



prasa

PASSENGER RAIL AGENCY
OF SOUTH AFRICA

REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER: KZN/RAIL/2024/10/07/Q

REQUEST FOR QUOTATION (RFQ): APPOINTMENT OF SERVICE PROVIDER FOR PURCHASING AGREEMENT FOR SERVICING AND MAINTENANCE OF COOLING SYSTEMS AT VARIOUS TELECOMS EQUIPMENT ROOMS, ELECTRICAL SUBSTATIONS AND SIGNAL RELAY ROOMS WITHIN PRASA KZN REGION FOR 24 MONTHS AS AND WHEN REQUIRED



SECTION 1: SBD1

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF PASSENGER RAIL AGENCY (PRASA)

BID NUMBER:	KZN/RAIL/2024/10/07/Q	CLOSING DATE:	15-11-2024	CLOSING TIME:	12:00PM
DESCRIPTION	APPOINTMENT OF SERVICE PROVIDER FOR PURCHASING AGREEMENT FOR SERVICING AND MAINTENANCE OF COOLING SYSTEMS AT VARIOUS TELECOMS EQUIPMENT ROOMS, ELECTRICAL SUB STATIONS AND SIGNAL RELAY ROOMS WITHIN PRASA KZN REGION FOR 24 MONTHS AS AND WHEN REQUIRED.				

BID RESPONSE DOCUMENTS SHALL BE ADDRESSED AS FOLLOWS:

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX NO 05 SITUATED AT (STREET ADDRESS):

**65 MASABALALA YENGWA AVENUE
PRASA REGIONAL OFFICE FOYER AREA
HELPPESK
PRASA SCM
KWAZULU NATAL**

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO

CONTACT PERSON	Johnson Zwane
TELEPHONE NUMBER	031 813 0102
E-MAIL ADDRESS	JZwane@metrorail.co.za

SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA.....

<p>2.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>[IF YES ENCLOSE PROOF]</p>	<p>2.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>[IF YES, ANSWER THE QUESTIONNAIRE BELOW]</p>
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO
- DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES NO
- DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO
- DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO
- IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES NO

IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B: TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER**
- 1.3. **PRESCRIBED IN THE BID DOCUMENT.**
- 1.4. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER’S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.

2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.

2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID NVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g., company resolution)

DATE:

NB:

- *Quotation(s) must be addressed to PRASA before the closing date and time shown above.*
- *PRASA General Conditions of Purchase shall apply.*

SECTION 2

NOTICE TO BIDDERS

1. RESPONSES TO RFQ

Responses to this RFQ [Quotations] must not include documents or reference relating to any other quotation or proposal. Any additional conditions must be embodied in an accompanying letter.

Proposals must reach the PRASA before the closing hour on the date shown on SBD1 above and must be enclosed in a sealed envelope.

2 COMMUNICATION

Respondent/s are warned that a response will be liable for disqualification should any attempt be made either directly or indirectly to canvass any SCM Officer(s) or PRASA employee in respect of this RFQ between the closing date and the date of the award of the business.

3 BIDDERS COMPLAINTS PROCESS

3.1 Bidders are advised utilize this email address (SCM.Complaints@prasa.co.za) for lodging of complains to PRASA in relation to this bid process. The following minimum information about the bidder must be included in the complaint:

- 3.1.1 Bid/Tender Description
- 3.1.2 Bid/Tender Reference Number
- 3.1.3 Closing date of Bid/Tender
- 3.1.4 Supplier Name
- 3.1.5 Supplier Contact details
- 3.1.6 The detailed compliant

4 LEGAL COMPLIANCE

The successful Respondent shall be in full and complete compliance with any and all applicable national and local laws and regulations.

5 CHANGES TO QUOTATIONS

Changes by the Respondent to its submission will not be considered after the closing date and time.

6 PRICING

All prices must be quoted in South African Rand on a fixed price basis, including all applicable taxes.

7 BINDING OFFER

Any Quotation furnished pursuant to this Request shall be deemed to be an offer. Any exceptions to this statement must be clearly and specifically indicated.

8 DISCLAIMERS

PRASA is not committed to any course of action as a result of its issuance of this RFQ and/or its receipt of a Quotation in response to it. Please note that PRASA reserves the right to:

- Modify the RFQ's goods / service(s) and request Respondents to re-bid on any changes;
- Reject any Quotation which does not conform to instructions and specifications which are detailed herein;
- Reject Quotations submitted after the stated submission deadline or at the incorrect venue;

Should a contract be awarded on the strength of information furnished by the Respondent, which after conclusion of the contract, is proved to have been incorrect, PRASA reserves the right to cancel the contract.

PRASA reserves the right to award business to the highest scoring bidder/s unless objective criteria justify the award to another Respondent.

Should the preferred fail to sign or commence with the contract within a reasonable period after being requested to do so, PRASA reserves the right to award the business to the next highest ranked Respondent provided that he/she is still prepared to provide the required goods at the quoted price.

9 LEGAL REVIEW

Proposed contractual terms and conditions submitted by a Respondent will be subjected to review and acceptance or rejection by PRASA's Legal Counsel, prior to consideration for an award of business.

10 NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE

Respondents are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. PRASA is required to ensure that price quotations are invited and accepted from prospective bidders listed on the CSD. Business may not be awarded to a respondent who has failed to register on the CSD. Only foreign suppliers with no

local registered entity need not register on the CSD. The CSD can be accessed at <https://secure.csd.gov.za/>.

11 PROTECTION OF PERSONAL DATA

In responding to this bid, PRASA acknowledges that it may obtain and have access to personal data of the Respondents. PRASA agrees that it shall only process the information disclosed by Respondents in their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law.

Furthermore, PRASA will not otherwise modify, amend or alter any personal data submitted by Respondents or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Respondents. Similarly, PRASA requires Respondents to process any personal information disclosed by PRASA in the bidding process in the same manner.

12 ADMINISTRATIVE RESPONSIVENESS

The test for administrative responsiveness will include completeness of response and whether all returnable and/or required documents, certificates; verify completeness of warranties and other bid requirements and formalities have been complied with. **Incomplete Bids will be disqualified.**

13 VALIDITY PERIOD

13.1 PRASA requires a validity period of **60 Working Days** from the closing date.

13.2 Respondents are to note that they may be requested to extend the validity period of their response, on the same terms and conditions, if the internal processes are not finalized within the validity period. However, once the delegated authority has approved the process the validity of the successful respondent(s)' bid will be deemed to remain valid until finalization of the of award.

14 PUBLICATION OF INFORMATION ON THE NATIONAL TREASURY E-TENDER PORTAL

Respondents are to note that, bid awards, amendments and cancellations will be published on the e-tender portal and or media used to advertise the bid. For the award of business, PRASA is required to publish the prices and preferences claimed of the successful and unsuccessful Respondents *inter alia* on the National Treasury e-Tender Publication Portal, (www.etenders.gov.za), on CIDB website for construction related RFQ's.

15 RETURNABLE DOCUMENTS

Returnable Documents means all the documents, Sections and Annexures, as listed in the tables below. There are three types of returnable documents as indicated below and Respondents are

urged to ensure that these documents are returned with the quotation based on the consequences of non-submission as indicated below:

16.1. Mandatory Returnable Documents

Failure to provide Mandatory Returnable Documents at the Closing Date and time of this RFQ will result in a Respondent's disqualification. Respondents are therefore urged to ensure that all documents are returned with their Quotations.

SECTION 3

1 EVALUATION CRITERIA:

Bidders are to comply with the following requirements and failure to comply may lead to disqualification.

Stage 1 – Mandatory Requirements

If you do not submit/meet the following mandatory documents/requirements, you be will automatically disqualified.

Only bidders who comply with stage 1A will be evaluated further.

No.	Description of requirement	
a)	Section 1 - Invitation to Bid (SDB 1) <i>Must be completed & duly signed</i>	
b)	Section 8 - Declaration of Interest (SBD 4) <i>Must be completed & duly signed</i>	
c)	Section 6 - Bill of Quantities (BOQ) <i>Must be completed & duly signed</i>	
d)	Joint Venture / Consortium agreement / Trust Deed/ Confirmation in writing of their intention to enter into a JV or consortium agreement signed by all parties should they be awarded business by PRASA through this RFP process (if applicable) <i>Must be completed & duly signed</i>	
e)	Bidders to fill and sign the closing /submission register on submission of tender documents, failure to comply will result in a disqualification from the tender process. <i>Must be completed & duly signed</i>	
f)	Technician must be a qualified Gas Practitioner (Category B SAQCC certified) and a valid certified copy of certificate to be submitted together with quotation..	
g)	A qualified trade tested refrigeration technician also required with a certified copy of the trade test certificate issued by the Quality Council for Trades and Occupation(QCTO)	

Stage 2 – Other Mandatory Requirements

If you do not submit/meet the following mandatory documents/requirements, PRASA may request the bidder to submit the information within five (5) working days. Should this information not be provided, your bid proposal will be disqualified.

No.	Description of requirement	
a)	Letter of Good Standing: COID.	
b)	Supply of valid SARS Pin	
e)	CSD supplier registration number	

Only bidders who comply with stage 2 will be evaluated further

Stage 3 – Price and Specific Goals

The following formula, shall be used to allocate scores to the interested bidders:

DETAILS	POINTS
PRICE	80
SPECIFIC GOALS	20
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100

FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

POINTS AWARDED FOR PRICE

THE 80/20 PREFERENCE POINT SYSTEMS

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

$$PS = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where:

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

POINTS AWARDED FOR SPECIFIC GOALS

3.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender, the tenderer will be allocated points based on the goals stated in table 1 below as may be

SECTION 4

SCOPE AND SPECIFICATION

COOLING SYSTEM 'AS AND WHEN' FOR A PERIOD OF 2 YEARS

1.1. SCOPE OF WORKS

The scope of the work / services to be provided by the contractor is as follows:

- Carry out preventative maintenance and corrective maintenance or repairs to Air-conditioning Units and listed in this Specification.
- The scope also includes a 24hr, Monday to Sunday emergency service as and when required by PRASA-Telecoms.
- The contractor will ensure that Air-conditioning units works effectively and will point out all major faults to PRASA-Telecoms.

1.2. HOURS OF WORK

- No work will be permitted outside normal working hours, on Sundays, Saturdays and Public Holidays, unless the permission of the Technical Officer/Contract co-ordinator has been obtained.
- Normal working hours shall mean the period from 07:30 to 16:00 on normal weekdays, but most stations are open from 4:00 to 19:00 Monday to Saturday. (NB: once normal operations are reinstated the normal working operational hours will revert to Monday to Sunday 4:00 to 19:00)

1.3. SERVICE INTERVALS/ REACTION TIMES

- All units are to be serviced every 4 months
- All the calls shall be attended to within 24 hours during normal working hours unless otherwise stated.
- MTTR (Mean time to repair) an alarm fault shall not exceed more than 3 hours on arrival to the site.

1.4. REPORTS AND QUOTATIONS

The Contractor shall produce and issue to PRASA-Telecoms a written report of any testing, inspection, examination, investigation and/or assessment undertaken and execution of any repairs by the Contractor. Reports will highlight

- the type of work or service done
- problems experienced
- results of inspection
- faults found and their priority thereof

Quotations for any corrective work required shall be submitted to PRASA-Telecoms and on the approval of such quotations the Contractor will correct or repair according to the BOQ stipulated in the contract

1.5. SERVICES

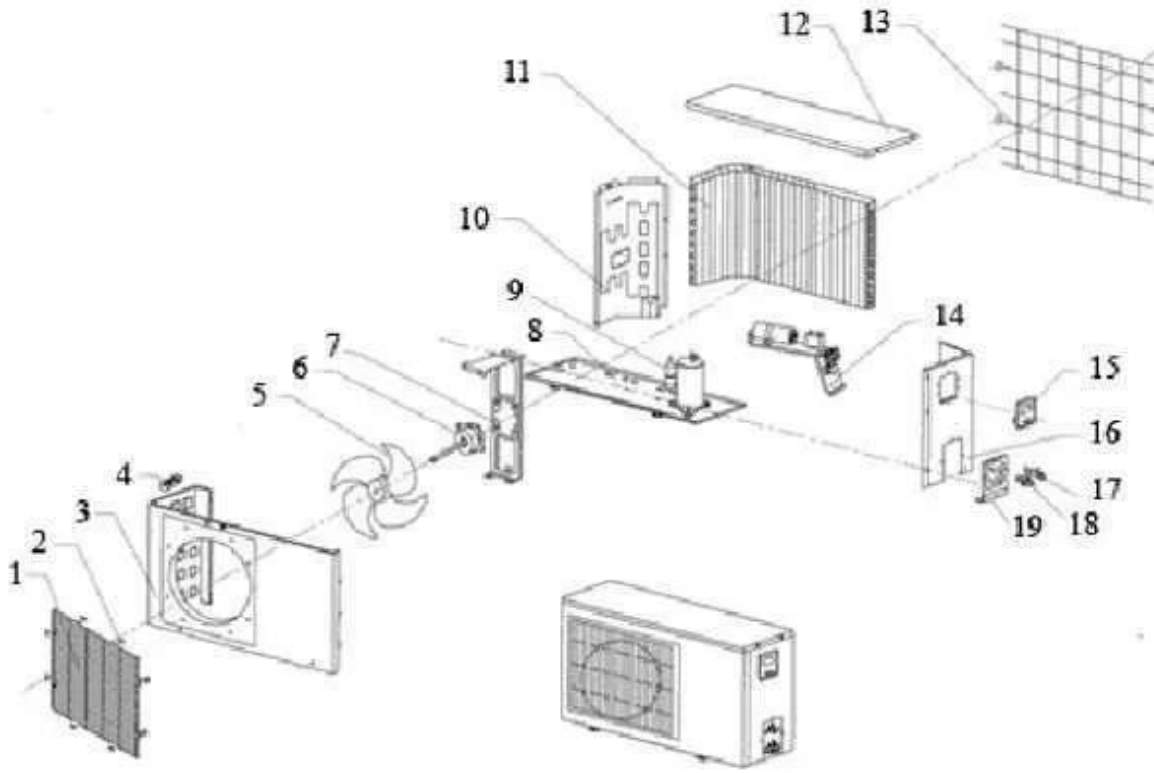
- PRASA-Telecoms reserves the right to conduct an independent safety and quality audit to be carried out on the maintenance performance of the units. The contractor shall provide his own quality controls to ensure compliance with the specifications, unit's maintenance manuals, any changes to legislation or regulations applicable to the maintenance units and possible modernisation products to upgrade or to improve the reliability and performance of the units will be brought to PRASA-Telecoms for consideration.
- Where the position of a known service cannot be determined with sufficient accuracy, by visual inspection, the Contractor shall open up and make further investigation before commencing with any of his activities related to the repairs of **Cooling systems** , so that the position of such services may be determined with sufficient accuracy. Thereafter the Contractor shall assume responsibility for all known services.
- The Contractor shall take all reasonable precautions to protect existing services during his activities on the site, and any known service damaged as result of the Contractor's operations, shall be repaired and reinstated by the Contractor or the Authority concerned, all at the expense of the Contractor and to the satisfaction of the Technical Officer. If a known service is damaged, the Technical Officer must be notified immediately and all work on site must stop until the extent of the damage is quantified.

1.6. NORMATIVE/INFORMATIVE REFERENCES

All electrical and air-conditioning work will be in accordance with the following publications

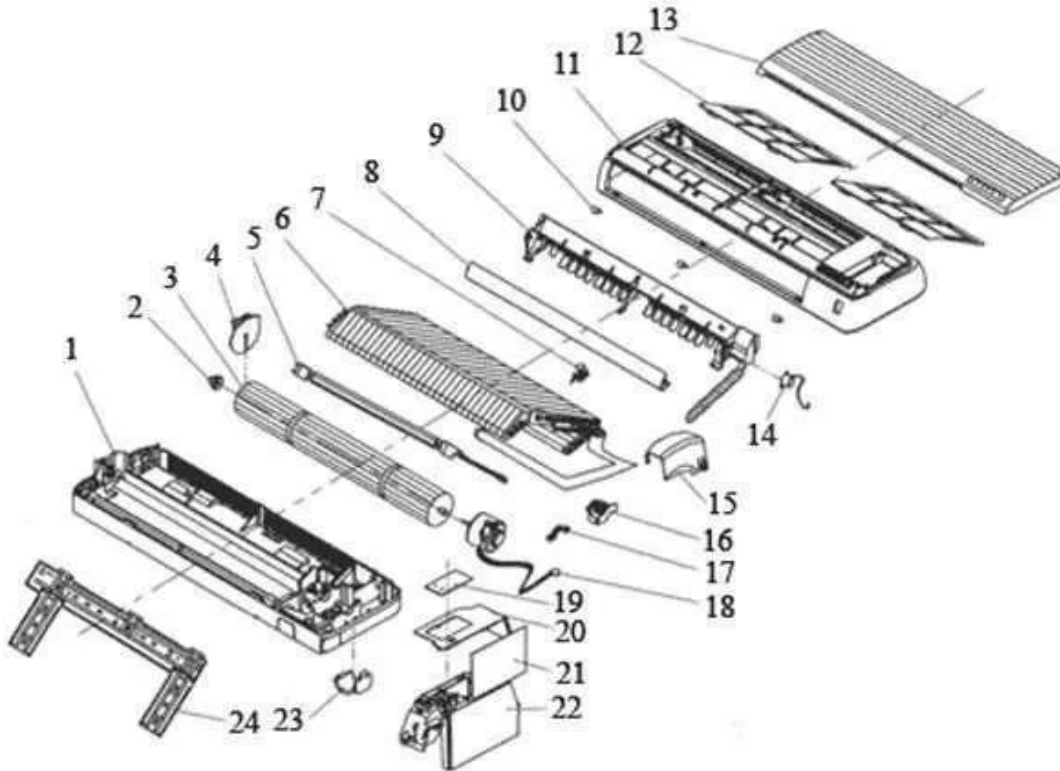
- SABS 0142, SABS 1152 and SABS 0147 Code of Practices
- E7/1 or E7/2, E4E specifications
- OHS Act 85 of 1993 as amended and
- Other applicable Municipal By-Laws and Regulations

1.7 SCHEMATIC OF OUTDOOR UNIT



1. Front grille guard	11. Air conditioner condenser
2. Grille guard face panel	12. Outdoor unit top panel
3. Grille guard face panel	13. Outdoor unit back net
4. Small handle	14. Electric installation board assembly
5. Outdoor unit fan blade	15. Outdoor unit large handle
6. Outdoor unit motor	16. Outdoor unit right panel
7. Motor support	17. Low pressure valve
8. Outdoor unit base	18. High pressure valve
9. Air conditioner compressor	19. Valve installation panel
10. Partition board	

1.8 SCHEMATIC OF INDOOR UNIT



1. Base	14. Step motor
2. Cross flow fan axletree	15. Armor tubing
3. Cross flow fan	16. Plate
4. Cross flow fan fixed plate	17. Motor Cabinet
5. Electric heater	18. Motor Platen
6. Evaporator assembly	19. Motor
7. Room temperature sonde frame	20. Electric box small coverplate
8. Louve	21. Electric box Cover
9. Outlet part	22. Electric control plate
10. Screw cover	23. Electric box
11. Middle frame	24. Pressure tube plate
12. Filtering net	25. Wall mounting
13. Face plate	26. Remote control

1.9 MAINTENANCE PROCEDURE

Maintenance Unit	Maintenance Schedule	Tasks Description
1. Split units	6 monthly	<ul style="list-style-type: none"> ▪ Run and visually inspect all equipment covered. ▪ Check and clean filters. ▪ Check condition of finned surface of cooling coil for physical damage and comb as required.

		<ul style="list-style-type: none"> ▪ Check effectiveness of canvas collars on fan ▪ Check and adjust drive belt tension of supply air fan. ▪ Check condition and report on supply air fan belt. ▪ Check for abnormalities on fan motor. ▪ Check condition and clean supply air fan impeller. ▪ Check supply air fan motor holding down bolts. ▪ Check supply air fan securing bolts. ▪ Check supply air fan bearings. ▪ Check for abnormal noises and vibration of supply air fan. ▪ Check security on shaft of supply air fan and motor pulleys. ▪ Check and clean condenser drain pans and drainpipes. ▪ Run unit with covers off and check for undue vibration on fan motor. ▪ Check and report on unit access cover panel catches. ▪ Make sure that all covers, panels, doors and closing screws are replaced after each service. <ul style="list-style-type: none"> ▪ Check operation of high/low pressure control valves. ▪ Remove all air flow obstructions from coils and fins. ▪ Inspect fan operation (observe the different stages of cooling are operational as applicable) ▪ Check belt wear and tension. ▪ Check bearings and bearing lubricant. ▪ Check for pipe connection leaks. ▪ Inspect for Leaks ▪ Record operating temperatures, pressure, and amperages ▪ Clean the machine. <ul style="list-style-type: none"> ▪ Clean the machine Plant Room ▪ Check for correct operations of Condenser Pumps ▪ Check for undue noise or excessive vibration of Condenser Pumps ▪ Pressure clean finned cooling and heating coils with approved chemical agent ▪ Remove all corrosion treat with a suitable corrosion inhibitor and repaint. ▪ Report condition of filters ▪ Pressure clean finned coils with approved chemical agent ▪ Inspect Motor Mounts. ▪ Determine level of condenser tube fouling and mechanically brush-clean tubes if required. ▪ Clean external surfaces and restore damaged paint work. <ul style="list-style-type: none"> ▪ Run and visually inspect all equipment covered. ▪ Record operating temperatures, pressure, and amperages ▪ Check refrigerant charge. ▪ Check for refrigerant leaks. ▪ Clean the machine. ▪ Report any deficiencies
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1.10 LIST OF SITES

TELECOMS EQUIPMENT ROOMS	No of Units	GSMR SITES	No of Units	SIGNALS EQUIPMENT ROOMS	No of Units
Kwa Mashu	1	Clairwood GSMR hub	2	Kwa Mashu	1
Thembelihle	1	Pelgrim bunker	1	Bridge City	3
Duffs Road	1	Sarnia bunker	1	Tembalihle	1
Avoca	1	Clanstal Bunker	1	Duffs Road	1
Redhill	1	Clanstal GF bunker	1	Greenwood Park	2
Greenwood Park	1	Ilfracombe Bunker	1	Umgeni	1
Effingham	1	Zwelethu Bunker	1	Umbilo	1
Temple	1	Lindokhule Bunker	1	Rossburgh	1
Umgeni	1	Umlazi Bunker	1	Rossburgh	1
Durban Concourse	1			Clairwood	2
Durban Control Room	1	SUB STATIONS	No of Units	Reunion	1
Durban Main Equipment room	1	Reunion Substation	2	Kwa Mnyandu	2
Berea Road	1	Clairwood Depot	6	Umlazi	1
Dalbridge	1	Durban Depot	10	Isipingo	1
Congella	1	Control room (CTC Building)	1	Umbogintwini	1
Umbilo	1			Amazimtoti	1
Rossburgh	2			Warner Beach	1
Clairwood	1			Winkelspruit	1
Montclair	1			Illovo Beach	1
Merebank	1			Umgababa	1
Reunion	2			Umkomaas	1
Zwelethu	1			Renishaw	1
Kwa Mnyandu	1			Scottburgh	1
Lindokhule	1			Park Rynie	1
Umlazi	1			Kelso	1

1.11 POINTS AWARDED FOR SPECIFIC GOALS

In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/documentation stated in the conditions of this tender:

In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system: or
- (b) any other invitation for tender, that either the 80/20 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for the 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Evidence required for specific goals
Black Women Owned	10 points		Certified Copy of ID Documents of the owners
B-BBEE Level 1	10 points		Valid B-BBEE certificate/Affidavit

1.12 PRE-QUALIFYING CRITERIA

- Technician must be a qualified Gas Practitioner (Category B SAQCC certified) and a valid certified copy of certificate to be submitted together with quotation
- A qualified trade tested refrigeration technician also required with a certified copy of trade test certificate issued by the Quality Council for Trades and Occupation (QCTO)
- Failure to submit the requested information will result in disqualification

1.13 CONTRACT PERIOD

This agreement shall commence when both parties sign a purchase agreement and will run for a duration of **Two(2) years or until the budget of R 950 000.00** is exhausted, which period shall include any statutory and workers holidays falling within this period.

SECTION 5

PRICING, BOQ/BOM AND DELIVERY SCHEDULE

Respondents are required to complete the attached Pricing Schedule **Annexure:**

- 1 Prices must be quoted in South African Rand, inclusive of all applicable taxes.
- 2 Price offer is firm and clearly indicate the basis thereof.
- 3 Pricing Bill of Quantity is completed in line with schedule if applicable.
- 4 Cost breakdown must be indicated.
- 5 Price escalation basis and formula must be indicated.
- 6 To facilitate like-for like comparison bidders must submit pricing strictly in accordance with this price schedule and not utilise a different format. Deviation from this pricing schedule could result in a bid being declared non-responsive.
- 7 Please note that should you have offered a discounted price(s), PRASA will only consider such price discount(s) in the final evaluation stage on an unconditional basis.
- 8 Respondents are to note that if price offered by the highest scoring bidder is not market related, PRASA may not award the contract to the Respondent. PRASA may:
 - 8.1 Negotiate a market-related price with the Respondent scoring the highest points;
 - 8.2 If that Respondent does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the second highest points;
 - 8.3 If the Respondent scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the third highest points;
 - 8.4 If a market-related price is not agreed with the Respondent scoring the third highest points, PRASA must cancel the RFQ.

SECTION 6

BILL OF QUANTITIES

ITEM NO	DESCRIPTION	QTY	UNIT	RATE YEAR 1	RATE YEAR 2	AMOUNT
1	Call Out Rate Normal Hours	1	Hour			
2	After hours Rate	1	Hour			
3	Call Out Rate Sunday	1	Hour			
4	Call Out Rate Public Holidays	1	Hour			
5	Transport (Light Vehicle)	1	Km			
6	Service per unit (inclusive of labour and travel)	1	Complete			
	NB: ITEM 6 – 44 to include labour					
	OUTDOOR UNIT					
7	Supply and install compressor	1	Each			
8	Supply and install condenser	1	Each			
9	Supply and install condenser cooling fan	1	Each			
10	Supply and install condenser cooling fan motor	1	Each			

ITEM NO	DESCRIPTION	QTY	UNIT	RATE YEAR 1	RATE YEAR 2	AMOUNT
11	Supply and install expansion valve	1	Each			
12	Supply and install front grille guard	1	Each			
13	Supply and install grille guard clip	1	Each			
14	Supply and install grille guard face panel	1	Each			
15	Supply and install small handle	1	Each			
16	Supply and install motor support	1	Each			
17	Supply and install outdoor unit base	1	Each			
18	Supply and install partition board	1	Each			
19	Supply and install outdoor unit top panel	1	Each			
20	Supply and install outdoor unit back net	1	Each			
21	Supply and install electric installation board assembly	1	Each			
22	Supply and install outdoor unit large handle	1	Each			

ITEM NO	DESCRIPTION	QTY	UNIT	RATE YEAR 1	RATE YEAR 2	AMOUNT
23	Supply and install outdoor unit right panel	1	Each			
24	Supply and install low pressure valve	1	Each			
25	Supply and install high pressure valve	1	Each			
26	Supply and install valve installation panel	1	Each			
27	Re-gas of unit	1	Kilogram			
28	Remove rust from rusty unit and add a layer of rust primer	1	Per Unit			
29	Supply and install thermostat	1	Each			
30	Supply and install start capacitor	1	Each			
31	Supply and install run capacitor	1	Each			
	INDOOR UNIT					
32	Supply and install base	1	Each			
33	Supply and install crossflow fan axletree	1	Each			
34	Supply and install cross flow fan	1	Each			

ITEM NO	DESCRIPTION	QTY	UNIT	RATE YEAR 1	RATE YEAR 2	AMOUNT
35	Supply and install cross flow fan fixed plate	1	Each			
36	Supply and install electric heater	1	Each			
37	Supply and install evaporator assembly	1	Each			
38	Supply and install room temperature sonde frame	1	Each			
39	Supply and install louver	1	Each			
40	Supply and install outlet part	1	Each			
41	Supply and install screw cover	1	Each			
42	Supply and install middle frame	1	Each			
43	Supply and install filtering net	1	Each			
44	Supply and install face plate	1	Each			
45	Supply and install step motor	1	Each			
46	Supply and install armor tubing	1	Each			
47	Supply and install plate	1	Each			

ITEM NO	DESCRIPTION	QTY	UNIT	RATE YEAR 1	RATE YEAR 2	AMOUNT
48	Supply and install motor cabinet	1	Each			
49	Supply and install motor platen	1	Each			
50	Supply and install motor	1	Each			
51	Supply and install electric box small coverplate	1	Each			
52	Supply and install electric box cover	1	Each			
53	Supply and install electric control plate	1	Each			
54	Supply and install electric box	1	Each			
55	Supply and install pressure tube plate	1	Each			
56	Supply and install wall mounting frame	1	Each			
57	Supply and install remote control	1	Each			
58	Supply and install 12000BTU split unit	1	Complete			
59	Supply and install 18000BTU split unit	1	Complete			
60	Supply and install 24000BTU split unit	1	Complete			

ITEM NO	DESCRIPTION	QTY	UNIT	RATE YEAR 1	RATE YEAR 2	AMOUNT
61	Supply and install 'AA' battery	1	Each			
62	Supply and install 'AAA' battery	1	Each			
	SUB TOTAL					
	VAT 15%					
	GRAND TOTAL					

Percentage mark-up for non-schedule material (suppliers' quotation to be provided)

Description	Year 1	Year 2
Percentage mark- up		

Note: PRASA reserves the right to award the service to more than one service provider.

*I/ We _____ (Insert Name of Bidding Entity) of

_____ code _____

(Full address) conducting business under the style or title of: _____

represented by: _____ in my capacity

as: _____ being duly authorised,

hereby offer to undertake and complete the above-mentioned work/services at the prices quoted in the bills of quantities / schedule of quantities or, where these do not form part of the contract, at a lumpsum, of

R _____ (amount in numbers);

_____ (amount in words) Incl. VAT.

Supplier Signature _____

***NB: Failure to complete and sign the above confirmation will result in automatic disqualification.**

DELIVERY PERIOD: Suppliers are requested to offer their earliest delivery period possible.

Delivery will be effected within working days from date of order. (To be completed by Service provider)

SECTION 7

PRASA GENERAL CONDITIONS OF PURCHASE

General

PRASA and the Supplier enter into an order/contract on these conditions to supply the items (goods/services/works) as described in the order/contract.

Conditions

These conditions form the basis of the contract between PRASA and the Supplier. Notwithstanding anything to the contrary in any document issued or sent by the Supplier, these conditions apply except as expressly agreed in writing by PRASA.

No servant or agent of PRASA has authority to vary these conditions orally. These general conditions of purchase are subject to such further special conditions as may be prescribed in writing by PRASA in the order/contract.

Price and payment

The price or rates for the items stated in the order/contract may include an amount for price adjustment, which is calculated in accordance with the formula stated in the order/contract.

The Supplier may be paid in one currency other than South African Rand. Only one exchange rate is used to convert from this currency to South African Rand. Payment to the Supplier in this currency other than South African Rand, does not exceed the amounts stated in the order/contract. PRASA pays for the item within 30 days of receipt of the Suppliers correct tax invoice.

Delivery and documents

The Supplier's obligation is to deliver the items on or before the date stated in the order/contract. Late deliveries or late completion of the items may be subject to a penalty if this is imposed in the order/contract. No payment is made if the Supplier does not provide the item as stated in order/contract.

Where items are to be delivered the Supplier:

Clearly marks the outside of each consignment or package with the Supplier's name and full details of the destination in accordance with the order and includes a packing note stating the contents thereof; On dispatch of each consignment, sends to PRASA at the address for delivery of the items, an advice note specifying the means of transport, weight, number of volume as appropriate and the point and date of dispatch; Sends to PRASA a detailed priced invoice as soon as is reasonably practical after dispatch of the items, and states on all communications in respect of the order the order number and code number (if any).

Containers / packing material

Unless otherwise stated in the order/contract, no payment is made for containers or packing materials or return to the Supplier.

Title and risk

Without prejudice to rights of rejection under these conditions, title to and risk in the items passes to PRASA when accepted by PRASA.

Rejection

If the Supplier fails to comply with his obligations under the order/contract, PRASA may reject any part of the items by giving written notice to the Supplier specifying the reason for rejection and whether and within what period replacement of items or re-work are required.

In the case of items delivered, PRASA may return the rejected items to the Supplier at the Supplier's risk and expense. Any money paid to the Supplier in respect of the items not replaced within the time required, together with the costs of returning rejected items to the Supplier and obtaining replacement items from a third party, are paid by the Supplier to PRASA.

In the case of service, the Supplier corrects non-conformances as indicated by PRASA.

Warranty

Without prejudice to any other rights of PRASA under these conditions, the Supplier warrants that the items are in accordance with PRASA's requirements and fit for the purpose for which they are intended, and will remain free from defects for a period of one year (unless another period is stated in the Order) from acceptance of the items by PRASA.

Indemnity

The Supplier indemnifies PRASA against all actions, suits, claims, demands, costs, charges and expenses arising in connection therewith arising from the negligence, infringement of intellectual or legal rights or breach of statutory duty of the Supplier, his subcontractors, agents or servants, or from the Supplier's defective design, materials or workmanship.

The Supplier indemnifies PRASA against claims, proceedings, compensation and costs payable arising out of infringement by the Supplier of the rights of others, except an infringement which arose out of the use by the Supplier of things provided by PRASA.

Assignment and sub-contracting

The successful Respondent awarded the contract may only enter into a subcontracting arrangement with PRASA's prior approval. The contract will be concluded between the successful Respondent and PRASA, therefore, the successful Respondent and not the sub-contractor will be held liable for performance in terms of its contractual obligations.

Governing law

The order/contract is governed by the law of the Republic of South Africa and the parties hereby submit to the non-exclusive jurisdiction of the South African courts.

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise,
employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder,

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature Date

.....
Position Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included).

1.2 The applicable preference point system for this tender is the 80/20 preference point system.

(a) The lowest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and Specific Goals	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

POINTS AWARDED FOR PRICE

THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

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

Where:

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{min} = Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(c) an invitation for tender for income-generating contracts, that the 80/20 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(d) any other invitation for tender, that the 80/20 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where the 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Evidence required for specific goals
Black Women Owned	10 points		Certified Copy of ID Documents of the owners
B-BBEE Level 1	10 points		Valid B-BBEE certificate/Affidavit
Totals	20 points		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One-person business/sole propriety

Close corporation

Public Company

Personal Liability Company

(Pty) Limited

Non-Profit Company

State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....