4. Mounting Structure proposed must be “GROUND MOUNTED” ONLY		Data Sheet and Design Drawing	
5. PV modules need to be fixed by means of antitheft fixings		Data Sheet and Design Drawing	
6. Electrician must be registered with department of labour as a three-phase electrician (IE/MIE Number)		Registration proof to be supplied (.i.e. Three(3) Phase Wireman's Licence). Expired licences won't be accepted.	

Mandatory Eligibility Criteria	Compliant (Indicate Yes or No)	What Proof is required to show compliance to Mandatory Eligibility Criteria	Reference proof supplied by reference the page number where the information is located in your Tender submission
7. Contractor needs a CIDB rating of 2EP or better		Proof to be supplied (i.e. Valid CIDB registration to be supplied)	
8. Proof of ECSA Registered Professional Engineer or Technologist		Attach a valid ECSA certificate for the registered professional	
NOTE: Bidders that do not comply with all the above criteria will not be evaluated further. Annexure 1 to be fully completed. If not completed, bidders will be disqualified (i.e. Attached on this document).			

6.2 Functional / Quality criteria (if applicable)(Stage 3)

	Evaluation scoring criteria based on compulsory covering sheet submitted	Max allowable points	Points allocation	Proof Required
1	Company experience in years	10	Less than 5 years = 1; 5 years-10 years = 5; More than 10 years = 10	Please include a mix of project references from the oldest projects to newest projects
2	Company combined installed capacity (kWp)	10	Less than 200kWp = 1 200kWp - 1MWp = 5 Above 1MWp = 10	Attach project reference sheet with details of installed capacity per client/customer.
3	Number of completed ground mounted systems	20	0=0; 1=5pts; 2=10pts; More than 3=20pts	References required for ground mounted systems
4	Project timeline (Calendar Weeks) from appointment to handover	10	Sliding scale. $\{(40-x)/(40-15)*10\}$ Base duration of 15 weeks and max duration of 40 weeks	Project plan to be submitted
5	Number of installations (greater than 19kWp) delivered by the team leader for this project.	10	Less than 5 = 1 5 -10 =5 More than 10 = 10	Team leader CV should address the said installations together with reference contact details
6	Team leader relevant experience (years)	20	Less than 5 years = 1 5 years – 10 years = 10 More than 10 years = 20	Team leader CV needs to reflect number of years and experience together with contact details
		Total (maximum 80 points)		
Minimum Score to Qualify for Further Evaluation		55		

6.3 Technical Evaluation (Stage 4)

	Item Description	Score	Comments	Proof required
1	Stage 4 – Technical evaluation based on Annexure 2 - Returnables and submitted drawings/specification sheets	1. If 70-80% of the sheet is completed = <u>80 points</u> 2. More than 80-90% = <u>90 points</u> 3. More than 90%- 100 points		
<u>100</u>				
2	Design			
2.1	Design detail [50]			
a	Lightning protection design evidence:	2		
	-Design drawing of site layout showing finials/masts		If drawing is submitted full marks, No Drawing-0	Submit Drawings
	-Design drawing of site layout showing bonding to the proposed earth ring/mat		If drawing is submitted full marks, No Drawing-0	Submit Drawings
b	PV panel site layout	1	If drawing is submitted full marks, No Drawing-0	Submit Drawings
c	Proof of Antitheft fixings	2	If Specification sheet is submitted full marks,	Specification sheet
d	System ~19kWp AC=16kVA	2	Determined from PV panel Site layout. If 19kWp full marks	Submit Drawings
e	Walkways with adequate means of servicing PV modules	1	If highest panel is higher than 1,8m a description needs to be given of how to service that panel. Annexure 2 - returnables	Submit Drawings
f	Inclination	7	$0 < \text{incl} \leq 25^\circ (x/25 \times 7)$; $\text{incl} > 25^\circ (\text{full marks})$	Submit simulation
g	Azimuth	7	$\text{Azim} = 0^\circ (7)$; $0 < \text{Azim} \leq -22,5^\circ (4)$; $-22,5^\circ < \text{Azim} \leq -45^\circ (2)$; $\text{Azim} < -45^\circ (1)$	Submit simulation
h	PV support structure drawing	1	If drawing is submitted full marks, No Drawing-0	Submit Drawings
i	Monthly energy yield simulations	1	If drawing is submitted full marks, No Drawing-0	Submit Drawings
k	Monitoring schematic	1	If drawing is submitted full marks, No Drawing-0	Submit Drawings
l	Specific Production (kWh P50/kWp)	<u>25</u>	$(x-1400)/(1950-1400) \times 25$; If >1950 kWh/kWp(full marks)	Submit Drawings
		<u>50</u>		
2.2	PV Module [10]			
a	Module efficiency	4	Module efficiency taken from Spec sheet. $(x-15)/(19-15) \times 4$; If spec sheet is not submitted = 0	Attach spec sheet
b	Certifications	2	PV Cycle, TUV Rheinland, CE, MCS. All 4 needs to be specified to get full marks. If one is missing, then = 0	Attach spec sheet
c	Product warranty	2	Above 12year product (2); 10 - 11, year product (1,5); 5 -9 year product (0.1)	Attach spec sheet from Manufacturer
d	Output Performance warranty	2	Equal to or above 25 year perf. (2); 15 - 24 year perf. (1.5); 10 -14 year perf (0.1)	Attach spec sheet from Manufacturer

	Item Description	Score	Comments	Proof required
		<u>10</u>		
2.3	Inverter [10]			
a	European efficiency	4,5	Inverter efficiency taken from Spec sheet. $(x-98)/(100-98)*4,5$; If spec sheet is not submitted = 0	Attach spec sheet
b	Submitted warranty	4,5	Above 5 years tendered (4,5); Equal to 5 years tendered (2); Less than 5 years tendered (0,1)	Attach spec sheet
c	IP rating	1	Above or equal 65 (1); 5x (0,2); Less than or equal to 4x (0,1)	Attach spec sheet indicating IP rating
		<u>10</u>		
	Total score	<u>170</u>	The pass mark for further evaluation is 120 or more out of 170 points. Any points scored lower than the pass mark will render the submission disqualified.	

***Bidders must complete the two annexures attached with this document.(i.e. Annexure 1- Compulsory covering sheet and Annexure 2- Technical evaluation).**

6.4 RISK ASSESSMENT (Stage 5)

All bids that meet the minimum qualifying score for technical evaluation may undergo a risk assessment based on the following framework:

- Any aspects that emanate from the bidders' individual responses
- Any information received from past references
- Site Visit of similar work done
- Assessment of Financial Statements

Sentech may disqualify bidders based on the outcome of the risk assessment.

6.5 Evaluation of Price and Preference (Stage 6)

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).

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

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

8. 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 / 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: 100% (of 80)

a. 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