

## TENDER DATA

<b>Project title:</b>	<b>Appointment of A Service Provider for the Replacement of the Brixton Tower Lift, including maintenance and support for a period of three (03) years with the option for further renewals.</b>
<b>Bid no:</b>	<b>SENT/069/2023-24</b>

### 1. BACKGROUND

Sentech is a state-owned company and is the largest broadcasting signal distributor in South Africa. Sentech is a licensed Electronic Communications Network Service provider in South Africa. It currently operates many telecommunication networks for Satellite, Television, Radio, Internet and more. As such, Sentech is a global enabler of broadcasting and digital content delivery.

SENTECH requires the services of a lift contractor to replace the current lift Brixton Tower, as well as resolve the current problem where the lift communication and control systems are being affected by RF interference. The existing steel cage as well as the existing shaft will remain unchanged. The new lift will have to be retrofitted into the existing infrastructure.

### 2. SUBMISSION OF BIDS and CLOSING

This Bid closes at the stipulated date and time as stated in SBD 1 Notice and Invitation to Bid. Bids must be submitted by hand to the Bid Administrator at SENTECH, Octave Road, Radiokop Ext 3, Honeydew, Johannesburg.

Bidders that choose to submit their bid documents before the closing date and time may do so during working hours only (08:30-15:30).

It is the Bidder's responsibility to ensure that their bid submissions reach the Bid Administrator before the bid closing time as no late submissions will be accepted.

Telegraphic, telephonic, telex, facsimile, e-mail and late Bids will not be accepted. Proposals may be opened in public. Bidders will be advised of the outcome by letter, facsimile or e-mail.

This is a two-envelope system for Bid Evaluation. Bidders must submit their proposal and all supporting documentation in a sealed envelope, clearly marked as follows:

**Envelope One** "Original Technical Proposal" and one "Copy of Technical Proposal" together with a soft copy in PDF format of an electronic medium e.g. USB etc. The soft copy will consist of a single PDF document containing the complete response. The envelope must contain all information and documents relating to the Bid. (Refer to list of returnable documents).

**No Financial Information must be included in Envelope 1.**

**Envelope Two** "Original Financial Proposal" (Contract Date and Pricing schedule/schedule of rates as applicable) together with 1 copy of "Financial Proposal" together with a soft copy in PDF format of an electronic medium e.g. Compact Disk (CD), USB etc. The soft copy will consist of a single PDF document containing the complete Financial Proposal.

Bidders are required to place the sealed **Envelope 1** together **with** the sealed **Envelope 2** into one sealed envelope or container. The sealed envelope or container must be marked with the following information:

- **For Attention**
- **HEAD OF SUPPLY CHAIN MANAGEMENT**
- **BID REFERENCE NO: SENT/069/2023-24**
- **TECHNICAL AND FINANCIAL PROPOSALS**
- **INSERT CLOSING DATE AND TIME**
- **BIDDER'S NAME AND ADDRESS**

Bidders that combine their Technical Proposal with the Financial Proposal (or any financial information) will be automatically disqualified and not be evaluated further.

The financial proposal will only be opened and evaluated should the technical proposal be found to be responsive, being that the technical proposal has met the minimum technical evaluation criteria that are set out in the Bid Documents.

The Bidders shall insert a table of contents and bind (ring bind or similar method) the proposal documents and verify the page numbers, as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.

Bidders are required to complete and sign all the returnable documentation (refer to list of returnable documents) and initial all pages, drawings and brochures which are included in the reply as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.

Late submissions will not be considered.

### **3. SIGN AND INITIAL**

Bidders are required to complete and sign the Bid Forms where required and initial the bottom of all pages, drawings and brochures which are included in the submission as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.

Only original signatures will be accepted.

### **4. COMPLETION OF BID DOCUMENTS**

Bidders must ensure that they complete all sections of the Bid Documents as per the requirements in the Bid.

Bidders must use only the Bid documents provided by Sentech. Photocopying of the Bid document is permitted however Bidders must not retype or redraft the Bid documents.

### **5. COSTS OF PREPARING THE BID SUBMISSION**

Bidders shall bare all costs associated with the preparation and submission of the proposals. Sentech shall under no circumstances be held responsible or liable for any costs incurred during the bidding process.

### **6. ADMINISTRATIVE RESPONSIVENESS CRITERIA**

Bidders are required to ensure that they meet all the Administrative Responsiveness Criteria.

### **7. BBBEE CODES AT SENTECH**

Sentech complies with the codes of good practice as prescribed by the DTI, to advance Broad Based Black Economic Empowerment.

### **8. SUBCONTRACTING AS A CONDITION OF BID**

The successful Bidder must subcontract a minimum of \_\_\_\_\_% of the value of the contract to \_\_\_\_\_ (specify the designated group targeted).

### **9. TRANSFORMATION PLAN**

A transformation plan is a record of activities an entity intends to undertake to improve its BBBEE Level through Ownership, Management and Control; Skills Development; Enterprise and Supplier Development and Socio-Economic Development.

Sentech reserves the right to request a BBBEE transformation plan with clearly defined timelines and milestones if the recommended Bidder does not meet Sentech's transformation goals. These milestones must be achieved over the term of the contract. This transformation plan must be submitted within 10 working days from the written request, failing which Sentech reserves the right to withdraw its appointment of the preferred recommended Bidder.

### **10. LOCAL PRODUCTION AND CONTENT**

In the case of designated sectors, where in the award of Bids, local production and content is of critical importance, such Bids will contain a specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.

Does this requirement fall under any designated sector as prescribed by the DTI?	Yes	No
If yes, specify the sector		
Specify minimum threshold applicable		

\*Bidders must fill in the SBD6.2 for Local Content and Production

### 11. EVALUATION CRITERIA

The evaluation criteria are stipulated in 18 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.

### 12. AWARD OF BID/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.

### 13. BRIEFING SESSION

Should there be a compulsory briefing session for this Bid, Bidders must ensure that they attend the briefing session and sign the attendance register, as non-attendance or failure to sign the attendance register will automatically disqualify a Bidder from submitting a proposal for this Bid.

All questions raised by Bidders post the briefing session will be consolidated and shared with all Bidders at least seven (7) calendar days prior to closing.

### 14. CLARIFICATION

Enquiries related to Bid documents may be addressed to the Bid Administrator and Supply Chain Official as stated in SBD 1 Notice and Invitation to Bid.

### 15. BID EVALUATION METHOD

This Bid will be evaluated as described in the table below.

<p><b>#80/20 system will be followed for Technical and Price offer</b></p>	<ol style="list-style-type: none"> <li>1. <b>Stage 1 – Administrative Responsiveness Evaluation</b> All the Technical Proposals will be evaluated against the <b>Administrative responsiveness requirements</b> as set out in the list of returnable documents.</li> <li>2. <b>Stage 2 –Technical Evaluation</b> <b># Mandatory Criteria:</b> All Proposals that qualify based on the administrative responsiveness requirements will be evaluated against the Mandatory Evaluation Criteria Bidders must COMPLY TO ALL the Mandatory Evaluation Criteria in order to qualify for further evaluation. <b>Functional Criteria:</b> Bidders qualifying in Mandatory criteria will be evaluated against the Functional Criteria. Bidders must score more than or equal to a specified minimum per criterion and must score 80 points or more out of a total 100 points allocated. Bidders that do not score more than or equal to the minimum per criterion or scores less than a total of 80 points will not be evaluated further.</li> <li>3. <b>Stage 3 – Price and Preference</b> Financial Proposals for Qualifying Bidders will be opened and evaluated. Bidder's financial offers and BEE certificates will be ranked according to price and preference points from the highest number of points to the lowest.</li> </ol>
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**16. ADMINISTRATIVE RESPONSIVENESS REQUIREMENTS**

To be administratively responsive, Bidders must ensure that they meet all the below mentioned criteria. Bidders that do not meet all the below mentioned criteria may not qualify to be awarded the Bid. Sentech reserves its rights in respect of the below criteria.

- Complete and return all documentation stipulated in the LIST OF RETURNABLE DOCUMENTS.
- All correspondence must be in English.
- Bidders must fill in all sections of this document (where applicable).
- **BLACK INK** must be used when completing the Bid documents.
- Bidders must use only the Bid documents provided by Sentech. Photocopying of the Bid document is permitted however Bidders must not retype or redraft the Bid documents.
- All corrections must be initialled. The use of corrective fluid is strictly prohibited.
- Bidders are required to fill in and sign the Bid Forms and initial all pages, drawings and brochures which are included in the reply as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.
- Bidders must complete an attendance register at each compulsory site meeting attended.
- Appointment of a Bidder will be subject to signing, declaration and submission of SBD 1, 3.1, 3.2, 3.3, 4, 5, 6,1, 6.2 8, and 9 depending on applicability.
- Complete and sign the Contract Data.
- Should this be a 2 envelope or 2 stage system, Bidders **MUST** separate the technical proposal from their financial proposal. The technical and financial proposals must be placed in two separate sealed envelopes.

**16.1 AUTOMATIC DISQUALIFICATION**

Sentech reserves the right to automatically disqualify Bidders from being awarded this Bid. The following will lead to automatic disqualification:

- Failure to submit a financial proposal, if required.
- The Bidder is or has been involved in any act of corruption or fraud or bribery or collusion or attempt to influence any employee of Sentech to award this Bid or any other Bid to it.

**17. TECHNICAL RESPONSIVENESS COMPLIANCE**

The Technical Evaluation will encompass evaluation of:

- Mandatory Criteria
- Functional / Technical Criteria

**18. TECHNICAL EVALUATION CRITERIA**

**18.1 Mandatory Eligibility Criteria**

The following criteria are mandatory to ALL BIDDERS:

<b>Mandatory Eligibility Criteria</b> NOTE: Bidders that do not comply with all the Mandatory Eligibility Criteria will not be evaluated further.		<b>Attach Evidence</b>	<b>Provide the reference page number in your proposal</b>	<b>YES</b>	<b>NO</b>
<b>Item</b>	<b>Description</b>				
1	<b>CIDB grading of level 5 (SI)</b>	Valid CIDB registration certificate			
	The bidder has a minimum Construction Industry Development Board (CIDB) grading of level 5 (SI).				
2	<b>Contract Manager</b>	National Diploma or higher			
	The bidder will use a Contract Manager with qualifications below:				

<b>Mandatory Eligibility Criteria</b> NOTE: Bidders that do not comply with all the Mandatory Eligibility Criteria will not be evaluated further.		<b>Attach Evidence</b>	<b>Provide the reference page number in your proposal</b>	<b>YES</b>	<b>NO</b>
<b>Item</b>	<b>Description</b>				
	National Diploma or higher in Mechanical/ Electrical Engineering/Built environment, and professional registration with ECSA/SACPMP	Valid ECSA certificate			
3	<b>ECSA registered lift inspector</b> The bidder will use an Engineering Council of South Africa (ECSA) registered Lift Inspector.	Valid ECSA certificate			
4	<b>Letter of good standing for COIDA from Dept. of Labour / FEM / RMA</b> Valid letter of good standing for Compensation for Occupational Injuries and Disease Act (COIDA), from the Department of Labour / FEM / RMA.	Certified copy			
5	<b>Proof of public liability insurance</b> The bidder shall have proof for a public Liability Insurance of R10 million.	Valid confirmation letter of cover/letter of intent from Insurer			
6	<b>Performance Guarantee</b> The bidder must have a Performance Guarantee in place at the commencement of the project. This bidder shall therefore commit to have this in place for a value not less than price for their proposed project duration.	Letter of commitment from the Insurer			
7	<b>Commitment Letter and Technical brochure</b> Compliance to Technical Specification and Scope Of Work as stipulated on the Tender and Contract Data. Bidder shall provide a technical brochure / datasheet of their proposed product as part of the bid submission. The information to be submitted should include proposed Lift manufacturer. The bidder must also submit a written commitment on their company letterhead that the proposed lift will meet all the technical parameters as set out in the tender document. <b>Service-level agreement</b> Provide a detailed service-level agreement indicating the after-sales service maintenance and support.	Letter of commitment from the bidder and Proposed technical brochure / datasheet.  Attach a Service-level agreement.			

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

## 18.2 Functional Criteria

Functional Criteria		Points				
Item	Description					
1	<b>Brixton Tower lift replacement</b>	<b>Total Points: 100</b>				
1.1	<b>Company experience with installing lifts</b>	0	5	10	20	30
	<b>Proof Required:</b> Reference letters on client's letterhead / Completion certificate (If not available please provide an affidavit stating reasons why the above proof cannot be obtained)	0 - 3 years' experience	4 - 5 years' experience	6 - 7 years' experience	8 - 9 years' experience	10 years plus experience
1.2	<b>Risk assessment and safety protocol</b>	0		5		10
	Provide a baseline risk assessment for the project. (i.e. Working at heights, manual handling, lifting & pushing/pulling of objects or equipment, tripping/slipping hazards, etc.)  <b>Proof Required:</b> Baseline risk assessment indicating assessment criteria to classify high, medium & low risks and associated risk mitigation strategies	No documented risk assessment supplied or incomplete risk assessment or safety protocol		Documented risk assessment supplied indicating acceptable assessment criteria for high or medium or low risk.		Documented risk assessment supplied with complete risk assessment indicating assessment criteria for high or medium or low risk, and showing mitigation strategies
1.3	<b>Detailed programme of works</b>	0		5		10
	Provide a detailed programme of works, given the methodology decided on in item 1.4 and 1.5. <b>Consideration will be given to Bidders who comes with an initiative that is viable and achievable to reduce the construction period during the adjudication of the bids.</b>  <b>Proof Required:</b> Attach programme	No programme supplied		Acceptable programme supplied		Complete programme supplied
1.4	<b>Service-level agreement</b>	0		5		10
	Provide a detailed service-level agreement indicating the after-sales service maintenance and support for a period of three (03) years, with the option for further renewals  <b>Proof Required:</b> Attach a Service-level agreement.	No or incomplete Service-level agreement supplied		Service-level agreement supplied with acceptable services offered		Service-level agreement supplied with Comprehensive services offered
1.5	<b>Methodology detailing how EMI (Electro Magnetic Interference) will be eliminated.</b>	0	5	10	15	20

Functional Criteria		Points				
Item	Description					
1	<b>Brixton Tower lift replacement</b>	<b>Total Points: 100</b>				
	<p>Provide methodology detailing how the Electro Magnetic Interference (EMI) will be eliminated.</p> <ul style="list-style-type: none"> <li>- Provide a workable method to eliminate the EMI.</li> <li>- Provide proof / evidence that the method will work.</li> <li>- Provide a Scope of Work (SOW) containing major related activities including all necessary equipment, tools, apparatus and consumables for the proposed method.</li> </ul> <p><b>Proof Required:</b> Full report with technical details required.</p>	No methodology supplied	Methodology supplied but with not linked to SOW	Methodology supplied with evidence that it will work but it's <b>minimally addressing</b> the SOW	Methodology supplied with supporting evidence of working and <b>fairly addresses</b> the SOW	Methodology supplied with supporting evidence of working and shows it entirely <b>addresses</b> the SOW
1.6	<p><b>Methodology on how works will be carried out</b></p> <p>Provide methodology detailing the complete works of decommissioning the old lift and installing the new lift (kept to a minimum with the period not exceeding 3 weeks) within the boundaries of the existing shaft and steel cage.</p> <ul style="list-style-type: none"> <li>- Provide a workable method to retrofit the lift into the existing shaft and steel cage.</li> <li>- Provide a complete Scope of Work (SOW) containing major related activities including all necessary equipment, tools, apparatus and consumables for the proposed method.</li> <li>- Provide methodology on how existing services / equipment / cabling will be protected against damage during the installation duration.</li> </ul> <p><b>Proof Required:</b> Full report with technical details required</p>	0	3	5	7	10
	<p>Provide methodology detailing the complete works of decommissioning the old lift and installing the new lift (kept to a minimum with the period not exceeding 3 weeks) within the boundaries of the existing shaft and steel cage.</p> <ul style="list-style-type: none"> <li>- Provide a workable method to retrofit the lift into the existing shaft and steel cage.</li> <li>- Provide a complete Scope of Work (SOW) containing major related activities including all necessary equipment, tools, apparatus and consumables for the proposed method.</li> <li>- Provide methodology on how existing services / equipment / cabling will be protected against damage during the installation duration.</li> </ul> <p><b>Proof Required:</b> Full report with technical details required</p>	No methodology supplied	Methodology supplied but missing information such as SOW / protection of existing equipment / decommissioning / etc.	Complete methodology addressing all required information but to a minimal standard	Complete methodology supplied addressing all required information with majority being at a high standard	Complete methodology supplied addressing all required information to a high standard
1.7	<p><b>Detailed communication protocol</b></p> <p>Provide how the lift communication system will be implemented, taking into cognizance the need to eliminate EMI.</p> <p><b>Proof Required:</b> Brief report required</p>	0		5		10
	<p>Provide how the lift communication system will be implemented, taking into cognizance the need to eliminate EMI.</p> <p><b>Proof Required:</b> Brief report required</p>	No communication protocol supplied or minimal communication protocol supplied and did not address EMI elimination.		Functional Communication protocol supplied but did not adequately address EMI elimination.		Detailed Communication protocol supplied and completely addressed EMI elimination.
<b>Total Points: 100</b>						

**Table 1: Functional Criteria**

Total minimum qualifying functional score is **80** points.

### 19. Evaluation of Price and Preference

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

### 20. Preference Point allocation – 80/20

Price / Preference	Weighting percentage
Preference:	20%
Price:	80 %
<b>Total must equal:</b>	<b>100%</b>

Sentech will award preference points as follows:

Goal	Points	Evidence required
Historically disadvantaged by unfair discrimination on the basis of Race	10	A valid BBBEE Certificate showing at least 51% black ownership, if submitting as a JV or consortium please submit a consolidated BBBEE certificate.
Historically disadvantaged by unfair discrimination on the basis of Gender (women)	8	A valid BBBEE Certificate showing at least 30% women ownership, if submitting as a JV or consortium please submit a consolidated BBBEE certificate.
Historically disadvantaged by unfair discrimination on the basis of disability	2	A doctor's note confirming disability
<b>Total Points</b>	<b>20</b>	

### 21. Price Calculation 80/20

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

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

Where:

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Rand value of bid under consideration

$P_{min}$  = Rand value of lowest acceptable bid

**22. Declaration of Authority**

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this Bid Data is understood and all requirements will be adhered to.

Name of Bidder	Signature	Date	Designation

**TABLE 1: REFERENCES**

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

Customer	Service Provided including Contract Value	Contact Person	Contact no. tel.	Contractual commencement date	Contractual completion date
1					
2					
3					
4					
5					

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