

HEAD OFFICE
ETDP SETA House
2 - 6 New Street
Gandhi Square
South Marshalltown
Johannesburg CBD
Private Bag X105
Melville, 2109
Tel: (011) 372 3300

EASTERN CAPE
Waverley Office Park
3 - 33 Philip Frame Road
Chiselhurst
East London, 5200
Tel: (043) 726 8314
Fax: (043) 726 8302

FREE STATE
Sanlam Building
163 Nelson Mandela Dr
Bloemfontein, 9300
Tel: (051) 430 5072
Fax: (051) 430 5080

GAUTENG
Braampark Office Park
33 Hoofd Street
Forum 4, 2nd Floor
Braamfontein
Johannesburg, 2091
Tel: (011) 403 1301/2/3/6
Fax: (086) 614 8781

KWAZULU-NATAL
Durban Bay House
333 Anton Lembede Street
12th Floor, Suite 1203
Durban, 4001
Tel: (031) 304 5930
Fax: (031) 301 9313

LIMPOPO
Kwane Chambers
29 Hans van Rensburg Str
Office No: 01
Polokwane, 0700
Tel: (015) 295 9303
Fax: (015) 295 9301

MPUMALANGA
Streak Office Park
6 Streak Street
Block B, 1st Floor
Nelspruit, 1201
Tel: (087) 700 8113
Fax: (013) 752 2917

NORTHERN CAPE
Bobby's Walk Building
6A Long Street
Kimberley, 8300
Tel: (053) 832 0051/ 2
Fax: (053) 832 0047

NORTH WEST
Sparkling Office Park
78 Retief Cnr Peter
Mokaba Street
Potchefstroom, 2531
Tel: (018) 294 5280
Fax: (018) 294 5719

WESTERN CAPE
Sunbel Building
2 Old Paarl Road
Office 205, 2nd Floor
Belville, 7530
Tel: (021) 946 4022
Fax: (021) 946 4043



Education, Training and Development Practices Sector Education and Training Authority

RFQ NO: 11 – 2023/24

REQUEST FOR QUOTATIONS

TERMS OF REFERENCE FOR THE PROCUREMENT OF BACKUP POWER BATTERIES SYSTEMS FOR THE ETDP SETA HEAD OFFICE AND ITS PROVINCIAL OFFICES NAMELY; EASTERN CAPE, KWAZULU NATAL, NORTH-WEST AND WESTERN CAPE.

1. INTRODUCTION

The Education Training and Development Practices Sector Education and Training Authority (ETDP SETA) is a public entity established in terms of Section 9(1) of the Skills Development Act, No. 97 of 1998 to advance skills levels in accordance with the National Skills Development Plan (**NSDP**). The Mandate of the ETDP SETA is to promote and facilitate the development and improvement of the skills profile of the sector's workforce to benefit employers, workers and employees in the ETDP sector.

The purpose of this Request for Quotation is to appoint a qualified service provider to supply, install, commissioning and maintain the backup power batteries for the ETDP SETA Head Office and its provincial offices, namely; Eastern Cape, Kwa-Zulu Natal, North-West and Western Cape.

NB - Compulsory site visit: Interested service providers MUST conduct site visits before submitting their proposals and proof of such visits must be attached with bid proposals.

2. DELIVERABLES

The bidder is expected to supply, install, commissioning and maintain the backup power batteries system at the ETDP SETA ETDP SETA Head Office and its provincial offices, namely; Eastern Cape, Kwa-Zulu Natal, North-West and Western Cape.

2.1. DELIVERABLES

- 2.1.1. Supply and install the backup power batteries.
- 2.1.2. Maintenance of the system.
- 2.1.3. Bidders to provide warranty on installed system.
- 2.1.4. The service provider will be liable for any breakage or damage of equipment while installation and maintenance.
- 2.1.5. The backup power batteries to be delivered and installed within a period of one (1) month after the release and receipt of purchase order from ETDP SETA.
- 2.1.6. Co-ordinate and schedule the project, from inception to completion.
- 2.1.7. Perform quality assurance and control until final inspection and handover.
- 2.1.8. Provide a detailed inventory of all equipment installed.
- 2.1.9. A certificate of compliance (COC) to be provided after completion of the work.

3. PROJECT SCOPE AND REQUIREMENTS

Request for supply, installation, commissioning, and maintenance of the backup power system at the ETDP SETA Office.

3.1. SPECIFICATIONS

The following specifications are for each office as mentioned above:

- 8 KVA inverter.
- X3 5.1 KWH lithium batteries (dyness).
- Restructure DB board.
- DB board cable (s).
- Automatic bypass switch (via static switch).
- Battery management system.

NB: The system to be an automatic standby in the event of loadshedding.

3.2. DELIVERY ADDRESSES

The supply and delivery will be done at the current existing leased office spaces of the ETDP SETA at the following addresses:

- **ETDP SETA House:** 2-6 new street, Ghandi square, south Marshalltown, Johannesburg CBD.
- **North-West:** 78 Retief, Cnr Peter Mokaba Street, Sparkling Office Park, Potchefstroom
- **Eastern Cape:** Waverley Office Park, 3-33 Philip Frame Road, Chiselhurst, East London.
- **Kwa-Zulu Natal:** 333 Anton Lembede Street, Durban Bay house, 12th floor.
- **Western Cape:** 2 old Paarl Road, Sunbel building, office 205, second floor, Bellville.

NB! THE SYSTEM TO BE AN AUTOMATIC STANDBY IN THE EVENT OF LOADSHEDDING.

4. COSTING MODEL

THIS COSTING MODEL MUST NOT BE MODIFIED AT ALL AND IF RETYPED ALL LINE ITEMS IN ORDER AS STATED BELOW TO BE INCLUDED.

NAME OF BIDDING ORGANISATION:				
NAME OF OFFICE/ PROVINCE:				
ITEM DESCRIPTION	QUANTITY	UNIT COST	AMOUNT	COMMENTS
8 KVA inverter	1			
5.1 KWH lithium batteries (dyness).	3			
Restructure DB board				
DB board cable (s).				
Battery bracket				
Installation				
Maintenance (per call)				
VAT @ 15%				
TOTAL COSTS				
ALL COSTS MUST BE INCLUSIVE OF VAT				
			 Signature of Bidder	

- 4.1. Interested service providers are required to bid as per the ETDP SETA's costing model.
- 4.2. Interested service providers must quote as per the office of interest.
- 4.3. Bids to be evaluated as per each office of choice.
- 4.4. Bid documentation that do not comply, will be eliminated from the evaluation process

5. DURATION OF THE PROJECT

It is expected that the ETDP SETA will enter into a Service Level Agreement (SLA) with the successful bidder. The SLA will commence on the date of the last signatory for the period from **01 June 2023 to 30 June 2024** for the Head office and **01 June 2023 to 31 December 2023** for the provincial offices

6. EVALUATION CRITERIA

THE ETDP SETA applies the provisions of the PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, ACT NO 5 OF 2000 and Preferential Procurement Regulations, 2022. The evaluation will be guided by ETDP SETA procurement policy.

Folder A (USB) must have documents for Stage 1 and Stage 2

6.1. STAGE 1 [Folder A (USB)]

Bidders will be evaluated on the submission of the requested mandatory documents. Fully completed and signed forms with witnesses' signature must be submitted and all applicable boxes be ticked.

5.1.1. MANDATORY DOCUMENTS TO BE SUBMITTED IN ORDER TO BE ELIGIBLE FOR EVALUATION

1. Registration certificate of Compensation for Occupational Injuries and Diseases Act (COIDA).
2. Registration certificate with Electrical Contractors Association of South Africa (ECASA) or Electrical Conformance Board of South Africa (ECB)

NB: Failure to submit any of the above-requested mandatory documents will lead to disqualification.

6.2. STAGE 2 [Folder A (USB)]

In this stage, the evaluation of bid shall include functionality whereby the bids will be evaluated in terms of the evaluation criteria embodied in the bid document.

- (a) The minimum qualifying score for functionality will be **60 points** and bids that fail to achieve the minimum qualifying score will be eliminated. A document review will be used to evaluate bidders.
- (b) Only bids that achieved the minimum qualifying score/ percentage for functionality will be evaluated further in accordance with the **80/20 preference point systems prescribed in Preferential Procurement Regulations 5 and 6.**

The evaluation criteria for functionality will be as below:

NO.	QUALIFYING CRITERIA	POINTS
1.	Experience & References of service providers in doing business of similar nature in an organization 1.1. Experience & Contactable reference: To be submitted on a company letterhead indicating the type of project(s) and when it was carried out (30) i. Must have successfully completed 3 or more similar projects = 30 ii. Must have successfully completed between 1 - 2 similar projects = 15 *[Each reference must clearly indicate; • the name of the bidder and the project • objectives of the project (nature of the project) • recommendation and contact details of the referee as well as proof of completed project(s) and • must be signed the referee NB: If any of the above information is omitted, the bidder will not be allocated points.	30
2.	Proof of capacity to conduct similar or related electrical work service. On-site team leader(s)/supervisor and on-site electrician experience in installations, electrical repair, and maintenance. Provide a C.V with a minimum of three contactable references and certified copies of a senior certificate and relevant trade test or equivalent: 60 2.1. Relevant experience of the team leader(s)/supervisor(s) in overseeing electrical repair, maintenance, and installation. Experience of Team leader/supervisor: (20) i. Five (5) or more years = 20 ii. 3 – 4 years = 10 iii. 1 – 2 years = 5 iv. 0- years = 0 2.2. Relevant qualification of the technical team leader/supervisor. (Attach CV – with N6 electrical engineering, electrical trade test and senior certificate) (10) 2.2.1. Qualification of technical team leader/supervisor: (10) i. N6, trade test and senior certificate = 10 ii. N6 and trade test = 8 iii. Senior certificate and trade test = 5 iv. No trade test = 0 2.3. Relevant experience of on-site electrician performing electrical repair, maintenance, and installation. (20) i. Five (5) or more years = 20 ii. 3 – 4 years = 10 iii. 1 – 2 years = 5 iv. 0- years = 0	60

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	2.4. Relevant qualification of the on-site electrician. (Attach CV – with N3 electrical engineering, electrical trade test and senior certificate) (10) 2.4.1. Qualification of on-site electrician: (10) i. N3, trade test and senior certificate = 10 ii. N3 and trade test = 8 iii. Senior certificate and trade test = 5 iv. No trade test = 0 NB: Any substitution/ replacement of personnel during the period of contract should be made in consultation with the ETDP SETA.	
Total		90

Bidders must provide documents to justify awarding the above points, and such proof should include details of contactable references to validate the information submitted.

Points will be awarded on a sliding scale.

Please take note of the value and scoring point system of your bid.

6.3. STAGE 3 [(Folder B) [USB]

PRICING SCHEDULE DOCUMENTS

- a. Costing Model (**Price must be final, include VAT and signed**)
- b. Submit a "Unique security personal identification number (PIN) issued by SARS" **which the SETA will use to verify the bidder's tax matters prior to the award**
- c. Invitation to Bid - **SBD1**
- d. Declaration of Interest – **SBD 4 (New)**
- e. Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2022 - **SBD 6.1 (If claiming preferential points) - this will be used to verify points to be allocated for specific goals**
- f. B-BBEE certificate or sworn affidavit (**If claiming preferential points**) – **this will be used to verify points to be allocated for specific goals.**

80/20 preference point system shall be applicable as follows:

- | | |
|--------------------------------|-----------|
| ✓ Price | 80 |
| ✓ Allocation of specific goals | 20 |

In order to facilitate a transparent selection process that allows equal opportunity to all service providers, the ETDP SETA will adhere to its policy on the appointment of service providers.

7. BID CONDITIONS

The ETDP SETA Supply Chain Management Policy will apply:

1. ETDP SETA does not bind itself to appoint a bidder with the highest points.
2. ETDP SETA reserves the right to negotiate the bidder's price.
3. ETDP SETA reserve the right to cancel the bid and not award the bid to any of the bidders.
4. Bids which are late, incomplete, unsigned or submitted by facsimile will **NOT** be accepted.
5. Bidders with a **turnover above R 10 million** must submit a valid certified B-BBEE Verification Certificate from **SANAS Accredited Verification Agency** in order to be used to verify eligibility for allocation of points for specific goals.
6. An Exempted Micro Enterprise (EME) is only required to submit a sworn affidavit, or a Certificate issued by Companies and Intellectual Property Commission (CIPC) confirming their annual turnover of R 10 million or less to be used to verify eligibility for allocation of points for specific goals.
7. A Qualifying Small Enterprise (QSE) is required to submit a sworn affidavit confirming their **annual total revenue of between R 10 million and R 50 million and level of black ownership** or a B-BBEE level verification certificate to be used to verify eligibility for allocation of points for specific goals.
8. Companies who bid as a joint venture must submit a **consolidated B-BBEE Verification certificate prepared for this bid only**, from **SANAS Accredited Verification Agency** in order to be used to verify eligibility for allocation of points for specific goals. Companies who form part of this joint venture **MUST** have an accreditation certificate with relevant authority as stated in Mandatory documents.
9. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor, sworn affidavit or a B-BBEE Certificate, together with the bid, will be interpreted to mean that no points will be allocated for specific goals.
10. Bids submitted are to hold good for a period of 90 days.
11. Deregistered and blacklisted companies including directors/owners/individuals linked to the company will not be considered. Due diligence will be conducted with successful bidders to validate submitted information.
12. All suppliers must be registered on the **Central Supplier Database**. No bid will be awarded to any supplier by ETDP SETA that is not registered on the Central Supplier.
13. Companies that are in the process of **de-registration in the CIPC** will not be considered.
14. Service Provider must provide proof of Public Liability Insurance.

8. BID DOCUMENTS / PROPOSAL PACKS

Bid documents for participation **must** be downloaded from the ETDP SETA website: www.etdpseta.org.za, Main Menu > Supply Chain Management > Open RFQs as from **12h00** on **10 May 2023**.

Bidders must submit technical and financial proposals in **one (1) USB** clearly marked **“Folder A-Technical Proposal” and “Folder B- Financial Proposal”**.

Folder B - (Financial Proposal) Costing Model (*Price must be final, include VAT and signed*), Submit a *“Unique security personal identification number (PIN) issued by SARS” which the SETA will use to verify the bidder’s tax matters prior to the award*, Invitation to Bid - **SBD1**, Declaration of Interest – **SBD 4 (New)**, Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2022 -**SBD 6.1 (If claiming preferential points) - this will be used to verify points to be allocated for specific goals** and B-BBEE certificate or sworn affidavit (*If claiming preferential points*) – *this will be used to verify points to be allocated for specific goals*.

All Bids/Proposals (completed in [one (1) USB] must be courier or hand delivered to:

The ETDP SETA – Head Office
ETDP SETA House
2-6 New Street
Ghandi Square
Johannesburg South - CBD
2091

OR

Sent via email to TienieJ@etdpseta.org.za or etdpsetarfq@etdpseta.org.za

Submissions can be delivered into the tender box between **08h00 and 16h30 Monday to Friday BEFORE** the closing date and time of 11h00 on **18 May 2023**.

No late submission will be accepted!

9. CLOSING DATE

All proposals should reach the ETDP SETA Offices on or before 11h00 on **18 May 2023**.

10. CONTACT PERSON

NO telephonic or any other form of communication relating to this bid will be permitted with any other ETDPSETA member of staff either by Bidders (as collective bidding team or individual of the bidding team), representative of Bidders, associates of Bidders, shareholders of Bidders, other than with the named individual stated below. **ANY MEANS OF ATTEMPTING TO INFLUENCE THE ADJUDICATION PROCESS OR OUTCOMES OF THE ADJUDICATION PROCESS WILL RESULT IN IMMEDIATE DISQUALIFICATION OF THE ENTIRE BID.** All enquiries regarding this bid must be in writing only and be directed to:

Supply Chain Management: Email: Tieniej@etdpseta.org.za or SibusisoK@etdpseta.org.za

Note: Blacklisted companies appearing on the National Treasury database and prohibited from conducting business with public entities, will be disqualified.