



SCM Division
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05 July 2019

REQUEST FOR QUOTATION (RFQ)
PROVISION OF MAINTENANCE AND SERVICING OF CLIVET CHILLER FOR SABC THOHOYANDOU OFFICES

RFQ	Limp/Chiller /19/02
RFQ ISSUE DATE	05 July 2019
BRIEFING SESSION / SITE INSPECTION	N/A
RFQ DESCRIPTION	PROVISION OF MAINTENANCE AND SERVICING OF CLIVET CHILLER FOR SABC THOHOYANDOU OFFICES
CLOSING DATE & TIME	17 July 2019 @ 12:00

Submissions must be delivered to: SABC Polokwane, Reception. 19 Hospital Street, Polokwane, 0700. on or before the closing date of this RFQ.

For queries, please contact **Azwini Muniya** at Tell: 015 290 0271 / munyaia@sabc.co.za

The SABC requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. Late and incomplete submissions will invalidate the quote submitted.

SUPPLIER NAME: _____

POSTAL ADDRESS: _____

TELEPHONE NO: _____

FAX NO. : _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF BIDDER: _____

DETAILED TECHNICAL SPECIFICATION

PROVISION OF MAINTENANCE AND SERVICING OF CLIVET CHILLER FOR SABC THOHOYANDOU OFFICES (THOHOYANDOU)

1. BACKGROUND

SABC Limpopo (Located at No. 17, Mphephu Road) is looking for a reputable service provider who specialise in Clivet Chiller / Air conditioning Service and Maintenance.

2. REQUIREMENTS AND SCOPE OF SERVICES

Scope of Service

Service and Maintenance of Chiller / Air condition in SABC Thohoyandou. The Service will be required quarterly / as and when required on the Clivet WSA-XSC2552: 1554KG chiller machine

The successful bidder (Contractor) will be responsible to perform periodic routine preventive maintenance and repair of the chiller machine specified above. Preventative Maintenance Inspection includes the following:

1. Check air handler filters. Clean or replace as necessary.
2. Check for adequate refrigerant charge.
- 3 Check condenser and clean if necessary.
4. Lubricate condenser fan motor.
5. Check condenser fan blades for tightness.
6. Tighten electrical connections at equipment.
7. Check voltage at unit under load.
8. Check condensate drain for blockage. Clean as necessary.
9. Check blower belt for condition, tension, and alignment. Replace as necessary.
10. Lubricate all bearings where applicable.
11. Check blower for cleanliness.
12. Check all safety controls.
13. Inspect contactor points.
14. Check and clean thermostat.
15. Check lockout control.
16. Inspect evaporator coil cleanliness.
17. Inspect starting capacitor.
18. Inspect running capacitor.
19. Check for vibration and noise.
20. Inspect relays.
21. Check and record running and starting amperages on unit service card.
22. Check and record suction and discharge pressures on unit service card.
23. Make recommendations of any needed repairs to the system
24. Document all repairs and maintenance and provide to SABC a service report.
25. Unit must be kept working at optimal manufacturer specifications for performance and the temperature output.

SABC Logistics to authorize the service provider to proceed with the maintenance outside the normal routine maintenance.

Minor repairs may include any of the following: (repair or replace)

Low Pressure Switch
Running Capacitor
High Pressure Control
Starting Capacitor
Metering Device

Condenser Fan Blade
Crankcase Heater
Contactor
Non-digital Thermostat
Blower Control
Blower Motor
Blower Belt
Fan Relay
Time Delay Relay
Refrigerant, 2 lb Max

3. Location of Sites

3.1. The Contract site and **delivery point** is at **SABC Thohoyandou**.

4. CONTRACT PERIOD

The contract is for a period of Three (3) Years.

5. EVALUATION CRITERIA

5.1. BBBEE and Price

As the RFQ price is estimated to be less than R1m, the RFQ responses will be evaluated on the **80/20** point system

6. Technical Evaluation

6.1. The RFQ submission will be technically evaluated out of a maximum of **65**;

6.2. A threshold of **50** out of the **65** has been set

6.3. All bidders achieving less than the set threshold will be declared non-responsive.

7. Objective Criteria

- 7.1. The SABC further reserve the right not to award this RFQ to any bidder based on the proven poor record of accomplishment of the bidder in previous projects within the SABC.

8. EVALUATION CRETERIA

The bid responses will be evaluated on 80/20 point system (refer document H) and the functionality will be evaluated based on the criteria below:

Evaluation area	Evaluation Criteria	Max Points
Company past relevant experience in Air-conditioning area.	Historical record, ability and success in delivering on projects of this nature based on submission of annexure A, completed with contactable references on related similar projects <ul style="list-style-type: none"> Maintenance Plan 15 5 Years' Experience, with 3 Referral Letters 15 Less than 5 years 10 	30
Employees Experience	Bidder to submit CV and qualifications of Artisan in Refrigeration	15
Spares Holding	<ul style="list-style-type: none"> The Bidder must have a Spare Holding in South Africa. Indicate where your spare's holding is located and the capacity to render the service 10 Turnaround Time (24hrs) 10 More than 24hrs 5 	20
Total		65

Bidders who obtain less than a minimum of 50 points out of a maximum of 65 points will be declared non-responsive

9. ADJUDICATION USING A POINT SYSTEM

- 9.1. The bidder obtaining the highest number of total points will be awarded the contract unless objective criteria justify the award to another bidder
- 9.2. Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.
- 9.3. In the event that two or more bids have scored equal points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 9.4. However, when functionality is part of the evaluation process and two or more bids have scored equal points for B-BBEE, the successful bid must be the one scoring the highest score for functionality
- 9.5. Should two or more bids be equal in all respect, the award shall be decided by the drawing of lots.

10. POINTS AWARDED FOR PRICE

The **80/20** preference point system

A maximum of **80** points is allocated for price on the following basis:

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

Where:

P_s = Points scored for comparative price of bid under Consideration
 P_t = Comparative price of bid under consideration
 P_{min} = Comparative price of lowest acceptable bid

11. B-BBEE PREFERENTIAL POINTS WILL BE AWARDED AS FOLLOWS:

B-BBEE Status Level of Contributor Number of Points

B-BBEE Status level of Contributor	Number of points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- 11.1.** Bidders who qualify as EME's in terms of the B-BBEE Act must submit a certificate issued by an accounting officer as contemplated in the CCA or a verification Agency accredited by SANAS or a Registered auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting a verification and issuing EMEs with B-BBEE Status Level Certificates.
- 11.2.** Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a registered auditor approved by IRBA or a verification agency accredited by SANAS.
- 11.3.** A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 11.4.** A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 11.5.** Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 11.6.** A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intend sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended Sub-contractor is an EME that has the capacity and the ability to execute the sub-contract.
- 11.7.** A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capacity and the ability to execute the sub-contract.

12. MANDATORY DOCUMENTS FOR ALL SOUTH AFRICAN PARTNERS

- Original Tax Clearance (verification will be done with SARS)
- **CSD report (Bidder must be registered with CSD in order to do business with the SABC)**

13. REQUIRED DOCUMENTS FOR ALL SOUTH AFRICAN PARTNERS

- Valid TV Licence (Company's and all Directors)
- Original Valid Original BBBEE Certificate (from SANAS accredited Verification Agency) or from the Auditors approved by the Independent Regulatory Body of Auditors(IRBA)
NOTE: Verification agencies and auditors who are accredited by the IRBA (Independent Regulatory Board for Auditors) are no longer the 'Approved Regulatory Bodies' for B-BBEE verification and therefore IRBA Auditors are NOT allowed to issue B-BBEE certificates after 30 September 2016.
Companies who have engaged their IRBA verification agency prior to 30 September will be able to receive their BEE Certificate after 30 September, but only until 31 December 2016.
- For Exempted Micro Entrepreneurs (EME's), as per CODE 000 statement 000 (Framework for measuring BBBEE) sufficient evidence of qualification as an EME is an Auditor's certificate issued by an accounting officer or verification agency. An EME is any enterprise with an Annual Total Revenue of R5million or less.
- Certified ID Copies of all directors/ Shareholders Certificate
- Company registration documents

14. COMMUNICATION

Respondents are warned that a response will be disqualified should any attempt be made by a tenderer either directly or indirectly to canvass any officer(s) or employees of SABC in respect of a tender, between the closing date and the date of the award of the business.

All enquiries relating to this RFQ should be emailed three days before the closing date.

15. CONDITIONS TO BE OBSERVED WHEN TENDERING

The Corporation does not bind itself to accept the lowest or any tender, nor shall it be responsible for or pay any expenses or losses which may be incurred by the Tenderer in the preparation and delivery of his tender. The Corporation reserves the right to accept a separate tender or separate tenders for any one or more of the sections of a specification. The corporation also reserves the right to withdraw the tender at any stage.

16. No tender shall be deemed to have been accepted unless and until a formal contract / letter of intent is prepared and executed.

16.1. Quotation shall remain open for acceptance by the Corporation for a period of **90 days** from the closing date of the RFQ Enquiry.

16.2. The Corporation reserves the right to:

16.3. Not evaluate and award submissions that do not comply strictly with his RFQ document.

16.3.1. Make a selection solely on the information received in the submissions and

16.3.2. Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this tender.

16.3.3. Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders. During the evaluation process, no change in the content of the RFQ shall be sought, offered or permitted.

16.3.4. Award a contract to one or more bidder(s).

16.3.5. Accept any tender in part or full at its own discretion.

16.3.6. Cancel this RFQ or any part thereof at any time.

16.3.7. Should a bidder(s) be selected for further negotiations, they will be chosen on the basis of the greatest benefit to the Corporation and not necessarily on the basis of the lowest costs, aligned to the BBBEE & Preference Point system.

17. Cost of Bidding

The Tenderer shall bear all costs and expenses associated with preparation and submission of its tender or RFQ, and the Corporation shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

END OF RFQ DOCUMENT

Annexed to this document for completion and return with the document:

Annexure A	-	Declaration of Interest
Annexure B	-	Consortiums, Joint Ventures and Sub-Contracting Regulations

ANNEXURE A**DECLARATION OF INTEREST**

1. Any legal or natural person, excluding any permanent employee of SABC, may make an offer or offers in terms of this tender invitation. In view of possible allegations of favouritism, should the resulting tender, or part thereof be awarded to-
 - (a) any person employed by the SABC in the capacity of Tenderer, consultant or service provider; or
 - (b) any person who acts on behalf of SABC; or
 - (c) any person having kinship, including a blood relationship, with a person employed by, or who acts on behalf of SABC; or
 - (d) any legal person which is in any way connected to any person contemplated in paragraph (a), (b) or (c),

it is required that:

The Tenderer or his/her authorised representative shall declare his/her position *vis-à-vis* SABC and/or take an oath declaring his/her interest, where it is known that any such relationship exists between the Tenderer and a person employed by SABC in any capacity.

Does such a relationship exist? [YES/NO]

If YES, state particulars of all such relationships (if necessary, please add additional pages containing the required information):

	[1]	[2]
NAME	:
POSITION	:
OFFICE WHERE EMPLOYED	:
TELEPHONE NUMBER	:
RELATIONSHIP	:

2. Failure on the part of a Tenderer to fill in and/or sign this certificate may be interpreted to mean that an association as stipulated in paragraph 1, *supra*, exists.
3. In the event of a contract being awarded to a Tenderer with an association as stipulated in paragraph 1, *supra*, and it subsequently becomes known that false information was provided in response to the above question, SABC may, in addition to any other remedy it may have:
 - recover from the Tenderer all costs, losses or damages incurred or sustained by SABC as a result of the award of the contract; and/or
 - cancel the contract and claim any damages, which SABC may suffer by having to make less favourable arrangements after such cancellation.

SIGNATURE OF DECLARANT

TENDER NUMBER

DATE

POSITION OF DECLARANT

NAME OF COMPANY OR TENDERER

ANNEXURE B

CONSORTIUMS, JOINT VENTURES AND SUB-CONTRACTING REGULATIONS

1. CONSORTIUMS AND JOINT VENTURES

- 1.1 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 1.2 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate tender.

2 SUB-CONTRACTING

- 2.1 A person awarded a contract may only enter into a subcontracting arrangement with the approval of the organ of state.
- 2.2 A person awarded a contract in relation to a designated sector, may not subcontract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 2.3 A person awarded a contract may not subcontract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level of contributor than the person concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract.

3 DECLARATION OF SUB-CONTRACTING

- 3.1 Will any portion of the contract be sub-contracted? YES / NO
- 3.2 If yes, indicate:
 - 3.2.1 The percentage of the contract will be sub-contracted%
 - 3.2.2 The name of the sub-contractor
 - 3.2.3 The B-BBEE status level of the sub-contractor.....
 - 3.2.4 whether the sub-contractor is an EME YES / NO

SIGNATURE OF DECLARANT

TENDER NUMBER

DATE

POSITION OF DECLARANT

NAME OF COMPANY OR TENDERER

ANNEXURE “C”

Previous completed projects (preferably provide a detailed company profile, detailed the below mentioned information)

Project Descriptions	Client	Contact no	Contact person	Email address	Period of projects	Value of projects	Project Commence date	Completed date

Current projects (preferably provide a detailed company profile, detailed the below mentioned information)

Project Descriptions	Client	Contact no	Contact person	Email address	Period of projects	Value of projects	Project Commence date	Completion date

“The SABC has a zero tolerance to theft, fraud and corruption. Such activities will be investigated and stringent action institutes such as lying of criminal charges or even removal from the SABC database of service providers.

Should you suspect or become aware of any suspicious acts of fraud, theft or corruption involving an SABC employees or other suppliers rendering services to the SABC, contact the SABC whistle blowers hotline at

0800 372 831”.