



Supply Chain Management  
SABC Polokwane  
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**25 November 2019**

**REQUEST FOR QUOTATION (RFQ)**

RFQ	RFQ/LOG/2019/131
RFQ ISSUE DATE	25 NOVEMBER 2019
PRESENTATIONS	N/A
RFQ DESCRIPTION	PROVISION OF PLUMBING AND GENERAL BUILDING MAINTENANCE FOR SABC POLOKWANE AS AND WHEN IT IS REQUIRED
CLOSING DATE & TIME	4 December 2019 @ 12H00 PM

**QUOTATIONS MUST BE HAND DELIVERED TO SABC TENDER BOX THAT IS SITUATED AT THE RECEPTION AREA: SABC POLOKWANE 19 HOSPITAL STREET ON OR BEFORE THE CLOSING DATE OF THIS RFQ.**

For queries, please contact Azwinaki Munyai at Tel +2715 290 0271 [munyaia@sabc.co.za](mailto: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: \_\_\_\_\_

**FIRST PHASE – PREQUALIFICATION CRITERIA: MANDATORY DOCUMENT**

All bid respondents must submit mandatory document. Bids that do not comply with the mandatory requirement will be disqualified and will not be considered for further evaluation.

MANDATOY REQUIREMENT		COMPLY/ NOT COMPLY
1.	Valid CIDB registration <b>grade 1 SO</b>	
	CSD report (Bidder must be registered with CSD in order to do business with the SABC)	

**NON SUBMISSION OF THE MANDATORY DOCUMENT WILL RESULT IN AUTOMATIC DISQUALIFICATION.**

## **TECHNICAL SPECIFICATION**

### **1. PURPOSE AND BACKGROUND**

SABC offices in Polokwane desire to obtain the services of the professional company to perform Plumbing and General Building maintenance as and when required. The service provider will be required to attend to emergency works 24Hrs, 7 days a week as and when it is required.

### **2. SCOPE OF SERVICE**

The required scope of plumbing and minor maintenance services is as follows;

1. Provision of emergency plumbing solution as and when required on a twenty four hour basis.
2. Maintenance plumbing services while working on pressurized steel/galvanized and PVC pipes including general plumbing work such as opening blocked pipes, trenches etc.
3. Opening blocked sewage pipes, urinary and repair of toilet cisterns
4. Provision, replacing and installation of spare material etc
5. Hanging of office doors, fitting of locksets, hinges, minor carpet laying etc
6. Repair furniture, pedestals and cabinets
7. Repair entrance steps, ramps and their finishes; steps and ramps in all floor levels
8. Repair frames; linings; glazing; architraves; pelmets; hardware and door grilles; chain wire and grille doors; toilet doors; and strong room doors; fire doors; roller shutters; service cupboard doors; duct access panels; fanlights and panels over fanlights; linings to blank openings.
9. Repair balcony floor finishes; skirting's; screeds; timber floor finishes; dividing strips; mats; duct and pit covers; carpeting/wooden used as a permanent floor finish
10. Repair and install suspended false ceilings; acoustic ceiling linings; linings to roof lights; ceiling manholes; framing to bulkheads and cornices.
11. Repair benches; cupboards; shelving; racks; seats; counters; notice boards; signs and name plates; coat rails, hooks and mirrors.

The service provider will be required to attend to emergency works 24Hrs, 7 days a week as and when it is required.

### **3. COSTING**

3.1 The quotation must reflect a detailed cost breakdown, and any indirect costs Associated with the rendering of these services.

### **4. CONTRACT DURATION**

4.1 Contract period is two (2) years

**5. COSTING MODEL TO BE USED**

5.1 Pricing Template enclosed on the RFQ to be used. "Annexure D"

**6. *RFQ Response Information***

**Effective Date of Bid**

Vendors should state in writing in its quotation to the SABC that all furnished information, including price, will remain valid and applicable for 90 days from the date the vendor quotation is received by the SABC.

**7. LOCATION OF SITE**

7.1. The Contract site and **delivery point** is SABC Polokwane.

**8. EVALUATION CRITERIA**

Bidders should note that only bidders who met the Prequalification Criteria: mandatory documents of the bid will be evaluated further using a predetermined set of evaluation criteria.

**8.1. BBBEE and Price**

The RFQ responses will be evaluated on the **80/20** point system

**8.2. Technical Evaluation**

8.2.1. The RFQ submission will be technically evaluated out of a maximum of **30**;

8.2.2. A threshold of **20 out of 30** has been set for paper base evaluation.

8.2.3. All bidders achieving less than the set threshold will be declared non-responsive and not taken to the next phase of evaluation.

**8.3. Objective Criteria**

8.3.1. 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.

## 8.4. Technical Criteria

## SECOND PHASE EVALUATION CRITERIA: PAPER BASED

Evaluation Area	Evaluation Criteria	Min. Points	Max. Points
<b>Companies Previous Experience in Plumbing Service</b>	Provide <b>reference letter/s (Not award letter)</b> where plumbing services were rendered previously or current stating the following:  <b>1.Experience in years:</b> <ul style="list-style-type: none"> <li>• Less than 1 year = (5 points)</li> <li>• From 1 – 2 years= (10 points)</li> <li>• More than 2 years = (15 points)</li> </ul> <b>The reference letter/s must be on the client letter head and duly signed by the client.</b>	10	15
<b>General Building Maintenance</b>	<b>Provide: reference letters where Building Maintenance Service where rendered previously or current standing</b> <ul style="list-style-type: none"> <li>• Less than 1 year = (5 points)</li> <li>• From 1 – 2 years= (10 points)</li> <li>• More than 2 years = (15 points)</li> </ul>	10	15
<b>Total</b>		<b>20</b>	<b>30</b>

## 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 pints, 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>B-BBEE Status level of Contributor</b>	<b>Number of points</b>
<b>1</b>	<b>20</b>
<b>2</b>	<b>18</b>
<b>3</b>	<b>14</b>
<b>4</b>	<b>12</b>
<b>5</b>	<b>8</b>
<b>6</b>	<b>6</b>
<b>7</b>	<b>4</b>
<b>8</b>	<b>2</b>
<b>Non-compliant contributor</b>	<b>0</b>

- 11.1. Bidders who qualify as EME's in terms of the B-BBEE Act must submit a certificate issued by a verification Agency accredited by SANAS for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates or DTI Affidavit.
- 11.2. Bidders other than EMEs must submit their original and valid B-BBEE status levels Verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued By 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 tenderer 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 tenderer 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

- **Proof of Valid CIDB Grad 1**
- **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 Tax Clearance and PIN (verification will be done with SARS).
- 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.**
- Any EME or QSE is only required to obtain a sworn affidavit on an annual basis, confirming the following:
  - Annual Total Revenue of R10 Million or less (EME) or Revenue between R10 Million and R50 Million for QSE,
  - Level of Black Ownership,
    - All EME's and 51% black Owned QSE's are only required to obtain a **sworn affidavit** on an annual basis, confirming the following;
    - Annual Total Revenue of R10 Million or less (EME) or Revenue between R10 Million and R50 Million for QSE
  - **ANY MISREPRESENTATION IN TERMS OF THE ABOVE CONSTITUTES A CRIMINAL OFFENCE as set out in the BBBEE Act as amended.**
- Signed Declaration of Interest Form.

#### **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.

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

15.2. The Corporation reserves the right to:

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

- 13.1.1 Make a selection solely on the information received in the submissions and
- 13.1.2 Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this tender.
- 13.1.3 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.
- 13.1.4 Award a contract to one or more bidder(s).
- 13.1.5 Accept any tender in part or full at its own discretion.
- 13.1.6 Cancel this RFQ or any part thereof at any time.
- 13.1.7 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.

#### **16. 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 C | - | Previous completed projects / Current Projects              |
| Annexure D | - | Pricing Schedule  |

**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

**ANNEXURE “D”****PRICIE SCHEDULE – TO BE COMPLETED BY ALL BIDDERS**

<b>Item</b>	<b>Description</b>	<b>Rate (Exclusive of VAT)</b>
<b>1</b>	<b>Hourly Fee for Artisan (Normal Hours)</b>	<b>R</b>
<b>2</b>	<b>Hourly Fee for Artisan (After Hours)</b>	<b>R</b>
<b>3</b>	<b>Hourly fee for Artisan (Sundays and Public Holidays)</b>	<b>R</b>
<b>4</b>	<b>Hourly Fee for Artisan Assistant (Normal Hours)</b>	<b>R</b>
<b>5</b>	<b>Hourly Fee for Artisan Assistant (After Hours)</b>	<b>R</b>
<b>6</b>	<b>Hourly fee for Artisan Assistant (Sundays and Public Holidays)</b>	<b>R</b>
<b>7</b>	<b>Safety File</b>	<b>R</b>
	<b>Sub-Total</b>	<b>R</b>
	<b>Value Added Tax</b>	<b>R</b>
	<b>Total</b>	<b>R</b>
<b>8</b>	<b>Mark-up on Material Costs (Maximum 10%)</b>	<b>%</b>

- ONLY UNIT PRICES MUST BE QUOTED.
- PRICES QUOTED MUST BE EXCLUSIVE OF VAT.