

**REQUEST FOR QUOTATION**  
**SENTECH INVITES SUPPLIERS FOR:**

Project title:	Appointment of a service provider to supply, deliver and install Anchor Blocks Fencing at Greenbushes Site under the Port Elizabeth Sentech OC office.		
Quotation or Proposal no:	60000001466		
Date of Issue	30/10/2023		
Briefing Session Date and Time	14/11/2023 @ Sentech Greenbushes @10:00		
Closing date:	24/11/2023		
Closing time:	12pm	Validity period:	90 days

You are invited to provide a quote to carry out the deliver the goods, services or works defined in Annexure 1 attached.

**QUOTATIONS OR PROPOSALS TO BE RETURNED TO:**

Quotations Administrator	Zanele Zulu		
Telephone no:	+2711 471 4400	Fax no:	n/a
E-mail:	Quotations6@sentech.co.za		
The physical address of the SENTECH Office where quotation can be submitted to:	Quotes to be submitted by email		

# 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:

(inwords) .....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

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 Sentech is in possession of a valid and original tax clearance certificate.

- 1.1. Supplier's providing quotations must be registered on the Sentech Supplier Database. (if not registered the bidder MUST complete the attached Sentech Supplier Registration Forms)
- 1.2. Quotations or Proposals must be received on or before the closing date and time specified on the Call for Quotation or Proposal document.
- 1.3. Quotations or Proposals must be fully completed and signed in BLACK ink.
- 1.4. Quotations can be submitted via Email, Fax or Hand Delivery.

### 2. EVALUATION CRITERIA

The evaluation criteria are stipulated in Section 4. It is the Suppliers responsibility to ensure that it has responded to the evaluation criteria. Failure to meet the evaluation criteria may result in the Supplier being disqualified from being appointed. Suppliers must ensure that they have included all supporting documentation, especially the documentation that may be required to support the response to the evaluation criteria.

### 3. RFQ EVALUATION METHOD

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

<b>Evaluation Method</b>	<ol style="list-style-type: none"><li><b>1. Stage 1 – Administrative Responsiveness Evaluation</b> All the Quotations will be evaluated against the <b>administrative responsiveness requirements</b> as set out in section 1 of the RFQ Data.</li><li><b>2. Stage 2 - Mandatory Evaluation</b> Those proposals that are administratively responsive will then be evaluated against the Mandatory Evaluation Criteria(table1) and Functionality Criteria (Table 2). Suppliers must COMPLY FULLY with all the mandatory evaluation criteria in-order to be evaluated further.</li><li><b>3. Stage 3 – Price and Preference</b> 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  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.</li></ol>
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## 4. EVALUATION CRITERIA

### 4.1. TECHNICAL EVALUATION CRITERIA

#### 4.1.1. Mandatory Evaluation Criteria (Stage 2)

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
Proof of CIDB 1SQ or higher registration		Attach a valid certificate from the CIDB or furnish a registration number.	
Proof of compliance with the Compensation for Occupational Injuries and Diseases Act (COIDA)		Attach a valid letter of Good Standing from the Department of Labour, FEM or RMA	
<b>NOTE: Bidders that do not comply with all the above criteria will not be evaluated further.</b>			

#### 4.2. Functional / Quality criteria (applicable)(Stage 3)-

Functional criteria	Points
<p>The service provider must attach a list of completed project as the main contractor in erecting fencing. Completion certificates to be attached).</p> <ul style="list-style-type: none"> <li>Three (3) Or more Projects Completed..... 30 Points</li> <li>Two (2) Projects Completed..... 20 Points</li> <li>One (1) and more Projects Completed .... 10 Points</li> <li>No Projects Completed..... 0 Points</li> </ul>	30
<p><b>Client References</b></p> <p>Reference letters from contactable references for similar projects that were listed on the above criteria in scope and contract value.</p> <ul style="list-style-type: none"> <li>Three (3) or more reference letters submitted..... 30 Points</li> <li>Two (2) reference letters submitted..... 20 Points</li> <li>One references letter submitted..... 5 Points</li> <li>No Reference letters.....0 Points</li> </ul> <p>• NB: No letters of appointment or completion certificates will be accepted for this purpose as these do not sufficiently elaborate on principles such as workmanship and work ethic.</p>	30
<p><b>Experience of Key Personnel</b></p> <p>Bidders to attach CVs for site foreman with 3 years of experience in construction industry (Fencing or Civils)</p> <ul style="list-style-type: none"> <li>Foreman with 3 years and more experience.....20 points</li> <li>Foreman with 2 years of experience.....10 points</li> <li>Foreman with one year and less years of experience .....5 points</li> </ul>	20

<b>Construction Programme</b>	<b>20</b>
Project programme with realistic time frames, key tasks clearly defined and critical path depicted. (The programme may be presented in any format) <ul style="list-style-type: none"> <li>• Compressive Realistic Project Programme submitted .....20 Points</li> <li>• Average unrealistic Project Programme submitted..... 5 Points</li> <li>• Project Programme not submitted.....0 Points</li> </ul>	
<b>Total Points.</b>	<b>100</b>
<b>The minimum threshold for the functionality will be 70 of 100 points</b>	

#### 4.3. Technical Evaluation (Stage 4 ) - **Not Applicable**

	Item Description	Score	Comments	Proof required

**\*Bidders must complete the two annexures attached with this document.(i.e. Annexure 1- Compulsory covering sheet and Annexure 2- Technical evaluation).**

#### 4.4. RISK ASSESSMENT (Stage 5)- **Applicable**

All bids that meet the minimum qualifying score for technical evaluation may undergo a risk assessment based on the following framework:

- Any aspects that emanate from the bidders' individual responses
- Any information received from past references
- Site Visit of similar work done
- Assessment of Financial Statements

Sentech may disqualify bidders based on the outcome of the risk assessment.

#### 4.5. Evaluation of Price and Preference (Stage 6)- **Applicable**

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).

##### 4.5.1.The price / preference weighting applicable for RFQ are as follows:

Price / Preference	Points
Preference:	20
Price:	80
Total must equal:	100

##### 4.5.1.1. 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	BBBEE Certificate showing at least 51% black ownership
Historically disadvantaged by unfair discrimination on the basis of Gender (women)	8	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

##### 4.5.1.2. 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



## **Appointment of a service provider to supply, deliver and install Anchor Blocks Fencing at Greenbushes Site under the Port Elizabeth Sentech OC offices.**

### **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.

Sentech is looking for a service provider to supply, deliver and install Concrete Palisade fencing around the anchor blocks at Greenbushes site under the Port Elizabeth Sentech OC.

#### **TECHNICAL SPECIFICATION FOR THE PALISADE CONCRETE FENCE**

##### **Scope of works**

The anchor blocks must be protected by means of installing new Concrete Palisade.

Access gates to be constructed with the same stature and height of the fence.

##### **Scope:**

This specification covers material requirements and installation of security fencing and gates.

##### **Work Included**

- Furnish and install fence and gates, and accessories as required and shown.

##### **Submittals:**

- Certificate of compliance for materials.
- Quality control program shall be submitted to Sentech for review prior to commencement of any work



#### TECHNICAL SPECIFICATION FOR THE PALISADE CONCRETE FENCE

##### **Supply and deliver and install Concrete Palisade**

**There are four anchor blocks present on site with each having a perimeter of 76.5m. The anchor blocks to be fitted with a gate. (Please see drawing attached)**

- Perimeter: 306
- Palisade Fence Height: 1.8m
- Width/Section: 2m
- Four swinging gates to be 1.2m each
- Posts Overall Length: 2400 x 230 x 150 Tapered to 80mm.
- Pales 1800 x 80 x 110 Tapered to 80mm
- Rails 1990 x 75 x 150mm with 9 x 10mm Holes
- Fixing Bolts 8mm Carriage Bolts
- Concrete Precast to be a Minimum of 20-24 mPa at 28 Days
- Installation foundation to be 460x460mm x 600mm Deep
- Minimum of 15-20 mPa concrete.
- THE POSTS are spaced at 2.0m Centres and are
- Slotted to take 2 Horizontal Rails.
- Each VERTICAL PALE is Bolted by 2 x 8mm Nuts and Bolts (Top and Bottom).

##### **FOUNDATION**

- Post foundation shall be 600mm deep x 460x460mm with 30 mPa concrete

##### **Gate:**

- The site is to be fitted with Four (4) gates and are to be constructed with the same stature and height.
- The gates are to be 1.2m pedestrian steel swing gates
- The gates should be fitted with heavy duty hinges

**TECHNICAL SPECIFICATION FOR THE PALISADE CONCRETE FENCE****PREFABRICATED CONCRETE ELEMENTS:****WORKMANSHIP AND FINISH IN GENERAL:**

- All concrete elements shall be manufactured from sound concrete, free of structural defects, complying with any sample if previously submitted. All elements shall have off-shutter finish on three sides, with the fourth side having a wood floated finish.

**SHAPE & DIMENSION:**

- All elements shall retain the required shape and be true to the respective and specified dimensions as indicated

**PERFORMANCE REQUIREMENTS (STRENGTH):**

- The required concrete compressive strength in all prefabricated prestressed elements shall be a minimum of 40 Mpa at 28 days, determined in accordance with SABS method 863.

**CURING:**

- All concrete elements shall be cured in accordance with the recommendations given in SABS method 863.

**REINFORCEMENT:**

- All steel used for reinforcements in prefabricated elements shall be high yield steel with a minimum characteristic strength of 410 Mpa, and shall be free of rust, loose scale, flux, grease or oil substances and shall in general comply with SABS 920 and BS 4482.

**PRESTRESSING STEEL:**

- All wires shall be of the crimped variety and shall be free of rust, loose scale, flux, grease or oil substances and shall in general comply with BS 5896.

**POST:**

- The post shall be 2.4m long and slotted, as per drawing, to take the horizontal load bearing rails. The front edge shall be curved. The back section shall be 100mm wide tapering to the front to 60mm. The thickness of the post shall be 160mm. Posts shall be spaced at 2.0m centre.

**1.8m HIGH STANDARD CONCRETE PALISADE**

- The posts shall be pre-stressed with 4 x 4mm wire graded 1550 / 1700 Mpa, stressed to 75% of the U.T.S. (Ultimate Tensile Strength). Prestressed wires shall be cut at the surface level and sealed. The top of the post shall be angled at 45°.

**PALES:**

- The pales shall be 1.8m long with two 10mm holes to take 8mm carriage type bolts. The front edges shall be curved. The back section shall be 70mm wide tapering to the front to 60mm. The thickness of the pales shall be 55mm. Pales are spaced at +/- 165mm centres.

#### TECHNICAL SPECIFICATION FOR THE PALISADE CONCRETE FENCE

- The pales shall be reinforced with four 4mm hard-drawn wires graded 550 / 650 MPA (SAE 1008 Carbon Rated). Wires shall be cut to a length of 1.7 metres and centred across the length of the element with a minimum concrete cover of 15mm. The top and bottom of the pales shall be angled at 45°.

#### **RAILS**

- The rails shall be 1.98m long with eleven x 10mm holes to take 8mm carriage type bolts. The rails shall be 125mm wide and 60mm deep. All rails are to be grouted into posts.
- The rails shall be pre-stressed with four 4mm wires graded 1550 / 1700 Mpa, stressed to 75% of the U.T.S. (Ultimate Tensile Strength). Prestressed wire shall be cut at surface level.

#### **BOLTS:**

- All nuts, bolts and washers used for the erection of the fence shall be electro-galvanised (zinc and chrome passivated).
- All bolt holes will be grouted at the rear with cement mortar.

#### **PVC WASHERS:**

- Optional 8mm large and small PVC washers can be used. The large washer (50mm outside diameter) is placed between the rail and the pale and the small washer (20mm outside diameter) at the back of the rail replacing a standard steel washer.

#### **ERECTION:**

- Each post shall be embedded to full depth in concrete in a foundation hole of at least 460mm x 460mm and a depth of 600mm.
- The sizes specified are for firm soils and it may be necessary to increase these sizes for softer yielding soils.
- Foundation shall be a minimum of 30 Mpa at 28 days.

## TECHNICAL SPECIFICATION FOR THE PALISADE CONCRETE FENCE

**The following category of personnel and trades are to be included for this service:**

- Foreman
- Fencing erector
- Semi-skilled Labourer
- Un- skilled labourers

**OCCUPATIONAL HEALTH AND SAFETY ACT OF 1993** All regulations and statutory requirements as lay down in the latest edition of The Occupational Health and Safety Act, 1993 (Act no 85 of 1993) shall be Adhered to. Health and Safety Plan must be approved by the Health and Safety Officials of Sentech before any work will be allowed to commence.

### **Expanded Public Works Programme (EPWP)**

- The contractor must report all local/temporary labourers employed in a project.
- The contractor must not wait until the end of a project in order to submit reports
- The contractor is a responsible for assisting Sentech in reporting all work done.
- No payment will be certified without the required report being submitted

### **Constrains and duration of works**

- Duration of works to be 7 weeks upon receipt of the Purchase Order.
- Inclement weather conditions remain the single biggest constraints to timeous completion of the project.
- It should be borne in mind that in addition to normal inclement conditions some sites may be affected by high winds and mist at certain times of the day.
- Contractors are therefore urged to familiarize themselves with the historic prevailing weather conditions of the specific region.
- The contractors must therefore allow for inclement weather-related delays in their schedule. Any inclement weather days and consequential inclement weather days accumulated during this contract will be granted as extension of time as **there will be no monetary compensation.**

### **Program and Progress Reporting**

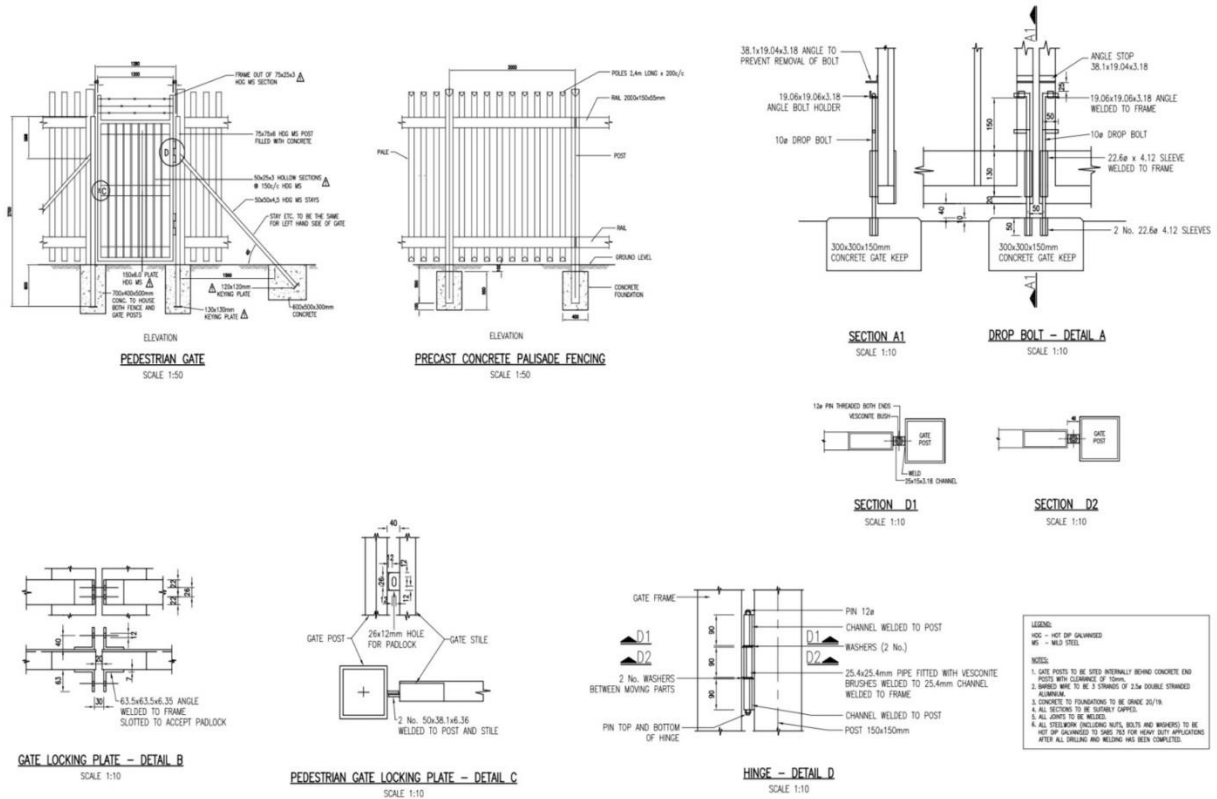
Timeous execution of the project as a whole is of paramount importance to Sentech. This is to ensure that it assists the contractor in monitoring its own progress, and the contractor shall provide a detailed execution of the program within 10 days after award of the contract. This program shall provide the following information in either date listing format or bar chart and network diagram format:

- Activity description
- Activity duration
- Activity logic (inter dependencies, delays)
- Resource allocations (plant, labour)
- Key dates

The program will be used to monitor the contractor's progress.

Weekly reports are to be compiled and submitted to Sentech via emails, these are to include photographic evidence of progress.

## TECHNICAL SPECIFICATION FOR THE PALISADE CONCRETE FENCE



### LOCATION:

REGION	SITE NAME & CODE	Coordinates		
SR	C7- Greenbushes	- Co-ordinates E 33 56 10; S 252629		

## Pricing Schedule

Item No	Description	Unit	Quantity	Rate	Amount
<b>SCOPE OF WORK</b>					
The scope of work entails removal and replacing palisade fence with new concrete palisade fence. All pricing to include supply and delivery, labour, profit, and markup.					
<b>SECTION1</b>					
1	Preliminary and General  Allow for P&Gs for the establishment and de-establishment of the site, and all other unmeasurable items like toilet facilities, water, storage facilities, and removal of debris after completion.	SUM	1		
2	Occupational Health and Safety obligations in terms of Sentech Health and Safety specifications. (Safety File)	Sum	1		
	<b>Total</b>				
<b>SECTION 2</b>					
3	Demolition of existing concrete Poles and removal of existing fence	Sum	1		
4	Supplying, Delivering and installation Concrete Palisade Fence as per the scope	m	306		
5	Supplying and installing of four (4) 1.2m Pedestrian swinging gates as per spec	No.	4		
6	Concrete works: footings and foundations	M3	10		
7	Excavation of foundations	M3	10		
	<b>Total</b>				

## Pricing Summary

ITEM	DESCRIPTION	RATE	AMOUNT
1	SECTION 1	PRELIMINARY AND GENERAL	
2	SECTION 2	FENCING WORKS	
NETT TOTAL OF THE RFQ			
ALLOW FOR 15% CONTINGENCIES			
SUBTOTAL			
ADD 15% VALUE ADDED TAX			
AMOUNT CARRIED TO FORM OF OFFER AND ACCEPTANCE			

## 2. TERMS AND CONDITIONS

Terms and Conditions	SENTECH reserves the right to:
	<ul style="list-style-type: none"> <li>• Extend the closing date.</li> <li>• Verify any information contained in a response.</li> <li>• Request documentary proof</li> <li>• Cancel or withdraw the requirement</li> <li>• To limit communications to only those Service Providers who meets the requirements.</li> <li>• This request will be subject to the General Conditions of Contract issued in accordance with Treasury Regulation 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). The Special Conditions of Contract are supplementary to that of the General Conditions of Contract. Where, however, the SCC conflict with the GCC, the SCC shall prevail.</li> <li>• The successful Service Provider may only enter into a subcontracting arrangement with the approval of SENTECH.</li> <li>• SENTECH shall have the right, at its sole and exclusive discretion, upon written notice to the Service Provider, to terminate this Agreement, in whole or in part should the SERVICE PROVIDER fail to perform any of its obligations or deliver any deliverable timeously or should SENTECH not be satisfied with the quality of any service/s in terms of this Agreement, to the satisfaction of SENTECH.</li> <li>• SENTECH shall furthermore have the right, as a result of such termination, to appoint a third party to perform the obligations of the Service Provider in terms of the Agreement and the Service Provider indemnifies SENTECH against all costs incurred by SENTECH in appointing such third party to fulfil the obligations of the Service Provider.</li> <li>• SENTECH shall have the right, at its sole and exclusive discretion, to terminate this Agreement, at any time, upon 30 (thirty) days' written notice to the Service Provider.</li> <li>• SENTECH reserves the right to conduct supplier due diligence at any time pre, during and post the contract period. This may include announced or unannounced site visits.</li> <li>• Key resource provided in response should be engaged in the project, should there be resource changes the resource levels must be equivalent to the resources in the proposal, with notice and acceptance by SENTECH be understood as special condition of contract.</li> </ul>



Terms and Conditions	SENTECH reserves the right to:
	<ul style="list-style-type: none"> <li>• Service Level Agreement will be signed with the successful Service Provider.</li> <li>• The successful contractor is to provide a safety file that will be approved by SENTECH SOC limited safety specialist before the works can commence on site. The successful contractor will also be required to sign SEC.37.2, to be handed after the adjudication of contract. The successful contractor must take note that they will be given a period of two weeks to prepare an approved safety file upon receipt of the Purchase Order, of which failure to adhere to the deadline will result in the Purchase order being cancelled.</li> <li>• Contractor to submit a programme of works before commencing any works</li> <li>• Contractor to submit close out report upon completion</li> </ul>

