



REQUEST FOR QUOTATION

The South African Qualifications Authority (SAQA) invites all interested parties to submit bids for the requirements stipulated below:

| | |
|--------------------------------------|---|
| DOCUMENT NUMBER | RFQ-Facilities Management |
| RFQ ISSUE DATE | 20 August 2022 |
| RFQ CLOSING DATE | 25 August 2022 @ 11h00 |
| RFQ VALIDITY PERIOD | 60 Days (from RFQ closing date) |
| DESCRIPTION | To service and repair all Fire Fighting equipment for the South African Qualifications Authority (SAQA) |
| DURATION | Once off |
| SITE VISIT | A site visit may be arranged with Mr B Dramat. |
| RESPONSES VIA E-MAIL OR HAND DELIVER | No hand delivery of responses. Please email rfg@saqa.co.za with your response to the RFQ. |
| ENQUIRIES | Bini Dramat e-mail address: bdramat@saqa.co.za Or Tel. 012-431 5114 & 083 628 5113 |

South African Qualifications Authority

1. INTRODUCTION

- 1.1 The South African Qualifications Authority (SAQA) is a public entity listed in Schedule 3(a) of the Public Finance Management Act (PFMA) which aims to oversee the implementation of the National Qualifications Framework (NQF) and ensure the achievement of its objectives.

2. PURPOSE

The purpose of this Request for Quotations (RFQ) is to appoint a suitably qualified service provider to service and repair all the SAQA fire- fighting equipment

3. OBJECTIVES

The primary objectives of this project are to:

- Service all fire-fighting equipment in accordance with the relevant Regulations.
- Repair mal-functioning equipment as per the agreement with SAQA in writing.

4. PROPERTY DESCRIPTION

The SAQA HOUSE is situated on No. 1067 Arcadia Street in Hatfield, Pretoria. It is a multistory building consisting of seven floors plus a basement and structured parking. The Gross Building Area is 5 886m².

5 DESCRIPTION OF WORK REQUIRED

To service and repair all Fire Fighting equipment for the South African Qualification Authority (SAQA)

5.1 Terms and conditions will be as follows;

- 5.1.1 The appointed service provider will prior to servicing and repairing fire-fighting equipment, inspect the condition and the quantity of equipment that needs to
- To service and repair all Fire Fighting equipment for the South African Qualifications Authority (SAQA)

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be serviced or repaired in conjunction with a representative from SAQA.

5.1.2 This is a once-off contract and the quote has to be valid for 60 days inclusive of VAT after the closing date of the RFQ. Is it because the building is to be sold that it is once-off?

5.2 The scope of work is as follows;

5.2.1 Hose Reels

- Maintenance, repairs and servicing of all fire hose reels in accordance with the South African National Standards (SANS 1475-22).
- Mounting brackets shall be checked to ensure that it serves its intended purpose by housing the fire-fighting equipment in its proper position.
- Water control fittings and components of all hose reels shall be checked to see if they are functioning as prescribed by the manufacturer.
- The hose reel shall be checked if it is free from knots and cracks.
- All water seals, pipes and taps shall be checked for leakages.
- Service labels will be fitted and completed accordingly at the end of the service inside and outside of the hose reels.
- All parts that need to be replaced shall be SABS approved and if this is not possible then parts that comply with that of the original manufacture will be used, upon agreement with the SAQA representative in writing.
- All firefighting equipment is to be serviced, maintained, repaired and the general condition improved and ready for use in line with the latest Occupational Health and Safety standards.
- A detailed service report, fire register and safety certificate have to be issued after any work is completed by a competent and qualified technician registered with the SAQCC.
- All repairs will occur timeously after it is agreed with the SAQA representative in writing.
- If any faulty equipment needs to be repaired and taken off-site, it has to be replaced with similar equipment first before removal.

5.2.2 Service labels

- After completion of the servicing, all the equipment shall be fitted with an acceptable, waterproof adhesive label that clearly states the particulars of the company, date of service and next service due date and the pressure at the time of the service.
- The hose reels shall bare two service labels one visible on the inside when the hose is completely unrolled and one visible on the outside.

5.2.3 Fire extinguishers

- If a fire extinguisher needs to be removed from the site, then a suitable fully functional extinguisher must replace it after the necessary arrangements have been made with the SAQA representative.
- Only powder that complies with the requirements of SABS 1522 shall be used for refilling all fire extinguishers.
- When powder is removed during servicing it shall be inspected for any lumps before being returned to the same fire extinguisher that it was removed from.
- CO2 extinguishers shall be refilled with only CO2 powder that is compliant with the SABS 1567 and they may not be topped up but rather emptied then fully charged from scratch.
- Determine the full mass of the equipment and if it is found to vary by more than 5% then present the extinguisher for a major service or repairs.
- If no mass is marked on the extinguisher, then determine the actual mass and record it on the new service label attached.
- Make sure that the pressure indicating device is fully operative.
- If the fire extinguisher hose is not in a good condition, then it will be replaced with a hose of acceptable quality and design.
- Thoroughly clean all containers and hose reels externally and examine them for any corrosion or physical damage.
- If any damage to the seams or joints are observed, remove the fire extinguisher from service and submit it for a major service or repairs.
- If there are minor dents in the container, remote from any seams or joints allow the extinguisher to remain in service.

- The handles of the equipment shall be fitted with an acceptable seal.
- The registered person doing the service has to consider the severity of the corrosion before making recommendations.
- If a container needs to be re-painted, re-labelled or re-cleaned then it must be done.
- All component parts must be checked for breakage, deformation, cracks, discolouration of plastic parts, etc.
- All parts that need to be replaced must be SABS approved and if this is not possible then parts that comply with that of the original manufacture will be used, upon agreement with the SAQA representative in writing.
- Examine all mounting brackets for physical damage and firm anchorage and replace or repair, upon agreement with the SAQA representative.

5.2.4 Hydrants

- Water control fittings, components and gauges of all hydrants shall be checked to see if they are functioning as prescribed by the manufacturer.
- All water seals, pipes, threads and taps shall be checked for leakages.
- Service labels will be fitted on the hydrants and completed accordingly at the end of the service.
- All parts that need to be replaced must be SABS approved and if this is not possible then parts that comply with that of the original manufacture will be used, upon agreement with the SAQA representative in writing.
- Make sure that all pressure indicating devices and gauges are fully operative.
- Thoroughly clean all hydrants externally and examine them for any corrosion or physical damage.
- The registered person doing the service has to consider the severity of the corrosion before making recommendations.
- If a hydrant needs to be re-painted, re-labelled or re-cleaned then it must be done.
- All components or parts of the hydrants must be checked for breakage, deformation, cracks, discolouration of plastic parts, etc.
- All hydrant handles must be fitted with new seals.

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6 List of equipment based on the current listing but not limited to it, as follows:

| Description | Quantity |
|--------------------------|----------|
| 4,5 kg DCP Extinguishers | 46 |
| 9 kg DCP Extinguishers | 16 |
| 2 kg CO2 Extinguishers | 3 |
| 5 kg CO2 Extinguishers | 9 |
| 6,8 kg CO2 Extinguishers | 2 |
| Fire Hose Reels | 23 |
| Hydrants | 16 |

7 Minimum service level and applicable penalties

| Minimum Service Level | Target | Penalties |
|--|---|--|
| To service and repair all firefighting equipment | 100% of the time | 15% of the contract fee as per quotation |
| Issue a valid compliance certificate | Within 30 days after completion of the inspection | 15% of the contract fee |

7.1.1 PENALTY MAXIMUM LIMIT AND SERVICE LEVEL DISPUTES

7.1.1 The maximum penalties for poor performance and other non-compliance to the contract will be limited to 15% of the contract fees.

7.1.2 The enforcement of a penalty does not exempt the bidder from resolving a problem nor stops the repetitive levying of the penalty at the stipulated percentage value of a particular service level. The penalty shall be enforced for subsequent periods of non-performance until resolved. Only penalties will apply, and no service credits will accrue.

7.1.3 The enforcement of a penalty does not exempt the bidder from resolving a problem nor stops the repetitive levying of the penalty at the stipulated percentage

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value of a particular service level. The penalty shall be enforced for subsequent periods of non-performance until resolved. Only penalties will apply, and no service credits will accrue.

8 SAQA'S RESPONSIBILITIES

8.1 Without limiting the generality of the provisions of the service as mentioned earlier, SAQA shall have the following responsibilities, including but not limited to:

8.1.1 SAQA shall ensure that the Service Provider has access to the locations as is reasonably required to effect the services;

8.1.2 SAQA shall ensure that Services Provider receives the necessary support and cooperation from the SAQA's employees and third-party Service Provider as is reasonably required to effect the services;

8.1.3 Paying the service provider as agreed, is subject to receiving a valid tax invoice for the services rendered.

9 CONTRACTOR'S RESPONSIBILITIES

The Contractor must:

9.1 Provide Public Liability Insurance which will provide indemnity against the insured parties legal liability in the event of accidental death of or injury to third party persons and/or accidental loss of or damage to third party property arising directly from the execution of the contract with a limit of indemnity of R 500 000 in respect of all claims arising from any one occurrence or series of occurrences consequent on or attributable to one source or original cause;

9.2 Ensure that any person working on the Firefighting equipment and infrastructure must be a qualified technician registered with the SAQCC. It is illegal for an unqualified person to work on Fire-fighting equipment. A Technicians assistant/s must work under the supervision of a qualified technician;

9.3 Provide a detailed service report, fire register and safety certificate or compliance certificate after any work is completed by a competent and qualified technician registered with the SAQCC.

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- 9.4 Staff removed for any reason whatsoever shall be immediately replaced. Replacement staff shall have the competence and abilities equal to or better than that of the person they replace.
- 9.5 Ensure the safety of SAQA's employees and stakeholders and should not proceed with work that will disrupt operations unless authorised to do so by a duly assigned SAQA representative.
- 9.6 The service provider must execute all work according to industry quality norms and standards prevailing from time to time. Emphasis must be on improving system reliability and on ensuring that scheduled maintenance work is indeed completed to recommended standards and workmanship.

10 EVALUATION CRITERIA

10.1 The bid will be evaluated on two (2) stages:

10.1.1 Stage 1: Screening of mandatory documents/requirements;

10.1.2 Stage 2: Price and B-BBEE Evaluation

11.1.1 Stage 1: Mandatory Requirements

Bidders must meet the following requirements to proceed to **stage 2**:

| | |
|--|---|
| Proof of registration with the South African Qualification and Certification Committee (SAQCC) | South African Qualification and Certification Committee |
| A valid SABS permit to apply for certification mark. | South African Bureau of Standards |
| Public liability insurance not less than R 500 000,00 | Recognised insurance company |
| SANAS registration for CO2 | A valid letter from a certified company performing the filling and testing of CO2 |

11.1.2 Stage 2: Price and B-BBEE Evaluation

Points awarded for B-BBEE status level of contributor

In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution per the table below:

| B-BBEE Status Level of Contributor | Number of points (80/20 system) |
|------------------------------------|---------------------------------|
| 1 | 20 |
| 2 | 18 |
| 3 | 14 |
| 4 | 12 |
| 5 | 8 |
| 6 | 6 |
| 7 | 4 |
| 8 | 2 |
| Non-compliant contributor | 0 |

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12 PRICE SCHEDULE

TOTAL COST (PRICING SCHEDULES) SBD 3.1

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED.

| Name of bidder | Bid number | Closing Date and Time | |
|------------------------------------|---|-----------------------------------|------------------------|
| | SAQA RFQ | | |
| Description | Quantity, though not limited to. | Cost of service/ unit in Rands | Price Including VAT |
| 4,5 kg DCP Extinguishers | 46 | | |
| 9 kg DCP Extinguishers | 16 | | |
| 2 kg CO2 Extinguishers | 3 | | |
| 5 kg CO2 Extinguishers | 9 | | |
| 6,8 kg CO2 Extinguishers | 2 | | |
| Fire Hose Reels | 23 | | |
| Hydrants | 16 | | |
| Travelling | 3 | | |
| Replace broken hose reels | 2 | | |
| Call-out fee | | | |
| Labour fee per hour (normal hours) | | | |
| Labour fee per hour (after hours) | | | |
| Total inclusive of VAT | | | R |

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B.D

RFQ Special Conditions

- The quotation must be valid for 60 days.
- Qualifying bidders must complete, sign and submit SBD 4, & 6.1, forms and be compliant with National Treasury Central Suppliers Database requirements.
- The quotation and required documents must be submitted via email.
- The RFQ will be evaluated in terms of either the 80/20 preference point system prescribed by the Preferential Procurement Requisitions 2017.
- Service providers must have SABS registration in terms of SABS 1475 and SANAS approval for CO2 pressure testing and filling.
- SAQCC registration is required and membership of the FFETA will be an advantage.
- SAQA reserves the right not to appoint any service provider for any reason.
- The total price should be inclusive of VAT.
- All service providers must attach the pricing schedule above, inclusive of Value Added Tax (VAT) when submitting their quotes.
- For any recommended repairs the service provider must furnish SAQA with a full report followed by a valid quote and receive a signed purchase order from the SAQA representative before commencing the work.
- Maintenance and repairs will occur as and when required providing it is agreed in writing with SAQA.
- Servicing and repairs of all fire-fighting equipment shall be performed in accordance with SANS 1475.
- SAQA reserves the right not to appoint any service provider for any particular reason.
- All service providers have to include valid B-BBEE certificates.

