



REQUEST FOR QUOTE (RFQ)

APPOINTMENT OF A SUITABLE SERVICE PROVIDER FOR VENTILATION SYSTEM INSTALLATION IN EXISTING SCIENCE LABORATORY AT MAKGETSE SECONDARY SCHOOL

Date:	10 December 2021
Department	ATNS: CSI
RFQ Number	ATNS/RFQ012/09/12/2021/2022 Ventilation System
Description of Goods/Service:	Please see below on page 3
Closing Date and Time:	14 January 2022 @ 14h00
Expected delivery date	TBC to the appointed bidder.
Compulsory Requirements:	<ol style="list-style-type: none"> 1. B-BBEE Certificate 2. Tax Pin 3. CSD Report 4. Banking Details with bank stamp 5. ID copies of members/directors 6. CK Documents 7. Pricing Schedule/Quotation 8. Signed and completed SBD Forms
Description	Appointment of a Suitable Service Provider for Ventilation System Installation in Existing Science Laboratory at Makgetse Secondary School
Mandatory Requirements	<ul style="list-style-type: none"> • CIDB ME 1 • The Service provider shall submit a Proof of Residence as evidence that their facility is situated in Gauteng Province. A Rates & Taxes statement, lease agreement or equivalent may be used as proof.
Compulsory Briefing Session and Site Inspection	15 December 2021 @ 10:00 CAT Makgetse Secondary School Hammanskraal
Quotation Delivery Address	Thokop@atns.co.za
Enquiries	Procurement Officer: thokop@atns.co.za

The ATNS requests your quotation on the goods and/or services listed hereunder and/or on the available RFQ forms. Please furnish all information as requested and return your quotation on the date stipulated. Late and incomplete / missing documentations will invalidate the quotation submitted. Suppliers which are not registered on the government



central supplier database will not be considered. ATNS is not obliged to accept the lowest or any submission received. ATNS reserves the rights to accept the whole or any portion of a quotation.

This RFQ will be evaluated on the basis of the 80:20-point system as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000) & the ATNS' Procurement Policies and Procedures.

BIDDING STRUCTURE

Indicate the type of Bidding/Biding Structure by marking with an 'X'	
Individual Bidder	
Joint Venture	
Consortium	
With Sub-Contractors	
Other	

If Individual:	
Name of Bidder	
Registration Number	
VAT Registration Number	
Contact Person	
Telephone Number	
Fax Number	
Cell Number(s)	
E-mail Address	
Postal Address	
Physical Address	

If Joint Venture or Consortium, indicate the name/s of the partners:	
Company Name	
Registration Number	
VAT Registration Number	
Contact Person	



Telephone Number	
E-mail Address	
Fax Number	
Postal Address	
Physical Address	

HAS AN VALID TAX CLEARANCE CERTIFICATE AND PIN BEEN SUBMITTED FOR CONSORTIUM, JOINT VENTURE AND/OR SUB CONTRACTORS	
YES	NO

PLEASE INDICATE THE TYPE OF YOUR COMPANY E.G. PRIVATE COMPANY OR CLOSED CORPORATION OR OTHER	
Indicate the Type of Company	

SIGNATURE OF BIDDER:

..... DATE:


.....
CAPACITY UNDER WHICH THIS BID IS SIGNED:


1. PURPOSE OF BID

APPOINTMENT OF A SUITABLE SERVICE PROVIDER FOR VENTILATION SYSTEM INSTALLATION IN EXISTING SCIENCE LABORATORY AT MAKGETSE SECONDARY SCHOOL

2. SCOPE OF WORK

- The scope as indicated in this document includes, Ventilation System Installation in Existing Science Laboratory.

Scope of Work	Description
Removal & Extraction	<ul style="list-style-type: none"> To remove existing electrical fans in the science laboratory (they must be handed over to the school)
Industrial Extractor Fan in the chemical's storeroom.	<ul style="list-style-type: none"> Supply and installation, by specialist contractor, a wall mounted industrial Extractor Fan to the chemical's storeroom measuring 14.7 m². The capacity and specification must comply with the size of the room and what types of chemicals that are stored in the room. The type, model, brand of the extractor fan equipment must be approved by the client prior to its procurement by the contractor. The contractor must include in their pricing all ancillary materials and labour required to install the equipment and make it functional. It is also the responsibility of the contractor to provide electrical power point to connect the equipment. Should there be any minor building alterations that are required to fully install this equipment, they must be included in the contractor's scope of work. 
Air Conditioning in the Laboratory	<ul style="list-style-type: none"> Supply and installation, by specialist contractor, the air conditioning system the Laboratory measuring 124.16m²

	<ul style="list-style-type: none"> • The most energy-efficient air conditioner for the laboratory needs must have a BTU suited to the size of the laboratory as indicated above. The unit must be a wall mounted split unit • In general, the recommendation for air conditioners in South Africa is 500 BTU per square metre. • The type, model, brand of the air conditioning equipment must be approved by the client prior to its procurement by the contractor. • The contractor must include in their pricing all ancillary materials and labour required to install the equipment and make it functional. • It is also the responsibility of the contractor to provide electrical power point to connect the equipment. • Should there be any minor building alterations that are required to fully install this equipment, they must be included in the contractor’s scope of work.
<p>Fume Extraction Cabinet in the Laboratory</p>	<ul style="list-style-type: none"> • The Lab has an old fume extraction cabinet that is non-functional. The procurement of a new one is therefore necessary. • Supply and installation by, specialist contractor, a ViVid Air VA600S or similar approved School Fume Extraction Cabinet with a size of 2120 mm high by 1000 mm wide. See image below. • The contractor must include in their pricing all ancillary materials and labour required to install the equipment and make it functional. • Where the existing cabinet system is compatible with the current ventilation system, please refurbish the ventilation system before fitting 



3. TECHNICAL REQUIREMENTS, PRICE AND PREFERENCE POINTS

- **The First stage**, bids will be evaluated first for **Pre-Qualification Criteria (Preferential Procurement Requirements)** prescribed in Preferential Procurement Regulations. Only bids that meet Preferential Procurement requirements will be considered for further evaluation.
- **Preferential Procurement Reform:**
The Preferential Procurement Regulations, 2011 pertaining to the Preferential Procurement Policy Framework Act, Act No 5 of 2003.
- Preferential Procurement in ATNS will be implemented in line with the PPPFA and its amended Regulations. Where feasible, pre-qualification criteria for preferential procurement or subcontracting will be set to advance certain designated groups which are EMEs or QSEs which are at least 51% black owned (in line with the PPPFA). Where not feasible to set preferential procurement as a pre-qualification criteria ATNS shall evaluate suppliers in accordance with the B-BBEE Codes of Good Practice.
- **The second and Last stage**, bids will be evaluated in terms of the **80/20 preference point systems**. Only bids that provide all documentation requested for **Mandatory Requirements** will be evaluated in accordance with the **80/20** preference point system.
Stage 1- Price/B-BBEE Evaluation



ADJUDICATION CRITERIA

MANDATORY REQUIREMENT	CIDB ME 1	
CRITERIA GUIDELINES FOR THE APPLICATION OF WEIGHTING	EVALUATION CRITERIA	WEIGHTING
<p>1. Capacity and Experience:</p> <p>1.1 Verification of References</p> <p>Three (3) Contactable references of client bodies for whom the tenderer has successfully completed projects of this nature and similar value in the past Five years. The references shall include the following:</p> <ul style="list-style-type: none"> • Description of the project • Projects actual costs at completion • Year completed • Client name and contact details 	<p>If a complete record as per guideline and evidence is provided for Three (3) relevant projects: (20%)</p>	20%
	<p>If a complete record as per guideline and evidence is provided for less than (3) but more than one relevant project: (10%)</p>	
	<p>If a complete record and evidence is provided for None relevant projects: (0%)</p>	
<p>1.2 Proposed Project Team</p> <p>The tenderer shall provide a proposed management team for the project. For each team member, the following information items shall be provided:</p> <ul style="list-style-type: none"> • Detailed Curriculum Vitae of key personnel (20%): • Construction Contract Manager: (10%) • Site Foreman (10%) 	<ul style="list-style-type: none"> • Detailed Curriculum Vitae of key personnel (20%): • Construction Contract Manager: (10%) • Site Foreman (10%) 	20%
<ul style="list-style-type: none"> • A responsibility matrix that defines the roles, availability and responsibilities of the various team members (10%) 	<ul style="list-style-type: none"> • A responsibility matrix that defines the roles, availability and responsibilities of the various team members (10%) 	10%
	<ul style="list-style-type: none"> • If a no record and evidence is provided (0%) 	



<p>2. Construction Management</p> <p>2.1 Construction Method Statement</p> <p>The tenderer shall describe their understanding of the project requirements and the scope of work. The tenderer shall further provide and describe a methodology of construction that will meet both the project requirements and Scope of work. The Construction Method Statement shall therefore include and address the following:</p> <ul style="list-style-type: none"> • Scope of Work (1%) • Site Establishment Plan (1%) • Project Resources (Plant & Equipment) (2%) • Construction Methodology (Technical Approach) (2%) • OHS Plan (3%) • Contractor Bi-Weekly Progress Reporting (1%) <p>Bidder to use the closing date of Bid as provisional start date for purposes of completing a schedule of works</p>	<p>Construction method (10%)</p>	<p>10%</p>
<p>3. Bills of Quantities</p> <p>The bidder shall provide a BOQ for the project in both PDF and excel format. The BOQ must follow a format as stipulated by the South African Council for Quantity Surveyors (SAAQS) and show in a table format with columns titled: <i>Item No, Item Description, Unit of Measure, Quantity, Rate and Amount</i></p>	<ul style="list-style-type: none"> • If a complete record as per guideline and evidence is provided: (40%). • If a no record and evidence is provided (0%) 	<p>40%</p>
<p>Total</p>		<p>100%</p>
<p>Threshold</p>		<p>70%</p>



- Tenderers will be evaluated in terms of the 80/20 preference point system, where a maximum of 80 points are allocated for price and a maximum of 20 points are allocated in respect of the level of B-BBEE contribution of the Tenderer.
- Points are allocated in terms of the BBBEE Codes of Good Practice guideline as indicated in the table below. Bidders must submit valid BBBEE Certificates which will be verified.



- Quotations will be evaluated in terms of Preferential Procurement Policy Framework Act using the 80:20 points system. 80 points will be awarded for price and 20 points for BEE points claimed.

Points for price	80
Points for B-BBEE (Max of 20):	20
B-BBEE status Level of Contributor	Number of Points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-Compliant contributor	0



SUBMISSION INSTRUCTIONS:

- 3.1.1 Potential service providers are requested to provide a quotation that addresses all the items listed in the specification section as stated above.
- 3.1.2 Failing to comply with the instruction will lead to bids being disqualified.
- 3.1.3 **Each quotation should also include the following information:**
1. The **expiration date for the Quotation**, if any.
 2. Details of the contact person dealing with the quotation.
 3. CSD Summary Report.
 4. Black Economic Empowerment status of the service provider or legal identity of BEE partner as well as the physical and postal address of the BEE partner and capital structure.

Should it be necessary for a supplier to obtain clarity on any matter arising from or referred to in this RFQ document, please refer your enquiries, in writing, to the contact person(s) listed below. ATNS reserves the right to place responses to such queries on the website.

PROCUREMENT OFFICER:	Thoko Phukubye
TELEPHONE:	011 607 1000
E-MAIL:	thokop@atns.co.za

3.2 SUBMISSION OF QUOTATION:

- 3.2.1 **The RFQ Documents shall be delivered to the below:**

Email to thokop@atns.co.za

No later than 14 January 2022 @14h00



PART A

INVITATION TO BID

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/
PUBLIC ENTITY)**

BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
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DESCRIPTION

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO	TECHNICAL ENQUIRIES MAY BE DIRECTED TO:
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CONTACT PERSON		CONTACT PERSON	
TELEPHONE NUMBER		TELEPHONE NUMBER	
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS		E-MAIL ADDRESS	

SUPPLIER INFORMATION

NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE		NUMBER
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE		NUMBER
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			

SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:	OR	CENTRAL SUPPLIER DATABASE No:	MAAA
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B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes No <input type="checkbox"/>	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
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[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

<p>1.1.1.1. ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[IF YES ENCLOSE PROOF]</p>	<p>1.1.1.2. ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[IF YES, ANSWER THE QUESTIONNAIRE BELOW]</p>
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?
 YES NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

YES NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?
 YES NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?
 YES NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?
 YES NO

IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.



PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH



MEMBERS PERSONS IN THE SERVICE OF THE STATE.”

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE:

.....



1 PROTECTION OF PERSONAL INFORMATION

- 1.1 The Service Provider shall ensure that its employees, representatives and officers, comply with the provisions of the Protection of Personal Information Act, 2013 (“**POPIA**”) and all other applicable data protection laws and, without limitation to the foregoing, shall ensure the security and confidentiality of all Personal Information processed by that Party is in accordance with POPIA and all other applicable data protection laws.
- 1.2 The Service Provider must only process personal information of the Company and third parties on behalf of the Company, with the Company’s knowledge or authorisation, treat such information which comes to their knowledge as confidential and must not disclose it unless required by law or in the course of the proper performance of the Service Provider’s duties. The Service Provider must comply with the responsible party’s obligations in clause section 19 of POPIA.
- 1.3 Where the Service Provider, its agents, subcontractors, officers, directors, shareholders, representatives, or employees has/have access to any Personal Information held by the Company for any reason in connection with this Agreement or is/are supplied with or otherwise provided with Personal Information by the Company or on behalf of the Company for any purpose, or are supplied with or otherwise provided with Personal Information relating to the Services, the Service Provider shall:
- 1.3.1 process such Personal Information only for purposes of performing its/their obligations under this Agreement and shall not otherwise modify, amend or alter the contents of such Personal Information or disclose or permit the disclosure of such Personal Information to any third party, unless specifically authorised to do so by the Company or as required by law or any regulatory authority, and shall take all such steps as may be necessary to protect and safeguard such Personal Information;



- 1.3.2 without prejudice to the generality of the foregoing, ensure that appropriate, reasonable technical and organisational measures shall be taken by it/them to prevent –
- 1.3.2.1 the unauthorised or unlawful processing of such Personal Information; and
 - 1.3.2.2 the accidental loss or destruction of, or damage to, such Personal Information; and
 - 1.3.2.3 promptly notify the Company when it becomes aware of any unauthorised, unlawful or dishonest conduct or activities, or any breach of the terms of this Agreement relating to Personal Information.
- 1.4 The Service Provider shall be liable for all claims, demands, actions, costs, expenses (including but not limited to reasonable legal costs and disbursements), fines, losses and damages arising from or incurred by reason of any wrongful processing of any Personal Information by the Service Provider (including its agents, subcontractors, officers, representatives or employees) for any breach of its obligations or warranties in terms of clause **Error! Reference source not found.**
- 1.5 Both Parties will comply with their obligations under POPIA in relation to personal information for which they are the responsible party.
- 1.6 The Service Provider must notify the Company immediately where there are reasonable grounds to believe that personal information has been accessed or acquired by any unauthorised person (Data Breach) and must assist the Company, at its own cost: a) with any investigation or notice to the Regulator or data subjects that the Company may make in relation to a Data Breach; and b) in responding to any directions by the Regulator to publicise the Data Breach, including assisting the Company to make public announcements if required.
- 1.7 The Service Provider indemnifies the Company against any civil or criminal action or administrative fine or other penalty or loss as a result of the Service Provider's breach of this clause.





1. POPIA CONSENT

1.1 The Service Provider, by submitting its proposal/ quotation, consents to the use of his/her personal information contained therein and confirms that:

1.1.1 The information is voluntarily supplied, without undue influence from any party;
and

1.1.2 The information is necessary for the purposes of the engagement with ATNS.

1.2 The tenderer acknowledges that he /she is aware of his/her right to:

1.2.1 Access the information at any reasonable time for the purposes of rectification thereof;

1.2.2 Object to the processing of the information;

1.2.3 Lodge a complaint with the Information Regulator.