

**REQUEST FOR QUOTATIONS**

**30 JANUARY 2024**

**REQUEST FOR QUOTATIONS FOR TO INSTALL  
OFFICE FIT OUT (INSTALLATIONS)**

## 1. Purpose

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- 1.1. The purpose of this RFQ is to invite service provider to send quotations for office fit out and to outline the terms of reference (TOR) with regards to the appointment of a qualified service provider to install office fit out (Installations) with electrical points (both normal and safe plugs) and network points that support voice-over Internet Protocol (only category 6 network LAN points) as per the office design layout.

## 2. Considerations/background

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- 2.1. The RSR moved into the current Midrand offices which is approximately 3400m<sup>2</sup>. The office layout was designed to fit the then 2018 operating model which has since been reviewed. The review in the structure necessitates the need to review the office layout to accommodate the changes in the structure and the personnel.
- 2.2. The Railway Safety Regulator Facilities unit must ensure a safe and comfortable work environment for people. The facilities management is responsible for provision of sufficient fit for purpose office for the RSR. The offices must also comply with relevant prescripts such as OHS Act, building regulations, municipal bylaws and organizational policies.

## 3. Scope of work / Specification

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### **Specifications are as follows:**

- 3.1. See attached (TOR ) Terms of reference.

- 3.2. The request is hereby made for a suitable and qualified office installer to be appointed to conduct office installations. ***See TOR and floor layout for specifics.***
- 3.3. Compulsory Site briefing: Building 4 and 2, Waterfall Point, Corner Woodmead and Waterfall Drive, Waterfall, Midrand.
- 3.4. To take final measures on the day of the briefing

### **Compulsory Briefing Session**

Date: 06 February 2024

Time: 10h00

Address: Building 4 and 2, Waterfall Point, Corner Woodmead and Waterfall Drive, Waterfall, Midrand

***Failure to attend a Compulsory Briefing Session will result in your quotation not being accepted.***

## **4. Administrative / Compliance Requirements**

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- 4.1. Registration on National Treasury CSD report
- 4.2. Comprehensive quotation (prices must be VAT Inclusive)
- 4.3. Tax Pin & Tax clearance certificate
- 4.4. Fully Completed and signed Standard Bidding Documents (SBD) forms documents
- 4.5. A valid BBBEE certificate or sworn affidavit (on sworn affidavit indicate the day, month and year of the financial year period ie, 31 March 2022)
- 4.6. Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
- 4.7. A Copy of the identity document of the company owner(s)
- 4.8. Valid Medical Certificate

- 4.9. Valid South African Social Security Agency (SASSA) registration (**Where applicable**)
- 4.10. Valid National Council for Persons with Physical Disability in South Africa registration (NCPDSA)

*Failure to submit valid documents listed above (No - 4.5, 4.6, 4.7, 4.8, 4.9, 4.10) for proof of claim specific goals as stipulated in Section 6 below will lead to the service provider not being awarded points for specific goal.*

## 5. Functionality Evaluation Criteria

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- 5.1. The suitable service provider must demonstrate capacity and capability to execute this project by complying with the functionality criteria on the table below:

**Kindly see attached Terms of Reference for detailed functionality Criteria.**

Service Providers must attain a minimum threshold of **70 points** or more to be considered for evaluation on the 80/20 Preference Point System.

*Failure to attain the set minimum threshold will result in a disqualification.*

## 6. Evaluation 80/20 Preference Point System

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- 6.1. The price quotations will be evaluated in accordance with the pre-scripts of the Preferential Procurement Policy Framework Act (PPPFA) and its regulations, in particular Preference Procurement Regulation 2022 which

stipulate **80/20 preference point system for acquisition of goods or services with Rand value equal to or below R50 million (inclusive of all applicable tax).**

6.2. **A maximum of 80 points for price and 20 points for the specific goal specified on the request for quotation may be awarded to a Service Provider.**

6.3. **Points for the specific goal will be awarded as specified on the table below:**

| NO | SPECIFIC GOALS                                                                                                                   | PREFERENCE POINT (OUT OF 20) | PROOF OF CLAIM                                                                                                                                                                                                                                                                                                                                                                                    |
|----|----------------------------------------------------------------------------------------------------------------------------------|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1  | An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is <b><i>at least 51% owned by black people</i></b> | 10                           | <ul style="list-style-type: none"> <li>• Copy of the identity document of the owner(s)</li> <li>• A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable)</li> <li>• Central Supplier Database (CSD) report</li> <li>• Valid company registration documentation that are issued by Companies &amp; Intellectual Property Commission (CIPC)</li> </ul> |
| 2  | An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which                                                     | 5                            | <ul style="list-style-type: none"> <li>• Copy of the identity document of the owner(s)</li> </ul>                                                                                                                                                                                                                                                                                                 |

|   |                                                                                                                    |   |                                                                                                                                                                                                                                                                                                                                                                                                   |
|---|--------------------------------------------------------------------------------------------------------------------|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   | is <b>at least 51% owned by black women</b>                                                                        |   | <ul style="list-style-type: none"> <li>• A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable)</li> <li>• Central Supplier Database (CSD) report</li> <li>• Valid company registration documentation that are issued by Companies &amp; Intellectual Property Commission (CIPC)</li> </ul>                                                          |
| 3 | An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is <b>at least 51% owned by youth</b> | 3 | <ul style="list-style-type: none"> <li>• Copy of the identity document of the owner(s)</li> <li>• A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable)</li> <li>• Central Supplier Database (CSD) report</li> <li>• Valid company registration documentation that are issued by Companies &amp; Intellectual Property Commission (CIPC)</li> </ul> |
| 4 | An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is <b>at least 51% owned</b>          | 2 | <ul style="list-style-type: none"> <li>• Copy of the identity document of the owner(s)</li> <li>• A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable)</li> </ul>                                                                                                                                                                                  |

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|--|----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p><i>by person(s) with disabilities</i></p> | <ul style="list-style-type: none"> <li>• Central Supplier Database (CSD) report</li> <li>• Valid company registration documentation that are issued by Companies &amp; Intellectual Property Commission (CIPC)</li> <li>• Valid Medical Certificate</li> <li>• Valid South African Social Security Agency (SASSA) registration<br/><b>(Where applicable)</b></li> <li>• Valid National Council for Persons with Physical Disability in South Africa registration (NCPDPSA)</li> </ul> |
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6.4. For Points to be awarded for the specific goals the proof for the claim for such goal must be submitted.

## 7. Technical Enquiries

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### 7.1. SCM Enquiries

Mr. Fumani Mabunda

[fumanim@rsr.org.za](mailto:fumanim@rsr.org.za)

### 7.2. Project Manager Enquiries

Mr. Mathiba Nyama  
[mathiban@rsr.org.za](mailto:mathiban@rsr.org.za)

## 8. Closing Date and Time for responses to this request for quotation

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- 8.1. The request will be **closed on 9 February 2024 at 16h00**. Responses may be emailed to [fumanin@rsr.org.za](mailto:fumanin@rsr.org.za)