



Eastern Cape CET College

c/o Eastern Cape Community Education & Training (CET) • Border Training Centre • 10 Mfaza Road • Eastern Cape • East London • 5219 • REPUBLIC OF SOUTH AFRICA • Website: <https://ec.cetc.edu.za> • Email: ndyanty@ec.cetc.edu.za • Tel: +27 41 180 4074

REQUEST FOR PROPOSAL (RFP)

REQUEST FOR PROPOSAL	BUILDING RENOVATION
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REFERENCE: RFP/ECCETC/HO/03/2023

CLOSING DATE: 13 JUNE 2023

CLOSING TIME: 11:00

YOU ARE HEREBY INVITED TO QUOTE FOR THE REQUIREMENTS OF THE EASTERN
CAPE COMMUNITY EDUCATION AND TRAINING COLLEGE
(EC CET College)

DESCRIPTION: SUPPLY AND INSTALLATION OF BUILDING RENOVATIONS

DELEVERY ADDRESSES:

EASTERN CAPE CET COLLEGE
BOADER TRAINING CENTRE, MFAXA ROAD,MDANTSANA NU 1 EAST LONDON, 5219.

REQUEST FOR QUOTE CONTACT PERSONS:

Enquiries should be directed to:

Mr. N. Dyantyi Email: NDyantyi@ec.cetc.edu.za Tel: 041 180 4076 (Bidding process)

Mr. M. Machaya Email: mmachaya@ec.cetc.edu.za Tel: 041 180 4073(Technical queries)

SUBMISSION OF DOCUMENTS

Proposals must be submitted via email to the following email addresses:

- i) ndyantyi@ec.cetc.edu.za
- ii) mmachaya@ec.cetc.edu.za

Between **08h00-16h30**(Monday to Friday).

Closing date for quotation: **13 June 2023**

NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE

THE FOLLOWING PARTICULARS MUST BE PROVIDED:

(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

CELLPHONE NUMBERTEL NUMBER

VAT REGISTRATION NUMBER EMAIL

NAME OF SIGNITORY.....

SIGNATURE OF BIDDER DATE:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

TOTAL BID PRICE INCLUDING VAT



RFP NOTICE

RFQ DESCRIPTION	RFP NUMBER	COMPULSORY SITE VISIT	CLOSING DATE
BUILDING RENOVATION: SUPPLY AND INSTALLATION OF WINDOWS.	RFP/ECCETC/HO/03/2023	DATE: 08/06/2023 TIME: 11:00-12:00 VENUE : Eastern Cape CET College Address: 10 Mfafa road, NU1 Mdantsane GPS 32°52'41,68S 27°46'41,46E	13 June 2023 CLOSING TIME: 11:00am

Kindly furnish me with a written quotation for the provision of services as detailed in the enclosed specification. The proposal must be submitted **before 11:00am** on your business letterhead or stamped with your business stamp. The quotations must be emailed to **ndyantyi@ec.cetc.edu.za**.

THE FOLLOWING MANDATORY DOCUMENTS MUST BE SUBMITTED WITH THE TENDER DOCUMENT AND FAILURE TO SUBMIT WILL LEAD TO THE QUOTATION BEING DECLARED NON-RESPONSIVE:

- Valid tax clearance certificate and tax compliance status documents with pin from SARS must be attached.
- Original BBBEE Certificate/ a certified copy/ sworn affidavit certified by commissioner of oath thereof (Joint venture, consortium or trust must submit a consolidated certificate) Failure to submit this certificate will lead into not getting points for BBBEE Level).
- A copy of business entity registration certificate e.g., CK Document
- A certified ID copy/s of company directors.
- Municipal Statement of account not older than three (3) months or Lease agreement if renting premises stating that the bidder is not obliged to pay municipal rates or letter from Ward Council confirming proof of address (rural areas bidders only)
- Letter of good standing from Department of labour as proof of workmen's registration for compensation for injuries or diseases (CIDA),
- Proof of registration with Central Supplier Database (CSD) must be attached.
- Bidders must have a CIDB contractor grading with a minimum of 1GB or higher.
- Pricing schedule, which is valid for 30 days.
- Completed SBD 4;8 and 9.
- Health and Safety file

Please note the following:

- Tender documents must be completed with non-erasable ink. Any tender document completed with pencil will not be acceptable and shall be disqualified.
- Ensure that there are no errors or omissions as this may lead to Quotations being declared non responsive.
- The submission should be entirely legible. Any changes made to the original text of bid should be crossed through and signed for.
- DO NOT USE CORRECTION FLUID as this may invalidate your submission.

Evaluation Criteria for this procurement will be as follows:

- **Stage 1 – Functionality (Attached)**
- **Stage 2 - Price and Preferential Points System.**

NB: all bidders should at least obtain a minimum of 60% in stage 1 (functionality) in order to qualify for stage 2 (Price Evaluation).

Price Points	= 80
Specific goals	= 20
TOTAL	=100

“On the 04 November, the minister of Finance gazetted new Preferential Procurement Regulations (2022 Regulations) under the Preferential Procurement Policy Framework act, 2000 (PPPFA), this was aimed at aligning the regulations to the February 2022 Constitutional Court judgement. That judgement ruled that the Minister exceeded his powers in prescribing the 2017 Regulations. The Public Procurement Bill is being finalized, which will empower the Minister of Finance to set preferential procurement, the 2022 Regulations repeal the 2017 Regulations and take effect on the 16 January 2023”

SPECIFIC GOAL POINTS BREAKDOWN

SPECIFIC GOALS	PREFERENCE POINTS ALLOCATED OUT OF 20	DOCUMENTATION TO BE SUBMITTED BY BIDDERS TO VALIDATE THEIR CLAIM FOR POINTS
Black ownership: An EME or QSE which is at least 51% owned by black people	4	• CIPC (Company registration) • CSD report clearly indicating the percentage shareholding of all owners, (the ownership status of the 2 documents must correspond in order to be awarded points)
Women ownership: An EME or QSE which is at least 51% owned by women	4	• CIPC (Company registration) • CSD report clearly indicating the percentage shareholding of all owners, (the ownership status of the 2 documents must correspond in order to be awarded points)
Youth ownership: An EME or QSE which is at least 51% owned by youth (up to 35 years of age)	4	• CIPC (Company registration) • CSD report clearly indicating the percentage shareholding of all owners, (the ownership status of the 2 documents must correspond in order to be awarded points)
Disability: An EME or QSE which is at least 51% owned by people with disability	4	• CIPC (Company registration) • CSD report clearly indicating the percentage shareholding of all owners, (the ownership status of the 2 documents must correspond in order to be awarded points) • Medical certificate • SASSA registration or confirmation of disability from a relevant authority.
Locality: Located in the Eastern Cape	4	• Municipal rates account OR • Letter from councilor confirming residence or Lease Agreement
Non – submissions	0	• No points will be claimed if the bidders failed to submit the required documents

BIDDERS SHOULD TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

- Eastern Cape CET College Supply Chain Management Policy will apply.
- Eastern Cape CET College does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid.
- Quotations which are late, incomplete, unsigned, will not be accepted.
- Quotations submitted are to hold good for a period of **30 days**.
- No bids will be considered from persons in the service of the state.
- The 80/20 preferential procurement point system will be applied.

Enquiries should be directed to:

Mr. N Dyantyi **Email: NDyantyi@ec.cetc.edu.za** **Tel: 041 180 4076**

Mr. M. Machaya **Email: mmachaya@ec.cetc.edu.za** **Tel: 041 180 4074**

SPECIFICATION

BACKGROUND

The Community Education and Training (CET) Colleges came into existence on 1 April 2015 when the Public Adult Learning Centres (PALCs) migrated from the Provincial Education Departments (PEDs) to the Department of Higher Education and Training (DHET). The PALCs became the Community Learning Centres (CLCs) and were merged under the CET Colleges.

The mandate of the Colleges is to provide quality and relevant Education and Training programmes for youth and adults to improve their livelihoods. The CET Colleges, through the CLCs, offer programmes that will ensure that students attain skills that will enable them to either find employment or establish their own enterprises which are Community needs based. The College is situated in the Eastern Cape in South Africa. Governance of the College rests with the Council subject to the relevant statutes and policies. Management structure of the College consists of the Principal and three Deputy Principals. The CET College operates in accordance with the requirements laid down in the Continuing Education and Training Act, Act No.16 of 2006.

SCOPE AND DEFINITION OF WORK

The College seeks to appoint a service provider to renovate office windows **anticipated to amongst other things and without limitation** include the following tasks.

- Remove and replace old windows with new aluminum windows.
- Install new buglers on all windows were necessary.
- Close the leakage on the building.

SEE ANNEXURE A -FOR THE PICTURES OF THE CURRENT STATE OF THE BUILDING NEEDS TO BE RENOVATED.

FUNCTIONALITY CRITERIA

Respondents must score **60 points** and above to be assessed on their financial offer and preference score.

To ensure simplification, the total functionality score will be rated out of a total of 100.

Suitably qualified and experienced evaluators will evaluate the bids received and the average score will be carried forward as the Total Functionality Score.

The allocation of points for the evaluation of quality is set out in the table below.

Functionality	Maximum points
Company related experience <i>List of Similar Projects/Samples of previous work. Company has previously conducted similar work</i> • 4 or more reference letters of relevant experience = 50 • 3 reference letters of relevant experience = 40 • 2 reference letters of relevant experience = 20 • 1 reference letters of relevant experience = 10 NB: In all reference letters, corresponding appointment letters/ purchase orders must be attached	50
COMPANY AND KEY PERSONNEL List of Key personnel. Team members proposed for the assignment demonstrate adequate experience in construction and on similar projects NB: The service provider must attach Curriculum Vitae of Key Personnel. Academic qualifications, Professional Membership Certificates.	20
Project proposal • Presentation and timeline of completing the project. NB: The presentation should include a timeline to complete the project	10
Locality • Based in East London =20 • Outside East london but within the Eastern Cape =10	20
Total	100

SBD 3.1

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder..... Bid number.....
Closing Time 11:00AM

OFFER TO BE VALID FOR.....DAYS FROM THE CLOSING DATE OF BID.

ITEM	Total Amount in Rands- VAT Inclusive
Renovations of windows	
Closing of Roof leakages	

TOTAL

** TOTAL CARRIED TO SBD 1

Note: All delivery costs must be included in the bid price,

CONDITIONS OF THE REQUEST FOR QUOTATION

General

1. This RFQ is not intended to form the basis of a decision to enter into any transaction involving EC CET COLLEGE and does not constitute an offer or recommendation to enter into such transaction, or an intention to enter any legal relationship with any person.
2. The RFQ has been compiled by EC CET COLLEGE and is being made available, on the same basis to all Bidders.
3. Bidders submitting a Bid in response to this RFP will be deemed to do so on the basis that they acknowledge and accept the terms set out below. Neither EC CET COLLEGE nor any of their respective directors, officers, employees, agents, representatives or advisors will assume any obligation for any costs or expenses incurred by any party in or associated with preparation or submitting a Bid in response to the RFP.
4. The bidder is responsible for all the costs that they shall incur related to the preparation and submission of the bid document.
5. Kindly note that EC CET COLLEGE is entitled to amend any bid conditions, validity period, specifications, or extend the closing date of bids before the closing date.
6. The EC CET College reserves that right not to accept the lowest bid price of any tender in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract in terms of outputs and services and who is financially advantageous to EC CET COLLEGE.
7. The EC CET COLLEGE reserves the right to accept any Bid in whole or in part. Where a Bid is accepted in part, the price shall be adjusted in accordance with the pricing schedule indicated on the Bid.
8. The EC CET COLLEGE also reserves the right to award this bid to a pure empowerment entity.
9. All communication and attempts to solicit information of any kind relative to this tender should be in writing and channeled to: **ndyantyi@ec.cetc.edu.za**

SBD4

DECLARATION OF INTEREST

- 1, No bid will be accepted from persons in the service of the state*.
2. Any person having a kinship with persons employed by the state, including a blood relationship may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favoritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in the service of the state, it is required that the bidder or his/her authorized representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his / her interest.

3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name : _____

3.2 Identity Number: _____

3.3 Company Registration Number : _____

3.4 Tax Reference Number : _____

3.5 VAT Reference Number : _____

3.6 Are you presently in the service of the state?* **YES / NO**

3.6.1 If so, furnish particulars _____

3.7 Have you been in the service of the state for the past twelve months? **YES / NO**

3.7.1 If so, furnish particulars _____

* MSCM Regulations : in the service of the state” means to be -

(a) a member of -

- (i)** any municipal council;
- (ii)** any provincial legislature; or
- (iii)** the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;

(c) an official of any college or municipal entity;

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);

(e) a member of the accounting authority of any national or provincial public entity; or

(f) an employee of Parliament or a provincial legislature.

3.8 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?

YES	NO
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3.8.1 If so, furnish particulars _____

3.9 Are you aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?

YES	NO
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3.9.1 If so, furnish particulars _____

3.10 Are any of the company's directors, managers, principal shareholders or stakeholders in the service of the state?

YES	NO
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3.10.1 If so, furnish particulars _____

3.11 Are any spouse, child or parent of the company's directors, managers, principal shareholders or stakeholders in service of the state?

YES	NO
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3.11.1 If so, furnish particulars _____

CERTIFICATION

I, (NAME) _____ THE
UNDERSIGNED CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE
IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD
THIS DECLARATION PROVE TO BE FALSE.

Signature

Date

Position

Name of bidder

SBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1.** This Standard Bidding Document must form part of all Quotations invited.
- 2.** It serves as a declaration to be used by institutions in ensuring that, when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3.** The bid of any bidder may be disregarded if that bidder or any of its directors have-

- a. abused the institution's supply chain management system;
- b. committed fraud or any other improper conduct in relation to such system; or
- c. failed to perform on any previous contract.

4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the audi alteram partem rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME) _____
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND
CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN
AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

Signature

Date 20____

Position

Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all Quotations¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.

This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when Quotations are considered, reasonable steps are taken to prevent any form of bid-rigging.

In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

Bid No _____ Description _____
(Bid Number and Description)

in response to the invitation for the bid made by Eastern Cape CET College, do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:
(Name of Bidder)

I have read and I understand the contents of this Certificate;

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

I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;

Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;

For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

- (a) has been requested to submit a bid in response to this bid invitation;
- (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
- (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.

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 consortium³ will not be construed as collusive bidding.

In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

prices;

geographical area where product or service will be rendered (market allocation)

- (c) methods, factors or formulas used to calculate prices;
- (d) the intention or decision to submit or not to submit, a bid;
- (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
- (f) bidding with the intention not to win the bid.

In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

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.

I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to Quotations and contracts, Quotations 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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

¹ Includes price quotations, advertised competitive Quotations, limited Quotations and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

³ 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.

ANNEXURE A – PICTURES OF THE BUILDING AND OTHER AREAS THAT NEEDS TO BE RENOVATED.

1.











