

## REQUEST FOR QUOTATION

SENTECH INVITES SUPPLIERS FOR:

|  |   |                  |         |
|--|---|------------------|---------|
| Project title:                         | <i>Appointment of a service provider for covered parking</i>      |                  |         |
| Quotation or Proposal no:              | 6000001283  |                  |         |
| RFQ Issue date:                        | 18/04/2023  |                  |         |
| Briefing session date, time, and venue | 02 May 2023 SENTECH 39B Silwerboom Avenue, Platteklouf, Cape Town |                  |         |
| Briefing session Time                  | 10:00   |                  |         |
| Closing date:                          | 16 May 2023   |                  |         |
| Closing time:                          | 12h00   | Validity period: | 30 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:

|                          |                           |
|--------------------------|---------------------------|
| Quotations Administrator | Zanele Zulu               |
| Telephone no:            | 011 471 4000              |
| E-mail:                  | Quotations6@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)*

Name & signature of witness

Date

## 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. EVALUATION CRITERIA

The evaluation criteria are stipulated in Section 5. It is the Suppliers responsibility to ensure that it has responded to the evaluation criteria. Failure to meet the evaluation criteria may result in the Supplier being disqualified from being appointed. Suppliers must ensure that they have included all supporting documentation, especially the documentation that may be required to support the response to the evaluation criteria.

### 3. BRIEFING SESSION

N/A

### 4. RFQ EVALUATION METHOD

This RFQ will be evaluated as described in the table below.

| Evaluation Method | <p>1. <b>Stage 1 – Administrative Responsiveness Evaluation</b><br/>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>2. <b>Stage 2 – Functional Evaluation Criteria</b><br/>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>3. <b>Stage 3 – Price and Preference</b><br/>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> |
|-------------------|---|
|                   |   |

**5. Evaluation of Price and Preference**

The Service Provider will be evaluated on a points system for Price and Preference as per Preferential Procurement Framework Act of 2000 (Act 5 of 2000).

**6. TECHNICAL EVALUATION CRITERIA**

| Mandatory Criteria   | Proof Required                       |
|--|--------------------------------------|
| Contractors must have a minimum CIDB grading of 1SL  | Attach valid CIDB certificate        |
| Contractors must have a valid letter of good standing from DOL, FEM, or RMA  | Attach valid letter of good standing |
| The service provider must attach 2 completed projects as the main contractor in erecting carports. Completion certificates or reference letters to be attached.  | Attach Proof                         |
| <ul style="list-style-type: none"> <li><b>Construction Programme</b></li> </ul> Project programme with realistic time frames, key tasks clearly defined and critical path depicted. (The programme may be presented in any format) | Attach Proof                         |

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

**6.4 RISK ASSESSMENT (Stage 5)**

All bids that meet the minimum qualifying score for technical evaluation may undergo a risk assessment based on the following framework:

- Any aspects that emanate from the bidders' individual responses
- Any information received from past references
- Site Visit of similar work done
- Assessment of Financial Statements

Sentech may disqualify bidders based on the outcome of the risk assessment.

**6.5 Evaluation of Price and Preference (Stage 6)**

This Bid will be evaluated on a points system based on weighted average score for Price and Preference as per Preferential Procurement Framework Act of 2000 (Act 5 of 2000).

**7. The price / preference weighting applicable for RFQ are as follows:**

| Price / Preference       | Points     |
|--------------------------|------------|
| Preference:              | 20         |
| Price:                   | 80         |
| <b>Total must equal:</b> | <b>100</b> |

**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 unfair discrimination on the basis of Race           | 10        | A valid BBBEE Certificate showing at least 51% black ownership |
| Historically disadvantaged by unfair discrimination on the basis of Gender (women) | 8         | A valid BBBEE Certificate showing at least 30% women ownership |
| Historically disadvantaged by unfair discrimination on the basis of disability     | 2         | A doctor's note confirming disability                          |
| <b>Total Points</b>  | <b>20</b> |  |

**a. 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<sub>s</sub> = Points scored for price of bid under consideration
- P<sub>t</sub> = Rand value of bid under consideration
- P<sub>min</sub> = Rand value of lowest acceptable bid

**Scope Of Work**

**1. SCOPE OF WORKS**

**SENTECH SOUTHERN REGION; CAPE TOWN OFFICES: PROPOSED COVERED PARKING**

**SPECIFICATIONS FOR ROOFING**

**1. ROOF COVER**

0,53 Z200 Colourbond or similar – Kliplok or similar concealed fix @ 1,5°

**2. ROOF STRUCTURES**

Roof sheets fitted directly on to 150 x 75 x 20 x 3mm cold formed lipped channel at 1200mm centres as per the attached drawing detail.

**3. BEARER BEAMS**

IPE 160 Steel Beams bolted to steel posts with 12/10mm diameter galvanised bolts

150 x 75 x 20 x 3mm cold formed lipped channels connected to bearer beams as per the attached drawing detail.

#### **4. FASCIAS AND BARGE BOARDS**

Steel fascia boards on the sides as per the existing carport.

#### **5. GUTTERS**

150 x 150 PVC aluminium box gutters seated between or on the last bearer beams – refer to the general layout plan for the positions.

Each gutter to have 3/100mm outlets, downpipes and spreaders; Positions will be determined later.

#### **6. DRAWINGS, ENGINEERING, INSPECTIONS AND CERTIFICATE**

Shop drawing to be signed by a registered engineer

Final inspection and certificate to be issued by a registered engineer

Costs to be included in the quotation

#### **7. DESIGN**

The Service Provider must bring all cases of ambiguity or discrepancy to the attention of Sentech before he/she proceeds with the various works.

Sentech shall issue instructions to the Service Provider which determine what work is to be executed.

#### **8. CONSTRUCTION**

##### **Standard Specification**

SANS 1200 is the applicable SANS construction specification for this contract. SANS 1200 is not issued with this document.

##### **Inclement Weather**

Service Providers are expected to take any possible inclement weather delays into account when submitting quotations. Service Providers shall satisfy themselves through their own local knowledge/investigation as to rainfall/temperature data when compiling their quotation.

##### **Utilities on Site**

There will be electricity supplied on site should the Service Provider require the use of electricity. It shall be the responsibility of the service provider to provide any extensions and adapters required for the execution of the works

The Service Provider shall make provision for toilet facilities for his workforce, for the duration of the works, by means of the supply, daily cleaning and removal on completion of suitable chemical toilets erected in an area demarcated by Sentech.

Potable water required for drinking and the execution of the contract works is available on site. It shall be the responsibility of the service provider to provide any hosepipes and adapters required for the execution of the works.

No site telephone is available on site. The service provider to provide for these facilities where necessary

Accommodation and washing facilities are not available in the Sentech building or at the site. The service provider must provide suitable washing facilities for staff members.

### **Contract Works Area**

The Sentech office is located on private land. All areas outside the demarcated site fencing and site access road is to be considered private land and as such is not owned by Sentech. The Service Provider shall confine his activities to the Landscaping Works site within the site fencing and access to the site.

The Service Provider's working area will be demarcated on site by the Service Provider as soon after the award and site handover of the works.

The works area may not exceed the current boundaries of the Sentech site – i.e. all equipment and materials must be stored within Sentech's fenced off area.

The Service Provider shall provide all reasonable measures necessary to protect the existing and/or partially occupied works to ensure that they are not damaged, and he shall remove such protection on completion.

The Service Provider will be required to remove all facilities established on site for the works and restore the site to its original condition on completion of the Works.

Work is to be executed during normal working hours.

Sentech expects the Service Provider, his staff or agents to maintain good public relations with landowners, other Contractors, other site users and members of the public at all times.

All equipment, materials, etc. is left on the premises at the Service Provider's own risk.

No fires shall be made on Sentech property.

All gates shall be kept closed at all times. The service provider shall be held liable for damage, loss or injury to persons or property, resulting from non-compliance with this condition.

### **Site Cleaning and Rubble Removal**

The Service Provider shall be responsible for the daily cleaning of all areas which he occupies or works on under this contract and clearing and removal of all rubble from the site to a Municipal designated dumping site. The Service Provider is to allow for the cost of site cleaning and rubble removal in his Quotation.

### **Health and Safety**

The Service Provider will be responsible for all Occupational Health and Safety (OHS) requirements as governed by the OHS Act for the full duration of the Contract.

Prior to the commencement of work on site, the Service Provider will be required to submit a Health and Safety File complying to both the requirements and format required by Sentech. As part of these requirements, the Service Provider is to provide proof that he is in Good Standing with the compensation fund.

The Service Provider is to allow for the cost of Health and Safety measures in his Quotation.

### **Quality Assurance**

The Service Provider shall arrange for all the work done at the site to be inspected either by his own inspection staff or by an approved inspection authority.

Requests for Sentech to inspect such work shall only be made after the service provider's inspectorate has inspected and approved the work.

Requests for the inspection of critical work at hold points should be made well in advance of the requirement, in order for Sentech to make the necessary arrangements.

Sentech reserves the right, however, to inspect the works at any stage and without prior notice of inspection.

Sentech reserves the right to intervene at any stage if it is believed that the work is unsafe or not according to specification.

### **Program and Progress Reporting**

Timeous execution of the project as a whole is of paramount importance to Sentech. To ensure this and to assist the Contractor to monitor his own progress, he will be required to provide a detailed execution program within 10 days after award of Contract. This program shall provide the following information in either data listing format or bar chart and network diagram format:

Activity description

Activity duration

Activity logic (inter-dependencies, delays)

Resource allocations (plant, labor)

Key dates

This execution program will be used to monitor and report on the Contractor's progress.

There are no constraints on the execution program, however, the work sequence must follow logically. Non-working days are Saturdays and Sundays. The special non-working days are statutory public holidays.

Weekly reports are to be compiled and submitted to Sentech via e-mail. Detailed photographic evidence of progress must be included in the weekly report

## **9. LOCATION OF THE WORKS**

Sentech Operations: Southern Region  
39B Silwerboom Avenue  
Plattekloof 3

