**REQUEST FOR QUOTE FOR PROFESSIONAL SERVICES – STANDARD FORMAT**

|  |  |
| --- | --- |
| **RFQ** | **REQUEST FOR A QUOTE FOR THE SUPPLY, DELIVERY AND INSTALLATION OF A MOTOR GATE** |
| **RFQ No** | **RFQ H** |
| **ISSUE DATE** | **03 November 2022** |
| **CLOSING DATE** | **11 November 2022** |
| **CLOSING TIME** | **18h00** |

**REQUEST FOR A QUOTE FOR THE SUPPLY, DELIVERY AND INSTALLATION OF A MOTOR GATE**

1. **Background to the National Museum**

The National Museum - a natural history, cultural history and art museum was established in 1877 and is a declared cultural institution, which resorts under the Department of Arts and Culture and is governed by a council. The mission of the National Museum is to provide heritage resources and an enjoyable experience to all people through quality research, conservation, education and exhibitions. More information about the organisation can be found at [www.nasmus.co.za](http://www.nasmus.co.za)

1. **Purpose and Background**

The motor gate for the gate at Florisbad station is broken and beyond repair. The Museum would like to request a quote for a qualified and experienced service provider as specified under scope of work. Florisbad is located 40 km away from Bloemfontein on your way to Builtfontein. The directions of the location will be provided to the appointed service provider.

1. **Scope/Specifications with deliverables of Service(s) required**
2. the removal of the old motor gate
3. the supply, delivery and installation of a new @24V D10 gate motor with 2 x 7.2AH Batteries, D10 theft cage and lock, including re-programming of 6 x current remotes in use, supply of extra programmed remotes as specified in the

Please take note of installed equipment that do not need replacement;

1. foundation plate
2. Infrared beams, and
3. Power cable from distribution board to motor

1. **Compulsory requirements**

The bidder must attach the following documents to the quotation as follows;

* + 1. at least 1 year experience in provision of similar services supported by at least 1 year contactable reference letters. A bidder will score more points on technical assessment with more than the required number of years of experience as indicated above. Contactable written reference letter(s) must be attached to support the number of years’ claimed by the bidder.
    2. a valid copy or copies of relevant professional registration with a professional body or professional bodies must be attached.
    3. completed, signed and witnessed SBD forms 4, 8 and 9 must be attached.
    4. a copy of a detailed CV(s) and qualification(s) of the technician or expert to be used on this project must also accompany the quote.
    5. the bidder must be tax compliant and a tax pin issued by SARS must be attached.
    6. a valid copy of BBBEE certificate or completed and signed BBBEE declaration must be attached.
    7. the must be actively registered on CSD and CSD supplier report must be attached.
    8. the bidder must be an active company registered in the Republic of South Africa and a copy of CIPS registration documents must be attached.

**NB: Non-compliance to the above compulsory requirements will lead to a disqualification of the bidder, except for non-tax compliant with tax matter which is subject to grace period of at least 7 days that will be provided to a preferred service provider should that service provider is not compliant following bid evaluation.**

**Failure by this preferred service provider to rectify its tax matters to a compliant status within the grace period provided will lead to an automatic disqualification.**

**5 Price and Preference Points Evaluation**

|  |  |  |
| --- | --- | --- |
|  | **Preference Points Criteria** | **Points Allocation** |
| 1 | Price | 80 |
| 2 | Broad – Based Black Economic Empowerment (BBBEE) | 20 |
|  | Total Points | 100 |

1. **Bid Evaluation.**

All bidders will be subject to a three-stage technical evaluation process as follows;

* 1. Pre-screening, i.e. determination of compliance to compulsory requirements. The will be required to pass pre-screening to be eligible for further evaluation.
  2. Technical assessment, measurement of capability. The bidder will be required to obtain a minimum of 60 points in order to be eligible for preferential procurement evaluation.
  3. Preferential procurement calculation 80/20, whereby 80 is for price and 20 points for BBBEE points.

1. **Technical Assessment**

|  |  |
| --- | --- |
| **FUNCTIONALITY CRITERIA** | **POINTS ALLOCATION** |
| Experience of firm – for similar scale projects or services required.    **Score points;**  1 = no experience  2 = 0.6 year  3 =1 year  4 =2 years  5 =3 years plus | 40 |
| Experience and Qualifications of one (1) Lead Technical – for similar scale  Projects or services required.    **Score points;**  1 = no experience  2 = 0.6 years  3 =1 years  4 =2 years  5 =3 years plus  Certificate, trade test, Diploma or higher = 5  No qualification = 1 | 40 |
| **Reference letters**  **Score points;**  1 = no reference letter  2 = 0.6 year reference letters  3 = 1 reference letters  4 = 2 reference letters  5 = 3 plus reference letters | 20 |
| **Total points** | **100 points** |

1. **Price**

The bidder must provider a cost inclusive quotation including VAT if applicable. The financial offer must be provided in the table below;

|  |  |
| --- | --- |
| **Type of Service** | **Cost** |
| Removal of old motor gate | R |
| Supply, delivery and installation of new motor gate | R |
| Re-programming of 6 x current remotes | R |
| Supply and programming of new 4 x extra remotes | R |
| Transport | R |
| **Total cost inc. VAT** | **R** |

1. **BBBEE Assessment**

Preferential procurement calculation 80/20, whereby 80 is for price and 20 points for BBBEE points.

|  |  |
| --- | --- |
|  |  |
| 1 | 20 |
| 2 | 18 |
| 3 | 16 |
| 4 | 14 |
| 5 | 12 |
| 6 | 10 |
| 7 | 8 |
| 8 | 6 |
| Non – contributor | 0 |

NB: The Museum reserves the right to determine whether a technical evaluation or assessment of bids should be applied or not depending on the lowest price obtained from this request for a quote (RFQ) but all compulsory requirements of submission of information stated above must be adhered to by the bidder.

This important notice is in line with the Museum’s approved Supply Chain Policy which is aligned to Public Finance Management Act