



merSETA

MANUFACTURING, ENGINEERING
AND RELATED SERVICES SETA

REQUEST FOR PROPOSAL (RFP)

RFP TITLE	REPAIRS AND MAINTENANCE FOR THE MERSETA SPECIALLY MODIFIED CAREER BUS
RFQ NUMBER	RFQ/FAC/23/24/
CLOSING DATE	19 June 2024
CLOSING TIME	12:00 noon
Non-compulsory briefing and site visit date and address	10 June 2024 at 09:00-11:00 AM MerSETA head office 8 Hillside road Park town 2193
SUBMISSION EMAIL	Quotations@merseta.org.za
ENQUIRY EMAIL	AMatomane@merseta.org.za NB: No enquiries will be attended to after 14 June 2024.

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1. BACKGROUND

The Manufacturing, Engineering and Related Services Sector Education and Training Authority (merSETA) was established in 2000 to promote skills development in terms of the Skills Development Act (Act No. 97 of 1998 as amended).

The merSETA facilitates skills development in the manufacturing, engineering, and related services that encompass the following sectors: Automotive, Metal, Motor, Tyre, Plastics, and Automotive Components Manufacturing.

The Quality Management Reporting resolution outlines a directive for comprehensive training for all staff members at merSETA, emphasizing the importance of understanding the organization's mission and operational focus.

That Management ensures staff at all levels know what the purpose is of the SETA to direct the work performed by each member of staff to achieve the purpose e.g. to be aware of activities such as funding windows that are open.

2. OBJECTIVE

The objective is to appoint a service provider to render the repairs and maintenance for the specially modified career bus that is utilized as an outreach tool to reach out its constituencies in urban, semi-rural and rural remote areas in all nine (9) provinces of the Republic of South Africa.

The service required are inclusive of mechanical, auto electrical and any other related services when needed for a period of twenty-four months (24 months)

3. PROJECT/ CONTRACT PERIOD

The contract period for this project will be for a period of two (2) years subjected to the contract being awarded, date to be confirmed.



4. DESCRIPTION OF THE BUS

4.1. Description of the Bus is as follows:

- Make : Mitsubishi
- Model : Fuso (2013)
- JVN : 11300
- Size : Heavy load 3500 kg
- Odometer reading : 171231km (as of 01 December 2021)

4.2. The Bus pictures are attached as part of the specification.

5. CONTENTS OF THE BUS

5.1. The Bus is equipped with 14 computer workstations (one facilitators workstation, one workstation in the back office and 12 regular workstations).

5.2. IT equipment is installed including the Adler server rack with all electronics and remote start for the generator and all the electrical switches for lights and appliances.

5.3. Has a floor constituted of tough PVC flooring and walls with a white wood finish and all PC boxes with a metallic silver finish.

5.4. Has LED lighting trunks and cable ducting above the workstations and PVC cable trunking and extra electrical sockets below the workstations.

5.5. Is fitted with 3 X 12 000 BTU air conditioners in the roof for heating and cooling and an automated 1.2-meter satellite dish.

5.6. Has walls that are insulated for cooling and heating.

5.7. Is fitted with a pull-out laser printer and a scanner.

5.8. Is fitted with a restroom and heavy-duty toilet that will be a vacuum toilet system with a 50L holding tank and an extractor fan.

5.9. Has a kitchen containing a microwave, fridge, and wash basin.

5.10. Has a LED display for presentations that is connected to a touch screen PC.



5.11. Has a disability entrance enabling easy access by disabled persons with a disability lift and access steps.

5.12. Has additional storage space for 5 foldable tables and 20 foldable chairs.

5.13. Has an office area appropriately equipped to enable utilization of the bus for the intended purposes, and which is separated from the rest of the bus by a sliding door.

5.14. Is fitted with all the necessary information technology equipment including but not limited to the following:

- One HP network faxed/copier/printer.
- 14 touch screen workstations
- 14 webcams installed on all touch screen workstations.
- 14 keyboards installed on all touch screen work stations.
- 14 mouse installed on all touch screen work stations.
- 14 headsets installed on all touch screen workstations.
- 2 x internet access camera
- 1 x UPS installed in Adler rack.
- 3x LED screens
- 1 x 20 port gigabit switch
- 1 x 20 port panel

5.15. Is furnished with.

- 14 swivel chairs
- 2 visitors chairs
- Filtered and chilled water
- Bar type fridge
- Microwave
- 20 x fold up chairs.
- 2 x fold up tables.
- Tracker system





5.16. Has a power unit of 2 Generac 7.5 KVA start generators connected to a 120L fuel tank.

5.17. Is fitted with fire extinguishers, fire suppression systems and generator.

6 . THE BUS REPAIRS AND MAINTENANCE REQUIREMENTS

- When mechanical, auto electrical breakdown and any other related matters then assessment must be conducted.
- A detailed quotation inclusive of call out fee, labour, spare parts and travel costs must be submitted within twelve (12) hours of assessing the bus. The duration of the repairs must be provided in writing.
- Quotations will be approved within 24 hours of submission to merSETA.
- Service provider must be prepared to undertake repair wherever the bus is located.
- Turnaround time within 12 hours.
- Ability to travel Nationally where the bus is in case of emergency.
- Flexible Availability – 24/7/365
- Cleaning of the ablution facilities inclusive of the basin must be carried out before bus leaves to any scheduled destination as and when needed.
- The cleaning of the exterior and interior of the bus must be carried out before bus leaves to any scheduled destination as and when needed.
- In the event of a breakdown towing services is required for the bus to be towed to be nearest center, must be towed to a safe storage facility for repairs to be conducted.(center will be subjected to a comp)
- All the repairs or breakdown of the bus must be reported to the merSETA offices.
- A quarterly report on the status of the bus must be submitted to the merSETA, indicating the condition of the bus.
- Qualification as an auto electrician or Diesel mechanic is mandatory.
- The submission must be accompanied by an MRI certificate(optional)



- The service provider must have relevant experience and this must be proven by submission of a company profile.

6. BID EVALUATION

The RFP will be evaluated in terms of the PPPFA 05 of 2000 and Preferential Procurement Regulation 2022 (80/20).

6.1 Evaluation Stage 1: Compliance

Compliance with administrative requirements stated in the Standard Bidding Documents and the mandatory requirements as listed below. In this evaluation stage, all bidders that fail to provide the required information and documentation may be disqualified from further evaluation.

Failure to comply with the requirements assessed in stage 1 (compliance), may lead to disqualification of bids.

Criteria Description	Supporting Documents
In the event of the bidder being in a joint venture (JV), a signed JV agreement must be submitted (where applicable)	Signed JV Agreement SBD forms must be completed for each legal entity Consolidated B-BBEE certificate
Bidders must submit a fully complete Bidder's Disclosure form (failure to declare honestly will lead to bidder being disqualified)	Standard Bidding Document (SBD) 4 and SBD 6.1

6.2 Evaluation Stage 2: Technical Evaluation

In this evaluation stage, the bids will be evaluated for functionality based on the evaluation criteria and the minimum threshold as shown in the table below. Failure to meet the prescribed technical specification will automatically disqualify the bid offer from proceeding to the next evaluation stage.



No	Criteria	Description	Points
1.	The bidder demonstrates years' of experience in auto electrician or Diesel mechanic	Five (5) years or more of experience	30
		Less than five (5) years up to four (4) years of experience	20
		Less than four (4) years up to three (3) years of experience	10
		Less than three (3) years experience	0
2.	The bidder must provide contactable references where the same service was rendered between the period 2018 to date merSETA reserves the right to contact the referee. Appointment letters will not be regarded as reference letter.	5 or more relevant reference letters attached	15
		4 relevant reference letters attached	10
		3 relevant reference letter attached	5
		No or unsatisfactory reference letter(s) attached	0
3.	Detailed proposed methodology and project plan which must include: <ul style="list-style-type: none"> - service provider must be prepared to undertake repair wherever the bus is located. - Turn-around time within 12 hours. - Ability to travel Nationally where the bus is in case of emergency. - Flexible Availability – 24/7/365 	Fully complies - The bidder has provided a detailed explanation of the methodology implementation approach which details how the services will be carried out as outlined in the scope and deliverables and timelines.	30
		Poor or unsatisfactory proposed methodology with no detailed project plan and timeframes.	0
4.	Curriculum Vitae (Cvs) and Qualification as an auto electrician or Diesel mechanic	Summarized CVs and relevant qualification(s):	25



No	Criteria	Description	Points
	CVs which must indicate their experience, their professional background and qualifications	a) CV and relevant qualification (NQF 6 or Higher) = 25 b) CV and relevant qualification (NQF 5) = 20 c) CV and relevant Qualification (NQF 4/National Senior Certificate) = 15 d) No CV and no relevant Qualification = 0	
TOTAL			100
MINIMUM WEIGHTING SCORE			65

Any bid that fails to meet the overall minimum threshold of 65% will be disqualified for further evaluation on stage 3 (price and specific goals).

6.1.1 Evaluation Stage 3: Preference Point System

The 80/20 preference point system shall be applicable to this phase, where 80 points represent maximum obtainable points for the lowest acceptable price, and 20 points represents the specific goals. Points will be awarded to a bidder for attaining the specific goals in accordance with the table as listed in the bid documentation.

The specific goals allocated points in terms of this tender	Number of points Allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Tenderer who has 51% to 100% black people ownership	6	
Tenderer who has 30% to 100% black women ownership	4	
Tenderer who has 30% to 100% black youth ownership	4	
Tenderer who has 30% to 100% White women ownership	2	
Tenderer who has 20% or more owners with disability	4	
Total Points allocated to Specific Goals	20	



Note: Refer to Annexure A for Proof or documentation that may be considered to claim points for specific goal related to persons or categories of persons historically disadvantaged by unfair discrimination.

7. merSETA's RIGHTS

7.1 The merSETA is entitled to amend any bid condition, bid validity period, RFQ specification, or extend the bid closing date, all before the bid closing date. All bidders, to whom the RFQ documents have been issued and where the merSETA have record of such bidders, may be advised in writing of such amendments in good time and any such changes will also be posted on the merSETA's website under the relevant tender information. All prospective bidders should therefore ensure that they visit the website regularly and before they submit their bid response to ensure that they are kept updated on any amendments in this regard.

7.2 The merSETA reserves the right not to accept the lowest priced bid or any bid in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is functionally acceptable and/or financially advantageous to the merSETA.

7.3 The merSETA reserves the right to award this bid as a whole or in part.

7.4 The merSETA reserves the right to conduct site visits at bidder's corporate offices and / or at client sites if so required.

7.4 The merSETA reserves the right to consider the guidelines and prescribed hourly remuneration rates for consultants as provided in the National Treasury Instruction 02 of 2016/2017: Cost Containment Measures, where relevant.

7.5 The merSETA reserves the right to request all relevant information, agreements, and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the merSETA to conduct background checks, including FICA verification, on the bidding entity and any of its directors / trustees / shareholders / members.

7.6 The merSETA reserves the right, at its sole discretion, to appoint any number of vendors to be part of this panel of service providers, if applicable (i.e., where a panel is considered).



7.7 The merSETA reserves the right of final decision on the interpretation of its tender requirements and responses thereto.

7.8 The merSETA reserves the right to consider professional conduct and experiences it had with any bidder which rendered similar services to the merSETA in the past 5 years over and above the references put forward by the bidder in its response.

8. UNDERTAKINGS BY THE BIDDER

8.1 By submitting a bid in response to the RFQ, the bidder will be taken to offer to render all or any of the services described in the bid response submitted by it to the merSETA on the terms and conditions and in accordance with the specifications stipulated in this RFQ document.

8.2. The bidder shall prepare for a possible presentation should merSETA require such and the bidder will be required to make such presentation within five (5) days from the date the bidder is notified of the presentation. Such presentation may include a practical demonstration of products or services as called for in this RFP.

8.3. The bidder agrees that the offer contained in its bid shall remain binding upon him/her and receptive for acceptance by the merSETA during the bid validity period indicated in this RFP and its acceptance shall be subject to the terms and conditions contained in this RFP document read with the bid.

8.4. The bidder furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents; and that the price(s) and rate(s) cover all his/her obligations under a resulting contract for the services contemplated in this RFP; and that he/she accepts that any mistakes regarding price(s) and calculations will be at his/her risk.

8.5. The successful bidder accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under the supply



agreement and SLA to be concluded with merSETA, as the principal(s) liable for the due fulfilment of such contract.

8.6. The bidder accepts that all costs incurred in the preparation, presentation and demonstration of the solution offered by it shall be for the account of the bidder. All supporting documentation and manuals submitted with its bid will become merSETA property unless otherwise stated by the bidder/s at the time of submission.





9. RFP ENQUIRIES

SCM ENQUIRIES		TECHNICAL ENQUIRIES
NAME	Asisipho Matomane	Asisipho Matomane
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ANNEXURE A

Specific Goal Guide – Preferential points (80/20)

This specific goal guide will be used to assist providers in submitting relevant documents to confirm specific goals.

“Specific goals” means specific goals as contemplated in section 2 (1) (d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of Reconstruction and Development programme as published in government gazette No. 16085 dated 23 November 1994.

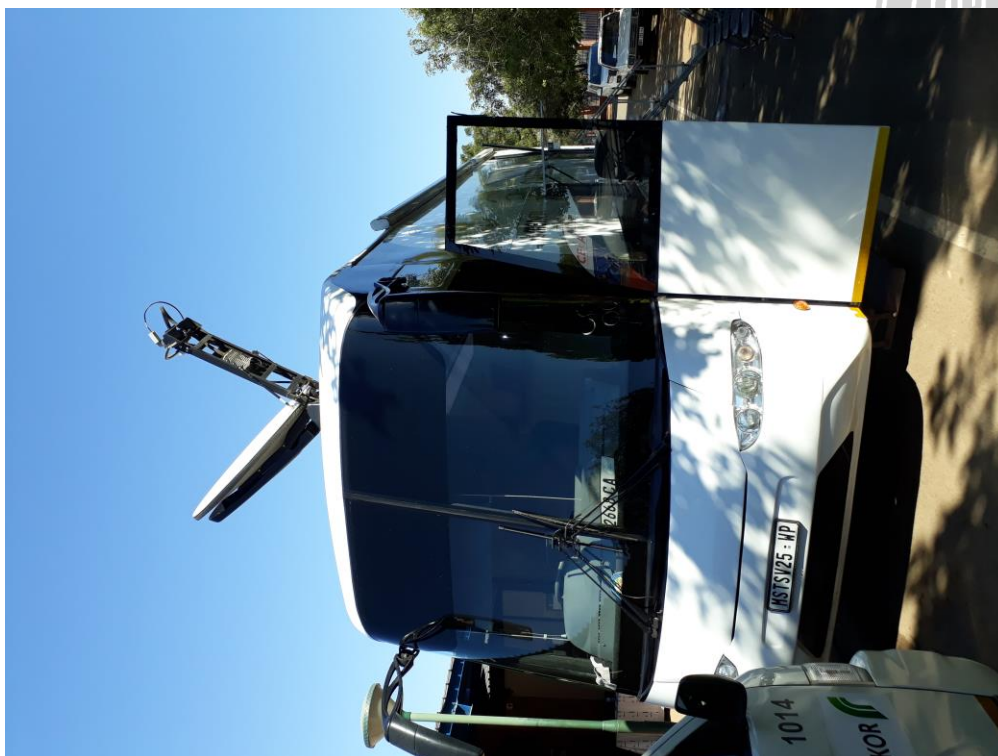
Please note that :

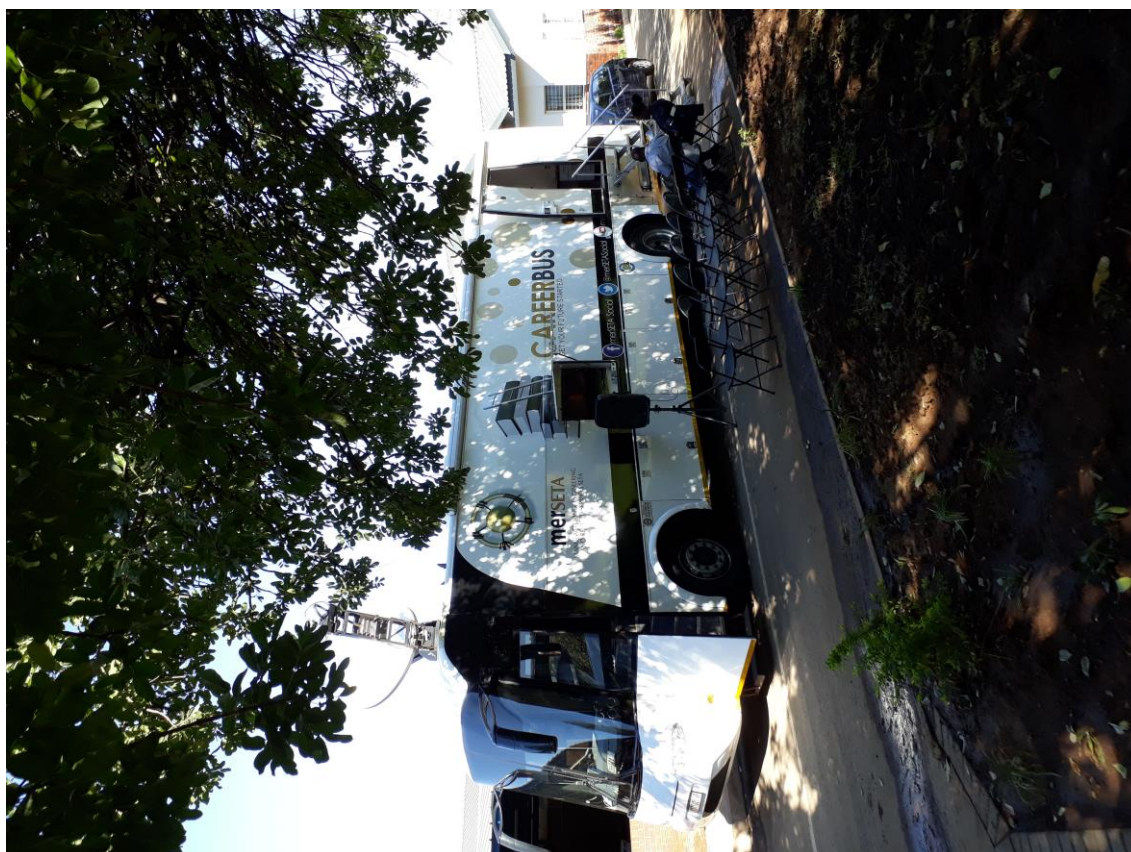
- Financial account, management account or auditors letter should be submitted confirming turnover of the company determining BBBEE status on Affidavit and B-BBEE CIPC certificate in order for the specific goals can be awarded.

Preferential points for tenders without local content requirements.

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Specific goal	80/20 Preference Point system	Example of Submission	Tick if relevant document submitted	Indicate which document have been submitted
Black People Ownership – 51% or more	6	Valid B-BBEE certificate/Affidavit or B-BBEE CIPC		
Black Women Ownership – 30% or More	4	Valid B-BBEE certificate/Affidavit or B-BBEE CIPC		
Black Youth Ownership – 30% or More	4	Valid BBBEE certificate/Affidavit or B-BBEE CIPC		
White Women Ownership – 30% or More	2	Valid B-BBEE certificate/Affidavit or B-BBEE CIPC		
People with Disability Ownership (PWD)	4	Medical certificate		
Total Points allocated to Specific Goals	20			





PRICING SCHEDULE

No.	DESCPRITION	PRICES
1.	Labour Costs Per Hour	
2.	Travelling rate per km	
3.	Management Costs	
Total		

NB: Spare parts and accommodation costs will be paid to the appointed service provider as disbursements.