

TENDER DATA

Project title:	Appointment of a panel of service providers for the supply, installation and commissioning of Heating, Ventilation and Air conditioning systems, including the manufacture and installation of ducting and associated ventilation and electrical controls or the repair and maintenance of existing systems on an “as and when required “ basis for a period of three (3) years.
Bid no:	SENT-032-2023-24

1. BACKGROUND

Sentech is a state-owned company and is the largest broadcasting signal distributor in Africa. Sentech is a licensed Electronic Communications Network Service provider in South Africa.

Sentech manages a large number of Radio and Television broadcast sites strategically positioned throughout South Africa. In most instances, the broadcast sites are located in a remote area, and site access requires four-wheel drive vehicles or similar off-road capacity vehicles.

Sentech invites interested companies to furnish tender documentation for the provision of Heating, Ventilation, and Air Conditioning (HVAC), including the manufacture and installation of ducting and associated controls at various Sentech Transmitter sites on an “as and when required basis “for a period of three (3) years.

The tender submission is divided into four separate sections:

SECTION A - Small direct expansion systems having a maximum capacity of up to 12 kilowatts and small ventilation system.

The general scope of work expected of bidders in Section A is,

- Supply and install small direct expansion air conditioning systems. The systems would mostly include mid-wall splits, cassette splits and/ or under ceiling splits units.
- Supply and install wall-mounted extractor fans.
- Provide all necessary supports such as cantilever brackets, gas reticulation between indoor and outdoor units including electrical connections and drainage, etc.,

Occasional removal of redundant air conditioning systems, including recovery of R22 gas.

SECTION B - Medium direct expansion systems having a maximum capacity up to 25 kilowatts and medium ventilation systems.

The general scope of work expected of bidders in Section B is,

- Supply and install medium direct expansion air conditioning systems. The systems would mostly include mid-wall splits, cassette splits, and/ or under-ceiling splits units.
- Supply and install in-line or axial supply and extract air fans.

- Provide all necessary supports, reticulation between indoor and outdoor units, ducting for ventilation, including electrical connections and drainage,
- Occasional removal of redundant air conditioning systems, including recovery of redundant gas.
- An occasional situation may require the installation of a hideaway system. Such a system may require the inclusion of a duct, air terminals, and filter box. Should such an installation arise, then the installation will be awarded to the **SECTION C category**.

SECTION C - Large HVAC systems encompassing direct expansion systems, VRF systems, packaged systems and chiller systems, or similar having a capacity above 25 kilowatts and including manufacture and installation of ducting, piping, and associated ventilation and electrical controls.

The general scope of work expected of bidders in Section C is,

- Supply and install any type of air conditioning system ranging from large direct expansion systems, VRF systems, packaged systems, or chiller systems.
- Provide all necessary reticulation, including electrical connections and drainage for a complete system,
- Manufacture and install small, medium, and long duct runs, including the required ventilation controls. This section would include air control dampers, aluminum air grilles, diffusers, attenuators, extraction fans plus down cowls, and the like. Drawings may be provided however the situation may arise that drawings must be provided by the tenderer.
- Manufacture and installation of air filtration systems.
- Removal of redundant air conditioning systems, including recovery of redundant gas.
- The majority of the above installations will require specialised delivery equipment in order to deliver large, heavy items to the site and rigging of the equipment into position.
- Sentech will undertake an inspection of the companies' premises to assess manufacturing capacity and any perceived risk.
- Where prospective companies propose to use the services of a third party to manufacture ducting (not air control components such as attenuators and dampers manufactured by specialised companies), complete details of the third party must be provided as the premises of the third party will be inspected. A signed memorandum of understanding between both parties will be required.

SECTION D – Repair and maintenance of existing Sentech systems.

The general scope of works expected of bidders in Section D may entail,

- Travel to a Sentech installation and investigate a non-working HVAC System,
- Identify the problem immediately,
- Identify components to repair the system and provide a quotation to repair the unit,
- Receive authorisation to proceed,
- Proceed with repair,
- Provide repair completion report, including training and maintenance schedule.

Companies that qualify and indicate inclusion with the repair and maintenance portion of the panel shall only be included in their chosen category: For example, Category A will be restricted to repairs and maintenance of systems up to 12 kilowatts,

Category B will be restricted to repairs and maintenance of systems up to 25 kilowatts, i.e., this includes Section A,

Category C will undertake repairs and maintenance of all types of HVAC systems, i.e., this includes section A and section B.

SECTION IDENTIFICATION	STATED PREFERENCE e.g. Section A	COMPANY NAME	NAME OF PERSON COMPLETING THIS DOCUMENT
SECTION A			
SECTION B			
SECTION C			
SECTION D			

BIDDERS MUST CLEARLY INDICATE IN THE ABOVE TABLE THE SECTION CHOSEN.

EXAMPLE

SECTION A ONLY,

SECTION A AND B ONLY

SECTION C ONLY

SECTION A, B AND C,

**SECTION D,
OR ANY COMBINATION OF THE ABOVE.**

SHOULD BIDDERS FAIL TO INDICATE THEIR PREFERRED CATEGORY, THEN SENTECH SHALL AUTOMATICALLY DISQUALIFY THEM.

TENDERERS WILL BE CATEGORIZED BY PROVINCE.

TENDERERS CAN INDICATE PREFERENCE FOR WORK IN ONE OR MORE THAN ONE PROVINCE IN THE TABLE BELOW

PROVINCE	STATED PREFERENCE, e.g., GAUTENG	COMPANY NAME	NAME OF PERSON COMPLETING THIS DOCUMENT
Eastern Cape			
Free State			
Gauteng			
Kwa Zulu Natal			
Limpopo			
Mpumalanga			
Northern Cape			
North West			
Western Cape			

2. SUBMISSION OF BIDS and CLOSING

This Bid closes at the stipulated date and time as stated in SBD 1 Notice and Invitation to Bid. Bids must be submitted by hand to the Bid Administrator at SENTECH, Octave Road, Radiokop Ext 3, Honeydew, Johannesburg.

Bidders who choose to submit their bid documents before the closing date and time may do so during working hours only (08:30-15:30).

It is the Bidder's responsibility to ensure that their bid submissions reach the Bid Administrator before the bid closing time as no late submissions will be accepted.

Telegraphic, telephonic, telex, facsimile, e-mail and late Bids will not be accepted. Proposals may be opened in public. Bidders will be advised of the outcome by letter, facsimile or e-mail.

This is a two-envelope system for Bid Evaluation. Bidders must submit their proposal and all supporting documentation in a sealed envelope, clearly marked as follows:

Envelope One "Original Technical Proposal" and one "Copy of Technical Proposal" together with a soft copy in PDF format of an electronic medium e.g. USB etc. The soft copy will consist of a single PDF document containing the complete response. The envelope must contain all information and documents relating to the Bid. (Refer to list of returnable documents).

No Financial Information must be included in Envelope 1.

~~**Envelope Two** “Original Financial Proposal” (Contract Date and Pricing schedule/schedule of rates as applicable) together with 1 copy of “Financial Proposal” together with a soft copy in PDF format of an electronic medium e.g. Compact Disk (CD), USB etc. The soft copy will consist of a single PDF document containing the complete Financial Proposal.~~

Bidders are required to place the sealed **Envelope 1** together with the sealed **Envelope 2** into one sealed envelope or container. The sealed envelope or container must be marked with the following information:

- **For Attention**
- **HEAD OF SUPPLY CHAIN MANAGEMENT**
- **BID REFERENCE NO:** ##
- **TECHNICAL AND FINANCIAL PROPOSALS**
- **INSERT CLOSING DATE AND TIME**
- **BIDDER’S NAME AND ADDRESS**

Bidders that combine their Technical Proposal with the Financial Proposal (or any financial information) will be automatically disqualified and not be evaluated further.

The financial proposal will only be opened and evaluated should the technical proposal be found to be responsive, being that the technical proposal has met the minimum technical evaluation criteria that are set out in the Bid Documents.

The Bidders shall insert a table of contents and bind (ring bind or similar method) the proposal documents and verify the page numbers, as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.

Bidders are required to complete and sign all the returnable documentation (refer to list of returnable documents) and initial all pages, drawings and brochures which are included in the reply as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.

Late submissions will not be considered.

3. SIGN AND INITIAL

Bidders are required to complete and sign the Bid Forms where required and initial the bottom of all pages, drawings, and brochures which are included in the submission, as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.

Only original signatures will be accepted.

4. COMPLETION OF BID DOCUMENTS

Bidders must ensure that they complete all sections of the Bid Documents as per the requirements in the Bid.

Bidders must use only the Bid documents provided by Sentech. Photocopying of the Bid document is permitted however, Bidders must not retype or redraft the Bid documents.

5. COSTS OF PREPARING THE BID SUBMISSION

Bidders shall bare all costs associated with the preparation and submission of the proposals. Sentech shall under no circumstances be held responsible or liable for any costs incurred during the bidding process.

6. ADMINISTRATIVE RESPONSIVENESS CRITERIA

Bidders are required to ensure that they meet all the Administrative Responsiveness Criteria.

7. BBBEE CODES AT SENTECH

Sentech complies with the codes of good practice as prescribed by the DTI to advance Broad-Based Black Economic Empowerment.

8. Pre-qualification criteria

With the objective of advancing designated groups, the Bidding condition applicable to this Bid is B-BBEE status level of contributor _____ (Indicate level) as contemplated in PPPFA regulations, 2017 sub-regulation 4(1). A Bidder must provide documentary evidence to support their compliance with this pre-qualification criteria. A Bidder that fails to meet any pre-qualifying criteria stipulated in this Bid document is an unacceptable Bid.

9. Subcontracting as a condition of Bid

Bidders are not allowed to subcontract any of the works.

10. Transformation Plan

A transformation plan is a record of activities an entity intends to undertake to improve its BBBEE Level through Ownership, Management, and Control; Skills Development; Enterprise and Supplier Development, and Socio-Economic Development.

Sentech reserves the right to request a BBBEE transformation plan with clearly defined timelines and milestones if the recommended Bidder does not meet Sentech's transformation goals. These milestones must be achieved over the term of the contract. This transformation plan must be submitted within 10 working days from the written request, failing which Sentech reserves the right to withdraw its appointment of the preferred recommended Bidder.

11. LOCAL PRODUCTION AND CONTENT

In the case of designated sectors, where in the award of Bids, local production and content is of critical importance, such Bids will contain a specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content, will be considered.

Does this requirement fall under any designated sector as prescribed by the DTI?	Yes	No
If yes, specify the sector.		
Specify the minimum threshold applicable		

*Bidders must fill in the SBD6.2 for Local Content and Production

12. EVALUATION CRITERIA

The evaluation criteria are stipulated in 18 below. It is the Bidder's responsibility to ensure that it has responded to the evaluation criteria. Failure to meet the evaluation criteria will result in the Bidder not being evaluated further. Bidders must ensure that they have included all supporting documentation required to support their response to the Bid.

13. BRIEFING SESSION

Should there be a compulsory briefing session for this Bid, Bidders must ensure that they attend the briefing session and sign the attendance register, as non-attendance or failure to sign the attendance register will automatically disqualify a Bidder from submitting a proposal for this Bid.

All questions raised by Bidders post the briefing session will be consolidated and shared with all Bidders at least seven (7) calendar days prior to closing.

14. CLARIFICATION

Enquiries related to Bid documents may be addressed to the Bid Administrator and Supply Chain Official as stated in SBD 1 Notice and Invitation to Bid.

15. BID EVALUATION METHOD

This Bid will be evaluated as described in the table below.

80/20 system will be followed for Technical and Price offer	1. Stage 1 – Administrative Responsiveness Evaluation All the Technical Proposals will be evaluated against the Administrative responsiveness requirements as set out in the list of returnable documents. 2. Stage 2 –Technical Evaluation All proposals that qualify based on administrative responsiveness requirements will be evaluated against the Mandatory Evaluation Criteria in order to qualify for further evaluation. Functional Criteria: Proposals that qualify in Mandatory Criteria will be evaluated against the Functional Criteria. Proposals must score 60 points or more out of a total of 100 points allocated to be considered. 3. Stage 3 – Risk Assessment Bidders that have qualified on the basis of achieving the required evaluation score may undergo a further risk assessment and can still be disqualified from being evaluated further should the risk assessment so warrant or there are compelling and justifiable reasons to disqualify a bidder. The risk assessment will be based on any identified risks that arise out of the bidder's responses and any other risks that Sentech may identify. A physical visit and survey of the bidder's or customer's premises may be requested, as deemed necessary. 4. Stage 4 – Price and Preference Financial Proposals for Qualifying Bidders will be opened and evaluated. Bidder's financial offers and BEE certificates will be ranked according to price and preference points from the highest number of points to the lowest.
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16. ADMINISTRATIVE RESPONSIVENESS REQUIREMENTS

To be administratively responsive, Bidders must ensure that they meet all the below-mentioned criteria. Bidders that do not meet all the below-mentioned criteria may not qualify to be awarded the Bid. Sentech reserves its rights in respect of the below criteria.

- Complete and return all documentation stipulated in the LIST OF RETURNABLE DOCUMENTS.
- Provide Company Registration Document
- Provide Tax Compliance status Pin
- Provide CSD report
- Provide certified copies of the ID of Directors or Shareholders
- Provide Surety
- All correspondence must be in English.
- Bidders must fill in all sections of this document (where applicable).
- **BLACK INK** must be used when completing the Bid documents.
- Bidders must use only the Bid documents provided by Sentech. Photocopying of the Bid document is permitted; however, Bidders must not retype or redraft the Bid documents.

- All corrections must be initiated. The use of corrective fluid is strictly prohibited.
- Bidders are required to fill in and sign the Bid Forms and initial all pages, drawings and brochures which are included in the reply as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.
- Bidders must complete an attendance register at each compulsory site meeting attended.
- Appointment of a Bidder will be subject to signing, declaration and submission of SBD 1, 3.1, 3.2, 3.3, 4, 5, 6.1, 6.2 8, and 9, depending on applicability.
- Complete and sign the Contract Data.
- Should this be a 2 envelope or 2 stage system, Bidders MUST separate the technical proposal from their financial proposal. The technical and financial proposals must be placed in two separate sealed envelopes.

16.1 AUTOMATIC DISQUALIFICATION

Sentech reserves the right to automatically disqualify Bidders from being awarded this Bid. The following will lead to automatic disqualification:

- Failure to submit a financial proposal, if required.
- The Bidder is or has been involved in any act of corruption or fraud or bribery or collusion or attempt to influence any employee of Sentech to award this Bid or any other Bid to it.

17. TECHNICAL RESPONSIVENESS COMPLIANCE

The Technical Evaluation will encompass the evaluation of:

- Mandatory Criteria
- Functional / Technical Criteria

18. TECHNICAL EVALUATION CRITERIA

18.1 Mandatory Eligibility Criteria

The following criteria are mandatory to ALL BIDDERS:

Mandatory Eligibility Criteria	Attach evidence and provide a reference page number in your proposal
1. CIDB Contractor designation ME (Level 1 – 6/ more)	Provide CIDB registration Certificate.
2. The Bidder must provide a Letter of Good Standing from the Compensation for Occupational Injuries and Disease Act (COIDA).	Provide proof of the company's good standing.
3. To meet the requirements of the Montreal Protocol, signed by South Africa, pertaining to the non-release of CFC gases into the atmosphere, Companies must include proof of ownership and purchase of CFC Gas recovery and storage kits, all of which must comply with the requirements of Pressure Equipment Regulations. The proof provided must be in the form of a tax invoice or a letter of confirmation from the original equipment supplier or agent.	Provide proof of ownership of the gas recovery kit.
4. To meet the requirements of the Montreal Protocol, signed by South Africa, pertaining to the non-release of CFC gases into the atmosphere, Companies must attach and provide proof of training competency of the designated installation technician achieved at ACRA (Air Conditioning and Refrigeration Academy) or similar merSETA registered Trade Test Centre in the safe handling and recovery of CFC gases.	Provide a copy of the staff training certificate or card for Safe Handling of Refrigerants.
5. Compliance with Occupational Health and Safety Act No. 85 of 1993 – Pressure Equipment Regulation 17.3 - Gas Reticulation equipment and systems – Companies must provide proof of compliance in the form of registration with a body appointment by Department of Labour or is an “authorised person “ as stipulated in the Regulations. An example of such registration is SAQCC. (South African Qualifications Control Committee) Minimum Level B6	Provide proof of valid registration. (Minimum Level B6)
6. HVAC Lead Technician registration with SAQCC/ SARACCA	Provide proof of registration.

NOTE: Bidders that do not comply with all the above criteria or do not present proof of compliance will not be eligible to be evaluated further.

Table 1: Functional Criteria

Bidders must supply proof of their capability and capacity to do the required work and be included on the Panel of Pre-qualified service providers. Bidders will score points as indicated in the table below, based on proof supplied on the minimum criteria.

Table 1. Small direct expansion systems having a maximum capacity up to 12 kilowatts and small ventilation systems

Functionality Criteria for Sections A - Small HVAC Systems	Weighting factor
1. Number of previous HVAC projects completed. Bidder must provide reference or completion letters on client's letterhead confirming completion of the project not older than 10 years with reference to the Relevant Size of the Section A More than 10 projects – 50 points Between 6 and 9 projects – 40 points Between 3 and 5 projects – 30 points Between 1 and 2 projects – 20 points Zero projects – 0 points	50 Points
2. Qualification and CV of the HVAC Lead Technician in relation to the scope of work. More than 10 years' experience – 50 points Between 6 and 9 years' experience - 40 points Between 3 and 5 years' experience – 30 points Between 1 and 2 years' experience – 20 points Less than 1 year experience – 0 points	50 Points
Total minimum qualifying functional score for Section A Small HVAC systems only is 60 points.	100 points

Table 1: Functional Criteria

Total minimum qualifying functional score for Section A is 60 points.

Table 2. Medium direct expansion systems having a maximum capacity up to 25 kilowatts and medium ventilation systems

Functionality Criteria for Sections B - Medium HVAC Systems	Weighting factor
1. Number of previous HVAC projects completed. Bidder must provide reference or completion letters on client's letterhead confirming completion of the project not older than 10 years with reference to the Relevant Size of the Section B More than 10 projects – 50 points Between 6 and 9 projects – 40 points Between 3 and 5 projects – 30 points Between 1 and 2 projects – 20 points Zero projects – 0 points	50 Points

2. Qualification and CV of the HVAC Lead Technician in relation to the scope of work. More than 10 years' experience – 50 points Between 6 and 9 years' experience - 40 points Between 3 and 5 years' experience – 30 points Between 1 and 2 years' experience – 20 points Less than 1 year experience – 0 points	50 Points
Total minimum qualifying functional score for Section B Medium HVAC systems only is 60 points.	100 points

Table 2: Functional Criteria

Total minimum qualifying functional score for Section B is 60 points.

Table 3. Large HVAC systems encompassing direct expansion systems, VRF systems, packaged systems and chiller systems or similar having a capacity above 25 kilowatts and including the manufacture and installation of ducting and associated ventilation and electrical controls.

Functionality Criteria for Sections C – Large HVAC systems	Weighting factor
1. Number of previous HVAC projects completed in Organisations having live communication equipment (e.g. transmitters) Bidder must provide reference or completion letters on client's letterhead confirming completion of the project not older than 10 years with reference to the Relevant Size of the Section C More than 10 projects – 50 points Between 6 and 9 projects – 40 points Between 3 and 5 projects – 30 points Between 1 and 2 projects – 20 points Zero projects – 0 points	50 Points
2. Qualification and CV of the HVAC Lead Technician in relation to the scope of work . More than 10 years' experience – 50 points Between 6 and 9 years' experience - 40 points Between 3 and 5 years' experience – 30 points Between 1 and 2 years' experience – 20 points Less than 1 year experience – 0 points	50 Points
Total minimum qualifying functional score for Section C Large HVAC systems only is 60 points	100 points

Table 3: Functional Criteria

The minimum qualifying functional score for Section C is 60 points.

Note: The appointment at this stage will be based on the experiences as per the mandatory and functional criteria. The panel will be sent the requirements for any HVAC work for which they need to submit the quotations, which will be subjected to a competitive process.

18.2. Risk Assessment.

All bids that meet the minimum qualifying score for technical evaluation will undergo a risk assessment based on the following framework. The risk assessment will entail an inspection of bidder's premises.

- Any aspects that emanate from the bidders individual responses
- Any information received from past references
- All equipment necessary to undertake an accredited air conditioning installation such as vacuum equipment, flaring kits, pipe benders, hand tools, ladders and vehicles.

Sentech may disqualify bidders based on the outcome of the risk assessment.

18.3. Evaluation of Price and Preference

This Bid will be evaluated on a points system based on weighted average score for Price and Preference as per Preferential Procurement Framework Act of 2000 (Act 5 of 2000).

18.4. Preference Point allocation – 80/20

Price / Preference	Weighting percentage
Preference:	20%
Price:	80 %
Total must equal:	100%

Sentech will award preference points as follows:

Goal	Points	Evidence required
Historically disadvantaged by unfair discrimination on the basis of Race	10	A valid BBBEE Certificate showing at least 51% black ownership
Historically disadvantaged by unfair discrimination on the basis of Gender (women)	8	A valid BBBEE Certificate showing at least 30% women ownership
Historically disadvantaged by unfair discrimination on the basis of disability	2	A doctor's note confirming disability
Total Points	20	

18.5. Price Calculation 80/20

The following formula will be used to calculate the points for price.

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

Where:

- P_s = Points scored for price of bid under consideration
- P_t = Rand value of bid under consideration
- P_{min} = Rand value of lowest acceptable bid

19. Declaration of Authority

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this Bid Data is understood and all requirements will be adhered to.

Name of Bidder	Signature	Date	Designation

TABLE 1: REFERENCES

Please complete the customer reference table and relevant Contact telephone number and attach reference letters.

Customer		Service Provided including Contract Value	Contact Person	Contact no.	Tel.	Contractual commencement date	Contractual completion date
1							
2							
3							
4							

5						
6						
7						
8						
9						

10						
11						
12						

Name of Tenderer	Signature	Date

TABLE 2: NAMES OF KEY PERSONNEL AND LEAD HVAC TECHNICIANS

Please complete the key personnel table to indicate previous experience on works of a similar nature and attach CV and qualifications.

Name		Position (Current)	Experience (Years)	Qualification	SARACCA/SAQCC Registration (Yes/ No)	Category of Registration
1						
2						
3						

4						
5						
6						
7						
8						

9						
10						
11						
12						

Name of Tenderer	Signature	Date

TABLE 3: CHECKLIST

The following information must be completed in full and/ or attached to the tender document.

Description	<u>Please Tick</u>	
	Completed/ Attached	Not Completed/ Attached
Fill in all sections of the tender data document.		
Copy of CIDB registration certificate		
Copy of B-BBEE certificate		
Valid Tax Compliance status Pin document		
Company Registration document		
CSD Report		
Certified copies of the ID of the Directors or Shareholders		
Proof of Surety		
Letter of Good Standing (COIDA)		
Proof of ownership of gas recovery kit		
Training certificate or card for Safe Handling of Refrigerants		
Proof of valid registration for Pressure Equipment Regulation (SAQCC minimum Level B6)		
Company Experience		
Key Personnel Experience		

Name of Tenderer	Signature	Date