

REQUEST FOR QUOTATION FOR PROFESSIONAL SERVICES – STANDARD FORMAT

RFQ	REQUEST FOR QUOTE FOR YEARLY MAINTENANCE AND SERVICE OF UPS (UNINTERRUPTED POWER SUPPLY)
ISSUE DATE	09 MAY 2023
CLOSING DATE	15 May 2023
CLOSING TIME	12h00

REQUEST FOR QUOTATION FOR YEARLY MAINTENANCE AND SERVICE OF UPS

1 Background to the National Museum

The National Museum - a natural history, cultural history and art museum was established in 1877 and is a declared cultural institution, which resorts under the Department of Arts and Culture and is governed by a council. The mission of the National Museum is to provide heritage resources and an enjoyable experience to all people through quality research, conservation, education and exhibitions. More information about the organisation can be found at www.nasmus.co.za

2 Purpose and Background

The National Museum would like to request a quotation for yearly maintenance and service of UPS (Uninterrupted Power Supply) for Oliewenhuis Art Museum.

3. Scope of work

Description of works and service

- Replace UPS batteries
- Service UPS as per scope herein
- Load test for UPS, for existing UPS system
- Provide UPS service report

PRICING SCHEDULE

UPS preventative maintenance scope of work

- Replace UPS batteries quoted herein



an agency of the
Department of Sport, Arts and Culture

266, Bloemfontein, 9300
36 Aliwal Street / Aliwalstraat 36
South Africa / Suid-Afrika
051 - 4479609 051 - 4476273
www.nasmus.co.za

Incorporating the satellites:	Insluitend die satelliete:
Oliewenhuis Art Museum	Oliewenhuis-kunsmuseum
Freshford House Museum	Freshford-huismuseum
First Raadsaal	Eerste Raadsaal
Wagon Museum	Waenhuismuseum
Florisbad Research Station	Florisbad-navorsingstasie

- Cleaning of equipment, and logging of all measurements taken.
- Checking the mechanical soundness of all UPS components.
- Simulation of operation and, if necessary, making adjustments to the electronic control circuits etc.
- Checking and adjustment of all electronic supervisory and alarm circuits.
- Control checks on all power devices.
- Advise customer of any parts found defective and replace if required.
- Checking of batteries (limited to Maintenance free batteries only).
- Compile comprehensive maintenance report.

A detailed copy of the service report and recommendations, if any, will be provided after completion of the service. Should the Technician find any problem during the inspection a repair quotation will be provided.

DESCRIPTION	ITEM	QTY	AMOUNT
Specifications			
Equipment	Batteries for UPS:		
• 2 x RCT 850VAS UPS	• 2 x RCT 850VAS UPS	2	
• 1 x Eaton ENV1400 UPS	• 1 x Mecer 1000 UPS	1	
• 2 x Eaton ENV2000 UPS		2	
• 1 x Eaton ENV1000 UPS		1	
• 1 x Mecer 1000 UPS		1	
• 1 x 10KVA on line UPS		1	
• 1 x Sapphire 3kW Hybrid inverter battery replacement		1	
	Batteries for UPS:		
	• 1 x Eaton ENV1400 UPS		
	• 2 x Eaton ENV2000 UPS		
	• 1 x Eaton ENV1000 UPS		

SUB TOTAL			R
VAT @ 15%			R
TOTAL TO QUOTATION			R

4 Compulsory requirements

The bidder must attach the following documents to the quotation as follows;

- 4.1.1** At least 3 years' experience in provision of similar services supported by at least 3 contactable reference letters. A bidder will score more points on technical assessment with more than the required number of years of experience as indicated above. Contactable written reference letter(s) must be attached to support the number of years' claimed by the bidder.
- 4.1.2** A copy of a detailed CV(s) and qualification(s) of technician to be used on this project must also accompany the quote.
- 4.1.3** Completed, signed and witnessed SBD forms 4 must be attached.
- 4.1.4** A valid copy of BBBEE certificate or completed and signed BBBEE declaration must be attached
- 4.1.5** The company must be registered on CSD and CSD supplier report must be attached.
- 4.1.6** The bidder must be an active company registered in the Republic of South Africa and a copy of CIPC registration documents must be attached.

Matters for noting



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1. **Non-compliance to the above compulsory requirements will lead to a disqualification of the bidder, except for non-tax compliant with tax matter which is subject to grace period of at least 7 days that will be provided to a preferred service provider should that service provider is not compliant following bid evaluation.**
2. **Failure by this preferred service provider to rectify its tax matters to a compliant status within the grace period provided will lead to an automatic disqualification.**
3. **Validity period for bids or formal written quotations submitted shall be valid for a minimum period of thirty (30) days. The formal written price quotations received from the service provider/supplier will be regarded as valid for 30 days despite expiry date less than 30 days indicated on a quote.**

5 Price and Preference Points Evaluation

	Preference Points Criteria	Points Allocation
1	Price	80
2	Broad – Based Black Economic Empowerment (BBBEE)	20
	Total Points	100

6. Bid Evaluation.

All bidders will be subject to a three-stage technical evaluation process as follows;

- 6.1. Pre-screening, i.e. determination of compliance to compulsory requirements. The will be required to pass pre-screening to be eligible for further evaluation.
- 6.2. Technical assessment, measurement of capability. The bidder will be required to obtain a minimum of 60 points in order to be eligible for preferential procurement evaluation.

6.3. Preferential procurement calculation 80/20, whereby 80 is for price and 20 points for BBBEE points.

7. Technical Assessment

FUNCTIONALITY CRITERIA	POINTS ALLOCATION
Experience of firm – for similar scale projects or services required. Score points; 1 = 1 year 2 = 2 years 3 = 3 years 4 = 4 years 5 = 5 years plus	40
Experience and Qualifications of one (1) Lead Technician – for similar scale Projects or services required. Score points; 1 = 1 year 2 = 2 years 3 = 3 years 4 = 4 years 5 = 5 years plus	40
Reference letters Score points; 1 = 1 reference letter 2 = 2 reference letters 3 = 3 reference letters 4 = 4 reference letters 5 – 5 plus reference letters	20
Total points	100 points

8. Price

The bidder must provide a cost inclusive quotation including VAT if applicable. The financial offer must be provided in the table above (specifications with deliverables);

9. BBBEE Assessment

Preferential procurement calculation 80/20, whereby 80 is for price and 20 points for BBBEE points.

1	20
2	18
3	16
4	14
5	12
6	10
7	8
8	6
Non – contributor	0

NB: The Museum reserves the right to determine whether a technical evaluation or assessment of bids should be applied or not depending on the lowest price obtained from this request for a quote (RFQ) but all compulsory requirements of submission of information stated above must be adhered to by the bidder.

This important notice is in line with the Museum's approved Supply Chain Policy which is aligned to Public Finance Management Act