



SDB1

**PART A  
INVITATION TO QUOTE (RFQ)**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN MARITIME SAFETY AUTHORITY</b>			
<b>RFQ SAMSOUTH AFRICAN DURAPOWER UNINTERRUPTED POWER SUPPLY (UPS) DP2000 10KVA FOR A PERIOD OF TWO (2) YEARS.</b>			
REF NUMBER: <b>RFQ - HO – 1662</b>	ISSUE DATE: Tuesday, 31 March 2026	CLOSING TIME: Thursday, 23 April 2026	12H00
DELIVERY ADDRESS	<b>SAMSOUTH AFRICAN PRETORIA OFFICE, 146 LUNNON ROAD, HILLCREST, PRETORIA, 0083</b> ** LOCALITY GOAL POINTS WILL ONLY BE AWARDED TO SUPPLIERS WITHIN THE PROVINCE OF DELIVERY		
DESCRIPTION/ SPECIFICATION	<b>REFER TO ANNEXURE A FOR THE FULL DESCRIPTION OF GOODS / SERVICES REQUIRED</b>		
<b>QUOTE OR PROPOSAL DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS) OR EMAIL TO</b>			
<a href="mailto:rfgresponses@samsouthafrica.org.za">rfgresponses@samsouthafrica.org.za</a>			
<b>QUOTATION PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>		<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>	
CONTACT PERSON	<b>Prince Kotu</b>	CONTACT PERSON	<b>Prince Kotu</b>
TELEPHONE NUMBER	<b>012 366 2600</b>	TELEPHONE NUMBER	<b>012 366 2600</b>
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	<a href="mailto:Pkotu@samsouthafrica.org.za">Pkotu@samsouthafrica.org.za</a>	E-MAIL ADDRESS	<a href="mailto:Pkotu@samsouthafrica.org.za">Pkotu@samsouthafrica.org.za</a>
<b>SUPPLIER INFORMATION</b>			
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:	CENTRAL SUPPLIER DATABASE No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX <input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>			

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]	ARE YOU A FOREIGN BASED SUPPLIER FOR <b>THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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**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 QUOTING/BIDDING**

**1. QUOTE SUBMISSION:**

- 1.1. QUOTES MUST BE DELIVERED OR EMAILED BY THE STIPULATED TIME TO THE CORRECT ADDRESS AND EMAIL ADDRESS. LATE QUOTES WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL QUOTES MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED- OR IN THE MANNER PRESCRIBED IN THE RFQ DOCUMENT.**
- 1.3. THE RFQ MAY BE SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, IF THE AMOUNT IS ABOVE R2 000,00 OR THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. PROSPECTIVE BIDDERS MUST CONSIDER **ANNEXURE A** FOR THE SPECIFICATION & ADDITIONAL SUPPORTING DOCUMENTATION.
- 1.5. ALL INFORMATION SUBMITTED AS EVIDENCE MUST BE CONSISTENT WITH DECLARATIONS MADE TO BE AWARDED POINTS. INCONSISTENT INFORMATION PROVIDED WILL RESULT IN 0 POINTS AWARDED FOR THE APPLICABLE GOAL. SAMSA RESERVES THE RIGHT TO DISQUALIFY BIDDERS WITH SUPPORTING DOCUMENTS THAT ARE NOT DULY SUBMITTED IN TERMS OF THE BID CONDITIONS
- 1.6. DELIVERY COSTS IN THE QUOTATION WILL NOT BE CONSIDERED SEPARATELY, BUT RATHER AS PART OF THE TOTAL QUOTATION DURING THE EVALUATION.
- 1.7. **THE SUCCESSFUL BIDDER MAY BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7) FOR LONG TERM PROJECT OR SERVICE.**

**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 QUOTE.
- 2.5 IN PROPOSAL OR QUOTE 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 QUOTE INVALID.**

SIGNATURE OF BIDDER: \_\_\_\_\_

CAPACITY UNDER WHICH THIS BID IS SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

**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 interest<sup>1</sup> 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

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:  
 .....  
 .....  
 .....  
 .....

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**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 consortium<sup>2</sup> 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

.....  
Position

.....  
Name of bidder

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

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

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

**1. GENERAL CONDITIONS**

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

- 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 Either the 90/10 or 80/20 preference point system will be applicable in this bid. The lowest/ highest acceptable bid will be used to determine the accurate system once bids are received.

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

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

1.4 The preference point system application must not exceed 100 and must be applied as per below:

1.4.1 The 80/20 preference system:

The maximum points for this bid are allocated as follows:

	POINTS
<b>PRICE</b>	80
<b>SPECIFIC GOALS**</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

\*\* Point allocation break down provide below

1.4.1.1 SPECIFIC GOALS: 80/20

<b>SPECIFIC GOAL</b>	<b>Points</b>
<b>Goal 1: Historically Disadvantaged Individuals (14)</b>	
a) who had no franchise in national elections before the 1983 and 1993 Constitutions	<b>7</b>
b) who is a female	<b>5</b>
c) who has a disability	<b>2</b>
<b>Goal 2: who is youth</b>	<b>3</b>
<b>Goal 3: Locality</b>	<b>3</b>
<b>TOTAL</b>	<b>20</b>

1.4.2 The 90/10 preference system:  
The maximum points for this bid are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	<b>90</b>
<b>SPECIFIC GOALS**</b>	<b>10</b>
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

\*\* Point allocation break down provide below

1.4.2.1 SPECIFIC GOALS: 90/10

<b>SPECIFIC GOAL</b>	<b>Points</b>
<b>Goal 1: Historically Disadvantaged Individuals (7)</b>	
a) who had no franchise in national elections before the 1983 and 1993 Constitutions	<b>4</b>
b) who is a female	<b>2</b>
c) who has a disability	<b>1</b>
<b>Goal 2: who is youth</b>	<b>1</b>
<b>Goal 3: Locality</b>	<b>2</b>
<b>TOTAL</b>	<b>10</b>

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

- 1.6 SAMSA reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by SAMSA.

## 2. DEFINITIONS

- (a) **“locality”**  
means the promotion of SMMEs located within the specific area;
- (b) **“bid”**  
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 bidding process or any other method envisaged in legislation;
- (c) **“price”** means an amount of money bided for goods or services, and includes all applicable taxes less all unconditional discounts;
- (d) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (e) **“bid 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 SAMSA and a third party that produces revenue for SAMSA, 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
- (f) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left( 1 - \frac{P_t - P}{P} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P}{P} \right)$$

Where

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

$P_t$  = Price of bid under consideration

$P_{min}$  = Price of lowest acceptable bid

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

#### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 or 90/10

$$P_s = 80 \left( 1 + \frac{P_t - P}{P} \right) \quad \text{or} \quad P_s = 90 \left( 1 + \frac{P_t - P}{P_{max}} \right)$$

Where

- P<sub>s</sub> = Points scored for price of bid under consideration
- P<sub>t</sub> = Price of bid under consideration
- P<sub>max</sub> = Price of highest acceptable bid

**4. POINTS AWARDED FOR SPECIFIC GOALS**

4.1. Specific goals for the bid and points claimed are indicated per the table below.

4.1.1. EQUITY OWNERSHIP CLAIMED IN TERMS OF PARAGRAPH 1.4

	SPECIFIC GOAL & SUPPORTING DOCUMENTS FOR VERIFICATION	Maximum points	How many percent of the maximum points are you claiming between 0-100%?
HDI	Equity ownership <b>by persons who</b> had no franchise in the national elections. (ID copies of ALL listed owner/s, as per the CSD, CK1 registration document (CIPC), BBBEE certificate)	7	
	Equity ownership <b>by women</b> (ID copies of ALL listed owner/s, BBBEE certificate)	5	
	Equity ownership <b>by disabled persons</b> (Medical certificate/ Assessment)	2	
	Equity ownership <b>by youth</b> (ID copies of ALL listed owner/s, BBBEE certificate)	3	
	Locality (A valid proof of residence, reflecting one of the listed owners' names and physical address. e.g., Utility bill, bank/ account statement, Municipal councillor's letter)	3	

**\*\* Points can only be allocated where supporting documents have been provided. You may use the checklist attached on the last page.**

**5. DECLARATION WITH REGARD TO COMPANY/FIRM**

- 5.1. Name of company/firm.....
- 5.2. Company registration number: .....
- 5.3. Company/ firm physical address (for claiming locality points):  
.....  
.....

5.4. 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]

5.5. DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

5.6. TOTAL NUMBER OF YEARS THE COMPANY/ FIRM HAS BEEN IN BUSINESS?

.....

5.7. List of shareholder/s information to be used to calculate the points claimed in paragraph 4.3.

NAME	ID NUMBER	HDI**			Youth**	% of company / firm owned
		(**Yes / No)				
		No franchise prior to elections	Women	Disabled	(**Yes/ No)	

5.8. 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 bid, 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 4.1 and 5.6, the contractor may be required to furnish documentary proof to the satisfaction of SAMSA 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, SAMSA may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding 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 bidder 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.

.....	
<b>SIGNATURE(S) OF BIDDER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....



## EXECUTIVE SUMMARY

The South African Maritime Safety Authority (SAMSA) is embarking on an exercise to appoint a suitable and experienced accredited (Durapower) for two (2X) Uninterruptable Power Supply (UPS) DP2000 10KVA serial number: U311008161 and serial number: U311008162 Systems for a Data Centre to provide maintenance, health Check and repairs once every three months including as and when required for a period of 2 years. A successful service provider would be expected to conduct and perform the required task professionally.

The purpose of the Terms of Reference (ToR) is to provide guidelines of what SAMSA requires from a Durapower accredited service provider.

## BACKGROUND

The South African Maritime Safety Authority (SAMSA) would like to appoint a suitable Durapower accredited service provider to render services of 2x Uninterrupted Power Supply (UPS) as per below:

- 1) To render maintenance, service and repair serves for a period of (2) years four (4) times a year (scheduled) and on an ad hoc basis for emergency services.
- 2) SAMSA has the below UPS:

Location	MAKE	MODEL	Rating kVA	S/N	ADDRESS
PRETORIA	Durapower	DP2000	10KVA	U311008161	146 LUNNON ROAD, HILLCREST, PRETORIA

PRETORIA	Durapower	DP2000	10KVA	U311008162	146 LUNNON ROAD, HILLCREST, PRETORIA
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SAMSA have adopted the usage of advanced technologies as a strategic enabler to deliver on its strategic objectives. As such, the UPS forms part of the critical ICT hardware components that form part of the total ICT environment. UPS is used to provide backup power for continuous availability of systems when there is load shedding or power failure for Servers, Switches, and Routers in offices.

SAMSA is currently using (Durapower) two (2X) UPS DP2000 10KVA serial number: U311008161 and serial number: U311008162 with 60 Batteries in total. Each unit has 30 batteries, and these units are based in our Pretoria office Data Centre.

## SAMSA REQUIREMENTS

The UPS equipment services include but are not limited to the following activities:

- The service provider must be an accredited Durapower Partner and provide a proof of valid accreditation certificate issued by Durapower.
- The service provider must have experience in the maintenance and repair of Durapower UPS systems.
- The service provider must have experience in updating the firmware or any software that runs on each UPS system to the latest version, including resolving firmware-related vulnerabilities.
- The service provider must perform quarterly preventative maintenance and health checks.
- The service provider must perform corrective maintenance on identified faults as and when required.
- Provide maintenance, health checks, and repairs onsite once every three months
- Conduct Quarterly meetings with the Account Manager
- All reported faults with the units the service provider shall respond to and repair within the next business day after a fault is reported.
- SLA (Will be drafted and discussed after the appointment of the service provider).
- Provide the services of the Account Manager with access to competent technical resources.

### Quarterly Maintenance, Health Check and Repairs Scope of Work:

- **Visual Inspection:** The equipment must undergo a thorough visual inspection.
- **Mechanical and Electrical Soundness:** Check the mechanical soundness of parts and electrical connections.

- **Functional Operation:** The functional operation must be checked, and electrical measurements must be taken. Any necessary adjustments must be made to return the unit to its correct operational parameters.
- **Sub-circuits, Indicators, Alarms:** All sub-circuits, indicators, alarms, etc., must be checked.
- **Load Consumption Testing:** The load consumption of each unit must be tested.
- **Fault Rectification:** Any faults found must be rectified, and any defective parts must be replaced and calibrated.
- **Battery Cells:** All battery cells must be checked, specific gravity must be adjusted, and topping up must be done where applicable.
- **Cleaning:** Equipment filters, etc., must be cleaned.
- **Service Due Date:** The service due date on the UPS must be reset after every service.
- **Faulty Parts Replacement:** Any faulty parts must be replaced at no cost to SAMSA.
- **Service Frequency:**
- This comprehensive scope of work ensures that all aspects of equipment maintenance and service are covered, providing peace of mind and reliable operation.
- **Software Checks:** Perform patch/firmware updates where necessary and provide a report.
- **Service Reports:** Generate a report of work done and the status of each UPS system for IT Management.
- The list is not only limited to the areas mentioned above, but maintenance also covers all components that cause each unit to function.

**Any other work that does not form part of the scope must be quoted separately and provide an hourly rate for ad-hoc support.**

**Any project or change requests that are not covered under Maintenance, health check and repair mentioned above will be treated as special requests and quoted separately.**

## SAMSA LANDSCAPE

SAMSA is currently using **(Durapower) two (2X) UPS DP2000 10KVA serial number: U311008161 and serial number: U311008162** with 60 Batteries in total. Each unit has 30 batteries, and these units are based in our Pretoria office Data Centre.

## MANDATORY CRITERIA

Bidders must submit the following requirements failing which is going to automatically disqualify the bidder.

- **COIDA Requirements:**
  - Service Provider must submit a valid letter of Good Standing in terms of Compensation for Occupational Injuries and Diseases Act of 1993 (COIDA). Failure to submit the required CIODA document will result in disqualification.

Failure to submit the required valid COIDA proof will result in automatic disqualification.

- **Durapower Accreditation:**

The bidder must be accredited by Durapower for UPS services and must submit a valid letter or certificate as proof of such accreditation.

Failure to submit the required proof of accreditation will result in automatic disqualification.

- **Local Geographical Location Confirmation:**

The bidder must confirm that they have adequate resources within close proximity of the SAMSA office mentioned below, to attend to scheduled servicing and/or emergency callouts on this address:

**SAMSA PRETORIA OFFICE:** 146 LUNNON ROAD, HILLCREST, PRETORIA

The bidder must demonstrate that they have an operational presence within the Gauteng **Province** by ticking the applicable boxes below:

<b>CONFIRMATION OF RECOURCES WITHIN CLOSE PROXIMITY TO SAMSA OFFICE</b>		
<b>Requirement</b>	<b>Bidder Response (Tick ✓)</b>	<b>If yes, indicate whether the service is in-house or outsourced. (Tick ✓)</b>
The bidder confirms that they have adequate resources within close proximity to the SAMSA office (146 LUNNON ROAD, PRETORIA in the Gauteng to attend to scheduled servicing and/or emergency callouts.	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> IN-HOUSE OR <input type="checkbox"/> OUTSORCED

Failure to comply with the above mandatory requirements, including the absence of adequate resources within close proximity to the specified SAMSA office, or failure to indicate whether the service is in-house or outsourced, will result in automatic disqualification of the bid.

## EVALUATION CRITERIA

The functionality evaluation points for this bid are allocated as follows:

- Any bidder that scores less than 75 points will be eliminated.
- Functionality will be evaluated separately from price and preference points.

<b>NO</b>	<b>COMPONENT</b>	<b>POINTS</b>
1	<p><b>COMPANY EXPERIENCE (50 POINTS)</b></p> <p><b>Company Profile, with project portfolio list = 50 Points</b></p> <p>Bidders are required to submit a comprehensive company profile, including a project portfolio list with a minimum of three (3) completed or ongoing projects, in the prescribed format below:</p>	50

	Customer/ Client Name	Service Rendered Description	Contract period (Start and end Date)	Customer/ Client Contactable Contact		
	<p>Bidders who fail to provide a comprehensive company profile and adequate project list as per the above table will receive 0 points.</p> <p>SAMSA may contact the references provided to confirm that the services were successfully rendered. Bidders are advised to ensure that references provided are contactable and willing to provide feedback.</p>					
2	<p><b>TEAM EXPERIENCE &amp; QUALIFICATION (50 POINTS)</b></p> <p><b>Qualification = 20 points</b> The technician must be a qualified artisan authorised to perform electrical work.</p> <p>Bidder must submit a copy of a Trade Test Certificate (Electrician) as proof = 30 points Bidder/s who do not submit proof = 0 points</p> <p><b>Experience = 30 points</b> The technician must have relevant experience in installation, servicing, and maintenance of UPS systems.</p> <ul style="list-style-type: none"> <li>• 5 years or more experience = 30 points</li> <li>• 2 years to less than 5 years' experience = 15 points</li> <li>• Less than 2 years' experience = 0 points</li> </ul> <p>The bidder must submit the CV of the technician, which must show the relevant experience in UPS systems</p> <p>Failure to submit a CV of the technician or submission of a technician without the relevant experience = 0</p> <p>The CV provided must be that of the technician who will be performing the work required. Any changes to this individual must be discussed with SAMSA for approval.</p>					50
	<b>Total Points</b>					<b>100</b>

**ANNEXURE B – PRICING TABLE**

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**PRICING SCHEDULE**

## PRICING SCHEDULE

This section provides the bidder with guidelines and requirements regarding the completion of the Pricing Schedule for both PRETORIA office.

### PRICING TABLE UPS PREVENTIVE MAINTENANCE & REPAIRS (PRETORIA)

SUPPLIER NAME	
SIGNATURE	

#### INSTALLATION COSTS (NO PURCHASE REQUIRED; SAMSA HAS A UNIT IN STOCK)

NO	DETAIL	QTY	SUB-TOTAL INCLUDING VAT
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#### MAINTENANCE, SERVICE, REPAIR COSTS

##### 1. YEAR 1

NO.	BI-ANNUAL SERVICE	RATE INCL. VAT	QTY	SUB-TOTAL INCLUDING VAT
1.1	COST OF SERVICE 1		1	
1.2	COST OF SERVICE 2		1	
1.3	COST OF SERVICE 3			
1.4	COST OF SERVICE 4			
1.5**	NORMAL OFFICE HOURS CALL-OUT FEE (Estimated)		24	
1.6**	AFTER- HOUR CALL-OUT FEE (Estimated)		24	
1.7**	TRAVEL DISTANCE PER KM (Estimated)		2 500	
1.8**	CONTIGENCY OF REPLACEMENTS PARTS @ R20 000.00	<b>R20 000.00</b>	1	<b>R20 000.00</b>
1.7	<b>SUB-TOTAL INCLUDING VAT FOR YEAR 1</b>			

##### 2. YEAR 2

NO.	BI-ANNUAL SERVICE	RATE INCL. VAT	QTY	SUB-TOTAL INCLUDING VAT
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2.1	COST OF SERVICE 1		1	
2.2	COST OF SERVICE 2		1	
2.3.	COST OF SERVICE 3			
2.4	COST OF SERVICE 4			
2.5**	NORMAL OFFICE HOURS CALL-OUT FEE (Estimated)		24	
2.6**	AFTER- HOUR CALL-OUT FEE (Estimated)		24	
2.7**	TRAVEL DISTANCE PER KM (Estimated)		2 500	
2.8**	CONTIGENCY OF REPLACEMENTS PARTS @ <b>R22 000.00</b>	<b>R22 000.00</b>	1	<b>R22 000.00</b>
2.7	<b>SUB-TOTAL INCLUDING VAT FOR YEAR 2</b>			

## CONTACT DETAILS FOR SPECIFICATION

[Pkotu@samsa.org.za](mailto:Pkotu@samsa.org.za)

**NB: In Addition to The Pricing Schedule, Please Include a Detailed Quotation on Your Official Company Letterhead.**

### SUPPLIER SECTION: PLEASE CONSIDER THE BELOW SECTION AND CHECKLIST

#### REQUIRED SUPPORTING DOCUMENTS & CHECKLIST

No.	Document description	Submitted (Yes / No)
1	Quotation	
2	Signed SBD (RFQ) Forms	
3	Recent CSD, not older than 3 months	
4	Tax pin certificate	
5	Valid B-BBEE	
6	CK1 registration document (CIPC)	
7	ID copies of ALL listed owner/s as per CSD report	
8	Proof of address	
9	Medical certificate/ Assessment	

**\*\*ALL INFORMATION SUBMITTED WILL BE TREATED AS EVIDENCE FOR AWARDED POINTS FOR THE SAMSA GOALS AND MUST BE CONSISTENT WITH DECLARATIONS MADE. INCONSISTENT INFORMATION PROVIDED WILL RESULT IN 0 POINTS AWARDED FOR THE APPLICABLE GOAL. SAMSA RESERVES THE RIGHT TO DISQUALIFY BIDDERS WITH SUPPORTING DOCUMENTS THAT ARE NOT DULY SUBMITTED IN TERMS OF THE BID CONDITIONS**

#### GUIDELINES FOR DOCUMENTS REQUIRED FOR THE VERIFICATION OF THE SAMSA GOALS

SPECIFIC GOAL	DOCUMENTS THAT WILL BE USED TO VERIFY THE INFORMATION SUPPLIED
Equity ownership <b>by persons who</b> had no franchise in the national elections	ID copies of all listed owner/s as per CSD report CK1 registration document (CIPC) BBBEE certificate
Equity ownership <b>by women</b>	ID copies of all listed owner/s as per CSD report BBBEE certificate
Equity ownership <b>by disabled persons</b>	Medical certificate/ Assessment
Equity ownership <b>by youth</b>	ID copies of all listed owner/s as per CSD report
Locality	a valid proof of residence, reflecting one of the listed owners' names and physical address. e.g., Utility bill, bank/ account statement, Municipal councillor's letter.