

## REQUEST FOR QUOTATION

**SENTECH INVITES SUPPLIERS FOR:**

<b>Project title:</b>	<b>Appointment of a suitable service provider to service and maintain fire Detection, Alarm and Suppression system at Sentech Head Office and Nasrec for a period of 3 years</b>		
<b>Quotation or Proposal no:</b>	<b>RFX 60000003289</b>		
<b>RFQ Issue date:</b>	<b>24 February 2026</b>		
<b>Compulsory Site Briefing</b>	<b>Microsoft Teams</b>	<b>05 March 2026 11:00 Please email to receive link</b>	
<b>Closing date:</b>	<b>12 March 2026</b>		
<b>Closing time:</b>	<b>12h00</b>	<b>Validity period:</b>	<b>90 days</b>

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:

<b>Quotations Administrator</b>	<b>Lungile Sithole</b>
<b>Telephone no:</b>	067 427 0326
<b>E-mail:</b>	Quotations5@sentech.co.za

## 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

- 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 it has 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.

Evaluation Method	<ol style="list-style-type: none"> <li data-bbox="571 864 1394 981"> <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 2 of the RFQ Data.         </li> <li data-bbox="571 987 1394 1144"> <b>2. Stage 2 – Functional Evaluation Criteria</b>            The proposals that COMPLY with the Mandatory evaluation criteria be evaluated against the Functional Criteria. Suppliers meeting the minimum requirement will be evaluated further.         </li> <li data-bbox="571 1151 1394 1388"> <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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**Mandatory Criteria**

Mandatory Criteria	Proof Required
A Portfolio of projects covering a similar scope of work in Designing of Fire Fighting System (A minimum of 3 or more recent projects) – The Projects must include the <u>Value, Duration, and Completion Date</u> of the contract, preferably within the last five years.	Complete table 1 below
Compliance with the Compensation of Occupational Injuries and Diseases Act (COIDA)	Attach a valid letter of good standing from the Department of Labour/FEM/RMA
Professional Indemnity Insurance or Intent to have insurance in place post-award (R 5 million) – Submit Insurance or Intent	
SANS 1475 Certification / Permit / Mark	Attach a valid certification
Written references for similar work in maintenance of fire detection, fire alarm and suppression system currently and in the past 5 years (Minimum of three - utilize provided template)	Attach letter
Proof that all servicemen are Qualified as per SAQCC Fire (South African Qualification Certified Council Fire )	
Grade:1SF PE, Fire Prevention and Protection system	Attach a valid certificate/ documentation
Public liability of R10 000.00	Attach proof of valid liability cover

**NOTE: Bidders that do not comply with all the above criteria will not be evaluated further. Annexure 1 to be fully completed. If not completed, bidders will be disqualified**

Functional criteria	Max Points
NUMBER OFcurrentsT AND PREVIOUS SIMILAR TYPE PROJECTS COMPLETED in maintenance of fire detection, fire alarm and suppression system – attach reference letters or completion certificate. Five (5) Reference Letters to be Attached in an official Letterhead from your Client indicating- Name of your business mentioned on the letterhead, Project Description - Year Project Commenced and Completed - Officially signed and dated with contact details (Name, telephone, email address) - Recommendation Only References not older than five (10) years will be accepted.	20

0 Letter/completion certificate or contactable references	0
1 Letter/completion certificate or contactable references	5
2 Letters / completion certificates or contactable references	10
3 or more Letters / completion certificates or contactable references	20
<b>NUMBER OF YEARS EXPERIENCE in maintenance of fire detection, fire alarm and suppression system (In Table form /or company profile)</b>	<b>30</b>
3 Years or more	30
Between 1 year and 2 years	15
No experience	0
<b>Years of company experience in the industry</b> Bidder are requested to submit Company Profile to verify this element of the functionality. The Company registration document will also be used therefore the years in the company profile must be consistent with the company registration document unless reasons for the discrepancies are submitted. In the case of discrepancies, the company profile shall be used as the number of years of experience.	<b>Maximum 10 Points</b>
5 years of experience	10
4 years of experience	5
3 years of experience	3
Below 3 years of experience	2
<b>Competency and Skills of the Project team (Submit CVs)</b> Demonstrate resources allocated to the project team and experience. Organogram (signed) for site crew. In particular, the names and qualifications of the Supervisors/Technical Staff and number of years of experience. (CV of each candidate.) CVs must clearly highlight qualifications, areas of experience/ competence relevant to the tasks and objectives of the project.	<b>Maximum 15 Points</b>
The maintenance technician(s) must have a minimum of 5 years installing and maintaining firefighting equipment	<b>10 points</b>
The experience of the above-mentioned technicians, cabler, installer, and commissioner below 5 years	<b>5</b>
<b>TOTAL POINTS:</b>	<b>75</b>

The contractors will have to score more than zero (0) on all the functional criteria for them to be evaluated further.

<b>Minimum Score to Qualify for Further Evaluation</b>	<b>50</b>
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#### 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 BBEE Certificate showing at least 51% black ownership
	5	A valid BBEE 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 BBEE Certificate showing at least 51% women ownership
	4	A valid BBEE Certificate showing at least 25.1 – 50% women ownership
	2	A valid BBEE Certificate showing at least 5-25% women ownership
	0	A valid BBEE 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>	

**a. 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<sub>s</sub> = Points scored for price of bid under consideration
- P<sub>t</sub> = Rand value of bid under consideration
- P<sub>min</sub> = Rand value of lowest acceptable bid



**1: REFERENCES**

Please complete the customer reference table and relevant Contact telephone number and attach reference letters/completion certificates.

Customer	Service Provided	Contact Person	Contact no.	tel.	Contractual commencement date	Contractual completion date
1						
2						
3						
4						
5						
6						
7						

<b>Name of Tenderer</b>	<b>Signature</b>	<b>Date</b>

