

**REQUEST FOR QUOTATION**  
**SENTECH INVITES SUPPLIERS FOR:**

<b>Project title:</b>	Appointment of a Service Provider to provide Gardening Services at Durban Offices for a period of three (3) years.		
<b>Quotation or Proposal no:</b>	6000001735		
<b>Date of Issue</b>	12/12/2023		
<b>Briefing Session Date and Time</b>	16/01/2024 @ Durban Umhlanga Sentech office 217 Umhlanga rocks Broadway @10:00		
<b>Closing date:</b>	26/01/2024		
<b>Closing time:</b>	12pm	<b>Validity period:</b>	30 days

You are invited to provide a quote to carry out the deliver the goods, services or works defined in Annexure 1 attached.

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

<b>Quotations Administrator</b>	<b>Zanele Zulu</b>		
<b>Telephone no:</b>	+2711 471 4000	<b>Fax no:</b>	n/a
<b>E-mail:</b>	Quotations6@sentech.co.za		
<b>The physical address of the SENTECH Office where quotation can be submitted to:</b>	Quotes to be submitted by email		

# 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:

(inwords) ..... 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.

- 1.1. Supplier's providing quotations must be registered on the Sentech Supplier Database. (if not registered the bidder MUST complete the attached Sentech Supplier Registration Forms)
- 1.2. Quotations or Proposals must be received on or before the closing date and time specified on the Call for Quotation or Proposal document.
- 1.3. Quotations or Proposals must be fully completed and signed in BLACK ink.
- 1.4. Quotations can be submitted via Email, Fax or Hand Delivery.

## 2. EVALUATION CRITERIA

The evaluation criteria are stipulated in Section 4. It is the Suppliers responsibility to ensure that it has responded to the evaluation criteria. Failure to meet the evaluation criteria may result in the Supplier being disqualified from being appointed. Suppliers must ensure that they have included all supporting documentation, especially the documentation that may be required to support the response to the evaluation criteria.

## 3. RFQ EVALUATION METHOD

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

<b>Evaluation Method</b>	<ol style="list-style-type: none"><li><b>1. Stage 1 – Administrative Responsiveness Evaluation</b> All the Quotations will be evaluated against the <b>administrative responsiveness requirements</b> as set out in section 1 of the RFQ Data.</li><li><b>2. Stage 2 - Mandatory Evaluation</b> Those proposals that are administratively responsive will then be evaluated against the Mandatory Evaluation Criteria(table1) and Functionality Criteria (Table 2). Suppliers must COMPLY FULLY with all the mandatory evaluation criteria in-order to be evaluated further.</li><li><b>3. Stage 3 – Price and Preference</b> 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 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.</li></ol>
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## 4. EVALUATION CRITERIA

### 4.1. TECHNICAL EVALUATION CRITERIA

#### 4.1.1. Mandatory Evaluation Criteria (Stage 2)

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
Proof of CIDB 1SH or higher registration		Attach a valid certificate from the CIDB or furnish a registration number.	
Proof of compliance with the Compensation for Occupational Injuries and Diseases Act (COIDA)		Attach a valid letter of Good Standing from the Department of Labour, FEM or RMA	
<b>NOTE: Bidders that do not comply with all the above criteria will not be evaluated further.</b>			

#### 4.2. Functional / Quality criteria (applicable) (Stage 3)-

Functional criteria	Points
<b>Project experience</b> Service provider to supply proof of experience in rendering gardening and landscaping services. Provide a list of completed contracts or ongoing contracts.  Two (2) or more years of experience .....30 points Twelve (12) months or more but less than 2 years of experience ...15 points Six (6) months or more but less than 12 months of experience.....5 points Less than 6 months experience..... 0 points	30
<b>Client References</b> <b>Track record</b> Supply between 1-3 referees through reference letter/s with contactable numbers on company letterheads indicating completed or in-progress gardening and landscaping contracts/projects.  • 3 or more referees .....40 points • 2 referees .....25 points • 1 referee .....10 points • No Referees .....0 points	40
<b>Experience of Key Personnel</b>  Bidders to attach CVs for a supervisor with 3 years of experience in gardening services • Supervisor with 3 years and more experience.....30 points • Supervisor with 2 years of experience..... 15 points • Supervisor with less than 2 years of experience .....0points	30
<b>Minimum Score to Qualify for Further Evaluation is 60 points;</b>	100

#### 4.3. Technical Evaluation (Stage 4) - **Not Applicable**

	Item Description	Score	Comments	Proof required

\*Bidders must complete the two annexures attached with this document.(i.e. Annexure 1- Compulsory covering sheet and Annexure 2- Technical evaluation).

#### 4.4. RISK ASSESSMENT (Stage 5)- **Applicable**

All bids that meet the minimum qualifying score for technical evaluation may undergo a risk assessment based on the following framework:

- Any aspects that emanate from the bidders' individual responses
- Any information received from past references
- Site Visit of similar work done
- Assessment of Financial Statements

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

#### 4.5. Evaluation of Price and Preference (Stage 6)- **Applicable**

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).

##### 4.5.1. The price / preference weighting applicable for RFQ are as follows:

Price / Preference	Points
Preference:	20
Price:	80
Total must equal:	100

##### 4.5.1.1. 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
Historically disadvantaged by unfair discrimination on the basis of disability	2	A doctor's note confirming disability
<b>Total Points</b>	<b>20</b>	

#### 4.5.1.2. Price Calculation 80/20

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

$$Ps = 80 \left[ \frac{1 - (Pt - Pmin)}{Pmin} \right]$$

Where:

Ps = Points scored for price of bid under consideration

Pt = Rand value of bid under consideration

Pmin = Rand value of lowest acceptable bid

## **Appointment of a Service Provider to provide Gardening Services at Durban Offices for a period of three (3) years**

### **1. 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.

**SenTech is looking for a service provider to Render Gardening services at SenTech Durban Offices.**

#### **SCOPE OF WORK FOR GARDENING SERVICES**

##### **Scope of Services**

The Service Provider shall provide the following services to SenTech:

- Cutting and trimming of overgrown grass along the fence
- Cutting of lawn neat and short during growing period along the storm water channel
- Removal of weeds in the garden and on paving
- Applying fertilizer and mixing of compost and fertilizer once a year
- Weeding the garden beds and spraying on hard surfaces Maintain the garden beds and garden pots
- Till the soil lightly when necessary
- Maintain edged of beds and remove weeds
- Watering of beds and garden pots where irrigation system does not reach Splitting and dividing plants to keep beds full
- Performance of all horticultural functions
- Removal of garden refuse accumulated by the Service Provider
- Sweeping of all hard surfaces, gathering and removal of litter on the hard surfaces and in the garden beds and disposal at the Service Provider's own disposal site
- Maintaining of the trees, shrubs and prune trees when needed
- Spray pesticides and plant feed when needed
- Plant new plants on request and garden upgrades and the repositioning of plants.
- Cut the grass fortnightly during winter and weekly during summer
- Spray herbicide 250mm on either side of the perimeter of the entire security fence
- Maintain SenTech's vacant land 10m strip/fire break all around the 600m perimeter twice a month including the edge trimming, cutting of the vegetation lying against the fence, spread the cutting on the site (avoid stockpiling). The vacant land is to be mannered by a roving team(twice a month) and not the Gardner.
- A completion certificate and a report for a month's work must be signed off by the Service Provider and a SenTech Representative every month-end before the invoice is authorised
- The recommended grass cutting machine is a push on or ride on industrial lawn mower as the trimmers may damage the grass. (These should be diesel or petrol powered as SenTech will not provide power to the service provider.)
- The service provider to provide the gardener with uniform that has the Service Provider's logos and safety boots at all times. Working hours will be from 07H15 to 16H00 (Monday to Friday) with teatime(15min) and lunch(30min).
- **Storage for the Service Provider's equipment will be provided and ablution facilities for the gardener will be made available. In the event that the Service Provider's equipment is stolen due to the gardener's negligence, that will be the Service Provider's responsibility to replace the equipment at his/her own costs.**

## SCOPE OF WORK FOR GARDENING SERVICES

### **The Service Provider shall also be responsible for:**

- Provision of a dedicated manager- Supervisor in respect of progress reporting
- Maintaining Sentech's vacant land as and when required, including the edge trimming, cutting of the vegetation, tree felling of overgrown trees, spread the cutting on the site and disposing off to a suitable dump site.
- A completion certificate for a month's work shall be signed off by the Service Provider and a Sentech Representative every month-end before the invoice is authorised
- Ensuring the good health of the gardens by doing everything necessary to maintain the Site to the highest standards and to the satisfaction of Sentech
- Provision of active safety officers/rep as and when required.
- Provide a mowing all machinery for gardening.
- The Service Provider's manager/Team leader will visit the Site twice a month during working hours to record on the progress and meet with Sentech. Site audits will be done with Sentech, and the Service Provider will compile and provide a report to Sentech
- The gardeners will be provided with uniforms with the Service Provider's logos and safety boots at all times by the service provider

### **The Gardner is responsible for:**

- Cleaning around the manholes for ducting.
- Performing any ad hoc duties as requested by Sentech's manager
- The Service Provider shall provide fully trained staff for the provision of all services.
- Raking of leaves
- Cleaning of cement driveways, paths and paving Cleaning of front car ports
- Cutting grass and manning plants
- Maintain the trees and shrubs
- Prune trees and shrubs when needed
- Spray pesticides and plant feed when needed
- Plant new plants on request
- Garden upgrades and the repositioning of plants
- Spray herbicide 250mm on either side of the perimeter of the entire security fence

### **The following category of personnel and trades are to be included for this service:**

- Gardner
- Roving Team Twice a month
- Supervisor to conduct inspection monthly

**OCCUPATIONAL HEALTH AND SAFETY ACT OF 1993** All regulations and statutory requirements as lay down in the latest edition of The Occupational Health and Safety Act, 1993 (Act no 85 of 1993) shall be Adhered to. Health and Safety Plan must be approved by the Health and Safety Officials of Sentech before any work will be allowed to commence.



**LOCATION:**

REGION	SITE NAME & CODE	Address		
SR	Durban Offices	217 Umhlanga Rocks drive, Durban 4001		

## Pricing Instruction

Item No	Description	Unit	Quantity	Rate	Amount
	SCOPE OF WORK				
	SECTION1				
1	Preliminary and General  Allow for P&Gs for the establishment and de-establishment of the site, and all other unmeasurable items like, insurance for storage facilities, and removal of debris and disposal of any waste to approved dumping site	Sum	1		
2	Occupational Health and Safety obligations in terms of Sentech Health and Safety specifications. (Safety File)	Sum	1		
	Total: Section 1				
	SECTION 2: Gardening Services				
3	Applying fertilizer and mixing of compost and fertilizer once a year	No.	3		
4	Provision of Gardening Services year 1	Sum	1		
5	Provision of Gardening Services year 2	Sum	1		
6	Provision of Gardening Services year 3	Sum	1		
	Total: Section 2				



## Pricing Summary

ITEM	DESCRIPTION	RATE	AMOUNT
1	SECTION 1	PRELIMINARY AND GENERAL	
2	SECTION 2	GARDENING SERVICES	
NETT TOTAL OF THE RFQ			
SUBTOTAL			
ADD 15% VALUE ADDED TAX			
AMOUNT CARRIED TO FORM OF OFFER AND ACCEPTANCE			

## 2. TERMS AND CONDITIONS

Terms and Conditions	SENTECH reserves the right to:
	<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.</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 engaged 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>

Terms and Conditions	<b>SENTECH reserves the right to:</b>
	<ul style="list-style-type: none"><li>• Service Level Agreement will be signed with the successful Service Provider.</li><li>• The successful contractor is to provide a safety file that will be approved by SENTECH SOC limited safety specialist before the works can commence on site. The successful contractor will also be required to sign SEC.37.2, to be handed after the adjudication of contract. The successful contractor must take note that they will be given a period of two weeks to prepare an approved safety file upon receipt of the Purchase Order, of which failure to adhere to the deadline will result in the Purchase order being cancelled.</li><li>• Contractor to submit a programme of works before commencing any works</li><li>• Contractor to submit close out report upon completion</li></ul>