

TERMS OF REFERENCE

FOR

**FOR APPOINTMENT OF A SUITABLE AND EXPERIENCED
SERVICE PROVIDER TO SUPPLY, DELIVER, INSTALL AND
MAINTAIN FIRE EQUIPMENT FOR THE QCTO PREMISES
FOR A PERIOD OF THIRTY-SIX (36 MONTHS).**

INVITATION TO BID

FOR APPOINTMENT OF A SUITABLE AND EXPERIENCED SERVICE PROVIDER TO SUPPLY, DELIVER, INSTALL AND MAINTAIN FIRE EQUIPMENT FOR THE QCTO PREMISES FOR A PERIOD OF THIRTY-SIX (36 MONTHS).

TENDER NO: QCTO 02/2026

Closing Date	Address for Submission
Date: 17 August 2026 Time: 11:00	Quality Council for Trade and Occupations Tender Box @ Reception 256 Glyn Street Hatfield Pretoria 0083

Late Submissions will not be considered

Bidder's Name		
Address		
Contact person		
Contact numbers	(w)	(cell)
Email address		

BRIEFING SESSION INFORMATION

Physical Compulsory Briefing and Site Visit

Date: 03 August 2026

Time: 11:00am – 12:00pm

Venue: 256 Glyn Street, Hatfield, QCTO Building

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1. INTRODUCTION

The QCTO is a Schedule 3A Public Entity that was established in accordance with the Skills Development Act, No. 97 of 1998 (as amended), and the National Qualifications Framework Act, No. 67 of 2008 (as amended), and came into operation on 1 April 2010.

The main functions of the QCTO, among others, are to develop standards for occupational qualifications, including trades and skills programmes; accredit skills development providers and assessment centres; conduct assessments; ensure quality assurance; and issue certificates to qualifying learners.

Therefore, the QCTO is responsible for standards generation and maintenance, as well as the quality assurance of occupational full and part qualifications registered on the National Qualifications Framework (NQF) and the Occupational Qualifications Sub-Framework (OQSF) policy, including skills programmes.

The QCTO has approximately 114 staff members and is situated in Hatfield, Pretoria. More information can be obtained from <https://www.qcto.org.za>.

Prospective service providers who are interested in rendering services to supply, deliver, install and maintain fire equipment for the QCTO premises for a period of thirty-six (36 months), as specified herein and in accordance with the General Conditions of the offer, as well as the specifications, are requested to complete this bid document together with all the standard bidding documents in full.

2. BACKGROUND

The Quality Council for Trades and Occupations (QCTO) is a Quality Council established in 2010 in terms of the Skills Development Act, No. 97 of 1998 (as amended) and the National Qualifications Framework Act, No. 67 of 2008 (as amended). Its role is to oversee the design, implementation, assessment and certification of occupational qualifications, including trades, on the Occupational Qualifications Sub-Framework (OQSF). The QCTO also offers guidance to skills development providers who must be accredited by the QCTO to offer occupational qualifications.

In summary, the QCTO is responsible for:

Establishment and management of the Occupational Qualification Sub-Framework (OQSF);

- Occupational Qualifications and skills programmes development and maintenance;
- Accreditation of Skills Development Providers;
- Accreditation of Assessment Centres;
- Assessment;
- Certification;
- Research and Knowledge Development; and
- Stakeholder Management and Advocacy.

3. PURPOSE

The purpose of this bid is for the QCTO to appoint a suitable and experienced service provider to supply, deliver, install and maintain fire equipment for the QCTO premises for a period of thirty-six (36 months). Responding to urgent maintenance and repairs of fire equipment for the period of 36 months and on a 'as and when required' basis. The service provider must also conduct the following: regular inspections, record-keeping, and reporting on maintenance activities

The Contractor shall maintain a stock of spare parts and materials at their Head Office as required to perform the maintenance work specified herein and as directed by QCTO. The Contractor shall provide all labour, supervision, administration and management, equipment, tools, supplies and materials to perform the maintenance services complete as specified herein.

The scope also includes 24 hours, Monday to Sunday including holidays emergency standby service as and when required by QCTO. All planned work will be carried out during normal working hours (7:30am – 16:30pm) at the cost tendered for in the Bill of Quantities. Visits to the premises will be as scheduled for the contractor to carry out maintenance work as per the specification.

The QCTO has one site situated in Hatfield, Pretoria which consists of two buildings (Building A and B). The size for building A is 3950.07 m² and for building B is 1528.92 m² and the total for the two buildings is (5,478 m²).

Building A has a ground floor, first floor, and basement.

Building B has a ground floor, the first floor and basement.

4. TENDER SUBMISSION AND COMPLIANCE

Prior to submission, the bidders must check that all pages are properly numbered, and all required documents are signed and initialled. QCTO will hold the duly authorised signatory liable on behalf of the bidder.

Bids received late shall not be considered. The tender (bid) box shall be closed at exactly 11:00 am of the closing date and bids arriving late will not be considered under any circumstances. Bids received late shall be returned unopened to the bidder. Bidders are therefore strongly advised to ensure that bids be despatched at such a time that will accommodate of any unforeseen events that may delay the delivery of the bid.

NB: Please create an index page for ease of reference. Paginate your bid submission by using numbered file dividers or a similar system. Each page should be initialled with black ink.

BID FORMAT

A detailed Bid in response to this Terms of Reference must be submitted. The Bid should contain all the information required to evaluate the bid against the requirements stipulated in these terms of reference. The following must be attached to the Bid as annexures:

- **Annexure B:** Summary of experience (Must use attached template).
- **Annexure B1:** Pricing information. Price Bids must include VAT and should be fully inclusive to deliver all outputs indicated in the terms of reference (Must use attached Excel template).
- The published terms of reference (this document, including Annexure A to this document).

Bidders must adhere to the below list for submission:

Table 4 (a)

I/We have attached to this document:	Tick if submitted		Office use
	Yes	No	
• Four hard copies of the technical bid document including the duly completed terms of references document (initialled by authorised signatories)			
• Annexure B: Summary of experience (Must use attached template).			
• Submission of one pricing completed SBD 3.3 , together with Annexure B1 (Must use attached Excel template). (Separately sealed in an envelope labelled PRICING).			
• One (1) USB Submission of the technical bid document including the duly completed terms of references document (initialled by authorised signatories)			
• Duly Completed Standard Bidding Documents (SBD 1 SBD 4, SBD 6,1)			
• Proof of CSD Registration (National Treasury) MAAA number on the SBD1 (invitation to bid) and attach CSD report. If there will be subcontracting, proof of CSD registration of the sub-contractor must be submitted			
• Tax Compliance Requirements			

4.1. Pricing

- 4.1.1. The bidder must submit details regarding the Bid price for the services on the pricing schedule provided in SBD 3.3, and Annexure B 1. The completed form/s must be submitted together with the **Annexure B1** in 1 envelope.
- 4.1.2. Bidders are required to indicate their rates (costs) inclusive of all applicable taxes.
- 4.1.3. The attached spreadsheet (**B1**) must be used to cost the Bid.
- 4.1.4. The price Bid must include VAT (if applicable) and should be fully inclusive to deliver all outputs indicated in the terms of reference.
- 4.1.5. Bidders must ensure that the Total Bid Price (Including VAT) must be the same on pricing schedule (SBD1) and on the Annexure B1: Costing/Price Schedule. Failure to comply with this requirement will lead to disqualification.
- 4.1.6. Bidders must ensure that they indicate the Bid Prices (Including VAT) for each year on the Annexure B1: Costing/Price Schedule
- 4.1.7. QCTO will not provide upfront payments.
- 4.1.8. All other cost increases will be negotiated, not exceeding the actual inflation rate (CPI).

NB: Failure to provide the pricing bid and errors on calculations will invalidate the bid and result in immediate disqualification of the bid

4.2. PARTNERSHIPS AND LEGAL ENTITIES

In the case of the bidder being in a partnership, close corporation or a company, a certificate reflecting the names, identity numbers and addresses of the partners, members or directors (as the case may be) must be submitted with the Bid.

4.3. CONSORTIUMS AND JOINT VENTURES

- 4.3.1. If the bidding unit emanates from a joint venture or collaborative partnership or consortium (including a newly formed company), the individual entities that make up the bidding unit should each provide all the mandatory requirements.
- 4.3.2. Should all the requirements in respect of the bidding unit or the individual entities not be met, the bidding unit will be disqualified.
- 4.3.3. It is recognised that bidders may wish to form consortia to provide the services.
- 4.3.4. In response to this invitation to bid, a consortium shall comply with the following requirements:
 - A copy of the agreement entered by the consortium members shall be submitted with the Bid. It shall be signed to be legally binding on all consortium members.
 - The Bid document shall be signed to be legally binding on all consortium members.
 - One of the members shall be nominated by the others as authorized to the lead member and this authorisation shall be included in the agreement entered between the consortium members.
 - The lead member shall be the only authorised party to make legal statements, communicate with QCTO and receive instructions for and on behalf of any or all the members of the consortium.

5. SCOPE AND DEFINITION OF WORK

The appointed Service Provider will be required to supply, deliver, install and maintain fire equipment for both buildings on the QCTO premises for a period of thirty-six (36 months).

The primary activities of the project shall include but not be limited to the Following:

- 5.1. The service provider will be expected to supply, deliver, install, and maintain the fire equipment as per the bill of quantities.
- 5.2. The service provider will be expected to furnish QCTO with a certificate of compliance after the initial installation
- 5.3. The service provider will be expected to maintain the equipment
 - Regular testing of fire detection and suppression system to make sure they will be ready to effectively respond in the event of fire.
 - Monthly testing of power supply, performance tests, visual sound and smoke management
 - Monthly Inspect any fault from fire panel and lines to fire sensors zones
- 5.4. The service provider will be expected to supply, deliver, install and maintain fire equipment for both buildings as prescribed in the OHS Act and all relevant legislation on the QCTO premises such as.
 - fire sensor
 - fire panel
 - sprinklers and detection system
 - gas suppression
 - signage, and fire alarm
- 5.5. The equipment should be in compliant with South African Bureau of Standard SABS) and have relevant warranty

6. COMPANY REQUIREMENTS

6.1. The following must be submitted:

- 6.1.1. Valid Letter of Good Standing - Valid COIDA
- 6.1.2. Certified copies of Identity Documents (IDs) and or valid passport for Non-South African citizen of company directors.
- 6.1.3. A Valid CIDB Certificate: Grade **3SF** or Higher
- 6.1.4. Proof of company/closed corporation registration and a copy of CM/CK certificates
- 6.1.5. CSD Registration (National Treasury)
- 6.1.6. Copies of the identity documents of those with equity/shares
- 6.1.7. South African National Standards (Safety) 10400 certificate
- 6.1.8. The bidder must have a National Regulator for Compulsory Specifications (NCRS) letter of authority (LOA) for fire equipment service which must confirm the adherence to SANS 1475

7. DELIVERABLES AND TIME FRAMES

The service provider must ensure that the services are provided for thirty-six (36) months from the start date of the contract. QCTO shall review the bidder's performance annually and reserves the right to terminate the contract due to non-performance.

DELIVERABLES	TIMEFRAME
Inception Meeting	September 2026
Signing of the SLA	September 2026
Project Plan	September 2026
Health and Safety Plan	September 2026
Supply and installations of fire equipment	October 2026
Maintenance and service	Monthly
Ad-hoc and emergency not limited from the above	Ad-hoc

8. EXPERIENCE / SKILLS / PAST PERFORMANCE / TEAM REQUIRED

The attached spreadsheet Annexure **B** must be used to summarise qualifications, skills and experience.

8.1. Company Experience

The service provider must have a minimum of five (05) years of operational experience in installation and maintaining fire equipment. To support this, service providers are required to submit reference letter/s (on the letterhead of the company and signed and dated by management of that company) as proof that they have successfully rendered the services, or that they have been providing similar services for the last five (05) years. The reference letter/s should include contactable details for verification purposes. The attached template (**Annexure B**) must be used to summarise the experience.

8.2. Qualifications and Experience Required

Replacement of team members may only be done in consultation with QCTO, and replacement team members must have the same profile as well as qualifications / experience as those they are replacing.

The following table illustrates the minimum qualification and experience required for:

Table 8.2(a)

Roles*	Qualifications	Experience
Foreman/Project leader	- Qualification in Safety/ Fire (minimum NQF Level 6) - Fire detection and or automatic sprinkler inspection certificates from NCRS. - SANS 1475 issued by SABS Proof of Qualification and certificates must be attached. (certified copies)	05 years of experience in fire systems (supplier, installation and maintenance of fire equipment and systems. (CV must be attached) (NB: Experience will not be considered without submission of the required certificates)
Technicians X 2	Qualification in Fire systems (NQF Level 5)	03 years of experience in fire systems (supplier, installation and maintenance fire equipment and system). (CV must be attached) (NB: Experience will not be considered without submission of the required certificates)

QCTO reserves the right to verify all qualifications through the South African Qualifications Authority and to verify experience indicated on CVs with third parties.

9. EVALUATION

QCTO may request additional information, clarification, or verification regarding any information contained in a bid. Information will be requested in writing, and the bidder must provide the requested information within forty-eight (48) hours after the request has been made; otherwise, the bidder will be disqualified.

QCTO may conduct due diligence on any bidder, which may include interviewing customer references or other activities to verify a bidder's other information and capabilities (Including visiting the bidder's previous premises and/or sites to verify certain stated information or assumptions). In these instances, the bidders will be obliged to provide QCTO with all necessary access, assistance, and/or information that QCTO may reasonably request and to respond within the given time frame set by QCTO.

The 80/20 principle will be applied in terms of the Preferential Procurement Policy Framework Act.

9.1. STAGE 1: MANDATORY REQUIREMENTS

During this stage, the bid will be reviewed to determine compliance with all mandatory requirements, and such documents must be signed by a duly authorized representative. Failure to meet or submit any or all the above mandatory requirements will lead to the bidder being disqualified.

Table 9.1 (a)

NO	I/We have attached to this document:	Tick if submitted		Office use
		Yes	No	
1	Valid Letter of good standing / COIDA certificate	Yes	No	
2	Valid Certified: Proof of Insurance Cover (Public Liability)	Yes	No	
3	Proof of company/closed corporation registration and a copy of CM/CK certificates	Yes	No	
4	A Valid CIDB Certificate: Grade 3SF or Higher	Yes	No	
5	CSD Registration (National Treasury)	Yes	No	
6	Copies of the identity documents of those with equity/shares	Yes	No	
7	South African National Standards (Safety) 10400 certificate	Yes	No	
8	A valid and current Letter of authority (LOA) National Regulator for compulsory specifications (NCRS)	Yes	No	

Note: Failure to meet all the above mandatory requirements will result into disqualification

9.2. STAGE 2: FUNCTIONALITY

Only bidders that qualified during the Mandatory Evaluation will be evaluated on functionality. At this stage, the evaluation process will be based on the bidder's responses in respect of their Bids against Terms of Reference and quality.

Table 9.2(a): Qualifying Bid will be evaluated on the following:

No	Evaluation Criteria	Guideline	Scoring	Points
1	Company Experience	Demonstrate adequate experience through the number, types of similar projects/assignments undertaken. The service provider must have a minimum of five (05) years of operational experience as per paragraph 8.1. Bidders are expected to attach reference letters or project completion certificates for projects completed within the last 10 years from previous clients. Reference letters must contain the following: - Signed and dated on an entity letterhead. - Clearly indicate the type of service provided. - Contract duration. - Relevant contact person's name, surname and position - Relevant contact number/s QCTO reserves the right to contact these organisations, without prior notice to the bidder	05 or more than 05 reference letters per project completed = 30 points 04 reference letters per project completed = 20 points 03 reference letters per project completed = 10 points 02 reference letters per project completed = 05 points 01 reference letter per project completed = 03 points - No reference letter = 0 point	30
2	Qualification and Experience: Foreman/Project leader	- Qualification in Safety/ Fire (minimum NQF Level 6) - Fire detection and or automatic sprinkler inspection certificates from NCRS. - SANS 1475 issued by SABS	3 Valid Certificate provided and 05 or more years' experience = 20 points 2 Valid Certificate provided and 05 or more years' experience = 10 points 1 Valid Certificate provided 05 or more years' experience = 05 points No valid certificate and less than 5 years' experience = 0 points	20
3	Qualification and Experience: Technician (a)	- Qualification in Fire systems (NQF Level 5) 03 years of experience in fire systems (supplier, installation and maintenance fire equipment and system)	Technician with qualification and 03 or more years' experience = 20 points Technician with qualifications and 2 years' experience = 15 points Technician with qualification and 01-year experience = 10 points Technician with no qualification and experience = 0 points	20

No	Evaluation Criteria	Guideline	Scoring	Points
4	Qualification and Experience: Technician (b)	- Qualification in Fire systems (NQF Level 5) 03 years of experience in fire systems (supplier, installation and maintenance fire equipment and system)	Technician with qualification and 03 or more years' experience = 20 points Technician with qualifications and 2 years' experience = 15 points Technician with qualification and 01-year experience = 10 points Technician with no qualifications and experience = 0 points	20
5	Project plan	Detailed Project plan demonstrating understanding of scope of work and expected milestones	Detailed Project plan demonstrating understanding of scope of work and expected milestones = 10 points Project plan does not demonstrate understanding of scope of work and expected milestones or no project plan submitted = 0 points	10
	Total			100

Each criterion shall be assessed and scored on the evaluation sheet using the above points.

Threshold: Bidders who score less than **70** out of **100** points will not be considered for Price and Specific Goals and will be disqualified for this project

9.3. STAGE 3: PRICE AND SPECIFIC GOALS

Only bids that achieved the minimum qualifying score/percentage for functionality will be considered further in terms of the 80/20 preference point system.

The formulae to be utilised in calculating points scored for the preference point system will be included in the tender document.

Step 1 will be the calculation of points for price where the lowest bid will score 80 points for price, while bids with higher prices will score lower points for price on a pro-rata basis. The following formula will be utilised to calculate the points for price in respect of Bid with a Rand value below R50 000 000 (all applicable taxes included):

$$Ps=80(1-Pt-PminPmin)$$

Where:

Ps = Points scored for comparative price of Bid or offer under consideration.

Pt = Comparative price of Bid or offer under consideration; and

Pmin = Comparative price of lowest acceptable Bid or offer.

Step 2 will be the calculation of points for the Specific goals contribution where **20** points will be awarded to a Bidder as per the table below:

Specific goals	Definitions	Number of Points
Women: at least 50%. >50% = 5 points <50% = 0 point	5 points can be claimed by bidders who have owners/directors who are women with at least 50% controlled/directorship	5
Black Youth: at least 50%. >50% = 5 points <50% = 0 point	5 points can be claimed by bidders who have owners/directors who are young people from the age of 16 to 35 with at least 50% controlled/directorship	5
Black: at least 50%. >50% = 10 points <50% = 0 point	10 points can be claimed by bidders who have owners/directors who are Black with at least 50% controlled/directorship	10

Note: Failure to provide certification or affidavit substantiating the attainment of any of the Specific goals criteria will result in the Bidder being awarded zero (0) points for the Specific goal.

In the case that B-BBEE certificates are used to substantiate the points, the bidder must submit the full verification report, which shows the percentage of black ownership, Women, Youth and address for locality (see SBD 6.1 page 4 for verification documents).

10. CALCULATING THE FINAL SCORE

The points scored for the price (step 1) will be added to the points scored for the Specific goals (step 2) to obtain the tenderer's total points scored out of 100.

AREAS OF EVALUATION	POINTS
Price	80
Specific Goals	20
Total	100

11. SPECIAL CONDITIONS APPLICABLE TO THIS BID

- QCTO will furnish the Service Provider with all relevant and available data and information, which is necessary to perform the services under the agreement.
- QCTO will become the owner of all information, documents, programmes, advice and reports generated and compiled by the Service Provider in the execution of the services.
- The copyright of all documents and reports compiled by the Service Provider will vest in QCTO and may not be reproduced or distributed or made available in any other way without the written consent of QCTO.
- All information, documents, programmes and reports must be regarded as confidential and may not be made available to any unauthorized person or institution without the written consent of QCTO.
- Appointment is subject to both parties agreeing with the Service Level Agreement; both parties must sign the agreement.
- The Service Provider is entitled to general knowledge acquired in the execution of this agreement and may use it, if it shall not be to the detriment of the QCTO.
- The successful bidder shall provide the service required based on the set timelines agreed with QCTO.
- Conditions stipulated in the general conditions of the contract will be applicable should any of the parties fail to deliver (read together with the Service Level Agreement signed by both parties).
- On termination of the agreement, for whatever reason (s), all documents, programmes, reports, must be handed to QCTO, The Service Provider relinquishes the right of retention thereof.
- The Service Provider will be liable for any loss/damage of assets during the contract period.
- The bidder's officials must make themselves available for court proceedings and/or QCTO internal disciplinary and arbitration proceedings as required.
- Financial penalties will be issued as determined in the Service Level Agreement.
- The successful Service Provider should be able to work with other Service Providers.

12. GENERAL CONDITIONS OF CONTRACT

The General Conditions of Contract (GCC) must be accepted. QCTO reserves the right to implement remedies as provided for in the GCC.

The GCC can be downloaded from the Treasury Website. Please refer to the link below:

<http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract.pdf>

13. SERVICE LEVEL AGREEMENT

The successful bidders will be expected to enter into a Service Level Agreement (SLA) with the QCTO.

The contract shall be for a maximum duration of 36 months subject to an annual appraisal and confirmation of compliance with the bid requirements.

The SLA will include, amongst others, the following:

- i Period of agreement;
- ii Pricing Conditions;
- iii Changes to the proposed team;
- iv Method of communication and reporting;
- v Non-performance;
- vi financial penalties and termination of the contract;
- vii Procedures relating to payments;
- viii Procedures relating to management reports;
- ix Terms of deliverables
- x Reviews;
- xi Uncompleted work;
- xii Confidentiality; and
- xiii Disputes.

The QCTO has a standard template for Service Level Agreements into which both parties (QCTO and the successful bidder) will provide inputs. This SLA shall be the sole document governing the business relationship between the QCTO and the successful bidder. No additional agreements may supersede or govern the SLA.

14. ACCEPTANCE OF BID

QCTO does not bind itself to accept either the lowest or any other tender and reserves the right to accept the tender that it deems to be in the best interest of the organization. QCTO reserves the right to accept the offer in full or in par

15. TENDER VALIDITY PERIOD

The validity period for this bid is **180 days**.

16. ENQUIRIES

Any technical enquiries regarding the terms of reference shall be directed in writing to:

Ms. Itumeleng Mpe / Mr Nkagisang Motalaote

Email: mpe.i@qcto.org.za / motalaote.n@qcto.org.za

Contact persons for SCM and administrative related issues:

Mr. Lekhotla Motlounq

Email: tenders@qcto.org.za