



## PART A INVITATION TO BID – SBD 1

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	<b>RFQ 19/05/2023</b>	DATE OF ISSUE:	<b>05/10/2023</b>	CLOSING TIME:	<b>12H00</b>
		CLOSING DATE:	<b>16/10/2023</b>		
DESCRIPTION	<b>Plumbing Service for 12 Months Contract at ICASA Head Office in Centurion, Gauteng Province</b>				
<b>BID RESPONSE DOCUMENTS MUST BE EMAILED TO THE BELOW EMAIL)</b>					
<b>Submissions must be emailed to <a href="mailto:RFQResponses@icasa.org.za">RFQResponses@icasa.org.za</a> with the subject: RFQ 19/05/2023 Plumbing Service</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	<b>Siyathokoza Ntombela</b>		CONTACT PERSON	<b>Boitumelo Phayane</b>	
TELEPHONE NUMBER	<b>012 568 3833</b>		TELEPHONE NUMBER	<b>012 568 3892</b>	
FACSIMILE NUMBER	<b>N/A</b>		FACSIMILE NUMBER	<b>N/A</b>	
E-MAIL ADDRESS	<a href="mailto:sntombela@icasa.org.za">sntombela@icasa.org.za</a>		E-MAIL ADDRESS	<a href="mailto:bphayane@icasa.org.za">bphayane@icasa.org.za</a>	
<b>SUPPLIER INFORMATION</b>					
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
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR <b>THE GOODS /SERVICES /WORKS OFFERED?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>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.</b>					



## PART B TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
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. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
1.5. ORIGINAL CERTIFIED COPY OF A BBBEE CERTIFICATE ISSUED BY SANAS ACCREDITED VERIFICATION AGENCY OR ORIGINAL CERTIFIED SWORN AFFIDAVIT <b>(TO CLAIM THE BBBEE POINTS, BIDDERS ARE URGED TO SUBMIT THEIR ORIGINAL CERTIFIED COPY OF A BBBEE CERTIFICATE ISSUED BY SANAS ACCREDITED VERIFICATION AGENCY OR ORIGINAL CERTIFIED AFFIDAVIT IN OUR TENDER BOX SITUATED AT OUR HEAD OFFICE, AT 350 WITCH HAZEL AVE, ECO POINT OFFICE PARK, ECO PARK, CENTURION ON BY CLOSING DATE 16/10/2023 AT 12:00PM)</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
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:

.....



## Independent Communications Authority of South Africa

350 Witch-Hazel Avenue, Eco Point Office Park  
Eco Park, Centurion  
Private Bag X10, Highveld Park 0169

### **REQUEST FOR QUOTATION (RFQ): PLUMBING SERVICES**

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**A Service provider is needed at ICASA Centurion to render interior plumbing services for a period of 12 months.**

#### **1. BACKGROUND**

ICASA's Head Office is currently situated at 350 Witch-Hazel Avenue, Eco Point Office Park, Centurion. The Authority has identified the need to appoint a service provider to carry out maintenance and repair works to its Head Office, from time to time (planned and unplanned) for a period of 12 months. The scope of work entails the assessment, inspection, maintenance, repairs, and replacement of faulty and/or damaged fixtures and fittings (where necessary) to the existing plumbing systems within ICASA on an as-and-when-required basis.

#### **2. BUILDING**

The Head Office building has the following information:

Description: offices, open plan seating, boardrooms, and storerooms

Square metres: 9320 square metres

Occupants/employees: 300-365

#### **3. GENERAL REQUIREMENTS**

ICASA seeks to appoint a service provider who will assist with plumbing services, a service provider must have a minimum experience of five (5) years' experience in the corporate/commercial building maintenance and repairs industry for plumbing work. Only service providers who possess a Level 1 SO CIDB grading are eligible to submit a quote.

3.1. The plumbing assessment, inspection, maintenance, repairs, replacement/installation work will be done under the following maintenance types as and when required:

3.1.1. **Planned preventative maintenance**: defined as the type of maintenance where repairs or replacement actions are performed at predetermined, fixed, intervals to prevent failures from becoming reality. The important issue with FTM (Fixed Time Maintenance) is that the

mean-time between-failures (MTBF) be known in order to determine the most cost-effective frequency for maintenance or replacement;

- 3.1.2. **Corrective maintenance**: defined as the activity following a preventative maintenance inspection, test or condition assessment with the purpose of correcting a problem or restoring the condition before failure occurred;
- 3.1.3. **Predictive maintenance**: defined as the type of maintenance trying to predict the condition of the equipment and plan maintenance strategy accordingly. Once the condition is known a decision is taken to take the equipment out of service for repairs or to leave it in service for an extended period of time based on the condition of the equipment. This is a typical inspection task or analysis task in order to monitor condition;
- 3.1.4. **Proactive maintenance**: defined as maintenance or task performed to prevent maintenance as well as failure. It also involves the development of new facilities or changing of existing facilities. Updating or putting new procedures in place is also a form of proactive maintenance;
- 3.1.5. **Unplanned breakdowns and/or emergency repairs**: defined as that maintenance which was unforeseen and is necessary to restore the serviceability of the physical asset;
- 3.1.6. **Project maintenance**: defined as that maintenance which involves the development of new facilities or changing of existing facilities
- 3.1.7. Minor/smaller approved projects related to maintenance and repairs
- 3.2. Plumbing assessment, inspection, maintenance, repair and/or replacement/installation works will be scheduled during a time as agreed to with ICASA, and will likely be undertaken midweek, over weekends, public holidays, or during period when the Authority closes for vacations (shutdown).
- 3.3. The service provider may be required to attend to emergencies as well as inspections that may be required from time to time.
- 3.4. In all circumstances, the existing services at the premises must remain operational until the scheduled cut-over, so as to not disrupt ICASA's business operations.
- 3.5. The service provider shall only utilize tools and equipment that is safe and in good working order.
- 3.6. No work must be undertaken without using the appropriate and correct tools, equipment, machinery and PPE for the purposes of approved maintenance and repairs.
- 3.7. The service provider shall only incorporate in the works materials, products, components and assemblies which are:
  - a) fit for their intended purpose;
  - b) Comply with the relevant plumbing and building legislation, regulations, SANS standards, and industry best practices, and
  - c) capable of fulfilling required functions under intended use conditions or when in use.
- 3.8. Should the service provider cause damage to any infrastructure/equipment, they will first/swiftly secure the damaged infrastructure/equipment and make the area safe. They

will thereafter inform the employer's representative of the damage incurred so that any other relevant authorities can also be informed. The service provider will be liable for the full costs of repairs to the damages.

- 3.9. The service provider is responsible for obtaining from the relevant authorities, any and all permits and related paperwork/services, including certificate(s) of compliance, which might be required to perform the work to be done.
- 3.10. Service technicians are to first report to the Facilities unit prior to carrying out any contracted work.
- 3.11. Job cards must be signed by one of the Facilities unit employees/prior to the service provider leaving the premises, on completion of the contracted work.
- 3.12. Job cards content must include but not be limited to the following:
  - 3.12.1. Description of the work to be undertaken;
  - 3.12.2. Action taken/work done;
  - 3.12.3. Material used (if any);
  - 3.12.4. Time of arrival and departure;
  - 3.12.5. Location/area where work was undertaken;
  - 3.12.6. General remarks/comments;
  - 3.12.7. Full names, signatures and date by both parties (i.e. ICASA and service provider representative)
- 3.13. When maintenance is performed record sheets/job cards must be stored for the duration of the contract and should be available for inspection at any given time.
- 3.14. The lack of complete history files may result in penalties being levied on the service provider, and/or immediate cancellation of the contract.
- 3.15. All record sheets, job cards, history reports etc. will remain the property of ICASA and should be handed over to ICASA monthly with invoicing or as agreed with ICASA. Notwithstanding this requirement, on termination of the contract the service provider shall provide all project information in a close-out report to be submitted at the end of the project.
- 3.16. The service provider must have additional resources available to attend to lengthy breakdowns or breakdowns of a specialized nature.
- 3.17. It shall be the service provider's responsibility to ensure that all relevant labour and safety legislation is adhered to, for the duration of the contract. To this end, the service provider will be required to produce an OHS safety file, which must be maintained and kept up to date for the duration of the contract.
- 3.18. ICASA shall not be responsible for payment of any unauthorized work.
- 3.19. ICASA reserves the right to separately procure maintenance, repairs and replacement/installation services when contracted service provider(s) services do not meet ICASA's requirements and/or industry standards in terms of quality, workmanship etc.;

- 3.20. The service provider shall always enforce strict discipline and good order among its employees. The service provider shall be always responsible for all behavior and activities of all its employees during the performance of the work of this contract.
- 3.21. The service provider will not divulge, furnish, or disclose any sensitive information concerning ICASA or any other stakeholders' activities to the public or media.
- 3.22. ICASA reserves the right to have a confidentiality agreement signed with the successful service provider.

#### **4. PERSONNEL**

- 4.1. The service provider should propose the structure and composition of their team i.e. the main disciplines involved, the key staff member/expert responsible for each discipline, and the proposed technical and support staff and site staff, together with names of second choice alternate personnel;
- 4.2. The roles and responsibilities of each key staff member/expert should be set out as job descriptions. In the case of an association / joint venture / consortium, it should, indicate how the duties and responsibilities are to be shared;
- 4.3. In addition, they shall provide a summary of the key staff member's NQF Level 5 Plumbing certificate /and NQF level 6 Diploma in Plumbing/ Plumber must be qualified artisans with a trade test qualification (certificates, diplomas or degrees as well as professional registration certificates), experience in previous and current occupations;

#### **5. RESPONSE TIMES**

- 5.1. The service provider will be expected to render its services between 07h30 – 16h00 unless agreed in advance with ICASA.
- 5.2. The service provider will be expected to respond 100% to all work instructions from ICASA within 24 hours.
- 5.3. For emergency repairs such as blocked sinks, lack of water, worn-out fixtures, non-functional toilets/taps, flooding, burst pipes, sewerage leaks, the service provider is expected to respond at any time of the day or night, seven (7) days a week, inclusive of all statutory public holidays, throughout the contract period, and that appropriate staff are available to respond to call-outs. ICASA will determine the nature of the callout.
- 5.4. Emergency repairs when life is at stake and it is affecting our operations:
  - 5.4.1 Risk to life and limb
  - 5.4.2 Interruption of operations
  - 5.4.3 Business continuity
- 5.5. The response times to all emergency call-outs must be within 2 hours from being notified (i.e. 100% of all calls).
- 5.6. Response time shall be measured from the time the call is logged with the service provider.

- 5.7. Special arrangements will be made for all project related work and completion dates fixed at negotiation stages. In the event of the maintenance call not being completed within the agreed times it will be the sole responsibility of the service provider to communicate with ICASA Facilities representative to extend the completion time as agreed.
- 5.8. ICASA will hold the service provider liable for any costs incurred by any party as a result of negligence or unreasonable poor performance by the service provider including excessive time taken to effect repairs.

## **6. LEGISLATIVE FRAMEWORK & APPLICABLE STANDARDS**

It shall be the responsibility of the service provider to ensure that all equipment, tools, machinery, PPE and methods used in the assessment, inspection, maintenance, repairs and/or replacement/installation, comply with all relevant statutory regulations, in particular the latest amendments, which includes but not limited to:

- a) The Occupational, Safety and Health Act and its regulations.
- b) Government, Provincial and Local Authorities Ordinances, Regulations, By-laws, Rules and other legal instructions.
- c) SANS (standards) and any other relevant standards and/or guidelines applicable at the time.

## **7. GUARANTEE PERIOD**

Guarantee period for the services rendered, including the replacement/installation and commissioning of all new parts must be clearly and always specified, and must be in line with industry standards.

## **8. HEALTH AND SAFETY**

- 8.1. The service provider shall implement and enforce applicable health and safety measures and protocols when conducting assessment, inspection, maintenance, repairs, replacement and/or installation services.
- 8.2. The service provider will be working in close proximity of buildings where employees and stakeholders operate and requires minimal disruption as well as noise caused by related activities. As such, the service provider must adhere to ICASA's measures, protocols, guidance and specifications for access to and working on the premises.
- 8.3. The service provider shall manage health and safety in accordance with the Occupational Health and Safety Act, and ICASA's occupational health and safety measures and protocols, including conducting risk assessment, where required, prior to carrying out any plumbing works.
- 8.4. Service provider's personnel must wear the correct Personal Protective Equipment and Clothing (PPE&C) and always use the correct tools, machinery, and equipment, failing which they will be prohibited from working on site/ICASA's premises.

- 8.5. The service provider must put in place the necessary safety measures, demarcation, signage to prevent anyone from being injured during the assessment, inspection, maintenance, repair and/or replacement/installation services.
- 8.6. Where applicable, the service provider must submit a safety file, ten (10) days prior to the commencement of duties.
- 8.7. At the completion of any work, the service provider shall immediately remove all its tools, machinery and equipment from the premises and leave all work areas in a clean condition.
- 8.8. If the service provider fails to fulfil the obligations relating to promptly and properly cleaning and final clean up, ICASA reserves the right to employ another service provider to complete the cleaning of premises, and to charge the cost thereof to the contracted service provider.
- 8.9. Further, ICASA reserves the right to withhold final payment until ICASA deems the area/premises acceptable.

## **9. NOTICE BOARDS**

- 9.1. Where applicable, the service provider shall provide and place suitable notice boards that will be mounted/placed outside the works area when they begin work.
- 9.2. Such signboards shall indicate relevant information (e.g., service provider's name, relevant contact details (of the responsible site agent), and a short description of the works that are being performed.
- 9.3. In addition, warning notices and other barricades shall be erected to keep the employees and public away from the locations where there is work being performed.
- 9.4. It is the service provider's responsibility to ensure that all relevant persons are informed of the hazards and risks associated with the works and to keep persons outside of the working areas from a health and safety perspective.

## **10. DISPOSAL**

- 10.1. The service provider(s) shall at all times during the progress of the work keep the premises and the job site free from accumulations of all refuse, rubbish, scrap materials and debris caused by its operations
- 10.2. At all times, at the premises/area where maintenance and repair work is undertaken, such premises/area shall present a safe, neat, orderly and workmanlike appearance.
- 10.3. Old equipment that is removed from ICASA's premises shall be disposed of safely, and in an environmentally safe and responsible manner.
- 10.4. This is to be accomplished by the removal of such material, debris, etc. from the premises as frequently as is necessary.
- 10.5. Loading, cartage, hauling and dumping will be at the service provider's expense.



## **11. APPOINTMENT**

- 11.1. The potential bidders may be expected to conduct a site inspection as part of the RFQ evaluation process at ICASA's premises.

## **12. MANDATORY REQUIREMENTS**

**The following documentation must be submitted, failure to comply and submit any one of the documents will disqualify the submission:**

Mandatory requirements include the following and must be submitted as part of the proposal:

- 12.1. Registration with CIDB grade one (1) SO – wet services and plumbing.
- 12.2. The service provider should be registered with the Plumbing Industry Registration Board or equivalent. (attach valid proof).
- 12.3. Valid Letter of Good Standing issued by Compensation Commissioner OR COIDA certificate or equivalent – without this valid letter, no plumbing work can be started/undertaken.
- 12.4. Valid Letter/certificate of Good standing with the Department of Labour Unemployment Insurance Fund.
- 12.5. The service provider must have an insurance public liability cover of R350 000.00
- 12.6. The service provider personnel work experience should be a minimum of three (3) years. (2 Resumes to be attached for the qualified personnel pertaining to their qualification (N3-N6 and work experience within the plumbing industry.)

**NB: Failure to submit the above-listed mandatory documents will result in disqualification.**

## **13. LOCAL TARGETING STRATEGY**

- 13.1. ICASA prefers to appoint service providers within a 0 – 90 km radius from its premises;
- 13.2. Service providers to provide proof of address to demonstrate that their office/premises is based within 90 km of ICASA's Head Office premises.

#### **14. REFERENCES**

- 14.1. The prospective service providers must submit references of having worked in project(s) of similar nature. This project of a similar nature must be in a commercial building *with a ground floor and a minimum of two (2) or more floors above the ground floor and with basement, located in an urban setting of which at least 50% or more is utilised for corporate business offices.*
- 14.2. In addition to references, provide the details of the buildings where you conducted assessment, inspection, maintenance, repairs, replacement/installation for the requested services.
- 14.3. It is the responsibility of the service provider to ensure that its references provided are available in instances where ICASA plans to engage with them as part of doing reference checks.
- 14.4. If the ICASA finds that the cited references are un-cooperative, such conduct on the part of the service provider's references may influence the scoring negatively.

#### **15. SCOPE OF WORK: PLUMBING SERVICES**

- 15.1. Only qualified and experienced plumbers with thorough knowledge and expertise in the plumbing trade will be required to carry out work as and when it is identified by the ICASA (attach valid proof of qualifications).
- 15.2. The service provider shall ensure that its team has relevant expertise and provide diligent and necessary support to ICASA as and when required.
- 15.3. The appointed service provider shall follow all statutory provisions and safety rules for carrying this work including but not limited to SANS and the OHS Act, no 85 of 1993.
- 15.4. Plumbing services must be rendered in a sustainable manner while ensuring compliance to general safety and all relevant SANS 10400 and 10252/54 legislation.
- 15.5. The scope of work entails the assessment, repairs, replacement of damaged fixtures and fittings (where necessary) to the existing plumbing systems within ICASA on an as and when required basis.
- 15.6. The service provider may be required to attend to emergencies within the abovementioned buildings. The scope of the work includes but not limited to:
  - 15.6.1. Fault-finding, troubleshooting and repair of plumbing works;
  - 15.6.2. Maintenance of the hot water reticulation system, which shall include but not limited to the pressure regulation valve; electrical hot water cylinder, all relevant valves and components and all hot water pipe and fittings;
- 15.7. Maintenance of the cold water system shall include but not be limited to all relevant valves and components relating to the cold water system and all cold water pipe and fittings;

- 15.8. Assessment, maintenance, repairs, replacement and/or installation of the sanitary-ware and sanitary fittings shall include but not limited to leaking waste pipes, traps, toilets, urinals, kitchen sinks, and showers (where applicable);
- 15.9. Where applicable repairs and maintenance of all piping, fittings, bends, collars, saddles, drains, sewage, septic tanks;
- 15.10. Conduct inspections in piping, manhole inspection and routine maintenance such as, root cutting, high pressure jetting of sewer pipe lines and cleaning;
- 15.11. Jetting of sewer-line and inspection, cleaning or unblocking of sewer line (where plumbing rods are impractical) shall be done using the industrial jetting machines and where require the use of camera inspection will be requested from the service provider as per agreed work instruction/request;
- 15.12. Repairs of plumbing pipe leaks;
- 15.13. Replacement/repair of different types of plumbing fixtures and fittings as well as any other plumbing repairs;
- 15.14. Upgrading, adding or making changes to any plumbing systems and issue Certificates of Compliance (where applicable);
- 15.15. Supply and installation of plumbing parts and related accessories, complete with waterproofing components;
- 15.16. Where required/necessary, installation of plumbing valves, pressure and temperature gauges, insulation etc.;
- 15.17. Where applicable or as agreed with ICASA, supply and install all associated electrical power and water supply connections to the plumbing works;
- 15.18. Carry out all controls associated with the safe and efficient operation of the plumbing items/facilities/resources;
- 15.19. Flushing and cleaning of all piping and equipment after maintenance, repair and/or replacement/installation;
- 15.20. Pressure and leak testing after maintenance, repairs, and/or replacement/installation and acceptance of installation;
- 15.21. Commissioning, testing and decommissioning of plumbing works, where applicable.
- 15.22. Where hot works is carried/done by the plumbing service provider, such as welding metal cutting works etc., ICASA must issue the service provider with a permit before the work is undertaken, that needs to be stated in the specifications/ToR as well. Any process in areas declared as HOT Works areas, involving open flames sparks, cutting or heat shall be authorised by the issuing of a HOT Works permit - obtainable from the Security unit. Any work done under the protection of a permit to work shall be in strict compliance with every prescription regarding the permit.
- 15.23. Care must also be taken so as to prevent fire hazards.
- 15.24. The service provider's Workmen's Compensation fees must be up to date. A copy of the service provider's WCA registration shall be produced on request

- 15.25. The plumbing service provider must ensure that his/her employees are familiar with ICASA's existing emergency procedures and must co-operate in any drills or exercises, which might be held. Emergency / fire equipment and extinguishers shall not be obstructed at any time.

**ANNEXURE : PRICING SCHEDULE**

- 16.1 All pricing must be quoted in South African Rand (ZAR) including VAT.
- 16.2 The attached pricing/costing template must be completed. Any other costs that are not specified in the template must be completed in a separate sheet/page.
- 16.3 Any pricing not included in the pricing template or on a separate sheet/page will not be considered.
- 16.4 Prices charged by the service provider(s) for goods delivered and services performed under the contract shall not vary from the prices quoted in the bid, and any variance may render the contract null and void.
- 16.5 Costs are based on estimates, as the contract is on an as and when required basis, and excludes the cost of the materials, which must be market related all times

SBD 3.1

PRICING SCHEDULE

Name of bidder.....	Bid number: ICASA RFQ 19/05/2023
Closing Time: 12:00	Closing date: 16 <sup>th</sup> October 2023

OFFER TO BE VALID FOR **60 DAYS** FROM THE CLOSING DATE OF BID.  
**A SERVICE PROVIDER IS NEEDED AT ICASA CENTURION TO RENDER INTERIOR PLUMBING SERVICES FOR A PERIOD OF 12 MONTHS (AS PER BELOW SPECIFICATION)**

PRICING SCHEDULE							
1	Item Description	Days	Rate per hour (A)	Estimated hours (B)	Estimated Monthly Fee (C) (AxB)	Number of Months	Total Estimated Contract Amount
2	Plumbing Monthly service	Saturday/ Sunday	R_____	4 hours	R_____	12	R_____
3	Plumbing Call Out fees	Normal Hours (Monday – Friday)	R_____	4 hours	R_____	12	R_____
		After Hours (Monday – Friday)	R_____	4 hours	R_____	12	R_____
		Weekend & Public Holidays	R_____	4 hours	R_____	12	R_____
4	Materials & consumables	% Mark-up	_____ % mark-up for materials and consumables	4 hours	N/A	12	N/A
5	OHS Services	OHS File and related services	R_____	4 hours	R_____	12	R_____
					<b>Total (Exclusive of VAT)</b>		<b>R_____</b>
					<b>VAT @15% (if applicable)</b>		<b>R_____</b>
					<b>Total Cost</b>		<b>R_____</b>

- Required by:

- At:
- Independent Communications Authority of South Africa  
350 Witch-Hazel Avenue, Eco-Park, Centurion  
Gauteng Province
- Does the offer comply with the specification(s)?
- \*YES/NO
- If not to specification, indicate deviation(s)
- .....

- Period required for delivery .....  
\*Delivery: Firm/not firm
- Delivery basis .....

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.





## BIDDER'S DISCLOSURE – SBD 4

### 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.

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> 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 institution	State

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:

.....  
.....

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<sup>1</sup> 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.





- 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**

- 2.3.1 If so, furnish particulars:

.....  
.....

### **3 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<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In 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.
- 3.6 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.

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<sup>2</sup> 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.



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



## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 – SBD 6.1

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**

### 1. 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).

#### 1.2 To be completed by the organ of state

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

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) 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:

- (a) Price; and
- (b) Specific Goals.

#### 1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100



- 1.5 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.
- 1.6 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.

## 2. DEFINITIONS

- (a) **“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;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“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
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. 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:

$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right) \text{ or } P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{min}$  = 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:

$$\begin{array}{ccc} \text{80/20} & \text{or} & \text{90/10} \\ P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right) & \text{or} & P_s = 90 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right) \end{array}$$

Where

- $P_s$  = Points scored for price of tender under consideration  
 $P_t$  = Price of tender under consideration  
 $P_{max}$  = Price of highest acceptable tender

### 4. 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—
- (a) 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
  - (b) 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.)*

The specific goals allocated points in terms of this tender	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)
B-BBEE Level	<b><u>4 Points</u></b> Level 1 - 4 Level 2 - 3 Level 3 - 2 Level 4 - 1 Level 5 - 0 Level 6 - 0 Level 7 - 0 Level 8 - 0 Non-compliant - 0	<b><u>8 Points</u></b> Level 1 - 8 Level 2 - 7 Level 3 - 6 Level 4 - 5 Level 5 - 4 Level 6 - 3 Level 7 - 2 Level 8 - 1 Non-compliant - 0		
Woman Owned	<b><u>2 Points</u></b> 51–100% - 2 0-50% - 0	<b><u>5 Points</u></b> 51–100% - 5 0-50% - 0		
Black Owned	<b><u>2 Points</u></b> 51–100% - 2 0-50% - 0	<b><u>3 Points</u></b> 51–100% - 3 0-50% - 0		
Youth	<b><u>1 Points</u></b> Yes – 1 No - 0	<b><u>2 Points</u></b> Yes – 2 No - 0		
People living with Disability	<b><u>1 Points</u></b> Yes – 1 No - 0	<b><u>2 Points</u></b> Yes – 2 No - 0		
Total				



## Returnable Documents

Documents	Please tick of submitted
Original Certified BEE Certificate or an original Sworn Affidavit	
CIPC Document	
Original Sworn Affidavit	
CSD Report	

Failure on the part of the supplier to submit supporting documents/proof of specific goals for purposes of evaluation and scoring by RFQ closing will not result in disqualification (if tenderer is otherwise deemed to be responsive/acceptable in all other aspects). The tenderer will, however, be scored zero for Specific goals for purposes of PPPFA scoring and ranking.

## 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;
- iii) 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;
- iv) 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 –



- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) 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;
- (d) 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
- (e) forward the matter for criminal prosecution, if deemed necessary.

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

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

**DATE:** .....

**ADDRESS:** .....

.....

.....

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