

# **KHULA BUSINESS PREMISES (PTY) LTD**

Wholly owned subsidiary of Small Enterprise Finance Agency (SOC) Limited  
Company Registration Number 2003/002883/07  
VAT Registration Number 4270218482

Bylsbridge Office Park  
Building 14| Block D | 11 Bylsbridge Boulevard  
Cnr Jean Ave and Olievenhoutbosch Road | Centurion | 0157

PO Box 11011 | Zwartkop | 0051  
**T** +27 12 748 9600  
**F** +27 12 748 9791  
**E** [helpline@sefa.org.za](mailto:helpline@sefa.org.za)

[www.sefa.org.za](http://www.sefa.org.za)

## **SPECIAL CONDITIONS AND REQUIREMENT FOR PROPOSALS**

**REQUEST FOR QUOTATION (RFQ): ANNUAL FIRE EQUIPMENT SERVICING FOR A PERIOD OF 3 YEARS FOR KHULA BUSINESS PREMISES (PTY) LTD A SUBSIDIARY OF SMALL ENTERPRISE FINANCE AGENCY SOC LTD (SEFA) AT LENTEGEUR, WESTRIDGE, BEACON VALLEY, KHAYELITSHA AND WESFLEUR SHOPPING COMPLEXES, WESTERN CAPE**

**LENTEGEUR SHOPPING COMPLEX, 105 MERRYDALE AVE, LENTEGEUR, MITCHELLS PLAIN**

**WESTRIDGE SHOPPING COMPLEX, C/O PARK AVE AND SIMONSIG ROAD, WESTRIDGE, MITCHELLS PLAIN**

**BEACON VALLEY CENTRE, C/O TRAMPOLINE AND METROPOLITAN ROADS, BEACON VALLEY, MITCHELLS PLAIN**

**KHAYELITSHA, C/O MONZA AND MAKABENI ROADS, KHAYELITSHA**

**WESFLEUR SHOPPING CENTRE, WESFLEUR CIRCLE, ATLANTIS**

### **CLOSING DATE & TIME OF BID**

**RFQ VALIDITY PERIOD: 30 DAYS**

## 1. INTRODUCTION AND BACKGROUND

- 1.1. Following a Cabinet decision and the State of the Nation address of 2011, the Small Enterprise Finance Agency (SOC) Limited (**sefa**), was established on 01 April 2012 in terms of section 3 (d) of the Industrial Development Corporation Act, No. 22 of 1940 (IDC Act). **sefa** is a wholly owned subsidiary of the Industrial Development Corporation (IDC) and brings together the activities of the three previous structures (Khula, **samaf** and the IDC small business activities).
- 1.2. **sefa** operates as a Development Finance Institution (DFI) to foster the establishment, development and growth of Small, Micro and Medium Enterprises (SMMEs) and contributes towards poverty alleviation, job creation and economic growth. **sefa** provides products and services to qualifying SMMEs as defined in the National Small Business Act of 1996, as amended in 2004, through a hybrid of wholesale and direct lending channels.

## 2. PURPOSE

Khula Business Premises (Pty) Ltd (KBP) a wholly owned subsidiary of the Small Enterprise Finance Agency (**sefa**) wishes to appoint a **Professional Fire Prevention and Protection Service Provider** who is registered with relevant authorities to provide the above service at its property as indicated below. The service provider shall comply with all relevant government legislation as well as comply with **sefa**'s terms and conditions.

Service providers are invited to submit RFQs for the annual servicing of fire equipment as summarised as follows for a 3-year cycle:

### SCOPE OF WORK

The scope of works to be carried out is listed below:

Site measurement & reconnaissance.

Item	Description	measurement	Total	Qty	Amount
1	Servicing of ALL on site fire extinguishers				
	• Lentegour			• 2	
	• Beacon Valley			• 2	
	• Westridge			• 5	
	• Khayelitsha			• 2	
	• Wesfleur			• 15	
2	Servicing of ALL on site fire hose reels			• 2	

	<ul style="list-style-type: none"> <li>• Lentegour</li> <li>• Beacon Valley</li> <li>• Westridge</li> <li>• Khayelitsha</li> <li>• Wesfleur</li> </ul>			<ul style="list-style-type: none"> <li>• 2</li> <li>• 6</li> <li>• 2</li> <li>• 2</li> </ul>	
3	Check and service sprinkler valve at Westridge			1	
3	Supply additional extinguishers where/when required				
4	Supply and install all necessary brackets and/or housing cabinets for mounting of fire equipment				
5	<p>Full fire equipment registers (per site) to be provided on completion, listing the following:</p> <p><input type="checkbox"/> Size of extinguishers</p> <p><input type="checkbox"/> Type of extinguishers</p> <p><input type="checkbox"/> Make of extinguishers</p> <p><input type="checkbox"/> Condition of extinguishers (pressure test required etc)</p>				
6	Supply and install any fire/emergency signage as per OHSAct regulations that is required				
7	Perform all emergency maintenance of sprinkler systems and/or hose reels when required				
<b>TOTAL</b>					

### 3. BID RESPONSE

Bidders shall submit their response in accordance with the response format specified below

(Each section must be clearly marked, and the documents must be emailed).

### 3.1. **Schedule 1**

Completion of all Standard Bidding Documents by hand and other requirements as reflected in the Special Conditions of Contract which covers the following:

- **SBD 4:** Bidders Disclosure (duly completed and signed);
- **SBD 6.1:** Preference Point Form (duly completed and signed);
- Original and valid Tax Clearance Certificate(s) (TCC) or *PIN* issued by SARS;
- Valid certify B-BBEE from accredited verification agency, certificate issued by registered auditor, accounting officer or a Sworn Affidavit indicating the contribution level of bidding entity;
- National Treasury Central Supplier Database (CSD) (attached proof of registration); and
- Submission of bidder's Companies & Intellectual Property Commission (CIPC) company registration documents listing all Directors or Shareholders and certify ID copy of Directors or Shareholders. Including company profile

## 4. **EVALUATION CRITERIA**

**Bids shall be evaluated in terms of the following process;**

### 5. **STAGE 1: INITIAL SCREENING PROCESS:**

During this phase, bid response will be reviewed for purposes of assessing compliance with Request for Quotation (RFQ) requirements including the general bid conditions, which requirements include the following:

- a. Submission of original certified valid B-BBEE certificate
- b. In the event of submission of a B-BBEE Sworn Affidavit, bidder must ensure that the Affidavit is stamped by the Commissioner of Oath and indicate the contribution level of the Bidding entity;
- c. Proof of registration report from National Treasury Central Supplier Database (CSD);
- d. Submission of bidder's Companies & Intellectual Property Commission (CIPC) Company Registration documents listing all Directors or Shareholders and original certified ID copies of Directors or Shareholders; and
- e. Completion of all Standard Bidding Documents (SBD's) and other requirements as reflected in the Special Conditions of Contract.

- f. Submission of original and valid Tax Compliance Status (TCS) Certificate or unique security personal, Identification (PIN) issued by the South African Revenue Services certifying that the taxes of the bidder are in order must be submitted at the closing date and time of bid.
- In bids where Consortium, Joint Ventures and Sub-Contractors are involved, each party must submit a separate proof of TCS or pin

**Failure to comply with the requirements in Stage 1 (SCM Compliance) may lead to disqualification of the proposal.**

## 6. STAGE 2- MANDATORY REQUIREMENTS

NO	MANDATORY	COMPLY / NOT
1.	Service providers/contractors must have a CIDB grading of 2SF or higher – submit valid proof.	
2.	A list two (2) contactable references where similar projects were successfully completed within the last 5 years.	
3	Service provider and/or technicians must be registered with SAQCC Fire (South African Qualification & Certification Committee). Provide valid proof.	

**Failure to comply with the requirements in Stage 2 (Mandatory Requirements) will lead to disqualification of the proposal.**

## 7. STAGE 2 - EVALUATION OF PROPOSAL ON APPLICABLE POINTS SYSTEM

7.1 In terms of Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) and the amended regulations, responsive bids will be adjudicated by the State on the applicable point system.

7.2 The applicable preference point system for this tender is the 80/20 preference point system. Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

CRITERIA	POINTS
Price	80
Specific Goals	20
<b>TOTAL</b>	<b>100 points</b>

Specific Goals for this tender and points that may be claimed are indicated per

table below:

Criteria	POINTS
	(80/20 system)
Black ownership	10
30% Black Women Ownership	5
Any % of ownership by Black Designated Groups >0	3
Reconstruction Development Programme Objective: Promotion of SMMEs (Entities that are EME or QSE)	2
<b>Total Points</b>	<b>20</b>

Black ownership: 100% Black owned entities will score the full 10 points and between 51% - 99% black owned entities will score 4 points.

## 8. ENQUIRIES

For the duration of this BID until the eventual appointment of the service provider and Contracting, **ALL** enquiries regarding this tender **MUST** be addressed to Supply Chain Office at [tamsangam@sefa.org.za](mailto:tamsangam@sefa.org.za) or [tebogos@sefa.org.za](mailto:tebogos@sefa.org.za)

## 9. CONTACT DETAILS

**Name :** Ghaulied Van Schalkwyk  
**Tel :** 082 998 0172  
**Email :** [ghaulieds@sefa.org.za](mailto:ghaulieds@sefa.org.za)

**Name :** Mzulungile Kubukeli  
**Tel :** 073 561 8750  
**Email :** [mzulungilek@sefa.org.za](mailto:mzulungilek@sefa.org.za)

**REQUEST FOR QUOTATION (RFQ): ANNUAL FIRE EQUIPMENT SERVICING FOR A PERIOD OF 3 YEARS FOR KHULA BUSINESS PREMISES (PTY) LTD A SUBSIDIARY OF SMALL ENTERPRISE FINANCE AGENCY SOC LTD (SEFA) AT LENTEGER, WESTRIDGE, BEACON VALLEY, KHAYELITSHA AND WESFLEUR SHOPPING COMPLEXES, WESTERN CAPE**

<b>REQUESTED BY</b>	Ghaulied van Schalkwyk
<b>DEPARTMENT</b>	Property
<b>DESIGNATION</b>	Regional Facilities Manager
<b>SIGNATURE</b>	

<b>VERIFIED BY</b>	Wendy Rakitla
<b>DEPARTMENT</b>	SCM
<b>DESIGNATION</b>	Head of SCM
<b>SIGNATURE</b>	

<b>SUPPORTED BY</b>	Matshidiso Pilane
<b>DEPARTMENT</b>	Property
<b>DESIGNATION</b>	Property Manager
<b>SIGNATURE</b>	

**DEPARTMENT APPROVAL**

<b>APPROVED BY</b>	Sikhumbuzo Ndlovu
<b>DEPARTMENT</b>	Property
<b>DESIGNATION</b>	Head of Property
<b>SIGNATURE</b>	