



Glenwood Office Park
Cnr. Oberon & Sprite Streets
Faerie Glen 0043
PO Box 73000, Lynnwood Ridge 0040
Tel: (012) 845-2000 – Fax: (012) 348-1089
Website: www.idt.org.za

Request for Quotation

RFQ number: IDT/HO/HR/ADMIN- 28042022

Description: REQUEST FOR QUOTATION TO REPAIR AND ISSUE CERTIFICATE OF COMPLIANCE (COC) FOR THE IDT HEAD OFFICE BUILDING

Closing date and time: 10 MAY 2022 @ 12:00pm

CSD Number: MAAA_____

Company Name: _____

Submission of quotations: All quotations must be submitted to quotations@idt.org.za on or before the closing date and time stipulated above. All quotations received after the closing date and time will not be considered.

Compulsory returnable documents that must be submitted with the response for this quotation are the following:

1. National Treasury Central Supplier Database number MAAA_____,
2. Duly completed and signed: SDB 4 (**Bidder's Disclosure**),. SBD form is attached in this RFQ document.

Non - Compulsory returnable documents

3. Unique SARS Tax Compliance Pin,

Detailed Specifications/ Terms of Reference for this RFQ



TERMS OF REFERENCE ELECTRICAL SERVICES

1. BACKGROUND

The Independent Development Trust (IDT) seeks to appoint a service provider who will provide the IDT Head office with a certificate of compliance for Electrical Services (COC).

Electrical companies with relevant skills, experience and profiles are invited to submit proposals to the IDT, to assist with the issuing of COC.

2. PROJECT OBJECTIVES

In accordance with the OHS Act and Regulations pertaining specifically to electrical matters the IDT must comply with a required COC electrical. Legislative and technical requirements are outlined below:

LEGISLATION

The following Legislations, Best practices and Framework, are applicable, but not limited to:

- a. The RSA Constitution;
- b. The Public Finance Management Act, no 1 of 1999 (PFMA) as amended;
- c. Compensation for Occupational Injuries and Diseases Act, 1993 (COIDA);
- d. Treasury Regulations, Instructions/Circulars and Practice Notes;
- e. OHS Act;
- f. ISO 9001;
- g. National Building Regulation (NHBRC)
- h. Electrical installation Regulation

3. DELIVERABLES / EXPECTED OUTCOMES

Upon final completion of the work the client requires the Inspection and testing report and the Electrical Certificate of Compliance (COC) of the building.

All work to be carried out **MUST** meet ECSA requirements.

4. REQUIRED EXPERTISE AND SKILLS

- a. The service provider must provide contactable reference list for the experience in operation and maintenance of electrical installations.
- b. Individual resources must have trade test certificate.
- c. The Key Personnel / Project Manager must be ECSA accredited.

5. SCM PROCESS

5.1. Request for quotation (RFQ)

Submission Requirements

Quotations for a COC must be submitted in the following format:

- a. Hard Copy submissions in an envelope
- b. Submissions must be submitted at the IDT Head Office in Faerie Glen
- c. Submission Address:

**Independent Development Trust
Glenwood Office Park
Cnr Oberon & Sprite Street
Faerie Glen
0043**

5.2 Mandatory requirements

- a) Company Profile
- b) Valid tax clearance (TCC)
- c) Company registration certificate (CIPC)
- d) CIDB grading Certificate 2EB or higher
- e) COIDA
- f) Key Personnel / Project Manager must be professionally registered e.g. ECSA accredited.
- g) Electrical Contractors' Association Registration
- h) Certificate of trade (Medium and High Voltage Engineering)
- i) Any other relevant professional certifications

6. ESTIMATION AND EVALUATION OF REQUIRED WORK AND QUOTING FOR A COC

- a. All interested parties are to attend a compulsory Briefing on **04 May 2022 from 10am 12:00 am** at the IDT Head Office, Glenwood Office Park, C/o Oberon and Sprite Street, Faerie Glen.
- b. It will be expected that all service providers inspect the whole office space prior to submission of a quotation.
- c. Evaluation will be based on PRICE

Service providers must quote the IDT a total price inclusive of VAT for the service that will be rendered and the quoted price must be valid for at least thirty (30) days after the closing date of this Request for Quotation.

- All Technical related Queries must be directed in writing to: MahaliM@idt.org.za
- All SCM queries related to this RFQ must be submitted in writing to: Melvin-EugeneM@idt.org.za

NB: No query shall be allowed 24 hours prior to the closing date and time of this Request for quotation.

NB: The Independent Development Trust Reserve the right to withdraw or cancel this RFQ without prior notification to the respondents.

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 interest¹ 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:

.....

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

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:

.....
.....

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 consortium² 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.
- 3.4 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.
- 3.5 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.
- 3.6 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.

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Signature

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Date

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Position

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Name of bidder