



Quality Council for Trades & Occupations

[www.qcto.org.za](http://www.qcto.org.za)

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### INVITATION TO TENDER

FOR APPOINTMENT OF A SUITABLY EXPERIENCED SERVICE PROVIDER TO SUPPLY,  
DELIVER, INSTALL AND MAINTAIN FIRE EQUIPMENT FOR THE QCTO BUILDING FOR A  
PERIOD OF FIVE(5)YEARS

TENDER NO: QCTO 11/2024

Closing Date	Address for Submission
<b>Date: 16 July 2024</b> <b>Time: 11:00am</b>	Quality Council for Trade and Occupations Tender Box @ Reception 256 Glyn Street Hatfield Pretoria 0083

**Late Submissions will not be considered**

<b>Bidder's Name</b>		
<b>Address</b>		
<b>Contact person</b>		
<b>Contact numbers</b>	(w)	(cell)
<b>Email address</b>		

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## 1. INTRODUCTION

The QCTO is a Schedule 3A Public Entity that was established in accordance with the Skills Development Act, No. 97 of 1998 (as amended) and the National Qualifications Framework Act, No. 67 of 2008 (as amended) and came into operation on 1 April 2010. The main functions of the QCTO amongst others are to develop standards for occupational qualifications including trades and skills programs, accredit skills development providers, and assessment centres, assessments, quality assurance and issue certificates to qualifying learners. Therefore, the QCTO is responsible for standards generation and maintenance; quality assurance of occupational full and part qualifications registered on the National Qualifications Framework (NQF) and the Occupational Qualifications Sub-Framework (OQSF) policy, including skills programmes. The QCTO has approximately 120 staff members and QCTO external stakeholders, is situated in Hatfield, Pretoria. More information can be obtained from <https://www.qcto.org.za/>.

Prospective Service Providers who are interested in to supplying, installing and maintaining fire equipment for the main QCTO building for a period of 5 years as specified herein, and in accordance with the in accordance with the General Conditions of the offer, as well as the specifications are requested to complete this tender document, together with all the standard bidding documents in full. **It is compulsory for bidders to attend the virtual briefing session and site viewing**

### Briefing Session Information

Compulsory Virtual Briefing session

Briefing session to be held on MS Teams

Date: 25 June 2024

Time: 11:00am – 12:00pm

[https://teams.microsoft.com/join/19%3ameeting\\_Y2NmMzdiNjltMzZlZC00ZGI0LTgyYTktMjJkMjc3NjI3MWE1%40thread.v2/0?context=%7b%22Tid%22%3a%221aaf8259-7fdc-4376-8b09-18fa797adeed%22%2c%22Oid%22%3a%22b2cce4c5-0f85-4867-adcb-dec76827efbe%22%7d](https://teams.microsoft.com/join/19%3ameeting_Y2NmMzdiNjltMzZlZC00ZGI0LTgyYTktMjJkMjc3NjI3MWE1%40thread.v2/0?context=%7b%22Tid%22%3a%221aaf8259-7fdc-4376-8b09-18fa797adeed%22%2c%22Oid%22%3a%22b2cce4c5-0f85-4867-adcb-dec76827efbe%22%7d)

### Compulsory Site Viewing

[After the briefing session, bidders will have to attend site view](#)

- Bidders must email [tenders@qcto.org.za](mailto:tenders@qcto.org.za) with the names of representatives who will be attending the viewing, and a time slot will be allocated.
- Date: 02 July 2024.
- No walk-ins will be allowed without an appointment.
- A maximum of two individuals per bidding company will be allowed for the viewing
- Please make sure you sign the attendance register.

## 1.1. TENDER SUBMISSION AND COMPLIANCE

Prior to submission, the tenderers must check that all pages are properly numbered, and all required documents are signed and initialled. QCTO will hold the duly authorised signatory liable on behalf of the tenderer.

**NB: Please create an index page for ease of reference. Paginate your proposal submission by using numbered file dividers or a similar system.**

Each page should be initialled with black ink.

Bidders must adhere to the below list for submission.

I/We have attached to this document:	Tick if submitted		Office use
• Four hard copies of the technical bid document including the duly completed terms of references document (initialled by authorised signatories)	Yes	No	
• Submission one tender pricing together with the completed SBD 3.3 (Separately sealed in an envelope labelled <b>PRICING</b> ).	Yes	No	
• One (1) USB Submission of the technical bid document including the duly completed terms of references document (initialled by authorised signatories)	Yes	No	
• Duly Completed Standard Bidding Documents (SBD 1, SBD 4, SBD 6,1)	Yes	No	
• Proof of Briefing session attendance (Screenshot of session)	Yes	No	
• Proof of site survey attendance	Yes	No	

## 1.2. PRICING

1.2.1. The tenderer must submit details regarding the tender price for the services on the pricing schedule provided in SBD 3.3. The completed form/s must be submitted together with the pricing proposal.

1.2.2. Bidders are required to indicate their costs inclusive of all applicable taxes.

1.2.3. All other cost increases will be negotiated, not exceeding the actual inflation rate (CPI).

1.2.4. QCTO will not provide upfront payments.

**NB: FAILURE TO PROVIDE THE PRICING PROPOSAL WILL INVALIDATE THE BID AND RESULT IN IMMEDIATE DISQUALIFICATION OF THE PROPOSAL.**

## 1.3. PARTNERSHIPS AND LEGAL ENTITIES

In the case of the tenderer being in a partnership, close corporation or a company, a certificate reflecting the names, identity numbers and addresses of the partners, members or directors (as the case may be) must be submitted with the tender.

## 1.4. CONSORTIUMS AND JOINT VENTURES

1.4.1. If the tendering unit emanates from a joint venture or collaborative partnership or consortium (including a newly formed company), which does not have a joint track record of at least three (3) years, the individual entities that make up the tendering unit should each provide all the mandatory requirements. Should all the requirements in respect of the tendering unit or the individual entities, as the case may be, not be met, the tendering unit will be disqualified.

1.4.2. It is recognised that tenderers may wish to form consortia to provide the services.

1.4.3. In response to this invitation to tender, a consortium shall comply with the following requirements: -

1.4.3.1. A copy of the agreement entered into by the consortium members shall be submitted with the tender. It shall be signed so as to be legally binding on all consortium members.

- 1.4.3.2. The tender document shall be signed so as to be legally binding on all consortium members;
- 1.4.3.3. One of the members shall be nominated by the others as authorised to be the lead member and this authorisation shall be included in the agreement entered into between the consortium members;
- 1.4.3.4. The lead member shall be the only authorised party to make legal statements, communicate with QCTO and receive instructions for and on behalf of any or all the members of the consortium;

## **1.5. ACCEPTANCE OF PROPOSAL**

QCTO does not bind itself to accept either the lowest or any other tender and reserves the right to accept the tender that it deems to be in the best interest of the organization. QCTO reserves the right to accept the offer in full or in part.

**QCTO reserves the right to cancel the tender based on the following:**

- 1.5.1.No acceptable proposal is received;
- 1.5.2.The items are no longer required;
- 1.5.3.There are material errors in the tender invitation documents;
- 1.5.4.The tender price is certified as being exorbitant;
- 1.5.5.The tenders were not advertised on the E-tenders website;
- 1.5.6.Funds are no longer available;
- 1.5.7.Deviation from the task directive;
- 1.5.8.Requirements of the bid were not clearly stated hence prices cannot be compared relative to the requirements;
- 1.5.9.The incorrect preference point system used.

## 2. AIM OF BID

The purpose of this bid is to appoint suitably experienced service provider to supply, deliver, install and maintain fire equipment for the main QCTO building for a period of 5 years.. The Service Providers that QCTO will contract for the services must as far as practical make use of equipment which supports the preservation of the environment, and must comply with all the regulations of the Republic of South Africa.

## 3. BACKGROUND

The Quality Council for Trades and Occupations (QCTO) is a Quality Council established in 2010 in terms of the Skills Development Act, No. 97 of 1998 (as amended) and the National Qualifications Framework Act, No. 67 of 2008 (as amended). Its role is to oversee the design, implementation, assessment and certification of occupational qualifications, including trades, on the Occupational Qualifications Sub-Framework (OQSF). The QCTO also offers guidance to skills development providers who must be accredited by the QCTO to offer occupational qualifications.

In summary, the QCTO is responsible for:

Establishment and management of the Occupational Qualification Sub-Framework (OQSF);

- Occupational Qualifications and skills programmes development and maintenance;
- Accreditation of Skills Development Providers;
- Accreditation of Assessment Centres;
- Assessment;
- Certification;
- Research and Knowledge Development; and
- Stakeholder Management and Advocacy.



#### **4. SCOPE OF SERVICES**

The appointed Service Provider will be required to supply, deliver, install and maintain fire equipment for the main QCTO building for a period of 5 years.

##### **4.1. The scope of services includes but is not limited to:**

- 4.1.1. The service provider will be expected to supply, deliver, install, and maintain the fire equipment as per the bill of quantities. (Annexure B)
- 4.1.2. The service provider will be expected to furnish QCTO with a certificate of compliance after the initial installation.
- 4.1.3. The service provider will be expected to maintain the newly installed and existing equipment for a period of 5 years.
- 4.1.4. The service provider will be expected to supply, deliver, and install fire equipment in the QCTO main building such as fire sensor, fire panel, sprinklers and detection system, gas suppression, signage, and fire alarm.
- 4.1.5. The equipment should have a warranty of 5 years

#### **5. PROJECT TIMELINES**

The contract will commence upon finalisation of the bid processes the duration of the contract will be for a period of 5 years.

The bidder must ensure that the agreed timeframes are adhered to for 5 years of the contract. Although the total duration shall be 5 years, the QCTO shall review the bidder's performance on an annual basis and reserves the right to terminate the contract due to non-performance.

#### **6. SPECIAL CONDITIONS OF CONTRACT**

- 6.1.1. The contract shall be for a maximum duration of 5 years subject to an annual appraisal by the QCTO.
- 6.1.2. Renewal for the next year shall be subject to satisfactory performance in the preceding year.
- 6.1.3. The only exclusions to penalties shall be conditions that the QCTO accepts to be beyond the service provider's control.

## 7. SERVICE LEVEL AGREEMENT

The successful bidders will be expected to enter into a service level agreement with the QCTO.

The service level agreement will include, amongst others, the following:

- i. Period of agreement;
- ii. Charges and penalties;
- iii. Method of communication and reporting;
- iv. Non-performance;
- v. Financial penalties and termination of the contract;
- vi. Procedures relating to payments;
- vii. Procedures relating to management reports;
- viii. Terms of deliverables;
- ix. Forms and formats of working papers;
- x. QCTO will return wrong deliveries at the cost of the service provider;
- xi. Uncompleted work;
- xii. Confidentiality; and
- xiii. Disputes.
- xiv. Review

## 8. EVALUATION CRITERIA

QCTO may request additional information, clarification, or verification regarding any information contained in or omitted from a tenderer's proposal. This information will be requested in writing, and the bidder must provide the requested information within forty-eight (48) hours after the request has been made; otherwise, the bidder may be disqualified.

QCTO may conduct due diligence on any tenderer, which may include interviewing customer references or other activities to verify a tenderer's other information and capabilities (Including visiting the tenderer's various premises and/or sites to verify certain stated information or assumptions). In these instances, the tenderers will be obliged to provide QCTO with all necessary access, assistance and/or information which QCTO may reasonably request and to respond within the given time frame set by QCTO.

The 80/20 principle will be applied in terms of the Preferential Procurement Policy Framework Act.

### 8.1. STAGE 1: MANDATORY REQUIREMENTS

During this stage, proposals will be reviewed to determine compliance with all mandatory requirements and such documents must be signed by a duly authorized representative. Failure to meet or submit any or all the above mandatory requirements will lead to bidder being disqualified.

I/We have attached to this document:	Tick if submitted		Office use
• Proof of company/closed corporation registration and a copy of CM/CK certificates	Yes	No	
• Copies of the identity documents of those with equity/shares	Yes	No	
• CSD Registration (National Treasury)	Yes	No	
• Letter of Good standing (COIDA) issued by Department of Labour	Yes	No	
• South Africa Qualification and Certification Committee for the Fire Industry (SAQCC certificate) or similar	Yes	No	

**Note:** Failure to meet all the above mandatory requirements will lead to bidder being disqualified.

## 8.2. STAGE 2: FUNCTIONALITY

Only bidders that qualified during the Mandatory Evaluation will be evaluated on functionality. At this stage, the evaluation process will be based on the service provider's responses in respect of their proposals against specifications.

**Qualifying proposal will be evaluated on the following:**

No.	Evaluation Criteria	Guideline	Scoring	Points
1	Company's Experience	Dated and signed Completion letters (Not older than 5 years).	<p>Six projects and above = 40 points</p> <p>Five projects = 25 points</p> <p>Four projects = 20 points</p> <p>Three projects = 15 points</p> <p>Two projects = 10 points</p> <p>One project = 05 points</p> <p>No projects = 0 points</p>	40
2	Project plan	Detailed Project plan demonstrating understanding of scope of work, expected milestones and good management.	<p>Detailed Project plan demonstrating understanding of scope of work, expected milestones and good management = 20 points</p> <p>Detailed Project plan demonstrating understanding of scope of work and expected milestones = 15 points</p> <p>Detailed Project plan does not demonstrate understanding of scope of work = 10 points</p> <p>No project Plan submitted = 0 points</p>	20
3	CV of the team with Qualifications and professional registration  For uniformity;CVs must be on the provided compulsory CV template	<p>Cvs with Certification/qualifications must be submitted and must be relevant and up to date.</p> <p>Certified copies of certificates.</p> <p>Automatic Sprinkler Inspection Bureau (ASIB) or other industry accredited Bureau</p> <p>Fire Detection Industry Association (FDIA) or other industry accredited association</p>	<p>3 Valid Certificate provided = 30 points</p> <p>2 Valid Certificate provided = 20 points</p> <p>1 Valid Certificate provided = 10 points</p> <p>No proof or valid certificate provided = 0 points</p>	30
4	Location	Proof of residence from municipality or lease agreement.	<p>Within Gauteng = 10 points</p> <p>Outside Gauteng = 5 points</p>	10
<b>Total Points</b>				<b>100</b>

Each criterion shall be assessed and scored on the evaluation sheet using the above points.

**Threshold:** Bidders who score less than **70 out of 100 points on functionality, will not be considered for this project.**

### Stage 3: Price and Specific Goals

Only bids that achieved the minimum qualifying score/percentage for functionality will be considered further in terms of the **80/20 preference point system**.

The formulae to be utilised in calculating points scored for the preference point system will be included in the tender document.

**Step 1** will be the calculation of points for price where the lowest bid will score 80 points for price, while bids with higher prices will score lower points for price on a pro-rata basis.

The following formula will be utilised to calculate the points for price in respect of tenders with a Rand value below R50 000 000 (all applicable taxes included):

$$P_s = 80 \left[ 1 - \left( \frac{P_t - P_{min}}{P_{min}} \right) \right]$$

Where:

$P_s$  = Points scored for comparative price of proposal or offer under consideration;

$P_t$  = Comparative price of proposal or offer under consideration; and

$P_{min}$  = Comparative price of lowest acceptable proposal or offer.

**Step 2** will be the calculation of points for the Specific goals contribution where 20 points will be awarded to a Bidder as per table below:

Specific goal	Definitions	Number of Points
Women	Points can be claimed by bidders who have owners/directors who are Black women  50% or more percentage of ownership = 5 Less than 50% percentage of ownership= 0	5
Youth	Points can be claimed by bidders who have owners/directors who are Black persons from the age of 16 to 35  50% or more percentage of ownership = 5 Less than 50% percentage of ownership= 0	5
Historically Disadvantaged Individuals (HDI)	Points can be claimed by bidders who have owners/directors that are Historically Disadvantaged Individuals, females or disabled South African person  50% or more percentage of ownership = 10 Less than 50% percentage of ownership= 0	10

**Note:** Non-compliant contributors or failure to provide certification or affidavit substantiating the attainment of any of the Specific goals criteria will result in the Bidder being awarded zero (0) points for the Specific goal. In the case of B-BBEE certificates, the bidder must also submit the full verification report, which shows the percentage of Women ,Youth and HDI ownership.

## 9. CALCULATING THE FINAL SCORE:

The points scored for the price (step 1) will be added to the points scored for the Specific goals (step 2) to obtain the bidder's total points scored out of 100.

AREAS OF EVALUATION	POINTS
Price	80
Specific Goals	20
<b>Total</b>	<b>100</b>

#### 10. TENDER VALIDITY PERIOD

The validity period for this tender is 180 days

#### 11. ENQUIRIES

Any technical enquiries regarding the terms of reference shall be directed in writing to:

Ms. Itumeleng Mpe

Email: [Mpe.I@qcto.org.za](mailto:Mpe.I@qcto.org.za)

Any SCM related enquiries shall be directed in writing to:

Mr. Lekhotla Motlounq

Email: [tenders@qcto.org.za](mailto:tenders@qcto.org.za)

#### 12. LIST OF ANNEXURE

- Annexure A-PRICING
- Annexure B- BILL OF QUANTITY

## Compulsory CV template for Uniformity

Bidders must clearly indicate the Proposed Role in the CV template.

Proposed role	
First name and Surname	
Date of birth	
Nationality	
Professional Membership	
Present position	
Years with the bidder's organization or Company	

## Education

Institution	Duration (Date from - Date to)	Qualification Obtained (e.g., Degree(s) or Diploma(s)  (Start from the most recent, Copies of each qualification to be included in the CV pack)



**Professional Experience (Relevant to the Proposed Role))**

Date (From – To)	
Organisation	
Location	
Position	
Description of duties (listed)	

Date (From – To)	
Organisation	
Location	
Position	
Description of duties (listed)	

Date (From – To)	
Organisation	
Location	
Position	
Description of duties (listed)	

#### References (relevant to the Proposed Role)

Name	Organisation	Contact details