

REQUEST FOR QUOTATION

SENTECH INVITES SUPPLIERS FOR:

Project title:	Appointment of a Service provider to Render Minor Maintenance Works at Durban Office		
Quotation or Proposal no:	6000002023		
Date of Issue	18 October 2023		
Briefing Session Date and Time	30 October 2023 @Durban Sentech 217 Umhlanga Rocks Drive Broadway		
Closing date:	13 November 2023		
Closing time:	12pm	Validity period:	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:

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

(in words)
Rand;

R.....(in figures)

THE OFFERED PRICES ARE AS STATED IN THE PRICING SCHEDULE

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

Signature(s)

Name(s)

Capacity

**For the
tenderer:**

.....
(Insert name and address of organisation)

Name &
signature of
witness

Date



Acceptance

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

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

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

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

Signature(s)

Name(s)

Capacity

**for the
Employer**

(Insert name and address of organisation)

Name &
signature of
witness

Date

RFQ Data

1. ADMINISTRATIVE RESPONSIVENESS CRITERIA

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

- 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 5. 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.

Evaluation Method	<ol style="list-style-type: none"> 1. Stage 1 – Administrative Responsiveness Evaluation All the Quotations will be evaluated against the administrative responsiveness requirements as set out in section 2 of the RFQ Data. 2. Stage 2 – Mandatory and Functional Evaluation 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 and functional evaluation criteria in-order to be evaluated further 3. Stage 3 – Price and Preference 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.
-------------------	--

4. EVALUATION CRITERIA

4.1. TECHNICAL EVALUATION CRITERIA

4.1.1. Mandatory Evaluation Criteria

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 1GB 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	
NOTE: Bidders that do not comply with all the above criteria will not be evaluated further.			

4.1.2. Functionality Evaluation Criteria (applicable) Table 2:

Functional criteria	Points
<p>The service provider must attach a list of completed project as the main contractor in Renovation or General building works. (Completion certificates with supporting PO's or appointment letters or Testimonials to be attached).</p> <ul style="list-style-type: none"> Three (3) and more Projects Completed..... 40 Points Two (2) and more Projects Completed 25 Points One Project Completed.....5 Points No Projects Completed..... 0 Points 	40
<p>Experience of Key Personnel</p> <p>Bidders to attach CVs for site foreman with 3 years of experience in construction industry or Building and Civils)</p> <ul style="list-style-type: none"> Foreman/Supervisor with 3 years and more experience.....30 points Foreman with 2years of experience..... 15 points Foreman with 1 year of experience5 points Foreman with less than 1 years of experience.....0 points 	30
<p>Construction Programme</p> <p>Project programme with realistic time frames, key tasks clearly defined and critical path depicted. (The programme may be presented in any format)</p> <ul style="list-style-type: none"> Compressive Realistic Project Programme submitted30 Points Average unrealistic Project Programme submitted..... 5 Points Project Programme not submitted.....0 Points 	30
Total Points	100

The minimum threshold for the functionality will be 70 of 100 points. Bidders to score at least minimum points at each criterion to be considered.

4.1.3. Technical Evaluation - **Not Applicable**

	Item Description	Score	Comments	Proof required

4.1.4. RISK ASSESSMENT)- **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.

4.1.5. Evaluation of Price and Preference

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

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

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

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	BBBEE Certificate showing at least 51% black ownership
Historically disadvantaged by unfair discrimination on the basis of Gender (women)	8	BBBEE Certificate showing at least 30% women ownership
Historically disadvantaged by unfair discrimination on the basis of disability	2	A doctor's note confirming disability

Price Calculation 80/20

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

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

Where:

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

Appointment of a Service provider for Minor Maintenance Works at Durban Office

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 for Minor Maintenance Works at Durban Office

Scope Of Work
<p>Method of works: Main Building and Fm Building</p> <p>Interior works:</p> <ul style="list-style-type: none"> • Remove and replace the existing carpet and flooring. • Painting of inside walls • Replacement of ceiling boards and ceiling tiles. • Remove and replace window blinds. • Repairing and tiling of bathroom walls and flooring • Repairing of kitchen walls and flooring • Replacement of shower door • Replacement of toilets viewing glasses • Painting of toilet door frames <p>Exterior works:</p> <ul style="list-style-type: none"> • Remove and replace existing roof drainage system (gutters and down pipes) • Clean existing storm water drainage system in the property • Remove and replace flasher boards. • Remove and replace damaged eaves ceiling. • Repair and repaint walls. • Replacement of two external doors (Kitchen and Toilet) • Replacement of one door frame • Dump all rubble material at an approved dumping site. • Repair and test of existing eaves and gutter <p>Interior works:</p> <p>Remove and replace the existing carpet and flooring.</p> <p>The carpet is to be stripped and replaced with the new carpet with the below designs.</p> <ul style="list-style-type: none"> • Interface –Employ Loop & Lines • From left to right: • Base colour (dark general) –Colour Jet 4197009 • Blue (transition tile) –Colour Waterfall 4223004 • Blue (base tile) –Colour Baring 4197019 <p>Application:</p> <p>The Jet floor tile is the general base flooring tile. There are transition colour tiles that transform the flooring</p>

from the base colour into a feature colour, and plain colour that extend the colour before transitioning back to the base colour. Carefully selected areas are to be chosen for feature colours such as a leading passage.

The boardroom flooring is to have a pattern design with the above chosen colours.

The kitchen flooring and RMC office and passage to be floored with wood look laminate flooring.

Woodlands European oak

Painting of inside walls

All inside walls are to be treated and painted using two coats. The colour of the paint should be Plascon - happy ending. Flush plastered ceilings to be painted. Plascon super acrylic, polvin white

Replacement of ceiling boards and ceiling tiles.

- Damaged ceiling boards are to be removed and replaced with new ceiling boards and painted.
- Damaged and missing ceiling tiles are to be replaced with new painted ceiling tiles (Note that when replacing ceiling boards and tiles, please replace the ceiling with a similar specification and colour of the existing building ceiling)
- Replacement of trap doors

Remove and replace window and viewing glass blinds

- Replace all identified blinds as per the BOQ,
- Blinds for the windows are to be Basswood 50mm Venetian blinds @22.5m2
- Blinds for the long the passage glass window and the door to be roller blinds (screen/light filtering fabric) – 10.5m2

Repairing Bathroom- tiling walls, flooring, shower walls and bathroom flooring

- The tiling on the walls and floors are to be removed and descanted.
- The walls and floor are to be cleaned and prepared and retiled with the new tiles.
- The untiled walls are to be cleaned and prepared to be tiled.
- Toilet wall tiles 1.8m in height- Refin ceramiche - Poesia, ceramiche Cenere.
- The Ablution flooring -Poesia ceramiche cenere - 600x300mm.
- The shower is to be repaired, prepared and walls tiled. A Bi- Fold-Chrome shower door to be installed.
- Replace the mirror on top of the bathroom sink.
- Replace the toilet and the toilet cistern.

Repairing of external kitchen walls, carpentry, and flooring

- The kitchen walls are to be cleaned, repaired, treated, prepared and re painted.
- The kitchen cardboards are to be repaired and repainted.

Replacement of toilets viewing glasses

- Replace four (4) toilet viewing glasses.

Painting of toilet door frame

- Repair, prepare and paint toilet door frames.

Exterior Works:

Remove and replace existing roof drainage system (gutters and down pipes)

- The identified roof drainage system is to be removed and replaced with seamless gutters royal brown in colour.

Clean existing storm water drainage system in the property

- Clean all existing storm water drainage system in the property (jetting preferably). The storm water line is about 100m

Remove and replace fascia boards and barge boards

- Remove, replace and paint identified fascia boards (12mmx300mm nutec fibre cement) and barge boards.

Remove and replace damaged eaves ceiling

- Remove replace and paint eaves ceiling with a smooth external ceiling board.

Replacement of two external doors (Kitchen and Toilet)

- Replace two external doors with aluminium doors

Dump all rubble material at an approved dumping site.

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.

Expanded Public Works Programme (EPWP)

- The contractor must report all local/temporary labourers employed in a project.
- The contractor must not wait until the end of a project in order to submit reports
- The contractor is a responsible for assisting Sentech in reporting all work done.
- No payment will be certified without the required report being submitted

Constrains and duration of works

- **Duration of works to be 7 weeks upon receipt of the Purchase Order.**
- Inclement weather conditions remain the single biggest constraints to timeous completion of the project.
- 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.**

Program and Progress Reporting

Timeous execution of the project as a whole is of paramount importance to Sentech. This is to ensure that it assists the contractor in monitoring its own progress, and the contractor shall provide a detailed execution of the program within 10 days after award of the contract. This program shall provide the following information in either date listing format or bar chart and network diagram format:

- Activity description
- Activity duration
- Activity logic (inter dependencies, delays)
- Resource allocations (plant, labour)
- Key dates

The program will be used to monitor the contractor's progress.

Weekly reports are to be compiled and submitted to Sentech via emails, these are to include photographic evidence of progress.

The contractor will be required to submit a safety file once appointed. (Please consider the safety file when pricing the document)

A Guarantee of at least five years on workmanship

LOCATION:

Region		Address		
SR	Durban Office	217 Umhlanga Rocks Drive		

Bill Of Quantities

Item No	Discription	Unit	Quantity	Rate	Amount
	SCOPE OF WORK				
	The scope of work entails painting of internal walls, tiling of walls and floor, removing and replacing carpeted floors removal and replacement of blinds, carpentry services and installation of new facias and barge boards, gutters, and downpipes.All pricing to include supply and delivery, labour, profit, and markup.				
	Section 1:Preliminary and General				
1.1	Allow for P&Gs for the establishment and re-establishment of the site, and all other unmeasurable items like toilet facilities, water, storage facilities and removal of debris after completion.	Item	1		
1.2	Provision of Occupational Health and safety requirements: Safety file, PPE, etc.	Item	1		
	Section1 SubTotal:				
2	Section 2: Exterior works				
2.1.	Main Building				
2.1.1	Remove and replace Barge Boards:	m	20		
2.1.2	Remove and replace Fascia Boards:	m	80		
2.1.3	Remove and replace Eaves hang:	m2	47		
2.1.4	Remove and replace gutters:	m	121		
2.1.5	Remove and replace existing down pipes:	m	28		
2.1.6	Cleaning of existing Storm water pipes	m	100		
2.2.	Fm Building				
2.2.1	Remove and replace Barge Boards	m	20		
2.2.2	Remove and replace Fascia Boards	m	24		
2.2.3	Remove and replace gutters	m	24		
2.2.4	Remove and replace existing down pipes	m	9		
	Section 2: Sub Total:				

3	Section 3 :Interior works:					
	3.1	Main Building				
	3.1.1	Remove and replace carpet tiles with new carpet as per the specification	m2	190		
	3.1.2	Remove, clean and replace kitchen, passage and RMC flooring with new specified tile flooring	m2	90		
	3.1.3	Treat and paint all walls and door frames with the specified color as per spec	m2	651		
	3.1.4	Cut, remove and replace ceiling board	m2	3		
	3.1.5	Cut, remove and replace cornices	m	6		
	3.1.6	Remove and replace all specified blinds in the main building as per specification	m2	33		
	3.1.7	Replace all toilet viewing glasses(0.82x0.36)	No.	2		
	3.2	External Building:				
	3.2.1	Repair and repaint kitchen walls	m2			
	3.2.2	Replace kitchen door and its door frame with a new lockable aluminum door	Lump Sum	1		
	3.2.3	Repair kitchen cabinets and repaint	Lump Sum	1		
	3.2.4	Repair bathroom and kitchen walls and ceiling and repaint them	m2	48		
	3.2.5	Remove existing tiles and repair bathroom floor and walls and re-tile bathroom with new tiles as per specification	m2	13		
	3.2.6	Replace bathroom shower door, shower floor, shower head and fittings as per specification	Lump Sum	1		
	3.2.7	Replace toilet system and urinary with new system as per specification	Lump Sum	1		
	3.2.8	Replacement of Bathroom doors and frames with solid door as per specification	No.	2		
		Replacement of bathroom mirror	m2	0.25		
	Section 3 :Interior works:					
	Section1 SubTotal:					
	Section 2: Exterior works:					
	Section 3 :Interior works:					
	Total:					
	Contingencies @ 15%					
	To be used at the discretion of the project manager					
	Vat @ 15%					
	Total :				R	

2. TERMS AND CONDITIONS

Terms and Conditions	SENTECH reserves the right to:
	<ul style="list-style-type: none"> • Extend the closing date. • Verify any information contained in a response. • Request documentary proof • Cancel or withdraw the requirement • To limit communications to only those Service Providers who meets the requirements. • 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. • The successful Service Provider may only enter into a subcontracting arrangement with the approval of SENTECH. • 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. • 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. • 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. • 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. • 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.

Terms and Conditions	SENTECH reserves the right to:
	<ul style="list-style-type: none"> • Service Level Agreement will be signed with the successful Service Provider. • 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. • Contractor to submit a programme of works before commencing any works • Contractor to submit close out report upon completion