

## REQUEST FOR QUOTATION

SENTECH INVITES SUPPLIERS FOR:

|                           |   |                  |         |
|---------------------------|---|------------------|---------|
| Project title:            | <b>Appointment of a Service Provider to Supply, Deliver and Install Security Doors and Gates at HOLY CROSS Site under DURBAN OC Sentech Office within the Southern Region</b> |                  |         |
| Quotation or Proposal no: | RFX6000002701   |                  |         |
| RFQ Issue date:           | 11/07/2025  |                  |         |
| Compulsory Briefing Date: | 23/07/2025 @12:00 217 UMLANGA ROCKS DRIVE   |                  |         |
| Closing date:             | 30/07/2025  |                  |         |
| Closing time:             | 12h00   | Validity period: | 90 days |

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:

|                          |                           |
|--------------------------|---------------------------|
| Quotations Administrator | Zanele Zulu               |
| Telephone no:            | 011 471 4000              |
| E-mail:                  | Quotations6@sentech.co.za |

## Form of Offer and Acceptance

### Offer

The Employer, identified in the Acceptance signature block, has solicited offers to enter 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

- 1.1. 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 they are tax compliant and that all required information is submitted to Sentech. 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."

### 2. AWARD OF RFQ's

Sentech may appoint one or more suppliers, in whole or in part, or not appoint any supplier/s at all, and/or cancel the bid in its entirety, at Sentech's sole and exclusive discretion, in order to satisfy various needs which may be identified, and to manage certain risks associated with the supply of goods or services specified in respect of the Bid.

### 3. RATE OF EXCHANGE, CURRENCY FLUCTUATIONS AND CURRENCY

All bid prices quoted shall be in South African Rands (ZAR). If prices are in a foreign currency, the rate of exchange quoted shall remain fixed throughout the term of the agreement. Bidders will bear the risk of and all cost/s associated with currency fluctuations, therefore Bidders shall be required to manage such risk in their bid price.

### 4. GENERAL - PRICES

All prices shall be quoted in ZAR.

Unless written approval has been obtained from Sentech, no adjustment in contract prices will be made.

Applications for price adjustment must be accompanied by documentary evidence in support of any adjustment.

## 5. PRICE NEGOTIATIONS

Sentech reserves the right to negotiate market related prices and discounts. If market-related prices are not agreed to, Sentech reserves the right to cancel the Bid.

## 6. EVALUATION CRITERIA

The evaluation criteria are stipulated in 7 below. It is the Bidder's responsibility to ensure that they have 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

## 7. RFQ EVALUATION METHOD

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

|                          |   |
|--------------------------|---|
| <b>Evaluation Method</b> | <p><b>1. Stage 1 – Administrative Responsiveness Evaluation</b><br/>All the Quotations will be evaluated against the <b>Administrative responsiveness requirements</b> as set out in section 2 of the RFQ Data.</p> <p><b>2. Stage 2 – Functional Evaluation Criteria</b><br/>The proposals that COMPLY with the Mandatory evaluation criteria be evaluated against the Functional Criteria. Suppliers meeting the minimum requirement will be evaluated further.</p> <p><b>3. Stage 3 – Price and Preference</b><br/>Suppliers with the lowest Price offered will score the highest points. Only Suppliers that submit a valid B-BBEE Certificate can claim preference points in line with the 80/20</p> <p>Suppliers with the highest number of points will be recommended for the award of this quotation, unless there are compelling and justifiable reasons not to do so.</p> |
|--------------------------|---|

### 7.1. Mandatory Evaluation Criteria

| <b>Mandatory Eligibility Criteria</b> | <b>Compliant (Indicate Yes or No)</b> | <b>What Proof is required to show compliance to Mandatory Eligibility Criteria</b>  | <b>Reference proof supplied by reference the page number where the information is located in your Tender submission</b> |
|---------------------------------------|---------------------------------------|---|---|
| Valid COIDA Certificate               |                                       | Attach a valid Letter of Good Standing from the Department of Labour/FEM. Or Letter |   |

| Mandatory Eligibility Criteria   | Compliant (Indicate Yes or No) | What Proof is required to show compliance to Mandatory Eligibility Criteria | Reference proof supplied by reference the page number where the information is located in your Tender submission |
|--|--------------------------------|---|--|
|  |                                | of intension from Labour Department.  |  |
| Valid CIDB Certificate   |                                | Attach a valid CIDB Certificate: 1GB and above                              |  |
|  |                                |   |  |
| <b>NOTE: Bidders that do not comply with all the above criteria will not be evaluated further.</b> |                                |   |  |

### Functional Evaluation Criteria

| Functionality criteria | Proof Required | Points |
|------------------------|----------------|--------|
|                        |                |        |
|                        |                |        |
|                        |                |        |
|                        |                |        |
|                        |                |        |
|                        |                |        |

Total minimum qualifying functional score is --points.

### 8. Preference Point allocation – 80/20

Sentech's Specific goals emanate from the section 2(1)d of the Preferential Procurement Policy Act which may include contracting with persons or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability. The Reconstruction and Development Programme as published in Government Gazette No 16085 dated 23 November 1994

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        |
|  | 5      | A valid BBBEE Certificate showing at least 25.1 – 50% black ownership |
|  | 3      | Black owned company showing at least 5 – 25% black ownership          |
|  | 0      | Below 5%  |
| Historically disadvantaged by unfair discrimination on the basis of Gender (women) | 8      | A valid BBBEE Certificate showing at least 51% women ownership        |
|  | 4      | A valid BBBEE Certificate showing at least 25.1 – 50% women ownership |
|  | 2      | A valid BBBEE Certificate showing at least 5-25% women ownership      |
|  | 0      | A valid BBBEE Certificate showing at less than 5% women ownership     |

| Goal   | Points    | Evidence required  |
|--|-----------|--|
| Historically disadvantaged by unfair discrimination on the basis of disability | 2         | A doctor's note confirming disability, confirmation of disability from the Department of Labour, BEE certificate or equivalent confirmation. |
| <b>Total Points</b>  | <b>20</b> |  |

## 9. Price Calculation 80/20

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

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

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

## PART C2: PRICING DATA

| ITEM  | PAYMENT    | DESCRIPTION   | UNIT | QUANTITY | RATE | AMOUNT |
|-------|------------|---|------|----------|------|--------|
| 2.1   | SANS1200 A | SECTION 1: PRELIMINARY AND GENERAL  |      |          |      |        |
|       |            | <b>Fixed-charge items:</b>  |      |          |      |        |
| 2.1.1 |            | Occupational Health and Safety obligations in terms of Sentech Health and Safety specifications.  | Sum  | 1        |      |        |
| 2.1.2 |            | Establishment and De Establishment (The contractor will be responsible for a high standard of housekeeping in his site establishment, delivery of materials and goods and removal of rubble, debris, etc, storage areas and construction working areas. Allowance for contractor's all risk insurance. Management of the works, programming for the |      |          |      |        |

|   |  |   |  |  |  |          |
|---|--|---|--|--|--|----------|
|   |  | works, etc. Temporary Services-<br>Water, electricity and Ablution. |  |  |  |          |
| 2.1.3                                   |  | .   |  |  |  |          |
| <b>TOTAL CARRIED FORWARD TO SUMMARY</b> |  |   |  |  |  | <b>R</b> |

| ITEM                                    | PAYMENT | DESCRIPTION  | UNIT | QUANTITY | RATE | AMOUNT   |
|---|---------|--|------|----------|------|----------|
| 2.2.                                    |         | <b>SECTION 2: Building Works: All Rates to Include labour rates.</b> |      |          |      |          |
|   |         | <b>CONTRACTOR'S SPECIFICATIONS</b>                                   |      |          |      |          |
| 2.2.1                                   |         | Installation of a new Single Steel Door with its frame               | Sum  | 1        |      |          |
| 2.2.2                                   |         | Installation of a Double Steel Door                                  | Sum  | 1        |      |          |
| 2.2.3                                   |         | Installation of a Security Gate                                      | Sum  | 1        |      |          |
| 2.2.4                                   |         | Installation of a Magnetic Mechanism                                 | Sum  | 1        |      |          |
|   |         |  |      |          |      |          |
|   |         |  |      |          |      |          |
|   |         |  |      |          |      |          |
|   |         |  |      |          |      |          |
| <b>TOTAL CARRIED FORWARD TO SUMMARY</b> |         |  |      |          |      | <b>R</b> |

**TABLE: FINAL SUMMARY OF THE WORKS**

| ITEM                        | DESCRIPTION | RATE                    | AMOUNT |
|-----------------------------|-------------|-------------------------|--------|
| 2.1                         | SECTION 1   | PRELIMINARY AND GENERAL |        |
| 2.2                         | SECTION 2   | Building Works          |        |
| <b>NETT TOTAL OF TENDER</b> |             |                         |        |



|  |  |
|--|--|
| CONTIGENCIES @10%                              |  |
| ADD 15% VALUE ADDED TAX                        |  |
| AMOUNT CARRIED TO FORM OF OFFER AND ACCEPTANCE |  |

***Please note that there will be no upfront payments.*** Should the contractor wish to work outside normal working hours or at weekends to maintain his building programme, he shall notify and obtain the approval from the IS Manager before doing so. The cost of this overtime will be for the contractor's account

### **PART C3: SCOPE OF WORK**

#### **SENTECH'S GOODS INFORMATION**

| <b>Item No</b> | <b>Site Name</b>  | <b>Site No</b> | <b>Height (m)</b> |  |
|----------------|-------------------|----------------|-------------------|--|
| 1              | <b>HollyCross</b> |                |                   |  |
| Directions:    |                   |                |                   |  |
| Co-ordinates:  |                   |                |                   |  |

## 1. INTRODUCTION

**Appointment of a Service Provider to Supply, Deliver and Install Security Doors and Gates at HOLY CROSS Site under DURBAN OC Sentech Office within the Southern Region**

## 2. SCOPE OF WORK

### Scope Of Work

#### Products:

All steel materials shall be of good commercial quality and be Hot Dipped Galvanized.

Installation of a double-swing Clear View Gate:

- The gate is to be Hot Dipped Galvanised
- The size of the gate is to be 4.71m(L) x 2.45m(H). Customized, dimensions to be remeasured by contractor to confirm measurements before manufacturing.
- Gate Frame to be a rectangular tube.
- Large hinge with backing plate and the hinges is to be fitted into the walls and reveals plastered.
- Gate to be fitted with a Grab handle.
- Clear view Mesh (12.6mm x76.2mm) HDG and PVC Coated
- This Gate should be fitted with an anti-vandal locking mechanism.
- Double swing gate

Alterations and Construction of a New Solid Steel Door with its frame.

This door should be able to provide high security features, and it should have the following specifications:

- 0.9m(L) x1.78m(H) Dimensions (Single Door) (To be double checked onsite before manufacturing of the door)
- The solid door must be installed with an all-steel door and a door frame
- Double gaskets(seals) Door to be supplied with low flammability seal for fire protection.
- Three (3) heavy-duty steel hinges with Dog bolts on the hinge side to provide extra protection to the hinges.
- Anti-twist cages for striker plates
- Multi Point lock (three-way system lock)
- The door frames need to be bolted into the walls and then the reveals must be plastered.
- 3mm steel sheets
- Finishes to be 316 Stainless Steel (Marine- Industrial)



Example of the double Security door:

#### Installation of a new Double door (**Customized**)

- 2.35m(L) x 2.42m(H) Dimensions (Double Door) (To be double-checked onsite before manufacturing of the door)
- This door must be installed with its frame.
- Double gaskets(seals) Door to be supplied with low flammability seal for fire protection.
- Three (3) heavy-duty steel hinges with Dog bolts on the hinge side to provide extra protection to the hinges.
- Anti-twist cages for striker plates
- Emergency exit doors on the inside
- Multi Point lock (three-way system lock)
- The door frames need to be bolted into the walls and then the reveals must be plastered.
- 3mm steel sheets
- Finishes to be 316 Stainless Steel (Marine- Industrial)

#### **Install remote magnetic locking mechanism to the metal door in the day tank diesel room.**

- Mechanism must have an option to be controlled remotely in a form of an application.
- Mechanism must have an option to controlled on site in a form of a keypad to enter password. Must have a hidden bypass switch within the diesel tank room.
- Must be powered from the DB inside the building, Sentech will provide circuit breaker and power.
- System to have a backup rechargeable battery.

## **SITE ACCESS**

Access to Sentech sites is mostly by means of gravel roads. In some instances, the roads may be paved with a bituminous surface in other instances maybe concrete or concrete strips roads. The contractors are requested to use 4 x 4 vehicles to access our sites.

Although we try our best to maintain these roads as best as possible some of the paved and concrete roads cannot be accessed with an ordinary vehicle.

Some may be very steep in places with very tight turns which would make access difficult for ordinary vehicles.

The mast and Sentech's property and buildings are fenced off to restrict unauthorized entry.

### **3.3. SAFETY REQUIREMENTS**

- Appointed service provider will be required to compile a health and safety file in line with Sentech requirements which will be communicated upon appointment, and such should be submitted to the Sentech OHS Specialist within 7 days after issue of the Purchase Order/Safety File Specification (instruction to be received from the Infrastructure Services Manager via email).
- Competent mast climbers– Valid mast climbing certificate for each employee to be signed to the project.
- Medical fitness – Valid certificate of fitness (medical) issued by Occupational Medical Practitioner only for all employees to be assigned to the project
- Work method – Detailed safe working methodology on undertaking assigned task in line with the requirements
- Public liability – valid construction/project public liability insurance
- Health and safety compliance assurance – Company's Health and Safety compliance undertaking by the CEO/Managing Director
- COID / FEM registration for injury on duty cases

### **3.4. COMMUNICATION PROTOCOL**

#### **3.4.1. SITE HAND OVER MEETING**

- This is the official hand over of the site to the contractor for the duration of the contract. This is the first meeting on site of all the relevant parties who will be involved in the contract for its entire duration.

#### **3.4.2. PROGRESS MEETINGS**

- The intervals of progress meetings should be decided at the first site hand over meeting. The Infrastructure Services Manager shall carry out additional intermediate site inspections.

#### **3.4.3. SENTECH LINE OF REPORTING PROBLEMS**

- Any problem, which may arise during the contract, should be reported immediately to the Infrastructure Services Manager.
- If the Infrastructure Manager is not available, it should be reported directly to the Operations Manager.

#### **3.5. QUALITY ASSURANCE**

- Quality assurance inspection will be carried out at all the key dates and milestones established at the site handover meeting.
- The Infrastructure Services Manager or Sentech trade tested rigger shall carry out site inspections before, during and upon completion of the contract.

#### **3.6. EXECUTION PROGRAMME**

- Timeous completion of the project is of utmost importance for Sentech.
- To ensure and to assist the contractor to monitor his or her own progress, he or she will be required to provide Sentech with a detailed execution schedule when providing a quotation.
- This schedule should be in the Bar Chart format.
- It should highlight the following key information but not limited to:
  - ❖ NAME OF SITE
  - ❖ ACTIVITY DESCRIPTION
  - ❖ ACTIVITY DURATION
  - ❖ DATES FOR KEY MILESTONES DURING THE EXECUTION OF THE PROJECTS.

The key milestones are of paramount importance. Key dates will determine the dates on which Sentech's responsible Infrastructure Services Manager and local Sentech Rigger will conduct site inspections.

- Photos must be taken before, during and after as part of in-progress reporting by the contractor

- Milestones will include times such as but not limited to:
  - ❖ **Milestone 1:**
- When the surface preparation has been completed.
- **Milestone 2:**
  - ❖ Quality inspection must be conducted on completion of each coat of paint before applying the next coat.
- **Milestone 3:**
  - ❖ As soon as one section received its final coat of paint, a quality inspection should be conducted before moving to the next section.

### **3.7. CONSTRAINTS**

- The duration of tall mast maintenance projects is heavily dependent on the prevailing weather conditions. Due to the location of many of Sentech's sites weather conditions are unpredictable.
- Occupational Health & Safety regulations determine that mast work can only be performed under specific weather conditions.
- Inclement weather conditions remain the single biggest constraints to timeous completion of mast painting projects.
- It should be borne in mind that in addition to normal inclement conditions some sites may be affected by high winds and mist at certain times of the day.
- Contractors are therefore urged to familiarize themselves with the historic prevailing weather conditions of the specific region.
- The contractors must therefore allow for inclement weather-related delays in their schedule. Any inclement weather days and consequential inclement weather days accumulated during this contract will be granted as extension of time as there will be no monetary compensation.

### **3.8. SENTECH HOUSE RULES**

- It is the responsibility of the contractor to familiarize himself with Sentech House Rules for external contractors working on a Sentech site.
- The site must be kept clean at all times. All debris and any other foreign material must be disposed of at a designated landfill site where required.

