

REQUEST FOR QUOTATION

SENTECH INVITES SUPPLIERS FOR:

Project title:	Appointment of a service provider to design, supply, install and commission a functional rooftop Photovoltaic system at Vryburg Operation		
Quotation or Proposal no:	RFX 60000002048		
RFQ Issue date:	16 July 2024		
Compulsory Site Briefing	26 July 2024	@ Vryburg Operation Centre	
		11 Leipold Street Vryburg	
		8601	
Closing date:	13 August 2024		
Closing time:	12h00	Validity period:	90 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	Lungile Sithole
Telephone no:	067 427 0326
E-mail:	Quotations5@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. AWARD OF RFQ's

Sentech may appoint one or more suppliers, in whole or in part, or not appoint any supplier/s at all, and/or cancel the bid in its entirety, at Sentech's sole and exclusive discretion, in order to satisfy various needs which may be identified, and to manage certain risks associated with the supply of goods or services specified in respect of the Bid.

3. RATE OF EXCHANGE, CURRENCY FLUCTUATIONS AND CURRENCY

All bid prices quoted shall be in South African Rands (ZAR). If prices are in a foreign currency, the rate of exchange quoted shall remain fixed throughout the term of the

agreement. Bidders will bear the risk of and all cost/s associated with currency fluctuations, therefore Bidders shall be required to manage such risk in their bid price.

4. GENERAL - PRICES

All prices shall be quoted in ZAR.

Unless written approval has been obtained from Sentech, no adjustment in contract prices will be made.

Applications for price adjustment must be accompanied by documentary evidence in support of any adjustment.

5. PRICE NEGOTIATIONS

Sentech reserves the right to negotiate market related prices and discounts. If market-related prices are not agreed to, Sentech reserves the right to cancel the Bid.

6. EVALUATION CRITERIA

The evaluation criteria are stipulated in 7 below. It is the Bidder's responsibility to ensure that it has responded to the evaluation criteria. Failure to meet the evaluation criteria will result in the Bidder not being evaluated further. Bidders must ensure that they have included all supporting documentation required to support their response to the Bid

7. . RFQ EVALUATION METHOD

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

Evaluation Method	<p>1. Stage 1 – Administrative Responsiveness Evaluation All the Quotations will be evaluated against the Administrative responsiveness requirements as set out in section 2 of the RFQ Data.</p> <p>2. Stage 2 – Functional Evaluation Criteria 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. Stage 3 – Price and Preference 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>
-------------------	---

Mandatory Eligibility Criteria	Compliant (Indicate Yes or No)	What Proof is required to show compliance to Mandatory Eligibility Criteria	Reference proof supplied by reference the page number where the information is located in your Tender submission
1. Fully Complete the compulsory covering FORM		Annexure 1	
2. PV module supplied must be Tier 1		Proof that the PV module supplied is a Tier 1. (i.e. Latest list of tier 1 solar panels manufacturers)	
3. Inverter supplied must be of a known type: SMA, Kaco, Solar Edge, similar/equivalent – or approved. The following minimum certifications need to apply: (IEC61727, IEC62109-1/2, NRS 097-2-1 2017, IEE1547, IEE1547.1, IEE1547.2)		Inverter must be certified by NRS and IEC and the Certificate of Compliance must be certified by NRS and IEC	
4. Mounting Structure proposed must be "ROOFTOP" ONLY		Data Sheet and Design Drawing	
5. PV modules need to be fixed by means of anti-theft fixings		Data Sheet and Design Drawing	
6. Electrician must be registered with department of labour as a three-phase electrician (IE/MIE Number)		Registration proof to be supplied (i.e. Three(3) Phase Wireman's Licence). Expired licences won't be accepted.	
7. Contractor needs a CIDB rating of 2EP or better		Proof to be supplied (i.e. Valid CIDB registration to be supplied)	

Mandatory Eligibility Criteria	Compliant (Indicate Yes or No)	What Proof is required to show compliance to Mandatory Eligibility Criteria	Reference proof supplied by reference the page number where the information is located in your Tender submission
8.Proof of ECSA Registered Professional Engineer or Technologist		Attach a valid ECSA certificate for the registered professional	
<p>NOTE: Bidders that do not comply with all the above criteria will not be evaluated further. Annexure 1 to be fully completed. If not completed, bidders will be disqualified</p>			

Functional / Quality criteria

Evaluation scoring criteria based on compulsory covering sheet submitted	Max allowable points	Proof Required	Points allocation
1 Company experience in years	1-2 years = 1 pt; 3 -10 years = 5 pts; More than 10 years = 10 pts	Please include a mix of project references projects to newest projects	10
2 Company combined installed capacity (kWp)	Less than 300kWp = 1 pt 301kWp – 1MWp = 5 pts Above 1MWp = 10 pts	Attach project reference sheet with details of installed capacity per client/customer. NB: Indicate size/capacity.	10
3 Number of completed rooftop systems	1-5=5pts; 6-8=10pts; More than 8=20pts	References required for rooftop systems	20
4 Project timeline (Calendar Weeks) from appointment to handover	Sliding scale. $\{(30-x)/(30-15)*10\}$ x = proposed timelines in weeks. Base duration of 15 weeks and max duration of 30 weeks	Project implementation plan, committing to timelines to be submitted and clearly stated on the proposal.	10
5 Number of installations (greater than 30kWp) delivered by the team leader for this project.	Less than 5 = 1 pt 5 -10 =5 pts More than10 = 10 pts	Team leader CV should address the said installations together with reference contact details	10
6 Team leader relevant experience in PV Systems (years)	1- 2 years = 1 3 - 6 years = 5 7 - 10 years = 10 More than 10 years = 20	Team leader CV needs to reflect number of years and experience together with contactable references details	20

The pass mark for further evaluation is 50 or more out of 80 points.
Any points scored lower than the pass mark will render the submission disqualified.

80

Technical Compliance Criteria

	Item Description	Comments	Proof required	Score
1	Stage 4 – Technical evaluation based on Annexure 2 - Returnables and submitted drawings/specification sheets	1. If 67-80% of the sheet is completed = 80 points 2. More than 80-90% = 90 points 3. More than 90%- 100 points		100
2	Concept Design			
2.1				
a	Lightning protection design evidence:			
	<i>Design drawing of site layout showing finials/masts coverage</i>	If drawing is submitted full marks, No Drawing-0	Submit Drawings	1
	<i>Design drawing of site layout showing bonding to the proposed earth ring/mat</i>	If drawing is submitted full marks, No Drawing-0	Submit Drawings	1
b	PV panel site layout	If drawing is submitted full marks, No Drawing-0	Submit Drawings	1
c	System ~ 30kWp AC=28,5kVA	Determined from PV panel Site layout. If 30kWp full marks	Submit Drawings	5
d	Monthly energy yield simulations	If drawing is submitted full marks, No Drawing-0	Submit Drawings	1
e	Monitoring schematic	If drawing is submitted full marks, No Drawing-0	Submit Drawings	1
f	Specific Production (kWh P50/kWp)	$(x-1400)/(1600-1400)*25$; If >1600 kWh/kWp(full marks) x = specific production submitted by the bidder.	Submit Drawings	25
				35
2.2	PV Module [10]			
a	Module efficiency	Module efficiency taken from Spec sheet. $(x-19)/(21-19)*4$; If spec sheet is not submitted = 0 x = efficiency submitted by the bidder.	Attach spec sheet	4
b	Product warranty	Above 12years product (2); 10 - 11, years product (1,5); 5 -9 years product (0.1)	Attach spec sheet from Manufacturer	4
c	Output Performance warranty	Equal to or above 25 year perf. (2); 15 - 24 year perf. (1.5); 10 -14 year perf (0.1)	Attach spec sheet from Manufacturer	2
				10
2.3	Inverter [10]			

a	European efficiency	Inverter efficiency taken from Spec sheet. $(x-96)/(100-96)*4,5$; If spec sheet is not submitted = 0 x = efficiency submitted by the bidder.	Attach spec sheet	4,5
b	Submitted warranty	Above 5 years tendered (4,5); Equal to 5 years tendered (2); Less than 5 years tendered (0,1)	Attach spec sheet	4,5
c	IP rating	Above or equal 65 (1); 5x (0,2); Less than or equal to 4x (0,1)	Attach spec sheet	1
				10
The pass mark for further evaluation is 120 or more out of 155 points. Any points scored lower than the pass mark will render the submission disqualified.				155

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 BBEE Certificate showing at least 51% black ownership
	5	A valid BBEE Certificate showing at least 25.1 – 50% black ownership
	3	Black owned company showing at least 5 – 25% black ownership
	0	Below 5%
Historically disadvantaged by unfair discrimination on the basis of Gender (women)	8	A valid BBEE Certificate showing at least 51% women ownership
	4	A valid BBEE Certificate showing at least 25.1 – 50% women ownership
	2	A valid BBEE Certificate showing

		at least 5-25% women ownership
	0	A valid BBBEE Certificate showing at less than 5% women ownership
Historically disadvantaged by unfair discrimination on the basis of disability	2	A doctor's note confirming disability
Total Points	20	

a. Price Calculation 80/20

The following formula will be used to calculate the points for price.

$$Ps = 80 \left[\frac{1 - (Pt - Pmin)}{Pmin} \right]$$

Where:

- Ps = Points scored for price of bid under consideration
- Pt = Rand value of bid under consideration
- Pmin = Rand value of lowest acceptable bid

