

REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER: WCR/08/2023

REQUEST FOR QUOTATION (RFQ) FOR THE APPOINTMENT OF SERVICE PROVIDER FOR MAINTENANCE, SERVICING AND REPAIRS OF FIRE EQUIPMENT FOR A CONTRACT DURATION OF THIRTY-SIX (36) MONTHS IN THE WESTERN CAPE REGION.

SECTION 1: SBD1

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF PASSENGER RAIL AGENCY (PRASA)

BID NUMBER:	WCR/08/2023	CLOSING DATE:	17 July 2023	CLOSING TIME:	12:00 PM
DESCRIPTION	THE APPOINTMENT OF SERVICE PROVIDER FOR MAINTENANCE, SERVICING AND REPAIRS OF FIRE EQUIPMENT FOR A CONTRACT DURATION OF THIRTY-SIX (36) MONTHS IN THE WESTERN CAPE REGION.				
BID RESPONSE DOCUMENTS SHALL BE ADDRESSED AS FOLLOWS:					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT <i>(STREET ADDRESS)</i> : 1st Floor Tower Block Building Cape Town Station 8001					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO					
CONTACT PERSON	Mutshutshu Mamma				
TELEPHONE NUMBER	021 449 6430				
E-MAIL ADDRESS	Mutshutshu.mamma@prasa.com				
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					

SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAA._____.
2.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	2.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?			<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO

IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B: TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.

1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED)

OR IN THE MANNER

1.3. PRESCRIBED IN THE BID DOCUMENT.

1.4. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.

2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.

2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.

2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.

2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID NVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g., company resolution)

DATE:

NB:

- ***Quotation(s) must be addressed to PRASA before the closing date and time shown above.***
- ***PRASA General Conditions of Purchase shall apply.***

SECTION 2

NOTICE TO BIDDERS

1. RESPONSES TO RFQ

Responses to this RFQ [Quotations] must not include documents or reference relating to any other quotation or proposal. Any additional conditions must be embodied in an accompanying letter.

Proposals must reach the PRASA before the closing hour on the date shown on SBD1 above and must be enclosed in a sealed envelope.

2 COMMUNICATION

Respondent/s are warned that a response will be liable for disqualification should any attempt be made either directly or indirectly to canvass any SCM Officer(s) or PRASA employee in respect of this RFQ between the closing date and the date of the award of the business.

3 BIDDERS COMPLAINTS PROCESS

3.1 Bidders are advised utilize this email address (SCM.Complaints@prasa.co.za) for lodging of complains to PRASA in relation to this bid process. The following minimum information about the bidder must be included in the complaint:

3.1.1 Bid/Tender Description

3.1.2 Bid/Tender Reference Number

3.1.3 Closing date of Bid/Tender

3.1.4 Supplier Name.

3.1.5 Supplier Contact details

3.1.6 The detailed compliant

4 LEGAL COMPLIANCE

The successful Respondent shall be in full and complete compliance with any and all applicable national and local laws and regulations.

5 CHANGES TO QUOTATIONS

Changes by the Respondent to its submission will not be considered after the closing date and time.

6 PRICING

All prices must be quoted in South African Rand on a fixed price basis, including all applicable taxes.

7 BINDING OFFER

Any Quotation furnished pursuant to this Request shall be deemed to be an offer. Any exceptions to this statement must be clearly and specifically indicated.

8 DISCLAIMERS

PRASA is not committed to any course of action as a result of its issuance of this RFQ and/or its receipt of a Quotation in response to it. Please note that PRASA reserves the right to:

- Modify the RFQ's goods / service(s) and request Respondents to re-bid on any changes;
- Reject any Quotation which does not conform to instructions and specifications which are detailed herein;
- Reject Quotations submitted after the stated submission deadline or at the incorrect venue;

Should a contract be awarded on the strength of information furnished by the Respondent, which after conclusion of the contract, is proved to have been incorrect, PRASA reserves the right to cancel the contract.

PRASA reserves the right to award business to the highest scoring bidder/s unless objective criteria justify the award to another Respondent.

Should the preferred fail to sign or commence with the contract within a reasonable period after being requested to do so, PRASA reserves the right to award the business to the next highest ranked Respondent provided that he/she is still prepared to provide the required goods at the quoted price.

9 LEGAL REVIEW

Proposed contractual terms and conditions submitted by a Respondent will be subjected to review and acceptance or rejection by PRASA's Legal Counsel, prior to consideration for an award of business.

10 NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE

Respondents are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. PRASA is required to ensure that price quotations are invited and accepted from prospective bidders listed on the CSD. Business may not be awarded to a respondent who has failed to register on the CSD. Only foreign suppliers with no local registered entity need not register on the CSD. The CSD can be accessed at <https://secure.csd.gov.za/>.

11 PROTECTION OF PERSONAL DATA

In responding to this bid, PRASA acknowledges that it may obtain and have access to personal data of the Respondents. PRASA agrees that it shall only process the information disclosed by Respondents in their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law.

Furthermore, PRASA will not otherwise modify, amend or alter any personal data submitted by Respondents or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Respondents. Similarly, PRASA requires Respondents to process any personal information disclosed by PRASA in the bidding process in the same manner.

12 EVALUATION METHODOLOGY

PRASA will utilise the following criteria [not necessarily in this order] in choosing a Supplier/Service Provider, if so required:

EVALUATION CRITERIA	WEIGHTING
Stage 1	Compliance Requirements
Stage 1A - Mandatory Requirements	
Stage 1B – Other-Mandatory Requirements	
Stage 1C – Documents required for Scoring	
Stage 2	Technical/Functionality
Technical/Functional Requirements	Threshold of 65%
Stage 3	Price and Specific Goals
Price	80
Specific Goals	20
TOTAL	100

13 ADMINISTRATIVE RESPONSIVENESS

The test for administrative responsiveness will include completeness of response and whether all returnable and/or required documents, certificates; verify completeness of warranties and other bid requirements and formalities have been complied with. Incomplete Bids will be disqualified.

14 VALIDITY PERIOD

14.1 PRASA requires a validity period of **60 Working Days** from the closing date.

14.2 Respondents are to note that they may be requested to extend the validity period of their response, on the same terms and conditions, if the internal processes are not finalized within the validity

period. However, once the delegated authority has approved the process the validity of the successful respondent(s)' bid will be deemed to remain valid until finalization of the award.),

15 PUBLICATION OF INFORMATION ON THE NATIONAL TREASURY E-TENDER PORTAL

Respondents are to note that, bid awards, amendments and cancellations will be published on the e-tender portal and or media used to advertise the bid. For the award of business, PRASA is required to publish the prices and preferences claimed of the successful and unsuccessful Respondents *inter alia* on the National Treasury e-Tender Publication Portal, (www.etenders.gov.za), on CIDB website for construction related RFQ's. (*Where applicable*).

16 RETURNABLE DOCUMENTS

Returnable Documents means all the documents, Sections and Annexures, as listed in the tables below. There are three types of returnable documents as indicated below and Respondents are urged to ensure that these documents are returned with the quotation based on the consequences of non-submission as indicated below:

16.1. Mandatory Returnable Documents

Failure to provide Mandatory Returnable Documents at the Closing Date and time of this RFQ will result in a Respondent's disqualification. Respondents are therefore urged to ensure that all documents are returned with their Quotations.

17 BRIEFING SESSION

A Compulsory RFQ briefing session **will be held on the 05th of July 2023, at 10:00 for a period of an hour at Cape Town Station, Prasa Cres Boardroom, 1st floor at CIMOCC Building** The briefing session will start punctually at 10h00, and information will not be repeated for the benefit of Respondents joining late .

SECTION 3

1 EVALUATION CRITERIA:

Bidders are to comply with the following requirements and failure to comply may lead to disqualification.

Stage 1A- Mandatory Requirements

If you do not submit/meet the following mandatory documents/requirements, your bid will be automatically disqualified:

Only Bidders who comply with stage 1A will be evaluated further

Mandatory Returnable Documents		
No.	Description of requirement	
a)	Price Schedule/Bill of Quantities (BOQ) and Pricing and delivery Schedule Form (Section 4) must be submitted as volume 2 in Envelope 2.	
b)	Completion and submission of ALL RFQ documentation which includes SBD Documents/Forms (includes ALL declarations and Commissioner of Oath signatures required)	
c)	Joint Venture / Consortium agreement / Trust Deed/ Confirmation in writing of the intention to enter into a JV or consortium agreement should they be awarded business by PRASA through this RFQ process (if applicable)	
d)	The proof of Active CIDB grading level 2 SF or higher. Joint Venture Bidders must submit joint/consolidated grading certificates.	
e)	Valid Letter of Good Standing (i.e. COIDA from the Department of Labour);	
f)	Bidders are to fill and sign the Submission register at reception /security on submission of tender documents	
g)	Attendance Certificate of Compulsory Briefing or proof of attendance of briefing session (Signing of attendance register).	

Stage 1B – Other Mandatory Requirements

If you do not submit/meet the following other mandatory documents/requirements, at the Pre-award stage, PRASA may request the bidder to submit the information within five (5) working days. Should this information not be provided, your bid proposal will be disqualified at pre-award.

Other-Mandatory Returnable Document		
No.	Description of requirement	
a)	Proof of Company Registration Documents, (Certificate of Incorporation or CK1 or CK2)	
b)	Copies of Directors' ID documents;	
c)	Valid Tax Pin letter (must be valid on the closing date of submission of the proposal) issued by SARS.	
d)	CSD Summary report / CSD reference number	
e)	Proof of Bank Account (i.e. letter issued by the bank)	
f)	Completion and submission of SBD5	

Stage 1C – Documents required for Scoring.

Documents required for Scoring - The following Non-Mandatory Documents used for purposes of scoring a bid. If not submitted by the closing date and time of this bid will not result in a Respondent's disqualification. However, Bidders will receive a score of zero for the applicable evaluation criterion: -

Certified copy of ID Documents of the Owners
Audited Annual Financials/ B-BBEE Certificate/Affidavit
CIPC Documents / B-BBEE Certificate/Affidavit
Certified copy of ID Documents of the Owners and Doctors note confirming disability.

STAGE 2: TECHNICAL / FUNCTIONALITY REQUIREMENTS

Qualifying bidders shall then be evaluated on functionality after meeting all compliance requirements outlined above. The minimum threshold for the technical/functionality requirements is 65% as per the standard Evaluation Criteria presented in **Error! Reference source not found.** above. Bidders who score below this minimum requirement shall not be considered for further evaluation in stage 3. Details of the technical/functional requirements are presented in the Table below.

ITEM	CRITERIA	WEIGHT
1	Service Provider's experience	40
2	Availability of resources	10
3	Experience of Key Staff	40
4	Financial Capacity: Operating cash flow (Cash Flow and Financial Statement to be submitted	10
	TOTAL	100

Functional Evaluation Criteria

Bidders are evaluated based on the functional criteria set out in this RFQ. Only those Bidders which score 65 points or higher (out of a possible 100) during the functional evaluation will be evaluated during the third stage of the Bid.

Details of the scoring methodology presented above are outlined below:

Functionality evaluation matrix & Criteria:

Details of the detailed scoring method

Details of the scoring methodology presented above are outlined below:

0 = No Submission, 1 = Poor information submitted, 2 = Fair/average, 3 = Good, 4 = acceptable or verygood and 5 = Excellent.

CRITERIA	SUB CRITERIA	SCORING	WEIGHT
Service Provider experience	<p>Provide a list of previous contracts of a similar nature, i.e., Fireequipment Servicing, successfully completed in the past 5 years with reference letters and the appointment letters from main clients for each completed contract.</p> <p>The tenderer must submit the reference letter in from the previous client signed on company letter head. The reference letters must indicate the following:</p> <ul style="list-style-type: none"> Whether the project was 	<p>0: No Submissions</p> <p>1: Previous jobs completed (with signed written contactable reference letters and appointment letters from clients) to the value less than R500 000 in the last 5 year</p> <p>2: Previous jobs completed (with signed written contactable reference letters and appointment letters from clients) summing to the value of R500 001 - R750 000 in the last 5 year</p>	40

	<p>completed on time and adhered to program of works.</p> <p>Nature and quality of work that was done.</p> <p>The value of the contract</p> <p>NOTE: Should the reference letter indicate that:</p> <ul style="list-style-type: none"> i) The contract was not completed within the stipulated project program/time due to delays attributed to the Service Provider, or ii) The expected quality of work was not met, i.e., work not done according to specification, such reference letter shall not be accepted. 	<p>3: Previous jobs completed (with signed written contactable reference letters and appointment letters from clients) summing to the value of R750 001 – R1 000 000 in the last 5 years</p> <p>4: Previous jobs completed (with signed written contactable reference letters and appointment letters from clients) summing to the value of R1 000 001 - R2 000 000 in the last 5 years</p> <p>5: Previous jobs completed (with signed written contactable reference letter and appointment letter from the client) summing above the value of R2m in the last 5 years</p>	
Availability of resources	The Service Provider must submit a list of vehicles as well as proof of ownership or rental (Registration papers or Leasing agreement)	<p>0: No Submissions.</p> <p>1: Inadequate information Provided.</p>	10

		<p>2: One vehicle is listed with proof of ownership or rental.</p> <p>3: a list of (Two to Three) vehicles are provided with proof of ownership or rental.</p> <p>4: a list of Four vehicles is provided with proof of ownership or rental.</p> <p>5: Above Four list of vehicles is provided with proof of ownership or rental.</p>	
Experience of Key Staff	<p>List all Site Staff proposed for this Contract and Experience With</p> <p>copies of CV's and proof of SAQCC registration</p> <p>Min: 3 Teams of at least (1xTechnician + 1 Labour) required per Service Provider.</p> <p>NOTE: Should CV or proof of qualification not be submitted or meet above requirements for any skilled key personnel, such personnel shall not be considered when determining</p>	<p>0: No Submissions</p> <p>1: Inadequate information Provided</p> <p>2: One Technician with at least three years' experience</p> <p>3: Two Technicians with proof of SAQCC Fire Registration and with at least three years' experience</p>	40

	the number of persons more than 1 for scoring.	<p>4: Three Technicians with proof of SAQCC Fire Registration and with at least three years' experience</p> <p>5: Four or more Technicians with proof of SAQCC Fire Registration and with at least three years' experience</p>	
Financial Capacity: Operating cash flow (Cash Flow and Financial Statement to be submitted	<p><u>Financial Capability:</u> Cash-flow</p> <p>Operating cash flow ratio measures a company's short-term liquidity. Formula: Operating Cash Flows Ratio = Cash Flows from Operations/Current Liabilities (Submit Latest/most recent (not more than 2 years old) financial statement signed off by registered professional Accountant</p>	<p>0 No Submission of financial Statement</p> <p>1 Submission of incomplete or irrelevant of financial Statement</p> <p>2 Operating Cash Flows Ratio $X \leq 0$</p> <p>2 Operating Cash Flows Ratio $X \leq 0.5$</p> <p>3 Operating Cash Flows Ratio $X > 0.5 _ X _ < 1$</p> <p>5 Operating Cash Flows Ratio $X \geq 1$</p>	10

Note: Bidders that fail to achieve the minimum overall qualifying score of 65% on functional/technical requirements will not be considered for further Price and Specific Goals (Stage 3) evaluation.

Stage 3- Price and Specific Goals

The following formula, shall be used to allocate scores to the interested bidders:

The maximum points for this tender are allocated as follows:

DETAILS	POINTS
PRICE	80
SPECIFIC GOALS	20
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100

FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

POINTS AWARDED FOR PRICE

THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

$$PS = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3. POINTS AWARDED FOR SPECIFIC GOALS

- 3.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 3.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

Note to organs of state: 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Acceptable Evidence for specific goals	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Black Women Owned	Certified copy of ID Documents of the Owners	2	

Black Youth owned.	Certified copy of ID Documents of the Owners	3	
Owned by Black People with Disability (PWD)	Certified copy of ID Documents of the Owners and Doctors note confirming disability.	2	
EME 51 % Black Owned	Audited Annual Financial Statements/ B-BBEE Certificate / Sworn Affidavit.	6	
51 % Black Owned	CIPC Documents / B-BBEE Certificate/ Sworn Affidavit	7	

SECTION 4

PRICING AND DELIVERY SCHEDULE

Respondents are required to complete the attached Pricing Schedule **SECTION 11:**

- 1 Prices must be quoted in South African Rand, inclusive of all applicable taxes.
- 2 Price offer is firm and clearly indicate the basis thereof.
- 3 Pricing Bill of Quantity is completed in line with schedule if applicable.
- 4 Cost breakdown must be indicated.
- 5 Price escalation basis and formula must be indicated.
- 6 To facilitate like-for like comparison bidders must submit pricing strictly in accordance with this price schedule and not utilise a different format. Deviation from this pricing schedule could result in a bid being declared non-responsive.
- 7 Please note that should you have offered a discounted price(s), PRASA will only consider such price discount(s) in the final evaluation stage on an unconditional basis.
- 8 Respondents are to note that if price offered by the highest scoring bidder is not market related, PRASA may not award the contract to the Respondent. PRASA may:
 - 9 negotiate a market-related price with the Respondent scoring the highest points;
 - 10 if that Respondent does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the second highest points;
 - 11 if the Respondent scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the third highest points;
- 12 If a market-related price is not agreed with the Respondent scoring the third highest points, PRASA must cancel the RFQ.

I / We _____ (Insert Name of
Bidding _____ Entity) _____ of

_____ code _____
(Full address) conducting business under the style or title of:
_____ represented by:
_____ in my capacity as:

_____ being duly authorised, hereby offer to undertake and complete the above-mentioned work/services at the prices quoted in the bills of quantities / schedule of quantities or, where these do not form part of the contract, at a lumpsum, of

R _____ (amount in numbers);

_____ (amount in words) Incl. VAT.

DELIVERY PERIOD: Suppliers are requested to offer their earliest delivery period possible.

Delivery will be effected within working days from date of order. (To be completed by Service provider)

SECTION 5

PRASA GENERAL CONDITIONS OF PURCHASE

General

PRASA and the Supplier enter into an order/contract on these conditions to supply the items (goods/services/works) as described in the order/contract.

Conditions

These conditions form the basis of the contract between PRASA and the Supplier. Notwithstanding anything to the contrary in any document issued or sent by the Supplier, these conditions apply except as expressly agreed in writing by PRASA.

No servant or agent of PRASA has authority to vary these conditions orally. These general conditions of purchase are subject to such further special conditions as may be prescribed in writing by PRASA in the order/contract.

Price and payment

The price or rates for the items stated in the order/contract may include an amount for price adjustment, which is calculated in accordance with the formula stated in the order/contract.

The Supplier may be paid in one currency other than South African Rand. Only one exchange rate is used to convert from this currency to South African Rand. Payment to the Supplier in this currency other than South African Rand, does not exceed the amounts stated in the order/contract. PRASA pays for the item within 30 days of receipt of the Suppliers correct tax invoice.

Delivery and documents

The Supplier's obligation is to deliver the items on or before the date stated in the order/contract. Late deliveries or late completion of the items may be subject to a penalty if this is imposed in the order/contract. No payment is made if the Supplier does not provide the item as stated in order/contract.

Where items are to be delivered the Supplier:

Clearly marks the outside of each consignment or package with the Supplier's name and full details of the destination in accordance with the order and includes a packing note stating the contents thereof;

On dispatch of each consignment, sends to PRASA at the address for delivery of the items, an advice note specifying the means of transport, weight, number of volume as appropriate and the point and date of dispatch; Sends to PRASA a detailed priced invoice as soon as is reasonably practical after dispatch of the items, and states on all communications in respect of the order the order number and code number (if any).

Containers / packing material

Unless otherwise stated in the order/contract, no payment is made for containers or packing materials or return to the Supplier.

Title and risk

Without prejudice to rights of rejection under these conditions, title to and risk in the items passes to PRASA when accepted by PRASA.

Rejection

If the Supplier fails to comply with his obligations under the order/contract, PRASA may reject any part of the items by giving written notice to the Supplier specifying the reason for rejection and whether and within what period replacement of items or re-work are required.

In the case of items delivered, PRASA may return the rejected items to the Supplier at the Supplier's risk and expense. Any money paid to the Supplier in respect of the items not replaced within the time required, together with the costs of returning rejected items to the Supplier and obtaining replacement items from a third party, are paid by the Supplier to PRASA.

In the case of service, the Supplier corrects non-conformances as indicated by PRASA.

Warranty

Without prejudice to any other rights of PRASA under these conditions, the Supplier warrants that the items are in accordance with PRASA's requirements and fit for the purpose for which they are intended, and will remain free from defects for a period of one year (unless another period is stated in the Order) from acceptance of the items by PRASA.

Indemnity

The Supplier indemnifies PRASA against all actions, suits, claims, demands, costs, charges and expenses arising in connection therewith arising from the negligence, infringement of intellectual or legal rights or breach of statutory duty of the Supplier, his subcontractors, agents or servants, or from the Supplier's defective design, materials or workmanship.

The Supplier indemnifies PRASA against claims, proceedings, compensation and costs payable arising out of infringement by the Supplier of the rights of others, except an infringement which arose out of the use by the Supplier of things provided by PRASA.

Assignment and sub-contracting

The successful Respondent awarded the contract may only enter into a subcontracting arrangement with PRASA's prior approval. The contract will be concluded between the successful Respondent and PRASA, therefore, the successful Respondent and not the sub-contractor will be held liable for performance in terms of its contractual obligations.

Governing law

The order/contract is governed by the law of the Republic of South Africa and the parties hereby submit to the non-exclusive jurisdiction of the South African courts.

SECTION 6**SBD4****BIDDER'S DISCLOSURE****1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

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2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read, and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication

between partners in a joint venture or consortium² will not be construed as collusive bidding.

- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

.....
Position

.....
Name of bidder

SECTION 7

SBD 5: THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME

This document must be signed and submitted together with your bid

INTRODUCTION

The National Industrial Participation (NIP) Programme, which is applicable to all government procurement contracts that have an imported content, became effective on the 1 September 1996. The NIP policy and guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases / lease contracts (for goods, works and services) entered into after this date, are subject to the NIP requirements. NIP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade and Industry (DTI) is charged with the responsibility of administering the programme.

1 PILLARS OF THE PROGRAMME

1.1 The NIP obligation is benchmarked on the imported content of the contract. Any contract having an imported content equal to or exceeding US\$ 10 million or other currency equivalent to US\$ 10 million will have a NIP obligation. This threshold of US\$ 10 million can be reached as follows:

- (a) Any single contract with imported content exceeding US\$10 million.
or
- (b) Multiple contracts for the same goods, works or services each with imported content exceeding US\$3 million awarded to one seller over a 2 year period which in total exceeds US\$10 million.
or
- (c) A contract with a renewable option clause, where should the option be exercised the total value of the imported content will exceed US\$10 million.
or
- (d) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US\$ 3 million worth of goods, works or services to the same government institution, which in total over a two (2) year period exceeds US\$10 million.

1.2 The NIP obligation applicable to suppliers in respect of sub-paragraphs 1.1 (a) to 1.1 (c) above will amount to 30 % of the imported content whilst suppliers in respect of paragraph 1.1 (d) shall incur 30% of the total NIP obligation on a *pro-rata* basis.

1.3 To satisfy the NIP obligation, the DTI would negotiate and conclude agreements such as investments, joint ventures, sub-contracting, licensee production, export promotion, sourcing arrangements and research and development (R&D) with partners or suppliers.

1.4 A period of seven years has been identified as the time frame within which to discharge the obligation.

2 REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY

2.1 In order to ensure effective implementation of the programme, successful bidders (contractors) are required to, immediately after the award of a contract that is in excess of **R10 million** (ten million Rands), submit details of such a contract to the DTI for reporting purposes.

2.2 The purpose for reporting details of contracts in excess of the amount of R10 million (ten million Rands) is to cater for multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as provided for in paragraphs 1.1.(b) to 1.1. (d) above.

3 BID SUBMISSION AND CONTRACT REPORTING REQUIREMENTS OF BIDDERS AND SUCCESSFUL BIDDERS (CONTRACTORS)

3.1 Bidders are required to sign and submit this Standard Bidding Document (SBD 5) together with the bid on the closing date and time.

3.2 In order to accommodate multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as indicated in sub-paragraphs 1.1 (b) to 1.1

(d) above and to enable the DTI in determining the NIP obligation, successful bidders (contractors) are required, immediately after being officially notified about any successful bid with a value in excess of R10 million (ten million Rands), to contact and furnish the DTI with the following information:

- Bid / contract number.

- Description of the goods, works or services.
- Date on which the contract was accepted.
- Name, address and contact details of the government institution.
- Value of the contract.
- Imported content of the contract, if possible.

3.3 The information required in paragraph 3.2 above must be sent to the Department of Trade and Industry, Private Bag X 84, Pretoria, 0001 for the attention of Mr Elias Malapane within five (5) working days after award of the contract. Mr Malapane may be contacted on telephone (012) 394 1401, facsimile (012) 394 2401 or e-mail at Elias@thedti.gov.za for further details about the programme.

4 PROCESS TO SATISFY THE NIP OBLIGATION

4.1 Once the successful bidder (contractor) has made contact with and furnished the DTI with the information required, the following steps will be followed:

- a. the contractor and the DTI will determine the NIP obligation;
- b. the contractor and the DTI will sign the NIP obligation agreement;
- c. the contractor will submit a performance guarantee to the DTI;
- d. the contractor will submit a business concept for consideration and approval by the DTI;
- e. upon approval of the business concept by the DTI, the contractor will submit detailed business plans outlining the business concepts;
- f. the contractor will implement the business plans; and
- g. the contractor will submit bi-annual progress reports on approved plans to the DTI.

4.2 The NIP obligation agreement is between the DTI and the successful bidder (contractor)and, therefore, does not involve the purchasing institution.

Bid number Closing date:.....

Name of bidder.....

Postal address

.....
Signature..... Name (in print).....

Date.....

SECTION 8

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) The 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and Specific Goals	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.3. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.4. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.4.1. POINTS AWARDED FOR PRICE

A maximum of 80 points is allocated for price on the following basis:

80/20

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of

this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (c) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (d) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

The specific goals allocated points in terms of this tender	Acceptable Evidence for specific goals	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Black Women Owned	Certified copy of ID Documents of the Owners	2	
Black Youth owned.	Certified copy of ID Documents of the Owners	3	
Owned by Black People with Disability (PWD)	Certified copy of ID Documents of the Owners and Doctors note confirming disability.	2	
EME 51 % Black Owned	Audited Annual Financial Statements/ B-BBEE	6	

	Certificate / Sworn Affidavit.		
51 % Black Owned	CIPC Documents / B-BBEE Certificate/ Sworn Affidavit	7	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
- (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

SECTION 9**CERTIFICATE OF ATTENDANCE OF COMPULSORY RFQ BRIEFING**

Request number:	WCR/08/2023
Request for Proposal:	THE APPOINTMENT OF SERVICE PROVIDER FOR MAINTENANCE, SERVICING AND REPAIRS OF FIRE EQUIPMENT FOR A CONTRACT DURATION OF THIRTY-SIX (36) MONTHS IN THE WESTERN CAPE REGION.

Attendance

This is to certify that _____ has / have today attended the site inspection / RFQ briefing session to which this enquiry relates.

THUS DONE and SIGNED at _____ on this _____ day of _____

for / on behalf of PRASA

Designation

Acknowledgement

This is to certify that the Bidder attended the above mentioned briefing session/ site inspection and has / have acquainted himself / themselves with the Contract, Project Specification / Special Conditions, Specifications and / or Bills of Quantities / Schedule of Quantities / Schedule of Prices, together with the drawings enumerated therein, as laid down by the PRASA for the carrying out of the proposed WORKS to which the enquiry relates

THUS DONE and SIGNED at _____

on this _____ **day of** _____

DULY AUTHORISED SIGNATORY(IES)

WITNESSES

1. _____ **1.** _____

2. _____ **2.** _____

3. _____ **3.** _____

SECTION 10

SPECIFICATION/SCOPE OF WORK

8. SCOPE OF WORK AND AREAS OF FOCUS

8.1 SCOPE OF THE DESIRED SOLUTION

- The successful Service Provider is expected to be available to respond twenty four(24) hours per day, seven (7) days per week, 365 days per year, as determined by the nature of a given situation and/or emergency.

The type of work the Service Provider will respond to will include, but is not limited to, repair of faulty, broken, vandalized or stolen fire equipment as required

8.2 REQUIRED PROFESSIONAL SERVICES

- With the current staff shortage, no other option is available.
- High cost of traveling, sleep out and other expenses will be stopped.

8.3 TARGETED AREA BY THIS PROJECT

(1.All the work will be done under Operational i.e., Yearly maintenance and servicing of the fire equipment and adhoc work.

8.4 EXTENT AND COVERAGE OF THE PROPOSED PROJECT

The request is to appoint a Service Provider to cover but not limited to the corridors inclusive of the depots, and other Prasa related buildings within that corridors.as noted below.

Western Cape Region				
Area South	Area North	Area Ikapa	Central	Cape Town
Salt River	Woltemade	Woodstock	Langa	Cape Town Station
Observatory	Mutual	Esplanade	Bontheuwel	Culemborg yard
Mowbray	Thornton	Ysterplaat	Netreg	
Rosebank	Goodwood	Kentemade	Heideveld	
Rondembosch	Vasco	Century City	Nyanga	
Newlands	Elsies River	Acasia Park	Phillipi	
Claremont	Parow	Montevista	Stock Road	
Hartfield	Tygerberg	De Grandel	Mandalay	
Kenilworth	Bellville	Avondale	Nolungile	
Wynberg	Kuilsriver	Oosterzee	Nonkqubela	
Wittebome	Blackheath		Khayelitsha	
Plumstead	Melton Rose		Chris Hani	
Stuerhof	Eersteriver		Kuyasa	
Diep River	Faure		Lenteguer	
Heartfield	Firgrove		Mitchells Plain	
Retreat	Somerset West		Kapteinsklip	
Steenberg	Van Der Stel		Lavistown	
Lakeside	Strand		Belhar	
False Bay	Lyndoch		Unibell	
Muizenberg	Vlottenburg		Pentech	
St. James	Stellenbosch		Serepta	
Kalk Bay	Du Toit			
Covelly	Koelenhof			
Fishhoek	Stikland			
Sunny Cove	Brackenfell			
Glencairn	Eikenfontein			
Simonstown	Kraaifontein			
Ndabeni	Fisantekraal			
Pinelands	Muldersvlei			
Hazendal	Klapmuts			

Athlone	Paarl		
Crawford	Huguenot		
Lansdowne	Mbekweni		
Wetton	Wellington		
Ottery	Malmerbery		
Southfield	Muldersvlie		
Koeberg	Klapmuts		
	Paarl		
	Huguenot		
	Dal Josafat		
	Mbekweni		
	Wellington		
	Laingsburg		
	Gouda		
	De Aar		
	Beaufort West		

8.5 OTHER RELATED PROJECTS

- There are no projects that have been identified as related to this proposed project.

9. SPECIFICATION OF THE WORK OR PRODUCTS OR SERVICES REQUIRED

- **Technical capabilities, constraints, and other specific performance required of the work or product or services to accomplish.**
- Service Provider must be registered with CIDB and Have a Grading of 2 SF or Higher.
- Must be available 24 Hours and respond quickly.
- Be financially strong to cope with the workload.
- Supplier must have a staff structure that can cope with the required workload and give us a twenty four (24) Hour turnaround time

a. Availability Requirements

The successful Service Provider is expected to be available to respond twenty-four (24) hours per day, seven (7) days per week, 365 days per year, as determined by the nature of a given situation and/or emergency.

The type of work the Service Provider will respond to will include, but is not limited to, repair of faulty, broken, vandalized or stolen fire equipment as required.

b. Maintenance Materials and Tools

The Service Provider is required to furnish all materials (except where indicated), labour, tools, and accessories required to complete the works.

All maintenance material, tools and equipment to be used must be safe and sound at all times and meet calibration standards.

Housekeeping is an essential component of good maintenance environment and therefore the Service Provider will be required to leave every asset in working order.

c. Spare Parts Requirements

The Service Provider shall provide spare parts for repair of each unit and ensure the supply of replacement parts that are manufactured by the original equipment manufacturers (OEM) or parts that are confirmed as equivalent by the Service Provider shall be approved by PRASA technical representative. The Service Provider shall have sufficient spares readily available for delivery and installation/repairs for all fire equipment under this contract, and shall provide a constant, high-quality service to properly protect all equipment from deterioration and to provide constant peak performance of the fire equipment.

A list of attainable replacement parts, by part number shall be furnished when requested by the Facilities Manager and the Service Provider will be responsible to maintain an up-to-date inventory. The parts shall be kept on stock and if not, the Service Provider must source the required spare and be available within 24 Hours. The Service Provider will be responsible for providing all the critical spares foreseeable for the fire equipment.

d. Service Types and Service Schedule

FIRE EQUIPMENT

Planned work referred to herein will include:

- Yearly Service
- Replacement of parts including refilling / repairing as required.

e. Maintenance Reports

All scheduled and planned maintenance and servicing shall be conducted and carried out during normal working hours at the cost tendered for in the Bill of Quantities. Visits to the premises will be as scheduled for the Service Provider to carry work on the maintenance units as per this specification. The fire equipment to be marked / noted on the equipment which is to be properly completed by the Service Provider on every visit and the reason for the visit recorded.

The Service Provider shall produce and issue to PRASA-CRES a written report of any testing, inspection, examination, investigation and/or assessment undertaken and execution of any repairs by the Service Provider. Reports will highlight:

- The type of work or service done
- Problems experienced.
- Results of inspection.
- Faults found and their priority thereof.
- Replacement parts.
- Recharging / refilling of units.
- Date of service and date of next service.
- Monthly service records of all equipment.

f. Audits and Quality Control

Quotations for any corrective work required shall be submitted to PRASA-CRES and on the approval of such quotations the Service Provider will correct or repair accordingly.

PRASA-CRES reserves the right to conduct an independent safety and quality audit to be carried out on the maintenance performance of the units. The Service Provider shall provide his own quality controls to ensure compliance with the specifications, unit's maintenance manuals, any changes to legislation or regulations applicable to the maintenance units and possible modernization products to upgrade or to improve the reliability and performance of the units will be brought to PRASA-CRES for consideration.

g. Maintenance work

The Service Provider shall regularly and systematically examine the “equipment” in accordance with all the “regulations”, the Agreement, the “manufacturer’s requirements” and the Service Provider’s “maintenance plan”, and perform the necessary adjustments, component replacements, as specified by the “manufacturer”.

h. Maintenance plan

The Service Provider shall prepare a detailed “maintenance / service plan” for the “equipment”, which the Client shall review and acknowledge. The maintenance shall only be considered acceptable if it is presented as a **one (1)** bound and indexed document.

The Service Provider shall perform the maintenance in accordance with the “maintenance / service plan”. Acceptance of the “maintenance service plan” by the Client or its duly appointed agents shall not limit in any way the Service Provider’s responsibility to undertake whatever tasks are required during the “term” of the Agreement to ensure achievement of the “maintenance objectives” and safe operation of the “equipment”.

The “maintenance service plan”, which is an integral part of the Agreement, shall include, as a minimum, the month-by-month program for the contractual period detailing the “maintenance / service work” planned to be carried out on each unit.

The “maintenance work” shall be monitored and reported against the “maintenance service plan”, and the terms and conditions of the Agreement. The “maintenance service plan” shall be reviewed and updated as necessary by agreement between the parties.

Where the “maintenance plan” is in conflict, by way of offering a lesser service, with the Agreement, the Agreement shall be deemed to supersede the Service Provider’s “maintenance service plan”.

In addition, the “maintenance service plan” shall clearly indicate:

The safety procedures to be followed when “callouts” are received. These procedures shall include from the time the call-out is received to the time the “equipment” is put back into operation. A brief but clear description on how the “maintenance time” is calculated for “repair / replacement or refilling” of fire equipment. A “maintenance time” calculation sheet shall be considered as an

acceptable description.

The actual planned or target “maintenance time” for specific “units”.

SECTION 11

PRICING SCHEDULE

PRICING LABOURS RATES FOR REPAIRS

Labour rates (part 1)--NB! Any repairs to proceed, service provider shall strip, diagnose and quote. The approval will be granted for any repairs. All transport and overheads are to be included within the below

IMPORTANT NOTE
<p>The tender amounts provided must include ALL COSTS for Maintenance, Servicing and Repairs of Fire equipment. The tendered amount shall further include profit, mark up, overheads, tools, General worker and all necessary equipment needed to offer the services.</p> <p>Service Provider undertakes to adhere to the National Minimum Wage Act 66 of 1995 and the latest relevant gazetted updated rates as amended and published from time to time in the Government Gazette, including the Minimum General worker rates of the BIBC (Building Industry Bargaining Council) as updated. These employment conditions are gazetted in the Collective Agreement by the minister of General worker and as such becomes law, failure to adhere to this will result in termination and cancellation of contract.</p> <p>NOTE: This is a As & When contract and therefore service providers are advised to factor in the escalations as per the statutory requirements for the following years</p>

Description	Unit	Estimated Quantity for 12 months	Rate	Amount
MATERIAL				
Provisional sum	Sum	1		400 000,00
Percentage mark-up on material – Proof of material cost would be required.	Percentage	%	-- % --	
LABOUR				
The Service Provider is to tender their total cost per hour on site per qualified Artisan and an assistant to perform service and repairs during normal working hours . This cost shall be averaged between the furthest and the closest distance covered in terms of the contract. it shall also include the traveling cost but to exclude material, which has previously been dealt with in this contract.	Artisan	Hrs	1000	
	General labour	Hrs	1000	
The Service Provider is to tender their total cost per hour on site per qualified Artisan and an assistant to perform service and repairs during After working hours and Saturdays . This cost shall be averaged between the furthest and the closest distance covered in terms of the contract. it shall also include the traveling cost but to exclude material, which has previously been dealt	Artisan	Hrs	600	
	General labour	Hrs	600	

with in this contract					
<p>The Service Provider is to tender their total cost per hour on site per qualified Artisan and an assistant to perform service and repairs during Sundays and Public holidays working hours. This cost shall be averaged between the furthest and the closest distance covered in terms of the contract. it shall also include the traveling cost but to exclude material, which has previously been dealt with in this contract</p>	Artisan	Hrs	400		
	General labour	Hrs	400		
	Total				
	Value Added TAX at 15%				
	(YEAR 1) TOTAL				

CONTRACT YEAR	TENDER AMOUNTS	
	Annual percentage increase (%)	Annual Amount
YEAR 1	N/A	
YEAR 2 (Factor in the consumer price index (CPI))	%	
YEAR 3 (Factor in the consumer price index (CPI))	%	
SUB-TOTAL		
15% VAT		
TOTAL PRICE		

. BILL OF QUANTITIES

Service Provider shall price RATES ONLY for following fire equipment listed below: Yearly Service RATES are to be inclusive of 15% Vat.

ITEM NO	DESCRIPTION	UNIT	Quantity	(Contract Rate Year 1)
A01	Service 1 kg STP extinguishers	Ea	1	
A02	Service 1.5 kg STP extinguishers	Ea	1	
A03	Service 2.5 kg STP extinguishers	Ea	1	
A04	Service 4.5 kg STP extinguishers	Ea	1	
A05	Service 9 kg STP extinguishers	Ea	1	
A06	Service 50 kg STP extinguishers	Ea	1	
A07	Service 2 kg co ² extinguishers	Ea	1	
A08	Service 5 kg co ² extinguishers	Ea	1	
A09	Service 6.8 kg co ² extinguishers	Ea	1	
A10	Service 50 kg co ² extinguishers	Ea	1	

RECHARGE EXISTING EXTINGUISHERS						
B01	Recharge 1 kg STP extinguishers	Kg	1			
B02	Recharge 1.5 kg STP extinguishers	Kg	1			
B03	Recharge 2.5 kg STP extinguishers	Kg	1			
B04	Recharge 4.5 kg STP extinguishers	Kg	1			
B05	Recharge 9 kg STP extinguishers	Kg	1			
B06	Recharge 50 kg STP extinguishers	Kg	1			
B07	Recharge 2 kg co ² extinguishers	Kg	1			
B08	Recharge 5 kg co ² extinguishers	Kg	1			
B09	Recharge 6.8 kg co ² extinguishers	Kg	1			

B10	Recharge 50 kg co ² extinguishers	Kg	1			
FIRE HOSE FRAMES AND HOSES						
D01	Service existing fire hose reel	Ea	1			
D04	Replace nozzle	Ea	1			
D05	Replace clamp	Ea	1			
D07	Replace fire hose reelgooseneck	Ea	1			
FIRE HYDRANT						
E01	Service existing fire hydrant	Ea	1			
E02	Replace hydrant washer	Ea	1			
E03	Replace hydrant complete.	Ea	1			
E04	Replace red hydrant hose(30mt x 65mm with male & female)	Ea	1			
E05	Replace hydrant hose nozzle(open & close type)	Ea	1			
E06	Replace hydrant hose nozzle(straight through type)	Ea	1			
E07	Service existing hydrant hose	Ea	1			
E08	Replace hydrant hose coupling65mm M/F pair	Ea	1			
E09	Replace fire hydrant blank cap	Ea	1			
SIGNAGE						
F01	Replace 290 x 290 mmsignage	Ea	1			
F02	Replace 190 x 190 mm signage	Ea	1			
F03	Replace chevron board	Ea	1			
F04	Replace backing board	Ea	1			

F05	Replace double sided hanging aluminum frame signage with chain, (ABS normal) 190 x 380 mm.	Ea	1			
F06	Replace double sided hanging aluminum frame signage with chain, (ABS normal) 290 x 580 mm.	Ea	1			
CABINETS						
Replace (4.5 kg STP DCP) cabinet		Ea	1			
Replace (9 kg STP DCP) cabinet		Ea	1			
Replace (5 kg co ²) cabinet		Ea	1			
Replace hydrant hose cabinet		Ea	1			
Replace hose reel cabinet		Ea	1			
BOOSTERS						
Service fire booster connection.		Ea	1			
Service sprinkler booster system.		Ea	1			
Replace booster connection		Ea	1			
Replace booster connection protective cap		Ea	1			
SPRINKLERS						
15 mm x 68 Degree Upright Sprinkler Head (Red)		Ea	1			
15 mm x 68 Degree Pendant Sprinkler Head (Red)		Ea	1			
15 mm x 141 Degree Upright Sprinkler Head (Blue)		Ea	1			

15 mm x 141 Degree Pendant Sprinkler Head (Blue)					
	Ea	1			

	OTHERS				
J01	Hydrostatic test co ² according to SANAS requirements	Ea	1		
J02	Pressurise with nitrogen	Ea	1		
J03	Pressure test (STP DCP) extinguishers	Ea	1		
J04	Replace gauge (STP DCP)	Ea	1		
J05	Replace head assembly (STP DCP)	Ea	1		
J06	Replace head assembly (co ²)	Ea	1		
J07	Handle (STP DCP)	Ea	1		
J08	Handle (co ²)	Ea	1		
J09	Replace gland packing (hose reels)	Ea	1		
J10	Replace O rings (hose reels)	Ea	1		
J11	Replace O rings (extinguishers)	Ea	1		
J12	Fire extinguisher mounting bracket	Ea	1		
J13	Fire extinguisher hose and horn (co ²)	Ea	1		
J14	Hydrant lip washers	Ea	1		
J15	Vehicle mounting bracket (9 kg STP)	Ea	1		

J16	Vehicle mounting bracket (2.5 kg STP)	Ea	1			
J17	Vehicle mounting bracket (1.5 kg STP)	Ea	1			
J18	Relocate extinguisher, bracket and chevron board	Ea	1			
J19	Break glass key box	Ea	1			
J20	Super sound complete	Ea	1			
J21	Super sound break glass box	Ea	1			
J22	Super sound refill	Ea	1			
J23	Replace stem check (STP DCP)	Ea	1			
J24	Replace stem check (co ²)	Ea	1			
J25	Replace syphen tube (STP DCP)	Ea	1			
J26	Replace syphen tube (co ²)	Ea	1			
J27	Replace seal and plunger (co ²)	Ea	1			
J28	Service sprinkler valve	Ea	1			
J29	Replace hose reel runner	Ea	1			
J30	Discharge hose for 4.5kg (STP DCP)	Ea	1			
J31	Discharge hose for 9.0kg (STP DCP)	Ea	1			
J32	Replace wheeled trolley for 4 X fire extinguishers	Ea	1			
J33	Repaint marked or scratched extinguishers (all sizes)	Ea	1			
J34	Repaint marked or scratched extinguishers (45kg only)	Ea	1			
J35	Replace key for extinguisher and hose reel cabinets.	Ea	1			

J36	Replace break glass and key to existing cabinets	Ea	1			
J37	Valve key and lever.	Ea	1			
J38	Replace and fit high pressure connection hose between 50kg co ² cylinders at 600mm long each.	Ea	1			
J39	Replace and fit pressure gauge with fittings to replace existing damaged gauge to booster line	Ea	1			
SUB- TOTAL						
VAT @15%						
TOTAL						

CONTRACT YEAR	TENDER AMOUNTS	
	Annual percentage increase (%)	Annual Amount
YEAR 1	N/A	
YEAR 2 (Factor in the consumer price index (CPI))	_____ %	
YEAR 3 (Factor in the consumer price index (CPI))	_____ %	
SUB-TOTAL		
15% VAT		
TOTAL PRICE		

