



Supply Chain Management
SABC Polokwane
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Date: 03 November 2020

REQUEST FOR QUOTATION (RFQ)

RFQ	RFQ/LOG/2020/86
RFQ ISSUE DATE	03 November 2020
PRESENTATIONS	N/A
RFQ DESCRIPTION	Diesel engine generators maintenance and service for SABC Polokwane and Thohoyandou for a period of three (3) years
CLOSING DATE & TIME	13 November 2020 @ 12:00

Quotations must be submitted electronically to tenderqueries@sabc.co.za on or before the closing date of the RFQ

For queries, please contact Azwinaki Munyai at Tel +2715 290 0271 munyaia@sabc.co.za

Tender document can be downloaded from sabc website: www.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: _____

South African Broadcasting Corporation SOC Limited: Registration Number: 2003/023915/30

Non-Executive Directors: Mr B E Makhathini (Chairperson); Ms M Mohlala-Mulaudzi (Deputy Chairperson); Prof S Cooper; Adv M B B Lekalakala; Mr D M Maimela; Mr M G Markovitz; Mr D K Mohuba; Ms B Muthien; Ms J Patel; Mr J H Phalane; Ms M B Papayya; Dr M Socikwa

Executive Directors: Mr M T Mxakwe (Group Chief Executive Officer); Mr I C Plaatjes (Chief Operations Officer); Ms Y van Biljon (Chief Financial Officer);
Company Secretary: Ms L V Bayi

NOTES ON QUOTATIONS AND PROPOSALS SUBMISSION

1. All electronic submissions must be submitted in a **PDF** format that is protected from any modifications, deletions or additions.
2. Financial/pricing information must be presented in a **separate** attachment from the Technical / Functional Response information.
3. The onus is on the Bidder to further ensure that all mandatory and required documents are included in the electronic submission.
4. All electronic submissions should be prominently marked with the full details of the tender in the email subject line.
5. Bidders are advised to email electronic submissions at least thirty minutes before the bid closing time to cater for any possible delay in transmission or receipt of the bid. The onus is on bidder to ensure that the bid is submitted on time via email
6. Tender submission emails received after submission date and time will be considered late bid submissions and will not be accepted for consideration by SABC.
7. SABC will not be responsible for any failure or delay in the email transmission or receipt of the email including but not limited to:
 - receipt of incomplete bid
 - file size
 - delay in transmission receipt of the bid
 - failure of the Bidder to properly identify the bid
 - illegibility of the bid; or
 - Security of the bid data

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
	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 Limpopo requires a Service Provider for the provision of diesel engine generators service, maintenance and repairs. The generators are situated at both Polokwane and Thohoyandou SABC offices. The successful service provider is expected to provide a service on a quarterly basis or as and when is required at Polokwane and Thohoyandou site for a period of three (3) years.

2. SCOPE OF SERVICE

Scope of Standby Generator Maintenance-SABC Limpopo (Polokwane & Thohoyandou)

The scope of standby generators maintenance has been established through the building Maintenance Management Framework (BMMF), within the context of the overall SABC Limpopo management of facilities. The maintenance of SABC Limpopo standby generators should optimise their service potential and minimise their whole-of-lifespan costs. To achieve these goals, it is important to obtain accurate and objective knowledge of standby generator's physical and operating conditions, including risk and financial impact associated with maintenance.

For this purpose the framework is to guide the Logistical Services Division in the identification of suitable standby generator maintenance service providers who have the correct level of expertise and resources that will ensure SABC Limpopo standby generators are adequately maintained.

Therefore the following sections should be under consideration for purposes of maintenance:

Scope of work

The successful service provider shall and be expected to provide a maintenance service for the SABC's generator in respect of the SABC's Polokwane & Thohoyandou sites.

Polokwane Diesel Generator Specification

- Type: Scania
- DC13072A
- Output 257-480 Kw 1500 rpm

- Output 257-487 Kw 1800 rpm

Thohoyandou Diesel Generator Specification

- Type: Deutz 226B Kw/r/min132/1500
- Engine No. 6B080306054
- Plan-No 13023811-6

- **Scheduled Maintenance Service**

Preventative Maintenance

- .1. The Service Provider shall be fully responsible for the preventative maintenance of the Diesel Generators first three quarters of the year and the annual / 250 Hour service whichever occurs first.
- .2. The Service Provider shall report any trends detected that reflect system or equipment degradation, loss of performance, or frequency of failure to the SABC.
- .3. Preventative Maintenance shall comply with the Maintenance Specific Activity Schedules contained below.
- .4. The Service Provider shall arrange with the SABC and obtain approval for date, time and duration when equipment or systems shall be out of service for the purpose of performing Preventative Maintenance;
- .5. In the event of repairs having to be carried out which does not form part of Preventative Maintenance, the need for such repairs shall be reported to the SABC for further instructions.
- .6. The Service Provider shall have a 24/365 call out facility;
- .7. The maximum response time which the Service Provider shall respond to a call shall be as follow:
 - Critical: defined as the generator failure during power outage) – The Service Provider shall within two (2) hours from notification acknowledgement respond;
 - Non Critical: defined as generator failure during routine testing / inspection) the Service Provider shall within four (4) hours from the notification acknowledgement respond.
 - The Service provider shall further ensure that standby arrangements for emergency call outs are at all times in place with contact details of the technicians on standby.

- .8. Spares required for ad hoc requests must be quoted for and approved by the SABC before the service is rendered;
- .9. The Service Provider shall employ and manage his Maintenance Staff to ensure timely and efficient execution of the Works with minimum interruption to the SABC;
- .10. Technician and other staff members working at the SABC must be issued with safety clothing with the company's name clearly visible;
- .11. 11 Maintenance staff must be fully trained to; Perform the maintenance Services; do fault finding; Capable of doing repairs on all equipment;

Maintenance Schedule

Schedule A: Service (Quarterly)

- 1. Carry out "Walk around" inspection for oil, fuel and water leaks;
- 2. Check water jacket heater operation;
- 3. Check condition of fuel pipes and water hoses;
- 4. Check and adjust to specification battery voltage, charge rate and perform voltage drop test to determine condition of batteries;
- 5. Check engine oil level and top up if necessary;
- 6. Check fan and alternator belt tensions;
- 7. Check primary fuel filter and clean if necessary;
- 8. Check water level in radiator;
- 9. Check level of antifreeze in cooling system;
- 10. Check for water build up in the fuel filter water trap;
- 11. Check the fuel tank daily drain valve for build-up of water;
- 12. Grease fan drive and alternator bearing;
- 13. Top up water and add cooling conditioner to radiator, if required;
- 14. With the plant selector switch in the auto" position, trip the mains incoming supply so as to stimulate a mains failure;
- 15. Observe start up, satisfactory operation of transfer switch and load acceptance of the set;
- 16. Check and record when generator has run for 15 minutes;

17. Generator output voltage stability;
18. Generator output frequency and stability;
19. Engine water temperature;
20. Engine oil pressure;
21. Engine fuel pressure;
22. Charging alternator output;
23. Run the set on load for 30 minutes then switch on the mains incoming supply and observe load shedding as well as the cooling down sequence until set stops;
24. In test position check the following safety shutdown devices:
25. Start cut out function;
26. Low oil pressure;
27. High engine temperature;
28. Engine over speed;
29. Switch off engine and return plant selector switch to the "auto" position;
30. Make additional adjustments (within the scope of routine maintenance work) to the above-mentioned equipment if necessary;
31. Clean diesel generator and the room
32. Complete service log and return to Office;
33. Complete service report;

SCHEDULE B: Annual or 250 hour service (whichever occurs first)

1. Carry out "walk around" inspection for oil and water leaks;
2. Run the set on Test for 10 minutes and the Switch off engine and return plant selector switch to the "Off "position;
3. Drain lubrication oil and replenish with the correct grade of oil as per Original Equipment Manufacturer (OEM) requirements;
4. Change lubricating oil filter elements and fuel filter elements;
5. Clean out air filter element and adjust if necessary;

6. Grease all points as required;
7. Drain and flush cooling system, refill with clean water and add cooling system conditioner;
8. Check water jacket heater operations;
9. Check condition of fuel pipes and water hoses;
10. Check for water build up the fuel filter water trap;
11. Check the fuel tank daily drain valve for build-up water;
12. Obtain fuel samples from bulk tank for analysis;
13. Check and adjust to specification battery voltage, charge rate and perform voltage drop test to determine condition of batteries;
14. Check fan and alternator belt tensions;
15. Grease fan drive and alternator bearing;
16. Start engine in test position and run for 5 minutes;
17. Switch off engine and return plant selector switch to the OFF position;
18. Check water level in radiator and top up if necessary
19. Inspect electrical panels for loose connections;
20. Check electrical and control connections
21. With the plant selector switch in the auto position trip the mains incoming supply so as to simulate a mains failure;
22. Observe start up, satisfactory operation of transfer switch and load acceptance of set;
23. Check and record when generator has run for 15 minutes:
24. Generator output voltage stability;
25. Generator output frequency and stability;
26. Engine water temperature;
27. Engine oil pressure
28. Charging alternator output;
29. Check exhausts system for leaks;

30. Run the set on load for 30 minutes then switch on the mains incoming supply and observe load shedding as well as the cooling down sequence until set stops in test position check the following safety shutdown devices:
31. Start cut out function;
32. Low oil pressure;
33. High engine temperature
34. Engine over speed
35. Switch off engine and return plant selector switch to the auto position;
36. Make additional adjustments (with the scope of routing maintenance work) to the above-mentioned equipment if necessary
37. Clean Diesel Generator and the room;
38. Complete service log
39. Complete service report.

3. CONTRACT DURATION

Contract period is Three (3) years

4. COSTING MODEL TO BE USED

The costing should be based on Maintenance schedule A and B above

5. 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.

6. LOCATION OF SITE

The Contract site and delivery point is SABC Polokwane and Thohoyandou.

7. 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.

7.1. BEE and Price

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

7.2 Technical Evaluation

7.2.1. The RFQ submission will be technically evaluated out of a maximum of **35**

7.2.2. A threshold of **25 out of 35** has been set for paper base evaluation.

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

7.3. Objective Criteria

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.

SECOND PHASE EVALUATION CRITERIA: PAPER BASED

Evaluation Area	Evaluation Criteria	Min. Points	Max. Points
Companies Previous Experience in generators field	Provide reference letter/s on a corporate letter head (Not award letter) where generator services were rendered previously or current stating the following: Experience in years: <ul style="list-style-type: none"> From 1-2 years = (5 points) From 2-3 years= (10 points) More than 3 years = (15 Points) 	10	15
Technician Experience	<ul style="list-style-type: none"> Supply 1-2 qualified technicians CV and qualifications. (5 points) Supply 3-4 qualified technicians CV and qualifications (10 points) 	5	10
Spares holding in RSA	<ul style="list-style-type: none"> Demonstrate proof of spares holding in South Africa. (A written proof from a company supplier) 	10	10
Total		25	35

8. ADJUDICATION USING A POINT SYSTEM

- a. The bidder obtaining the highest number of total points will be awarded the contract unless objective criteria justify the award to another bidder
- b. Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.
- c. 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.
- d. 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
- e. Should two or more bids be equal in all respect, the award shall be decided by the drawing of lots.

9. POINTS AWARDED FOR PRICE.

The **80/20** preference point system

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

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

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

10. 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

- a. 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.
- b. 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.

- c. 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
- d. 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.
- e. 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.
- f. 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.
- g. 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.

11. MANDATORY DOCUMENTS FOR ALL SOUTH AFRICAN PARTNERS

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

12. 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.

13. 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.

14. 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. The Corporation also reserves the right to review and increase or decrease its requirements with the successful bidder in consideration with its operational requirements.

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

14.1 The Corporation reserves the right to:

- 14.1.1 Make a selection solely on the information received in the submissions and
- 14.1.2 Enter into negotiations with any one or more of preferred bidder(s) based on The criteria specified in the evaluation of this tender.
- 14.1.3 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.

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

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

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

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.

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

15. 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 - Costing Model

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)

[illegible]

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

[illegible]

ANNEXURE D

COSTING MODEL

No.	Description	Amount Per Year Deutz 226B Thohoyandou	Amount Per Year Scania Polokwane
	SCHEDULED A: Routine Service (Quarterly service not limited to;)		
1	Carry out "Walk around" inspection for oil, fuel and water leaks;		
2	Check water jacket heater operation;		
3	Check condition of fuel pipes and water hoses;		
4	Check and adjust to specification battery voltage, charge rate and perform voltage drop test to determine condition of batteries;		
5	Check engine oil level and top up if necessary;		
6	Check fan and alternator belt tensions;		
7	Check primary fuel filter and clean if necessary;		
8	Check water level in radiator and top up		
9	Top up water and add cooling conditioner to radiator, if required		
	SCHEDULE B: Major Annual Service or 250 hour service (whichever occurs first)		
1	Carry out "walk around" inspection for oil and water leaks;		
2	Drain lubrication oil and replenish with the correct grade of oil as per Original Equipment Manufacturer (OEM) requirements;		

3	Change lubricating oil filter elements and fuel filter elements;		
4	Change air filter element and adjust if necessary;		
5	Grease all points as required;		
6	Drain and flush cooling system, refill with clean water and add cooling system conditioner;		
7	Check and adjust to specification battery voltage, charge rate and perform voltage drop test to determine condition of batteries;		
8	Grease fan drive and alternator bearing;		
	TOTAL		
	VAT		
	TOTAL Including Vat		