



## REQUEST FOR QUOTATIONS (RFQ)

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| You are hereby invited to submit Quotation for the requirements of   |  |
| SALGA  |  |
| RFQ number:  | RFQ/05/2025  |
| RFQ Issue Date   | 20 May 2025  |
| COMPULSORY/ NON<br>COMPULSORY SITE INSPECTION  | COMPULSORY   |
| Briefing Session Date and<br>Time: (if applicable)   | 23 May 2025@12 PM  |
| RFQ Closing date:  | 29 May 2025  |
| RFQ Description:   | Office wall Repairs, Painting and Restoration of Ceiling and Wall Skirting for the SALGA KZN Old office: 4th Floor Clifton Place, 19 Hurst Grove, Musgrave. Durban. 4001 |
| <p><b><u>SPECIFICATIONS:</u></b></p> <p>Please see the attached specification.</p> <p>▣ <b>Pillar Repairs-</b> Sand down and finish any previously filled holes in the pillars to ensure a smooth and uniform appearance.</p> <p>▣ <b>Office Cable Management-</b> All visible cables must be neatly packed using cable existing skirting and secured. Remove any loose or unused cables left behind throughout the premises.</p> <p>▣ <b>Wall Painting-</b> Specific interior walls where the walls were patched with body filler are to be repainted to restore them to their original condition, unless otherwise agreed.</p> |  |

▣ **Floor Cleaning**-Thorough cleaning of all floor areas is required, including removal of any adhesive residue, stains, or construction dust.

▣ **Powerline/Scatting Removal**- Remove any remaining powerlines and skirting (please confirm if "skirting" refers to cable trunking or another item) from the office space.

▣ **Reception Area Clearance**- Remove all remaining files, equipment, and documents from the reception area and any other parts of the building.

**Please note:**

1. Quotation should be valid for at least 90 days.  
Is the offer strictly according to specifications? Yes/No
2. If not to specification, state deviation(s)
3. Please indicate your delivery period:
4. All the Standard Bidding Documents (SBD) forms must be completed in full and returned with the quotation.
5. Please indicate a valid Central Supplier Database (CSD) registration number on your quotation. Tax status will be verified on CSD.
6. All prices must be VAT inclusive, if no indication is given, prices will be evaluated as inclusive.
7. No quotations received after closing time and date will be accepted without prior arrangement with the sender of this request.
8. It is the responsibility of the vendor to verify the receipt of any quotations forwarded to this office.
9. If you are unable to quote, please respond to the sender and state the reason/s for not quoting.
10. This quotation is subject to the general conditions of contract, as well as any special conditions stated in the specifications.
11. Requests relating to procurement of goods for designated sectors, the quotations shall be evaluated in relation with the minimum thresholds for local production and content prescribed per sector:
  - a) Textiles, Clothing, Leather and Footwear: 100 %b) Office Furniture: 85 %
12. For bids of above R30 000 to R50 million, SALGA evaluates these in terms of the 80/20 adjudication criteria where:
  - a) Price: 80 b) BBBEE Level of contribution: 20 TOTAL: 100
13. For bids of above R50 million, SALGA evaluates these in terms of the 90/10 adjudication criteria where:
  - a) Price: 90 b) BBBEE Level of contribution: 10 TOTAL: 100

**NAME OF SERVICE PROVIDER:** \_\_\_\_\_

**TOTAL PRICE (INCL VAT):** \_\_\_\_\_

**RETURNABLE DOCUMENTS:**

- Fully completed and signed RFQ
- Official Quotation on the company letter head
- Latest Tax Compliance Status (SARS Pin document)
- Latest BBBEE certificate- SANAS Accredited or sworn affidavit for EME/QSE
- Company CK documents
- Full CSD Registration Report or (MAAA number)
- ID copies of company directors

I, the undersigned, for and on behalf of the Service Provider, hereby confirm that I/we understand the information as stated above and that I/we will comply with all of the above.

.....

Name (print)

.....

Signature



## **Office wall Repairs, Painting and Restoration of Ceiling and Wall Skirting for the SALGA KZN Old: 4th Floor Clifton Place, 19 Hurst Grove, Musgrave. Durban. 4001**

### **1. PURPOSE**

The purpose of this RFQ is to outline the necessary repairs, painting, restoration, and clearance work required following the tenant's departure from the premises for the SALGA KZN old, rented office: 4th Floor Clifton Place, 19 Hurst Grove, Musgrave. Durban.

### **2. KEY DELIVERABLES**

#### **2.1 Pillar Repairs**

- Sand down and finish any previously filled holes in the pillars to ensure a smooth and uniform appearance.

#### **2.2 Power Cable Management**

- All visible cables must be neatly packed and secured using existing wall skirting.
- Remove any loose or unused cables left behind throughout the premises.

#### **2.3 Painting of Server Room and specific areas patched or repaired using Partitioning wall body filler**

- Specific interior walls are to be repainted including server room to restore office to its original condition.

#### **2.4 Floor Cleaning in specific offices**

- Thorough cleaning of specific offices including removal of any adhesive residue, stains, or construction dust.

#### **2.5 Restore power cables using existing wall skirting**

- Restore power cables and move any unused cables (please confirm if "skirting" refers to cable trunking or another item) from the office space.

#### **2.6 Clearance of waste and other items to the dumping site**

- Remove all waste generated through construction and other items to be confirmed during site briefing in the parts of the building.

### 3. SPECIFIC REQUIREMENTS

Submissions should indicate whether the service provider or company is able to meet the following requirements:

#### 3.1 Company Reference and Credentials

- Must be a registered entity with valid company registration documents.
- Must have a proven track record in security infrastructure repairs
- Must provide at least **two references** for similar work done in the last 3 years.

#### 3.2 Technical Expertise

- All technicians must be suitably trained and experienced in performing the required repairs and installations.

#### 3.3 Health, Safety & Compliance

- Must comply with **Occupational Health and Safety (OHS)** regulations.
- Must provide and use appropriate Personal Protective Equipment (PPE) on **site**.
- Must submit a valid **Letter of Good Standing** from the Compensation Fund or relevant body.

#### 3.4 Delivery Turnaround Time

Must be able to **mobilize complete the project with 4 working days** of appointment. The service successful service provider is to complete repairs **within a clearly defined timeline** (to be agreed upon during contracting).

### 4 Equipment and Materials

**4.1** Must supply all necessary tools, materials, and equipment required for the full scope of work.

**4.2** All materials used must be **SABS-approved** or meet equivalent quality standards.

### 5 Warranty and Support

**5.1** Must provide a **minimum 6-month warranty** on all repair work and replacement parts.

**5.2** Must be available for **post-repair support and maintenance**, if required.

## **6 Quote and Pricing**

### **6.1.1 Cost of labour**

### **6.1.2 Cost of materials**

**All pricing must be inclusive of VAT and valid for a minimum of 30 days.**

## **7 Security and Confidentiality**

**7.1** Must respect and adhere to SALGA's **site access protocols** and confidentiality policies.

**7.2** All personnel must carry company identification and sign in/out when on premises.

## **8 Mandatory Compliance requirements**

- CIDB – Grade 1 and Certificate of Compliance (COC) for Electrical Certificate will add advantage.

## **6. DISCLAIMER:**

- *SALGA reserves the right not to award this RFP/RFQ to any bidder at its discretion or to cancel/withdraw this RFP/RFQ if deemed necessary during any stage of this RFP process.*
- *SALGA reserves the right to make a selection solely on the information received in the RFP/RFQ or to negotiate further with one or more bidder/s;*
- *Bidders are required to declare any conflict of interest they may have in the transaction. SALGA reserves the right not to consider or cancel any bid wherein such a conflict of interest exists or wherein such potential conflict of interest may arise.*
- *SALGA reserves the right to accept any proposal submitted or reject all proposals.*
- *SALGA reserves the right to terminate the agreement with 30 days written notice to the winning bidder if:*
  - *The winning bidder fails to perform per the specified service requirements as set out in this RFP/RFQ.*
  - *The winning bidder otherwise violates the provisions of the RFP/RFQ to a substantial degree.*

**SHARED PICTURES:**



