

**APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF ...**  
**REQUEST FOR QUOTATION**

SENTECH INVITES SUPPLIERS FOR:

<b>Project title:</b>	<b>RFQ/ Durban OC Cleaning Services</b>		
<b>Quotation or Proposal no:</b>	<b>RFQ/ CRADOCK ACCESS ROAD REPAIRS 6000000000</b>		
<b>RFQ Issue date:</b>	<b>21/02/2022</b>		
<b>Compulsory SITE Visit</b>	<b>25/02/2022 @ 11H00</b>		
<b>Site Address</b>	<b>217 Umhlanga Rocks Drive Durban North</b>		
<b>Closing date:</b>	<b>03/03/2022</b>		
<b>Closing time:</b>	<b>12h00</b>	<b>Validity period:</b>	<b>90 days</b>

**You are invited to provide a quote to deliver the goods, services or works defined in the Scope of Work.**

**QUOTATIONS OR PROPOSALS TO BE RETURNED TO:**

<b>Quotations Administrator</b>	<b>Tumelo Buang</b>
<b>Telephone no:</b>	
<b>E-mail:</b>	<a href="mailto:quotations@sentech.co.za">quotations@sentech.co.za</a>

**Form of Offer and Acceptance**

**Offer**

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract for the services as stated in the RFQ: Scope of Work

The Service Providers, identified in the Offer signature block, has examined the documents listed in the RFQ and addenda thereto as listed in the Returnable Schedules, and by submitting this Offer has accepted the Conditions of this RFQ.

By the representative of the Service Provider, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance the Service Provider offers to perform all of the obligations and liabilities of the RFQ under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the RFQ.

**THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VAT IS:**

(in words) .....

.....Rand;

R.....(in figures)

**THE OFFERED PRICES ARE AS STATED IN THE PRICING SCHEDULE**

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document including the Schedule of Deviations (if any) to the Service Provider before the end of the period of validity stated in the RFQ, or other period as agreed.

Signature(s)

Name(s)

Capacity

**For the tenderer:**

*(Insert name and address of organisation)*

Name & signature of witness

Date

**Acceptance**

By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the Service Providers Offer. In consideration thereof, the Employer shall pay the Service Provider the amount due in accordance with the conditions of the RFQ. Acceptance of the Service Providers Offer shall form an agreement between the Employer and the Service Provider upon the terms and conditions contained in this RFQ.

Deviations from and amendments to the documents listed in the RFQ and any addenda thereto listed in the Returnable Schedules as well as any changes to the terms of the Offer agreed by the Service Provider and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule.

The Service Provider shall within two days of receiving a completed copy of this agreement, including the Schedule of Deviations (if any), contact the Employer’s agent to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the RFQ. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the Service Provider receives one fully completed original copy of this document, including the Schedule of Deviations (if any).

Signature(s)

Name(s)

Capacity

**for the Employer**

*(Insert name and address of organisation)*

Name & signature of witness

Date

## RFQ Data

### 1. ADMINISTRATIVE RESPONSIVENESS CRITERIA

Suppliers are required to ensure that they meet all the Administrative Responsiveness Criteria. Suppliers that do not meet all the Administrative Responsive Criteria may not be awarded this Quote. It is the service provider's responsibility to ensure that Sentech is in possession of a valid and original tax clearance certificate and a valid B-BBEE Certificate at the time of offer closure.

1.1. Supplier's providing quotations must be registered on the Sentech Supplier Database.

#### 1.2. Quotations must be in a Company Letterhead.

1.3. Quotations or Proposals must be received on or before the closing date and time specified on the Call for Quotation or Proposal document.

1.4. Quotations or Proposals must be fully completed and signed in BLACK ink.

1.5. Quotations must be submitted via Email.

1.6. The Tenderer undertakes to the Purchaser that it will treat as confidential the terms of this RFQ together with all the Purchaser's confidential information and will not disclose such confidential information to any person, firm or company (other than to its auditors and other professional advisers) or to the media, and will not use such confidential information other than for the purposes of this RFQ, subject always to any prior specific authorisation in writing by the Purchaser to such disclosure or use."

### 1.2. BACKGROUND

## APPOINTMENT OF A PROVIDER FOR CLEANING SERVICES AT THE DURBAN OC FOR THIRTY-SIX (36) MONTHS

### 1.7. BACKGROUND

Sentech is a state-owned company and is the largest broadcasting signal distributor in South Africa. Sentech is a licensed Electronic Communications Network Service provider in South Africa. It currently operates many telecommunication networks for Satellite, Television, Radio, Internet and more. As such, Sentech is a global enabler of broadcasting and digital content delivery.

Scope of Work	Scopes of works for cleaning services at the Durban OC
	<p>Cleaning Services required at the Durban OC entail:</p> <ul style="list-style-type: none"> <li>• Cleaning Offices from Monday to Friday &gt; 18 offices, boardroom, lapa, three workshops, three bathrooms, three kitchens, staircases</li> </ul> <p><b>The Durban Operations Centre physical address: 217 Umhlanga Rocks Drive Durban North</b></p> <ul style="list-style-type: none"> <li>• Sweep or damp mop resilient floors daily</li> <li>• Tiles - sweep daily, damp mop three times a week and machine scrub using a low speed scrubber as and when necessary</li> </ul>

- Carpet — vacuum clean thoroughly all heavy traffic areas daily, medium traffic areas on alternate days, and light traffic areas twice a week
- Dusting — cleaning and disinfect all telephones daily; dust all horizontal low level and vertical areas (file cabinet, cupboards, etc.) weekly to a maximum height of 2.5m and dust all window ledges weekly
- Waste disposal — empty and clean all ashtrays, waste receptacles, etc.
- Remove all waste to specified or designated areas only
- Walls and paintwork — spot clean all surfaces (glass, walls, doors and light switches) weekly
- Glass and metal work — spot clean glass doors daily
- Windows — to be cleaned once a month
- Clean and polish all bright metal fittings weekly
- Sentech Durban OC normal business hours are from 07h45-16h15
- Entrances and reception — sweep entrance steps and entrance daily, clean doormat daily and wash steps weekly
- Cleaner to be rotated every six months
- All toilet and ablutions — maintain and damp mop floors with disinfectant, clean and empty all waste receptacle, clean and sanitise all bowls, basins, urinals, showers. Clean all mirrors and metal fittings. Spot clean walls, doors and partitions and lockers
- Replenish the consumables (soap, toilet paper and towel cabinets) all activities to be carried out daily

**SENTECH SOC LTD TO PROVIDE THE FOLLOWING:**

- Sentech will provide the vacuum cleaner, storeroom and the change room for the cleaner and will be responsible for its maintenance
- Sentech will provide all cleaning chemicals including toilet paper and hand towels

<p><b>Terms and Conditions</b></p>	<p><b>SENTECH reserves the right to</b></p> <ul style="list-style-type: none"> <li>• Extend the closing date;</li> <li>• Verify any information contained in a response;</li> <li>• Request documentary proof</li> <li>• Cancel or withdraw the requirement</li> <li>• To limit communications to only those Service Providers who meets the requirements.</li> <li>• This request will be subject to the General Conditions of Contract issued in accordance with Treasury Regulation 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). The Special Conditions of Contract are supplementary to that of the General Conditions of Contract. Where, however, the SCC conflict with the GCC, the SCC shall prevail.</li> <li>• The successful Service Provider may only enter into a subcontracting arrangement with the approval of SENTECH. The successful Service Provider may not subcontract 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 of contributor than the Service Provider concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract.</li> <li>• SENTECH reserves the right to request a BBBEE transformation plan with clearly defined timelines and milestones if the recommended Service Provider does not meet SENTECH’s transformation goals. These milestones must be achieved over the term of the contract. This transformation plan shall be submitted within 10 working days from the written request, failing which SENTECH reserves the right to withdraw its appointment of the preferred recommended Service Provider.</li> <li>• SENTECH shall have the right, at its sole and exclusive discretion, upon written notice to the Service Provider, to terminate this Agreement, in whole or in part should the SERVICE PROVIDER fail to perform any of its obligations or deliver any deliverable timeously or should SENTECH not be satisfied with the quality of any service/s in terms of this Agreement, to the satisfaction of SENTECH.</li> <li>• SENTECH shall furthermore have the right, as a result of such termination, to appoint a third party to perform the obligations of the Service Provider in terms of the Agreement and the Service Provider indemnifies SENTECH against all costs incurred by SENTECH in appointing such third party to fulfil the obligations of the Service Provider.</li> <li>• SENTECH shall have the right, at its sole and exclusive discretion, to terminate this Agreement, at any time, upon 30 (thirty) days’ written notice to the Service Provider.</li> <li>• SENTECH reserves the right to conduct supplier due diligence at any time pre, during and post the contract period. This may include announced or unannounced site visits.</li> <li>• Key resource provided in response should be engage in the project, should there be resource changes the resource levels must be equivalent to the resources in the proposal, with notice and acceptance by SENTECH be understood as special condition of contract.</li> </ul>
------------------------------------	---

	<ul style="list-style-type: none"> <li>• Service Level Agreement will be signed with the successful Service Provider.</li> <li>• SENTECH will renew the contract annually based on satisfactory performance review.</li> </ul>
--	--

**Bidders are requested to price as per the table below:**

Description	Quantity	Rate	Total Per Month
Labour cost for a cleaner per day x 8hrs	1		
Management fees per month	1		
Uniform for 1 cleaner	1		
Public Liability Insurance (if applicable)			
	<b>Sub Total</b>		
	<b>VAT</b>		
	<b>Grand Total</b>		

### Other Requirements

Service providers to submit BBBEE Certificate, SBD forms, Tax Pin and CSD report