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**NATIONAL ECONOMIC DEVELOPMENT AND LABOUR COUNCIL**

P.O.BOX 1775, SAXONWOLD, 2132 – 14A JELLICOE AVENUE, ROSEBANK 2196

TELEPHONE +27(0) 11 328 4200 WEBSITE: WWW.NEDLAC.ORG.ZA

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| --- |
| **REQUESTS FOR QUOTATIONS**   **APPOINTMENT OF A QUALIFIED SERVICE PROVIDER TO SERVICE FIRE SAFETY EQUIPMENT AT NEDLAC HOUSE**  |
| **RFQ NUMBER:** | **REQ10676** |
|  |
| **RFQ ISSUE DATE:** | **10 May 2023** |
|  |
| **CLOSING DATE AND TIME:** | **18 May 2023 @ 11h00** |
|  |
| **SITE VISIT** | **12 & 15 May 2023 @ 14h00 – 15h00****Venue – Nedlac House, 14A Jellicoe Avenue Rosebank****NB: Ask for Sam upon arrival** |
|  |
| **DESCRIPTION OF SERVICES** | **APPOINTMENT OF A QUALIFIED SERVICE PROVIDER TO SERVICE FIRE SAFETY EQUIPMENT AT NEDLAC HOUSE FOR 36 YEARS****NB: TORs are attached from pg 14** |
|  |
| **SUBMISSION ADDRESS** | **Submissions to be sent electronically** |
|  |
| **PROCUREMENT ENQUIRIES** | **Name: JOYCE TONGWANE****Email:** **joyce@nedlac.org.za** |
| **TECHNICAL ENQUIRIES** | Name: Sharlotte van RooyenEmail: sharlotte@nedlac.org,za |

 **……………………………………………………………………………………………………………………..**

**COMPANY REGISTRATION NUMBER:……………………………………………………………………………………..**

**CSD NUMBER :…………………………………………………………………………………………………………………….…**

**ADDRESS: ………………………………………………………………………………………….………………………….**

**………………………………………………………………………...............................................**

 **……………………………………………………………………………………………………………………..**

**CONTACT PERSON : …………………………………………………………………………………………………………**

**TEL: ………………………………………………………………………………………….....**

**FAX: ………………………………………………………………………………………….….**

**E-Mail : ...............................................................................................**

**Mobile: ……………………………………………………………………………………………..**

|  |
| --- |
|  **TOTAL RFQ PRICE R .......................................................(VAT Incl.)** |

 **SBD4**

 **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.

1. **Bidder’s declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest[[1]](#footnote-1) 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:

……………………………………………………………………………………

……………………………………………………………………………………

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**

* + 1. If so, furnish particulars:

…………………………………………………………………………….

…………………………………………………………………………….

1. **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 consortium[[2]](#footnote-2) will not be construed as collusive bidding.

3.4In 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.

* 1. 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.

……………………………… ..……………………………………………

 Signature Date

……………………………… ………………………………………………

 Position Name of bidder

 **SBD 6.1**

# PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL

**PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

# NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

# GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

* the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
* the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

## To be completed by the organ of state

 (*delete whichever is not applicable for this tender*).

1. The applicable preference point system for this tender is the 90/10 preference point system.

1. The applicable preference point system for this tender is the 80/20 preference point system.

1. Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

1. Price; and
2. Specific Goals.

* 1. **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

|  |  |
| --- | --- |
|  | **POINTS**  |
| **PRICE**  |  80 |
| **BBBEE**  |  20 |
| **Total points for Price and SPECIFIC GOALS**   | **100**  |

* 1. Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

* 1. The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

# DEFINITIONS

1. **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
2. **“price”** means an amount of money tendered for goods or services, andincludes all applicable taxes less all unconditional discounts;
3. **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
4. **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
5. **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

# FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. **POINTS AWARDED FOR PRICE**

3.1.1 **THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS**

A maximum of 80 or 90 points is allocated for price on the following basis:

##  80/20 or 90/10

𝑷𝒔=𝟖𝟎(𝟏− 𝑷𝒕−𝑷𝒎𝒊𝒏 )or 𝑷𝒔=𝟗𝟎(𝟏− 𝑷𝒕−𝑷𝒎𝒊𝒏 )

 𝑷𝒎𝒊𝒏 𝑷𝒎𝒊𝒏

|  |  |
| --- | --- |
|  Where  |  |
|  Ps =  | Points scored for price of tender under consideration  |
|  Pt =  | Price of tender under consideration  |
|  Pmin =  | Price of lowest acceptable tender  |

3.2. **FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME**

# GENERATING PROCUREMENT

3.2.1. **POINTS AWARDED FOR PRICE**

A maximum of 80 or 90 points is allocated for price on the following basis:

##  80/20 or 90/10

𝑷𝒔=𝟖𝟎(𝟏+ 𝑷𝒕−𝑷𝒎𝒂𝒙 )or 𝑷𝒔=𝟗𝟎(𝟏+ 𝑷𝒕−𝑷𝒎𝒂𝒙 )

 𝑷𝒎𝒂𝒙 𝑷𝒎𝒂𝒙

Where

 Ps = Points scored for price of tender under consideration

 Pt = Price of tender under consideration Pmax = Price of highest acceptable tender

# POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

1. an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

1. any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

***(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.***

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.*)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **BBBEE LEVELS** | **Number of points** **allocated** **(90/10 system)** **(To be completed by** **the organ of state)**  | **Number of points** **allocated** **(80/20 system)** **(To be completed** **by the organ of state)**  | **Number of points** **claimed** **(90/10 system)** **(To be completed by the tenderer)**  | **Number of points** **claimed** **(80/20 system)** **(To be completed by the tenderer)**  |
| BBBEE Level 1 | 10  |  20 |   |   |
| BBBEE Level 2 |  8 |  16 |   |   |
| BBBEE Level 3 |  5 |  10 |   |   |
| BBBEE Level 4 |  4  |  8 |   |   |
| BBBEE Level 5 |  3 |  6 |   |   |
| BBBEE Level 6 - 8 |  0 |  0 |   |   |
|   |   |   |   |   |

#  DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm…………………………………………………………………….

4.4. Company registration number: …………………………………………………………...

4.5. TYPE OF COMPANY/ FIRM

  Partnership/Joint Venture / Consortium

  One-person business/sole propriety

  Close corporation

  Public Company

  Personal Liability Company

  (Pty) Limited

  Non-Profit Company

  State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

i) The information furnished is true and correct; ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

1. In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
2. If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

* 1. disqualify the person from the tendering process;
	2. recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
	3. cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
	4. recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
	5. forward the matter for criminal prosecution, if deemed necessary.

……………………………………….

**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME**: ……………………………………………………….

**DATE:** ………………………………………………………

**ADDRESS**: ………………………………………………………

 ………………………………………………………

 ……………………………………………………… ………………………………………………………

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**REQUESTS FOR QUOTATIONS**

**APPOINTMENT OF A QUALIFIED SERVICE PROVIDER TO SERVICE FIRE SAFETY EQUIPMENT AT NEDLAC HOUSE**

1. **INTRODUCTION**

The National Economic Development and Labour Council (Nedlac) is a statutory body that was established through Nedlac Act No. 35 of 1994 and operates under the terms of its own Nedlac Constitution. Nedlac’s vision is to promote growth, equity and participation through social dialogue.

1. **PURPOSE**

Nedlac requires a suitably qualified, experienced and industry accredited service provider with a good track record in fire safety compliance to service fire extinguishers, fire hydrant, fire hoses/reels, gas suppression system and fire alarm to ensure safety compliance of the entire fire safety system in the Nedlac building, over a thirty-six (36) month period.

The objective of this exercise is to ensure provision of a safe and compliant fire safe environment at the Nedlac premises.

1. **BACKGROUND**

3.1. Nedlac has one office nationally with an employee compliment of +-50 and

 external stakeholders/social partners. Before the Covid19 pandemic, on average

 +- 60 people would use the facilities on a daily basis. The office is situated at 14A

 Jellicoe Avenue in Rosebank, Johannesburg. The building consists of three floors

 and a basement parking area.

3.2. The building has inter alia the following features:

* Underground parking for twenty-nine and above ground parking for nine vehicles.
* One server room.
* One storage room.
* One reception desk and waiting space on the ground floor.
* Six single and six shared office spaces.
* Three kitchen spaces.
* Seven boardrooms.
* Three ladies’ toilet cubicles and three men’s toilet cubicles on the ground and first floors.
* One lady’s and one men’s toilet and a shower on the 2nd floor.
* Limited landscaping.
* Guard house with a toilet.
* One electronic main gate.
* OHS features including +-eleven fire extinguishers throughout the building, a fire alarm and a gas fire extinguisher in the server room.
* Four fire hoses/reels located at the basement and the three office building floors.
* 1 Fire hydrant outside the gate.
* Fibre cabling through-out the building.
1. **SCOPE OF WORK**
	1. The required service provider is expected to provide the following services over a thirty-six (36) month period:
		1. Service fire extinguishers in entire building (basement, ground floor, 1st floor and

second floor) and produce a service report/job card.

* + 1. Service fire hoses/reels in entire building (basement, ground

floor, 1st floor and second floor) and fire hydrant outside the gate.

* + 1. Service the gas suppression system in the server room - in accordance with the manufacture’s requirements.
		2. Service the fire alarm and accessories (smoke detectors and other fire alarm related equipment.
		3. Attend to emergency repairs of the entire fire safety equipment system/components and provide service report/job card.
		4. Provide a logbook and logbook holder for the gas suppression system.
		5. Ensure that instructions booklet/manual of the gas suppression system is placed next to the panel for end-user’s reference.

The building currently has the following number of fire extinguishers and hoses/reels:

* 2nd floor:

 3 x fire extinguishers

 1x fire hose/reel

* 1st floor:

 2 x fire extinguishers

 1 x fire hose/reel

* Ground floor:

 4 x fire extinguishers chamber room

 1 x fire hose/reel

 1 x fire alarm panel

* Basement:

 2 x fire

 1 x fire hose/reel

* Server room:

 1 x gas suppression system

* Main gate area:

 1 x fire hydrant outside the gate.

 4.5.6 The service provider must conduct a compulsory site visit prior to quoting. Details of the

 as follows: **Date: 12 & 15 May 2023**

 **Venue: Nedlac House, 14A Jellicoe Avenue Rosebank**

 **Time: 14h00-15h00**

 **Contact person:  Ask for Sam Mulwela**

 4.5.7 The service provider must issue Nedlac with a guarantee and/or warranty

 for work done.

1. **REQUIREMENTS OF THE SERVICE PROVIDER**
	1. The successful service provider must satisfy the following criteria:
		1. Have experience and professional understanding of fire equipment servicing and overall fire safety compliance.
		2. Be certified to service all types of fire safety equipment.
		3. Provide proof of up to date registration with SAQCC-Fire.
		4. Have traceable experience in repairing and servicing fire safety equipment.
		5. Allocate a competent and fully accredited team that will be dedicated to this project.
		6. Provide Nedlac with a service plan outlining the service intervals deliverables, deliverables and timelines.
		7. Provide certified copies of project team’s trade certificates related to the requirements of the project.
		8. Provide company profile.

5.1.9 Provide at least five (5) signed reference letters and contactable references

 for similar projects completed in the last five (5) years.

5.1.10 Provide a company profile.

1. **SELECTION AND EVALUATION CRITERIA**
	1. **Evaluation Criteria**

As this procurement is expected not to exceed a maximum of R50 million, the 80/20 preferential procurement measure is applicable. In order to achieve specific goals, a maximum of 20 points will be awarded to a bidder/tenderer for broad-based black economic empowerment as follows:

* B-BBEE status Level 1 contributor: 20 points
* B-BBEE status Level 2 contributor: 16 points
* B-BBEE status Level 3 contributor: 10 points
* B-BBEE status Level 4 contributor: 8 points
* B-BBEE status Level 5 contributor: 6 points
* B-BBEE status Level 6 - 8 contributor: 0 points
	1. The RFQ will be evaluated in two phases as follows:

**Phase 1 – Functionality Evaluation**

|  |  |
| --- | --- |
| *Functionality* | *100* |
| *Threshold* | *70* |

**Phase 2 – Pricing and Specific Goal Evaluation**

|  |  |
| --- | --- |
| **Price** | **80** |
| **Specific Goal Evaluation** | **20** |

* 1. Functionality Evaluation criteria

The below matrix will be used in scoring the submissions:

|  |  |  |
| --- | --- | --- |
| **What is required** | **Application of evaluation criteria** | **% allocation**  |
| Years of experience in fire equipment servicing and overall fire safety compliance.  | 5 = 10 or more years4 = 7 or more years 3 = 5 or more years2 = 3 or more years 1 = 1 or more years | 40% |
| Up to date registration with SAQCC-Fire. | 5 = Evidence of SAQCC-Fire accreditation/registration.1 = No evidence of up to date accreditation/registration. | 30% |
| Project plan outlining deliverables, timelines and projected costs as per scope of work. | 5 = Detailed plan outlining deliverables, timelines and projected costs.3 = Basic plan covering deliverables and projected costs.1 = No plan provided. | 30% |

* 1. **To note**
* The final decision and successful appointment will be made by Nedlac and no correspondence will be entered into thereafter.
* Nedlac reserves the right to cancel this bid or ultimately decide not to appoint any service provider in terms of this call for quotations.
1. **SUBMISSION AND ENQUIRIES**
	1. Service providers should send their quotation and accompanying relevant documentation to procurement@nedlac.org.za by joyce@nedlac.org.za by the **18 May 2023 at 11h00.**
2. **ENQUIRIES**
	1. Technical enquiries regarding these Terms of Reference should be emailed to Sharlotte Kopano van Rooyen at sharlotte@nedlac.org.za.
	2. Procurement enquiries regarding this Terms of Reference should be emailed to joyce@nedlac.org.za copying procurement@nedlac.org.za.
3. **PAYMENT TERMS**

Payments will be made within 30 days from receipt of invoice and against presentation of satisfactory deliverables as will be agreed upon on appointment of the successful bidder/service provider.

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. [↑](#footnote-ref-1)
2. Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract. [↑](#footnote-ref-2)