



## REQUEST FOR QUOTATION

**SENTECH INVITES SUPPLIERS FOR:**

<b>Project title:</b>	Gardening and Landscaping Services Required for Sentech Ltd Port Elizabeth Office		
<b>Quotation or Proposal no:</b>	RFX6000002840		
<b>RFQ Issue date:</b>	25/07/2025		
<b>Closing date:</b>	04/08/2025		
<b>Compulsory briefing session</b>	29/07/2025 @11:00 15 Munroe Road Millard grange Gqeberha		
<b>Closing time:</b>	12h00	<b>Validity period:</b>	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:**

<b>Quotations Administrator</b>	Zanele Zulu
<b>Telephone no:</b>	011 471 4000
<b>E-mail:</b>	Quotation6@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.

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 they have 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.

<b>Evaluation Method</b>	<p><b>1. Stage 1 – Administrative Responsiveness Evaluation</b> All the Quotations will be evaluated against the <b>Administrative responsiveness requirements</b> as set out in section 2 of the RFQ Data.</p> <p><b>2. Stage 2 – Functional Evaluation Criteria</b> The proposals that COMPLY with the Mandatory evaluation criteria be evaluated against the Functional Criteria. Suppliers meeting the minimum requirement will be evaluated further.</p> <p><b>3. Stage 3 – Price and Preference</b> 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</p> <p>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.</p>
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### 7.1. Mandatory Evaluation Criteria

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
Comply with OHS safety regulations		Valid Compensation of injuries and Diseases (COID letter from labour)	

**NOTE: Bidders that do not comply with all the above criteria will not be evaluated further.**



## 7.2. Functional Evaluation Criteria

Functionality criteria	Proof Required	Points
3 years and more experience in gardening and/or landscaping. Provide proof not older than 2 years.	Provide proof of similar projects with reference letters	50
2 to 3 years (the same)		40
1 to 2 years (the same)		30
Less than 1 year (the same)		10
<b>Total Points:</b>		

Total minimum qualifying functional score is **40** points.

## 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 Geographic - suppliers who a locally based in Gqeberha, then surrounding areas.	10	Department of Labour, BEE certificate or equivalent confirmation, <b>in Gqeberha only.</b>
	5	Department of Labour, BEE certificate or equivalent confirmation <b>with 80km proximity of Gqeberha</b>
	3	Department of Labour, BEE certificate or equivalent confirmation, showing <b>ownership in eastern cape.</b>
	0	Below 5%
Historically disadvantaged by unfair discrimination on the basis of Gender (women)	8	A valid BBEE Certificate showing at least 51% women ownership
	4	A valid BBEE Certificate showing at least 25.1 – 50% women ownership

Goal	Points	Evidence required
	2	A valid BBEE Certificate showing at least 5-25% women ownership
	0	A valid BBEE Certificate showing at less than 5% women ownership
Historically disadvantaged by unfair discrimination on the basis of disability	2	Department of Labour, BEE certificate or equivalent confirmation.
<b>Total Points</b>	<b>20</b>	

### 9. 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

### BIDDERS INFORMATION

#### Site Briefing:

Time: 11:00 AM

Date: 29 July 2025, Tuesday.

Co-Ordinates:

	S		E			
PE OFFICE	33	56	56	25	35	47

**ANNEXURE:**

**1. SCOPE OF WORK:**

Provide and Maintain Garden Services and landscaping at Sentech SOC Ltd PEOC on a three (3) year contract.

**2. BACKGROUND:**

The safety is the responsibility of the contractor's employee(s). Sentech SOC Ltd will not be held liable and/or accountable for any injury occurring on site. Sentech SOC Ltd PE office is under no obligation to store any equipment on behalf of the service provider.

Gardening services is a requirement for the upkeep of our flower beds and the maintenance of the premises outside the building. The current contract expires end of September 2025. SCM procurement process to be followed.

**3. REQUIREMENTS:**

The Service Provider shall attend the Site: during the day between 08H00 - 16H00 twice a month for a period of 36 months and be available when required/ called to site.

Supplier is required to perform the following duties at Sentech Ltd 15 Munro Road:

- Mowing and trimming of the lawn;
- Weeding of the flower beds;
- Trimming and pruning all bushes, shrubs and hedges;
- Watering of the garden and flower beds;
- Planting of additional plants, when required to do so;
- Application of fertilizer as and when required to do so;
- General maintenance of the entire site, within the security parameters;
- Cleaning of the site and keeping it in a neat and orderly condition;
- Sweeping of the site and parking area ;
- Raking of dry leaves and other garden debris;
- Prune all trees within the premises when required to do so.
- Disposal of garden waste; and
- Any ad hoc duties as requested by the manager.

**PRICING SCHEDULE**

Item No	Description	Quantity	Rate	Amount
1	Garden and Landscaping Year 1			
2	Garden and Landscaping Year 2			
3	Garden and Landscaping Year 3			
TOTAL				
15% VALUE ADDED TAX				
GRAND TOTAL				

**Please enclose a quotation on your company’s letterhead.**

**TERMS AND CONDITIONS**

Terms and Conditions	SENTECH reserves the right to:
	<ul style="list-style-type: none"> <li>• Extend the closing date.</li> <li>• Verify any information contained in a response.</li> <li>• Request documentary proof</li> <li>• Cancel or withdraw the requirement</li> <li>• To limit communications to only those Service Providers who meets the requirements.</li> <li>• This request will be subject to the General Conditions of Contract issued in accordance with Treasury Regulation 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). The Special Conditions of Contract are supplementary to that of the General Conditions of Contract. Where, however, the SCC conflict with the GCC, the SCC shall prevail.</li> <li>• The successful Service Provider may only enter into a subcontracting arrangement with the approval of SENTECH.</li>   <li>• SENTECH shall have the right, at its sole and exclusive discretion, upon written notice to the Service Provider, to terminate this Agreement, in whole or in part should the SERVICE PROVIDER fail to perform any of its obligations or deliver any deliverable timeously or should SENTECH not be satisfied with the quality of any service/s in terms of this Agreement, to the satisfaction of SENTECH.</li>   <li>• SENTECH shall furthermore have the right, as a result of such termination, to appoint a third party to perform the obligations of the Service Provider in terms of the Agreement and the Service Provider indemnifies SENTECH against all costs incurred by SENTECH in appointing such third party to fulfil the obligations of the Service Provider.</li> </ul>

<b>Terms and Conditions</b>	<b>SENTECH reserves the right to:</b>
	<ul style="list-style-type: none"> <li>• SENTECH shall have the right, at its sole and exclusive discretion, to terminate this Agreement, at any time, upon 30 (thirty) days' written notice to the Service Provider.</li> <li>• SENTECH reserves the right to conduct supplier due diligence at any time pre, during and post the contract period. This may include announced or unannounced site visits.</li> <li>• Key resource provided in response should be engaged in the project, should there be resource changes the resource levels must be equivalent to the resources in the proposal, with notice and acceptance by SENTECH be understood as special condition of contract.</li> <li>• Service Level Agreement will be signed with the successful Service Provider.</li> <li>• The successful contractor is to provide a safety file that will be approved by SENTECH SOC limited safety specialist before the works can commence on site. The successful contractor will also be required to sign SEC.37.2, to be handed after the adjudication of contract. The successful contractor must take note that they will be given a period of two weeks to prepare an approved safety file upon receipt of the Purchase Order, of which failure to adhere to the deadline will result in the Purchase order being cancelled.</li> <li>• Contractor to submit a programme of works before commencing any works</li> <li>• Contractor to submit close out report upon completion</li> </ul>