**03 March 2020**

**REQUEST FOR QUOTATION (RFQ)**

|  |  |
| --- | --- |
| **RFQ** | **RFQ/RBF/2020/5** |
| **RFQ ISSUE DATE** | **03 March 2020** |
| **BRIEFING SESSION** | **N/A** |
| **RFQ DESCRIPTION** | **PROVISION OF BI-ANNUAL MAITENANCE SERVICES FOR THE 20KVA PYRAMID DIGITAL SIGNAL PROCESSOR (DSP) UNINTERRUPTED POWER SUPPLY (UPS UNITS) FOR SABC TSHWANE OFFICES FOR A PERIOD OF THREE (3) YEARS. .** |
| **CLOSING DATE & TIME** | **10 March 2020 at 12h00** |

Quotations must be hand delivered at the Tender Box located at the Reception, SABC Building, Hatfield 1059 Francis Baard Street on or before the closing date of this RFQ.

For queries, please contact Sesi Peete, at Tel +2712 431 5327 or [peetesf@sabc.co.za](mailto:peetesf@sabc.co.za)

**PLEASE NOTE THAT AS FROM 01 JULY 2016 COMPANIES THAT ARE NOT REGISTERED WITH CSD SHALL NOT BE CONSIDERED**

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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TELEPHONE NO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FAX NO. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E MAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CELL NO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF BIDDER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DETAILED TECHNICAL SPECIFICATION**

**PROVISION OF MAINTENANCE FOR THE PYRAMID DSP UPS UNITS**

1. **BACKGROUND AND SUMMARY OF REQUIREMENTS**

The SABC, Gauteng Province in Hatfield requires the services of their 2 X 20KVA Pyramid DSP UPS Units maintenance service based in their offices. The SABC is currently renting premises in Pretoria from where the day-to-day operations of the region take place. The Pretoria offices are mainly used by the staff, news and support staff of the Ikwekwezi fm Radio station.

1. **THE SABC REQUIREMENTS AND SCOPE OF SERVICES**

The SABC requires the services of a suitably qualified service provider to provide 20KVA Pyramid DSP UPS Unit maintenance of minor and major service for a contract period of 3 years (2 times a year (Bi-Annual basis).

The price should consist but not limited to:

• Labour

• Call out fee

• Travelling

• Maintenance (replacement of parts and spares)

* 1. **Physical Address where service is required:**

1059 Frances Baard & Festival Street

Hatfield

Pretoria

1. **Costing**

The quotation must reflect a detailed cost breakdown associated with the provision of maintenance service.

***4.* DURATION OF THE CONTRACT**

The duration of the contract is three (3) years.

# 5. EVALUATION CRITERIA

* 1. **Price and BBBEE**

5.1.1 Tender responses will be evaluated on **80/20** point system

* 1. **Technical Evaluation**

5.2.1 The tender submission will be technically evaluated out of a maximum of

**100.**

5.2.2 A threshold of **70** out of the **100** has been set

5.2.3 All bidders who obtain less than the 70 threshold will not be taken to

the next phase of evaluation

|  |  |  |  |
| --- | --- | --- | --- |
| **Evaluation Area** | **Evaluation Criteria** | **Min Points** | **Max Points** |
| Company Experience in Generator Maintenance | Provide written reference / proof on your clients company’s letterhead from duly authorised person responsible for UPS units with contact details (email address and telephone number). The letters must stipulate contract period, and scope of work undertaken. The reference letters should NOT be appointment or award letters.  Experience in number of years in the UPS units Maintenance  • Less than 3 years = (0 points)  • 3 – 5 years= (15 points)  • Greater than 5 years = (20 points)  Number of Letters  • greater than 3 references letters =(20 points)  • 2 - 3 reference letters =(15 points)  • 1 reference letter = ( 5 points) | 30 | 40 |
| Response Time during normal working hours | Response Time during normal working hours    • 0 – 2 hours (10 points)  • Greater than 2 hours –Less than 4 hours (5 points)  • Greater than 4 hours (0 points) | 5 | 10 |
| Response Time during Emergency | Response Time during emergency call out   * 0 – 1 hours (15 points) * Greater than 1 hour – Less than 2 hours (10 points) * Greater than 2 hours ( 0 Points) | 10 | 15 |
| Warranty on Workmanship and Parts | **Warranty on Workmanship and Parts supplied**  • Greater than 12 months of warranty– (15 points)  • 12 months of warranty – (10 points)  • Less than 12 months of warranty- ( 0 Points) | 10 | 15 |
| Curriculum Vitae (CV) of Supervisor/Team Leader with three ( 3) years minimum experience in UPS units Maintenance | Provide a comprehensive CV of Supervisor / Team Leader with a minimum of three (3) years’ experience in UPS units maintenance. The CV must be accompanied by mechanical maintenance related certified copies of qualifications (with minimum of N3). The CV must have contactable references.  • greater than 5 years’ experience = (20 points)  • 3 – 5 years’ experience = (15 points)  • less than 3 years’ experience = ( 0 points) | 15 | 20 |
| Total |  | 70 | **100** |

**6. ADJUDICATION USING A POINT SYSTEM**

6.1 The bidder obtaining the highest number of total points will be awarded the contract

6.2 Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.

6.3 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.

6.4 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

6.5 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

**7. POINTS AWARDED FOR PRICE**

The **80/20** preference point system

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Ps=* | *80* | *(* | *1-* | *Pt-Pmin* | *)* |
| *Pmin* |

Where:

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

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

|  |  |
| --- | --- |
| **B-BBEE Status level of Contributor** | **Number of points**  **(80/20 point system)** |
| **1** | **20** |
| **2** | **18** |
| **3** | **14** |
| **4** | **12** |
| **5** | **8** |
| **6** | **6** |
| **7** | **4** |
| **8** | **2** |
| **Non-compliant contributor** | **0** |

8.1 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.

8.2 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.

8.3 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

8.4 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.

8.5 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.

8.6 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 30% 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.

8.7 A person awarded a contract may not sub-contract more than 30% 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.

# 9. MANDATORY DOCUMENTS FOR ALL SOUTH AFRICAN PARTNERS

* **CSD report (Bidder must be registered with CSD in order to do business with the SABC)**

**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.**

* 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
* Company registration documents
* Original Tax Clearance (verification will be done with SARS)

**10. 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

**11. CONDITIONS TO BE OBSERVED WHEN TENDERING**

* 1. 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.
  2. No tender shall be deemed to have been accepted unless and until a formal contract letter of intent is prepared and executed.

11.3. The Corporation reserves the right to:

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

**Make a selection solely on the information received in the submissions and**

* + 1. Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this tender.
    2. 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.
    3. Award a contract to one or more bidder(s).
    4. Accept any tender in part or full at its own discretion.
    5. Cancel this RFQ or any part thereof at any time.
    6. Should a bidder(s) be selected for further negotiations, they wil be chosen on the basis of the lowest costs. Aligned to the BBBEE & Preference Point system

1. **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 - Experience/Track record

**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-
2. any person employed by the SABC in the capacity of Tenderer, consultant or service provider; or
3. any person who acts on behalf of SABC; or
4. any person having kinship, including a blood relationship, with a person employed by, or who acts on behalf of SABC; or
5. 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:………………………………………………….….……….…..

OFIFICE WHERE EMPLOYED:…………………………………….………………………….…

TELEPHONE NUMBER :……………………………………….……………………….…

RELATIONSHIP:……………………………………………………….…..……..

1. 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.
2. 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.

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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. 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.
  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 tenderer will not be awarded points for B-BBEE status if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 30% of the value of the contract to any other enterprise that does not qualify for at least the points the tenderer qualifies for, unless the intended sub-contractor is an exempted micro enterprise that has the capacity and ability to execute the sub-contract.

2.2 A tenderer awarded a contract may not sub-contract more than 30% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the tenderer concerned, unless the contract is sub-contracted to an exempted micro enterprise that has the capability and ability to execute the sub-contract.

2.3 A tenderer awarded a contract in relation to a designated sector, may not sub-contract 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.

**3 DECLARATION OF SUB-CONTRACTING**

3.1 Will any portion of the contract be sub-contracted? YES / NO

* 1. If yes, indicate:
     1. The percentage of the contract will be sub-contracted ………………....................%
     2. The name of the sub-contractor ...............................................................................
     3. The B-BBEE status level of the sub-contractor

...........................................................

* + 1. whether the sub-contractor is an EME YES / NO

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SIGNATURE OF DECLARANT TENDER NUMBER DATE

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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** |
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**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** |
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