

TENDER DATA

Project title:	Appointment of Structural Engineering Firms to a Panel of Pre-qualified Professional Suppliers to Render Structural Design and Analysis on Sentech SOC Ltd Mast Structures for a Period of Three (3) Years
Bid no:	SENT-017-2023-24

1. BACKGROUND

Sentech is a state-owned company and is the largest broadcasting signal distributor in South Africa. Sentech is a licensed Electronic Communications Network Service provider in South Africa. It currently operates many telecommunication networks for Satellite, Television, Radio, Internet and more. As such, Sentech is a global enabler of broadcasting and digital content delivery.

Mast structures and buildings, on high sites are one of Sentech's most valuable assets. Preventative maintenance of these assets is a necessary activity and is done in accordance with Sentech's maintenance policy or SOP's. The purpose of maintaining these assets is to provide a long-life span period for these assets, and also protecting the image of Sentech in future.

Without a proper or outlined preventative maintenance plan, these assets can end up deteriorating or collapsing due to non-maintenance and thus becoming a danger to Sentech employees, facility sharers or third parties.

It is therefore an intention from Sentech Infrastructure Services department to appoint Structural Engineering Firms to a Panel of Pre-qualified Professional Suppliers to Render Structural Design and Analysis on Sentech SOC Ltd Mast Structures for a Period of Three (3) Years

2. SUBMISSION OF BIDS and CLOSING

This Bid closes at the stipulated date and time as stated in SBD 1 Notice and Invitation to Bid. Bids must be submitted by hand to the Bid Administrator at SENTECH, Octave Road, Radiokop Ext 3, Honeydew, Johannesburg.

Bidders that choose to submit their bid documents before the closing date and time may do so during working hours only (08:30-15:30).

It is the Bidder's responsibility to ensure that their bid submissions reach the Bid Administrator before the bid closing time as no late submissions will be accepted.

Telegraphic, telephonic, telex, facsimile, e-mail, and late Bids will not be accepted. Proposals may be opened in public. Bidders will be advised of the outcome by letter, facsimile, or e-mail.

This is a one-envelope system for Bid Evaluation. Bidders must submit their proposal and all supporting documentation in a sealed envelope, clearly marked as follows:

Envelope One "Original Technical Proposal" and one "Copy of Technical Proposal" together with a soft copy in PDF format of an electronic medium e.g., USB etc. The soft copy will consist of a single PDF document containing the complete response. The envelope must contain all information and documents relating to the Bid. (Refer to list of returnable documents).

The sealed envelope or container must be marked with the following information:

- **For Attention**
- **HEAD OF SUPPLY CHAIN MANAGEMENT**
- **BID REFERENCE NO: ##**
- **TECHNICAL AND FINANCIAL PROPOSALS**
- **INSERT CLOSING DATE AND TIME**
- **BIDDER'S NAME AND ADDRESS**

The Bidders shall insert a table of contents and bind (ring bind or similar method) the proposal documents and verify the page numbers, as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.

Bidders are required to complete and sign all the returnable documentation (refer to list of returnable documents) and initial all pages, drawings and brochures which are included in the reply as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.

Late submissions will not be considered.

3. SIGN AND INITIAL

Bidders are required to complete and sign the Bid Forms where required and initial the bottom of all pages, drawings and brochures which are included in the submission as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.

Only original signatures will be accepted.

4. COMPLETION OF BID DOCUMENTS

Bidders must ensure that they complete all sections of the Bid Documents as per the requirements in the Bid.

Bidders must use only the Bid documents provided by Sentech. Photocopying of the Bid document is permitted however Bidders must not retype or redraft the Bid documents.

5. COSTS OF PREPARING THE BID SUBMISSION

Bidders shall bear all costs associated with the preparation and submission of the proposals. Sentech shall under no circumstances be held responsible or liable for any costs incurred during the bidding process.

6. ADMINISTRATIVE RESPONSIVENESS CRITERIA

Bidders are required to ensure that they meet all the Administrative Responsiveness Criteria.

7. BBBEE CODES AT SENTECH

Sentech complies with the codes of good practice as prescribed by the DTI, to advance Broad Based Black Economic Empowerment.

8. PRE-QUALIFICATION CRITERIA

With the objective of advancing designated groups, the Bidding condition applicable to this Bid is **(N/A)** (Specify targeted companies (EME / QSE) or minimum B-BBEE status level of contributor) as contemplated in PPPFA regulations, 2017 sub regulation 4(1). A Bidder must provide documentary evidence to support their compliance with this prequalification criteria. A Bidder that fails to meet any pre-qualifying criteria stipulated in this Bid document is an unacceptable Bid.

9. SUBCONTRACTING AS A CONDITION OF BID

The successful Bidder must subcontract a minimum **N/A** % of the value of the contract to **N/A** as contemplated in the PPPFA regulations, 2017 sub regulation 9(1).

10. TRANSFORMATION PLAN

A transformation plan is a record of activities an entity intends to undertake to improve its BBEE Level through Ownership, Management and Control; Skills Development; Enterprise and Supplier Development and Socio-Economic Development.

Sentech reserves the right to request a BBEE transformation plan with clearly defined timelines and milestones if the recommended Bidder does not meet Sentech's transformation goals. These milestones must be achieved over the term of the contract. This transformation plan must be submitted within 10 working days from the written request, failing which Sentech reserves the right to withdraw its appointment of the preferred recommended Bidder.

11. EVALUATION CRITERIA

The evaluation criteria are stipulated in 18 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.

12. BRIEFING SESSION

Should there be a compulsory briefing session for this Bid, Bidders must ensure that they attend the briefing session and sign the attendance register, as non-attendance or failure to sign the attendance register will automatically disqualify a Bidder from submitting a proposal for this Bid.

All questions raised by Bidders post the briefing session will be consolidated and shared with all Bidders at least seven (7) calendar days prior to closing.

13. CLARIFICATION

Enquiries related to Bid documents may be addressed to the Bid Administrator and Supply Chain Official as stated in SBD 1 Notice and Invitation to Bid.

14. BID EVALUATION METHOD

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

<p>A One Envelope system will be followed for Technical Evaluation</p>	<ol style="list-style-type: none"> 1. Stage 1 – Administrative Responsiveness Evaluation All the Technical Proposals will be evaluated against the administrative responsiveness requirements as set out in the list of returnable documents. 2. Stage 2 –Technical Evaluation Mandatory Evaluation Criteria Proposals that are administratively responsive will be evaluated against the Mandatory Evaluation Criteria set out in Section 17.1.1 Bidders must COMPLY with ALL Mandatory Evaluation Criteria. Bidders who fail to comply with all mandatory criteria will not be evaluated further. Functional Evaluation Criteria Proposals that are responsive and comply with the mandatory evaluation criteria will be evaluated against the Functional Evaluation Criteria set out in Section 17.1.2. Bidders must score 60 points (or more) out of a total 100 points available in the Functional evaluation criteria to qualify for further evaluation. Please also note that bidders must claim points in each functional criteria provided in the Section 17.1.2 in order to qualify for further evaluation. Bidders who obtain the qualified threshold score of 60 points or more out of 100 but fail to claim any points in at least one of the functional criteria will not qualify for further evaluation. Bidders who fail to obtain the minimum point's score of 60 points or more will also not be evaluated further. 3. Stage 3 – Risk Assessment Bidders who qualify for further evaluation in stage 3 may undergo a further risk assessment. Bidders that have qualified on the basis of achieving the required evaluation score may still be disqualified from being evaluated further should the risk assessment so warrant or there are compelling and justifiable reasons to disqualify a bidder. The risk assessment will be based on any identified risks that arise out of the bidder's responses and any other risks that Sentech may identify. A physical visit and survey of the bidder's premises may be requested, as deemed necessary. Bidders that qualify based on the risk assessment will qualify for further evaluation. 4. Stage 4 – Panel Appointment Bidders who qualify for further evaluation in stage 3 and obtain the minimum threshold points in the Functional Criteria and qualify based on the risk assessment can be Appointed to a Panel of Pre-qualified Professional Engineering Firms to Render Structural Design and Analysis on Sentech SOC Ltd Mast Structures for a Period of Three (3) Years
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15. ADMINISTRATIVE RESPONSIVENESS REQUIREMENTS

To be administratively responsive, Bidders must ensure that they meet all the below mentioned criteria. Bidders that do not meet all the below mentioned criteria may not qualify to be awarded the Bid. Sentech reserves its rights in respect of the below criteria.

- Complete and return all documentation stipulated in the LIST OF RETURNABLE DOCUMENTS.
- All correspondence must be in English.
- Bidders must fill in all sections of this document (where applicable).
- **BLACK INK** must be used when completing the Bid documents.
- Bidders must use only the Bid documents provided by Sentech. Photocopying of the Bid document is permitted however Bidders must not retype or redraft the Bid documents.
- All corrections must be initialed. The use of corrective fluid is strictly prohibited.
- Bidders are required to fill in and sign the Bid Forms and initial all pages, drawings and brochures which are included in the reply as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.
- Bidders must complete an attendance register at each compulsory site meeting attended.
- Appointment of a Bidder will be subject to signing, declaration and submission of SBD 1, 3.1, 3.2, 3.3, 4, 5, 6.1, 6.2 8, and 9 depending on applicability.
- Complete and sign the Contract Data.
- Should this be a 2 envelope or 2 stage system, Bidders **MUST** separate the technical proposal from their financial proposal. The technical and financial proposals must be placed in two separate sealed envelopes.

16.1. AUTOMATIC DISQUALIFICATION

Sentech reserves the right to automatically disqualify Bidders from being awarded this Bid. The following will lead to automatic disqualification:

- Failure to submit a financial proposal, if required.
- The Bidder is or has been involved in any act of corruption or fraud or bribery or collusion or attempt to influence any employee of Sentech to award this Bid or any other Bid to it.

17. TECHNICAL RESPONSIVENESS COMPLIANCE

The Technical Evaluation will encompass evaluation of:

- a. Mandatory Criteria
- b. Technical Criteria

17.1. TECHNICAL EVALUATION CRITERIA

17.1.1 Mandatory Eligibility Criteria

The follow criteria are mandatory to ALL BIDDERS:

Mandatory Eligibility Criteria	Compliant (Indicate Yes or No)	Reference documentation
<ul style="list-style-type: none"> 2 x Professional Engineers in Civil Engineering Field registered with Engineering Council of South Africa (ECSA) specializing in Structural Engineering OR 2 x Professional Engineering Technologist specializing in Structural Engineering Field registered with Engineering Council of South Africa (ECSA) OR 1x Professional Engineer in Civil Engineering Field registered with Engineering Council of South Africa (ECSA) specializing in Structural Engineering AND 1 x Professional Engineering Technologist specializing in Structural Engineering Field registered with Engineering Council of South Africa (ECSA) <p><i>(Nominated professionals above will be working on Sentech Projects) or Equivalent</i></p>		<ul style="list-style-type: none"> Valid ECSA Certification Attach detailed CV
Mast Climbing Training & Rescue or Tower Climber & Rescue for all Professionals recommended above		<ul style="list-style-type: none"> Valid Climbing Certificate
Professional Indemnity Insurance		<ul style="list-style-type: none"> Proof of Valid Letter
Compensation fund: Letter of Good Standing from The Department of Labour (DOEL) or The Federated Employer's Mutual (FEM) or The Rand Mutual Assurance (RMA)		<ul style="list-style-type: none"> Proof of Valid Certificate
<p>NOTE: Bidders that does not comply with all the above criteria or do not present sufficient proof of compliance will not be eligible to be evaluated further.</p>		

17.1.2. Functional Criteria

Bidders must supply proof of their capability and capacity to do the required work and be included on the Panel of Pre-qualified service providers. Bidders will score points as indicated in the table below, based on proof supplied on the minimum criteria.

Functionality Criteria	Proof Required	Weighting factor
1. Overall experience: Company must provide project names of number of Structural Steel Design and Audit projects that are over 50m in height. Fill in Table 1: Number of projects 0 Projects.....0 1-2 Projects.....20 3 - 4 Projects30 Greater than 440	<ul style="list-style-type: none"> • Complete table 1 • Attach Company profile 	40
2. Track record: Company must supply references of similar projects completed comparable to Sentech requirements. Attach proof of testimonial or reference letters with company letterheads. No emails or fax will be accepted. 0 reference.....0 1-2 reference..... 20 3-4 references.....30 Greater than 4 references... 60	Attach testimonial letters or completion certificates	60
Total		100 Points

Table 1: Functional Criteria

Total minimum qualifying functional score is 60 points. Please note that bidders must score points in each criterion provided in the above table in order to qualify for further evaluation.

18. Evaluation of Price and Preference

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

19. Preference Point allocation – 80/20

Price / Preference	Weighting percentage
Preference:	20%
Price:	80 %
Total must equal:	100%

Sentech will award preference points as follows:

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

20. Price Calculation 80/20

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

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

Where:

P_s = Points scored for price of bid under consideration
 P_t = Rand value of bid under consideration
 P_{min} = Rand value of lowest acceptable bid

21. Declaration of Authority

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this Bid Data are understood, and all requirements will be adhered to.

Name of Bidder	Signature	Date	Designation

TABLE 1: REFERENCES

Please complete the customer reference table and relevant Contact telephone number and attach reference letters.

Customer		Service Provided	Contact Person	Contact no.	tel.	Contractual commencement date	Contractual completion date
1							
2							
3							
4							

Customer		Service Provided	Contact Person	Contact no.	tel.	Contractual commencement date	Contractual completion date
5							

Name of Tenderer	Signature	Date