

REQUEST FOR QUOTATION

SENTECH INVITES SUPPLIERS FOR:

Project title:	The appointment of a service provider to supply and instal seamless aluminium gutters at Sentech’s Middleburg office		
Quotation or Proposal no:	SENT060726		
RFQ Issue date:	29/07/2026		
Compulsory Site Briefing	06 August 2026 @11:00	Sentech Middleburg Office, 82 Du Plessis Street, 5900 – Eastern Cape	
Closing date:	14 August 2026		
Closing time:	12:00	Validity period:	90 days

You are invited to provide a quote to deliver the goods, services or works defined in the Scope of Work.

QUOTATIONS OR PROPOSALS TO BE RETURNED TO:

Quotations Administrator	Zanele Zulu
Telephone no:	011 471 4000
E-mail:	Quotations6@sentech.co.za

Form of Offer and Acceptance

Offer

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract for the services as stated in the RFQ: Scope of Work

The Service Providers, identified in the Offer signature block, has examined the documents listed in the RFQ and addenda thereto as listed in the Returnable Schedules, and by submitting this Offer has accepted the Conditions of this RFQ.

By the representative of the Service Provider, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance the Service Provider offers to perform all of the obligations and liabilities of the RFQ under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the RFQ.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VAT IS:

(in words)

.....Rand

;

R.....(in figures)



THE OFFERED PRICES ARE AS STATED IN THE PRICING SCHEDULE

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document including the Schedule of Deviations (if any) to the Service Provider before the end of the period of validity stated in the RFQ, or other period as agreed.

Signature(s)

Name(s)

Capacity

**For the
tenderer:**

(Insert name and address of organisation)

Name &
signature of
witness

Date

Acceptance

By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the Service Providers Offer. In consideration thereof, the Employer shall pay the Service Provider the amount due in accordance with the conditions of the RFQ. Acceptance of the Service Providers Offer shall form an agreement between the Employer and the Service Provider upon the terms and conditions contained in this RFQ.

Deviations from and amendments to the documents listed in the RFQ and any addenda thereto listed in the Returnable Schedules as well as any changes to the terms of the Offer agreed by the Service Provider and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule.

The Service Provider shall within two days of receiving a completed copy of this agreement, including the Schedule of Deviations (if any), contact the Employer's agent to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the RFQ. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the Service Provider receives one fully completed original copy of this document, including the Schedule of Deviations (if any).

Signature(s)

Name(s)

Capacity

**for the
Employer**

(Insert name and address of organisation)

Date

Name &
signature of
witness

.....

RFQ Data

1. ADMINISTRATIVE RESPONSIVENESS CRITERIA

- 1.1. Suppliers are required to ensure that they meet all the Administrative Responsiveness Criteria. Suppliers that do not meet all the Administrative Responsive Criteria may not be awarded this Quote. It is the service provider's responsibility to ensure that they are tax compliant and that all required information is submitted to Sentech. Supplier's providing quotations must be registered on the Sentech Supplier Database.
- 1.2. **Quotations must be in a Company Letterhead.**
- 1.3. Quotations or Proposals must be received on or before the closing date and time specified on the Call for Quotation or Proposal document.
- 1.4. Quotations or Proposals must be fully completed and signed in BLACK ink
- 1.5. Quotations must be submitted via Email or the method specified in this RFQ
- 1.6. The Tenderer undertakes to the Purchaser that it will treat as confidential the terms of this RFQ together with all the Purchaser's confidential information and will not disclose such confidential information to any person, firm or company (other than to its auditors and other professional advisers) or to the media, and will not use such confidential information other than for the purposes of this RFQ, subject always to any prior specific authorisation in writing by the Purchaser to such disclosure or use."

2. AWARD OF RFQ's

Sentech may appoint one or more suppliers, in whole or in part, or not appoint any supplier/s at all, and/or cancel the bid in its entirety, at Sentech's sole and exclusive discretion, in order to satisfy various needs which may be identified, and to manage certain risks associated with the supply of goods or services specified in respect of the Bid.

3. RATE OF EXCHANGE, CURRENCY FLUCTUATIONS AND CURRENCY

All bid prices quoted shall be in South African Rands (ZAR). If prices are in a foreign currency, the rate of exchange quoted shall remain fixed throughout the term of the agreement. Bidders will bear the risk of and all cost/s associated with currency fluctuations, therefore Bidders shall be required to manage such risk in their bid price.

4. GENERAL - PRICES

All prices shall be quoted in ZAR.

Unless written approval has been obtained from Sentech, no adjustment in contract prices will be made. Applications for price adjustment must be accompanied by documentary evidence in support of any adjustment.

5. PRICE NEGOTIATIONS

Sentech reserves the right to negotiate market related prices and discounts. If market-related prices are not agreed to, Sentech reserves the right to cancel the Bid.

6. EVALUATION CRITERIA

The evaluation criteria are stipulated in 7 below. It is the Bidder's responsibility to ensure that it has responded to the evaluation criteria. Failure to meet the evaluation criteria will result in the Bidder not being evaluated further. Bidders must ensure that they have included all supporting documentation required to support their response to the Bid

7. . RFQ EVALUATION METHOD

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

Evaluation Method	1. Stage 1 – Administrative Responsiveness Evaluation All the Quotations will be evaluated against the Administrative responsiveness requirements as set out in section 1 of the RFQ Data. 2. Stage 2 – Functional Evaluation Criteria The proposals that COMPLY with the Mandatory evaluation criteria be evaluated against the Functional Criteria. Suppliers meeting the minimum requirement will be evaluated further. 3. Stage 3 – Price and Preference Suppliers with the lowest Price offered will score the highest points. Only Suppliers that submit a valid B-BBEE Certificate can claim preference points in line with the 80/20 Suppliers with the highest number of points will be recommended for the award of this quotation, unless there are compelling and justifiable reasons not to do so.
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Mandatory Eligibility Criteria	Compliant (Indicate Yes or No)	What Proof is required to show compliance to Mandatory Eligibility Criteria	Reference proof supplied by reference the page number where the information is located in your Tender submission
Valid COIDA Certificate		Attach a valid Letter of Good Standing from the Department of Labour/FEM. Or Letter of intension from Labour Department.	Valid COIDA Certificate
Valid CIDB Certificate		Attach a valid CIDB Certificate: 1GB	Valid Certificate with CRS number
NOTE: Bidders that do not comply with all the above criteria will not be evaluated further. Annexure 1 to be fully completed. If not completed, bidders will be disqualified			

8. Preference Point allocation – 80/20

Sentech's Specific goals emanate from the section 2(1)d of the Preferential Procurement Policy Act which may include contracting with persons or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability. The

Reconstruction and Development Programme as published in Government Gazette No 16085 dated 23 November 1994

Sentech will award preference points as follows:

Goal	Points	Evidence required
Historically disadvantaged by unfair discrimination on the basis of Race	8	A valid BBBEE Certificate showing at least 51% black ownership
	3	A valid BBBEE Certificate showing at least 25.1 – 50% black ownership
	1	Black owned company showing at least 5 – 25% black ownership
	0	Below 5%
Historically disadvantaged by unfair discrimination on the basis of Gender (women)	10	A valid BBBEE Certificate showing at least 51% women ownership
	6	A valid BBBEE Certificate showing at least 25.1 – 50% women ownership
	2	A valid BBBEE Certificate showing at least 5-25% women ownership
	0	A valid BBBEE Certificate showing at less than 5% women ownership
Historically disadvantaged by unfair discrimination on the basis of disability	2	A doctor's note confirming disability
Total Points	20	

a. Price Calculation 80/20

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

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

Where:

P_s = Points scored for price of bid under consideration
 P_t = Rand value of bid under consideration
 P_{min} = Rand value of lowest acceptable bid

SCOPE OF WORK

1. PROJECT OVERVIEW

The Employer requires the services of a suitably qualified and experienced contractor for the supply, delivery, fabrication and installation of a complete seamless aluminium gutter and downpipe system to the existing building at the Sentech Middelburg Site.

The purpose of the works is to improve the collection and discharge of rainwater from the roof, thereby preventing water ingress, erosion around foundations and deterioration of the building envelope.

The Contractor shall provide all labour, supervision, transport, equipment, tools, consumables and materials necessary to complete the works in accordance with this specification.

2. SCOPE OF WORK

The Contractor shall undertake, but not be limited to, the following activities:

2.1 Site Inspection and Measurements

Prior to commencement, the Contractor shall:

- Attend the compulsory site briefing.
- Inspect the existing roof structure.
- Verify all dimensions on site.
- Confirm roof profile, fascia condition and fixing requirements.
- Identify any obstructions affecting gutter installation.
- Take responsibility for all final fabrication dimensions.

No fabrication shall commence before site measurements have been confirmed.

2.2 Removal of Existing Gutters (Where Applicable)

Where existing gutters are installed, the Contractor shall:

- Carefully remove all existing gutters, brackets, downpipes and associated fittings.
- Dispose of redundant materials at an approved waste disposal facility.
- Ensure no damage is caused to the existing roof or building.
- Repair any minor damage caused during removal.

2.3 Supply and Installation of Seamless Aluminium Gutters

The Contractor shall:

- Supply seamless aluminium gutters manufactured using a continuous roll-forming machine.
- Roll-form gutters on site.
- Install continuous gutter lengths without joints on straight runs.
- Install joints only where technically required, namely:
 - External corners
 - Internal corners
 - Expansion joints
 - Outlet connections
- Install all brackets, clips and fixings.
- Ensure gutters are straight and level.
- Provide a uniform fall towards outlets.

Minimum gradient: **1:500**

No ponding water will be accepted.

2.4 Gutter Support Brackets

The Contractor shall supply and install heavy-duty concealed or external brackets suitable for the selected gutter profile.

Bracket spacing shall not exceed: **900 mm centres**

Additional brackets shall be installed:

- Adjacent to corners
- Adjacent to outlets
- At expansion joints
- At ends of gutter runs

All fixings shall be stainless steel.

2.5 Downpipes

Supply and install complete aluminium downpipe system including:

- Downpipes
- Bends
- Offset bends
- Shoes
- Wall brackets
- Saddles
- Fixings

The Contractor shall ensure:

- Vertical alignment
- Secure fixing
- Neat appearance
- Proper discharge into existing stormwater system or approved splash blocks.

Downpipes shall be securely fixed using heavy-duty straps at maximum 1.8 m centres.

2.6 Stormwater Discharge

The Contractor shall connect all downpipes into:

- Existing stormwater infrastructure where available, or
- Approved concrete splash blocks where no stormwater system exists.

Water shall discharge away from:

- Building foundations
- Walkways
- Entrances
- Electrical installations

No ponding of water around the building will be permitted.

2.7 Expansion Joints

Where required by manufacturer recommendations, expansion joints shall be installed.

Expansion joints shall:



- Allow thermal movement
- Remain watertight
- Match gutter profile and finish

2.8 Sealants

All joints shall be sealed using:

- UV-resistant
- Non-corrosive
- Weatherproof
- Aluminium-compatible sealant

Silicone products that may promote corrosion shall not be used unless approved by the manufacturer.

2.9 Water Testing

Upon completion the Contractor shall:

- Flush the entire gutter system.
- Carry out a water flow test.
- Demonstrate proper drainage.
- Demonstrate no leakage.
- Demonstrate no ponding.
- Rectify all defects before practical completion.

2.10 Cleaning

Upon completion the Contractor shall:

- Remove all swarf.
- Remove metal shavings.
- Remove excess sealant.
- Clean gutters internally.
- Remove packaging.
- Leave the site clean.

3. MATERIAL SPECIFICATION

The gutter system shall comply with the following minimum requirements:

Item	Requirement
Material	Marine-grade Aluminium AA3003 / AA3105 or approved equivalent
Thickness	Minimum 0.9 mm
Manufacturing	Continuous Seamless Roll-Formed
Finish	Polyester Powder Coated
Colour	To be confirmed by Employer
Fasteners	Stainless Steel Grade 304 minimum
Sealant	UV Resistant Non-Corrosive
Brackets	Heavy Duty Aluminium or Stainless Steel
Downpipes	Aluminium 75 mm or 100 mm (to be confirmed)

4. ESTIMATED QUANTITIES

Description	Quantity
Front Gutters	30 m
Rear Gutters	16 m
Side Gutters (2 sides)	44 m
Total Gutters	90 m
Downpipes	12 No
Estimated Downpipe Length	36 m

Final quantities shall be verified by the Contractor during site measurement.

5. QUALITY REQUIREMENTS

The completed installation shall:

- Be straight and uniformly aligned.
- Be free from dents and scratches.
- Be free from oil canning where reasonably practicable.
- Drain completely.
- Be watertight.
- Be securely fixed.
- Match approved colour.

6. HEALTH, SAFETY AND ENVIRONMENT

The Contractor shall comply with:

- Occupational Health and Safety Act (Act 85 of 1993)
- Construction Regulations
- Work at Height Regulations
- Applicable SANS Standards
- Employer's SHE requirements

The Contractor shall provide:

- Approved Safety File
- Risk Assessment
- Method Statement
- Fall Protection Plan (where required)
- Medical Certificates for working at height
- Daily toolbox talks
- Waste management and housekeeping

7. TESTING AND COMMISSIONING

The Contractor shall:

- Inspect the entire installation.
- Carry out water flow testing.
- Rectify all leaks.
- Submit inspection records.
- Obtain Employer acceptance prior to handover.

8. DEFECTS LIABILITY

The Contractor shall provide:

- **12-month Defects Liability Period** from Practical Completion.
- **Minimum 10-year manufacturer's warranty** on the aluminium gutter system.
- **Minimum 5-year workmanship warranty** on the installation.

Any defects arising during the defects liability period shall be repaired at no additional cost to the Employer.

9. MEASUREMENT AND PAYMENT

Payment shall be based on actual installed quantities measured on site and approved by the Employer.

Measurement shall be as follows:

Item	Unit
Seamless Gutters	Linear Metre (m)
Downpipes	Linear Metre (m)
Brackets	Number (No.)
Outlets	Number (No.)
Corners	Number (No.)
Expansion Joints	Number (No.)
Shoes/Bends	Number (No.)

Rates shall include:

- Supply of materials
- Delivery
- Fabrication
- Installation
- Labour
- Plant
- Equipment
- Transport
- Access equipment
- Waste disposal
- Testing
- Commissioning
- All incidentals necessary for complete installation

No separate payment shall be made for temporary works, consumables, supervision, or minor accessories.

8. BILL OF QUANTITIES (BOQ)

Item No.	Description	Unit	Quantity	Unit Price	Total amount
	Section 1: PRELIMINARIES & GENERAL				
	Establishment on Site (mobilisation, transport, setting out, temporary facilities and site establishment) De-establishment and Site Clearance (removal of	1	SUM		

Item No.	Description	Unit	Quantity	Unit Price	Total amount
	Section 1: PRELIMINARIES & GENERAL				
	temporary facilities, waste disposal, final cleaning and demobilisation)				
	Health, Safety and Environmental (SHE) Compliance (Safety File, Risk Assessments, Method Statements, Toolbox Talks, PPE, Fall Protection, Safety Officer where applicable, etc.)	1	SUM		
	Contract Works Insurance, Public Liability Insurance and Workmen's	1	SUM		
	TOTAL				
Item No.	Description	Unit	Quantity	Unit Price	Total amount
	Section 2: SEAMLESS GUTTER INSTALLATION				
1	Seamless Aluminium Gutters (Roll-formed on site)	m	90		
2	Heavy-Duty Gutter Brackets incl. Stainless Steel Fixings	No	94		
3	Drop Outlets	No	12		
4	Expansion Joints	No	8		
5	90° Internal/External Corners	No	4		
6	Aluminium Downpipes	m	36		
7	Downpipe Shoes/Bends	No	12		
8	Downpipe Straps/Clips	No	26		
9	Water Testing and Commissioning	Item	1		

Item No.	Description	Unit	Quantity	Unit Price	Total amount
	Section 1: PRELIMINARIES & GENERAL				
10	Cleaning and Disposal of Waste	Item	1		

11. CONTRACT CONDITIONS

The Works shall be executed in accordance with the latest editions of the following, where applicable:

- General Conditions of Contract for Construction Works (GCC 2025), 3rd Edition.
- Occupational Health and Safety Act (Act 85 of 1993).
- Construction Regulations, 2014 (as amended).
- National Building Regulations and Building Standards Act.
- Applicable SANS Standards.
- Manufacturer's installation specifications for the gutter system.
- Sentech Technical Specifications and SHE Requirements.
- Local municipal by-laws and environmental legislation.

The Contractor shall ensure that all workmanship complies with industry best practice and shall be responsible for the quality of the completed works.

12. CONTRACTOR'S RESPONSIBILITIES

The Contractor shall be fully responsible for:

- Verifying all dimensions on site before commencing fabrication.
- Supplying all labour, supervision, materials, plant, tools and equipment necessary to complete the Works.
- Providing all transport to and from the site.
- Protecting the existing building, roof sheeting, fascia boards, walls, paving and surrounding infrastructure during construction.
- Repairing any damage caused during the execution of the Works at no additional cost to the Employer.

- Providing adequate supervision by a competent site supervisor throughout the duration of the project.
- Ensuring that all employees are appropriately trained and competent for the work being undertaken.
- Maintaining a clean and safe working environment.
- Removing all waste material from site daily and disposing of it at an approved waste disposal facility.
- Securing all materials against theft or damage until Practical Completion.

13. SITE ACCESS

Access to Sentech sites is mostly by means of gravel roads. In some instances, the roads may be paved with bituminous surfacing, concrete pavement or concrete strip roads.

Contractors are advised to utilise suitable vehicles capable of safely accessing the site, including four-wheel-drive (4×4) vehicles where necessary.

Although every effort is made to maintain access roads, Sentech cannot guarantee road conditions at all times. The Contractor shall inspect the site and make due allowance for travelling conditions when preparing the tender.

No additional payment shall be made for difficult site access.

The Contractor shall ensure that all deliveries and construction activities do not interfere with normal Sentech operations.

14. WORKING HOURS

Normal working hours shall be:

- Monday to Friday: 07:30 to 16:30.

Any work outside normal working hours shall require prior written approval from the Employer.

Where operational requirements necessitate work after hours or during weekends, the Contractor shall include all associated costs within the tendered rates.

15. HEALTH, SAFETY AND ENVIRONMENT (SHE)

Before commencement of the Works, the Contractor shall submit an approved Safety File containing, as a minimum:

- Company Health and Safety Policy.
- Risk Assessments.
- Method Statements.
- Fall Protection Plan.
- Medical Certificates of Fitness for personnel working at heights.
- Proof of Working at Heights competency.
- Incident reporting procedures.
- Emergency response procedures.
- Toolbox talk records.
- Appointment letters in terms of the Occupational Health and Safety Act.
- Personal Protective Equipment (PPE) registers.

No work shall commence until the Safety File has been reviewed and accepted by the Employer.

16. QUALITY ASSURANCE

The Contractor shall implement an appropriate quality control system to ensure that all materials and workmanship comply with this specification.

Quality control shall include:

- Inspection of all delivered materials.
- Verification of gutter alignment and falls.
- Inspection of bracket spacing.
- Inspection of downpipe alignment.
- Sealant inspection.
- Water flow testing.
- Rectification of all defects before handover.

Only new materials free from defects shall be used.

17. PRACTICAL COMPLETION AND HANDOVER

Upon completion of the Works, the Contractor shall:

- Complete all outstanding work.
- Remove all temporary works and equipment.
- Clean the gutters and surrounding work areas.
- Remove all construction debris.
- Demonstrate satisfactory operation of the complete gutter system.
- Submit all warranties and guarantees.
- Submit manufacturer's product data sheets where applicable.
- Obtain a signed Practical Completion Certificate from the Employer.

The Works shall only be regarded as complete once all defects identified during inspection have been rectified.

18. DEFECTS LIABILITY PERIOD

The Defects Liability Period shall be **twelve (12) months** from the date of Practical Completion.

During this period, the Contractor shall promptly repair, replace or rectify any defects resulting from defective workmanship or materials at no additional cost to the Employer.

19. WARRANTIES

The Contractor shall provide the following minimum warranties:

Item	Warranty
Aluminium Gutters	Minimum 10 years Manufacturer's Warranty
Powder-Coated Finish	Minimum 10 years
Installation Workmanship	Minimum 5 years
Sealants	Manufacturer's Standard Warranty

All warranties shall be submitted to the Employer before Final Completion.

20. PROJECT DURATION

The Contractor shall complete the Works within **four (4) weeks** from the date of site handover and acceptance of the Contractor's Safety File, unless otherwise agreed in writing by the Employer.

The Contractor shall submit a programme of works indicating key activities and anticipated completion dates prior to commencement.

21. PAYMENT

Payment shall be made against:

- Approved measured quantities.
- Signed completion certificates.
- Approved invoices.

- Submission of all required documentation.

No payment shall be made for defective, incomplete or non-compliant work.

22. PRE-TENDER SITE INSPECTION

Tenderers are strongly encouraged to visit the site prior to submitting their tenders.

The purpose of the inspection is to:

- Verify dimensions.
- Assess access constraints.
- Confirm roof configuration.
- Identify existing services.
- Assess working-at-height requirements.
- Familiarise themselves with site conditions.

No claims arising from failure to inspect the site shall be entertained after award of the contract.

