



SCM Division  
Radio Park, Henley Road  
Auckland Park 2092  
Johannesburg  
Private Bag X1  
Auckland Park 2006

REQUEST FOR QUOTATION (RFQ)

RFQ	RFQ/LOG/2026/10251042/02
RFQ ISSUE DATE	25 FEBRUARY 2026
RFQ DESCRIPTION	MAINTENANCE, SERVICING, REPAIRS AND SUPPLY OF AIRCONDITIONING SYSTEM AND THE CHILLER PLANT FOR A PERIOD OF 5 YEARS AT SABC MPUMALANGA
NON-COMPULSORY SITE VISIT	SABC MBOMBELA CNR ANDREW & MADIBA ROADS, NELSPRUIT, 06 MARCH @11H00 AM
CLOSING DATE & TIME	27 MARCH 2026 @12h00 PM

Submissions must be electronically emailed to [RFQSubmissions@sabc.co.za](mailto:RFQSubmissions@sabc.co.za) on or before the closing date of this RFQ.

Active registration and valid minimum grading with the Construction Industry Development Board (CIDB) of 3ME. "The Tenderer shall provide a valid and active certificate at the time of closing and at the time of award".

For queries, please contact Nyandano Nemukula via email: [Tenderqueries@sabc.co.za](mailto:Tenderqueries@sabc.co.za)

The SABC requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. Late and incomplete submissions will invalidate the quote submitted.

SUPPLIER NAME: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

FAX NO. : \_\_\_\_\_

E MAIL ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CELL NO: \_\_\_\_\_

SIGNATURE OF BIDDER: \_\_\_\_\_

## NOTES ON QUOTATIONS AND PROPOSALS SUBMISSION

1. All electronic submissions must be submitted in a **PDF** format that is protected from any modifications, deletions, or additions.
2. Financial/pricing information must be presented in a **separate** attachment from the Technical / Functional Response information.
3. The onus is on the Bidder to further ensure that all mandatory and required documents are included in the electronic submission.
4. All submissions should be prominently marked with the following details in the email subject line:
  - **RFQ Number and bidders' name.**
5. Bidders are advised to email electronic submissions at least thirty minutes before the bid closing time to cater for any possible delay in transmission or receipt of the bid. The onus is on bidder to ensure that the bid is submitted on time via email
6. Tender submission emails received after submission date and time will be considered late bid submissions and will not be accepted for consideration by SABC.
7. SABC will not be responsible for any failure or delay in the email transmission or receipt of the email including but not limited to:
  - receipt of incomplete bid
  - file size
  - delay in transmission receipt of the bid
  - failure of the Bidder to properly identify the bid
  - illegibility of the bid; or
  - Security of the bid data.

**NB: THE BIDDER SHOULD ENSURE THAT WETRANSFER LINKS AND GOOGLE DROP BOX EXPIRE AFTER 30 DAYS OF THEIR SUBMISSIONS INSTEAD OF SEVEN DAYS**

## NOTES ON BRIEFING SESSION / SITE INSPECTION

1. The site visit session will be held on the date and time of which has been provided on the SABC Website.
2. Bidders are requested to advice of their interest to participate in the site visit by sending an email on or before date (06 March 2026) to email address [nemukulan@sabc.c.o.za](mailto:nemukulan@sabc.c.o.za) so as to be invited.

## 1. FIRST PHASE – MANDATORY DOCUMENTS

All bid respondents must submit mandatory documents that comply with all mandatory requirements. Bids that do not fully comply with the mandatory requirements will be disqualified and will not be considered for further evaluation.

MANDATORY REQUIREMENT		Comply/not comply
1.1	Active registration and valid minimum grading with the Construction Industry Development Board (CIDB) of 3ME or Higher (Provide proof) <b>The Tenderer shall provide a valid and active certificate at the time of closing and at the time of award”.</b>	
1.2	Provide proof of company or director residential address. That proves that the company operational office is within 150KM radius of SABC Mbombela office. (proof must be submitted i.e. account statements, lease agreement and tribal authority letters)	

**BIDDERS MUST PROVIDE A VALID AND ACTIVE CERTIFICATE AT THE TIME OF THE CLOSING OF THE BID. NON-SUBMISSION OF THE MANDATORY DOCUMENTS WILL RESULT IN AUTOMATIC DISQUALIFICATION.**

## 2. REQUIRED DOCUMENTS

- 2.1 Submit proof Central Supplier Database (CSD) registration
- 2.2 Proof of Valid TV License Statement for the Company; all active Directors and Shareholder must have valid TV Licenses.
- 2.3 (Verification will also be done by the SABC internally).
- 2.4 Valid Tax Clearance Certificate or SARS “Pin” to validate supplier’s tax matters
- 2.5 Original or Certified copy of Valid BBBEE Certificate (from SANAS accredited Verification Agency)
- 2.6 Certified copy of Company Registration Document that reflect Company Name, Registration number, date of registration and active Directors or Members.
- 2.7 Certified copy of Shareholders’ certificates.
- 2.8 Certified copy of ID documents of the Directors or Members.

**NB: NO CONTRACT WILL BE AWARDED TO ANY BIDDERS WHO’S TAX MATTERS ARE NOT IN ORDER.  
NO CONTRACT WILL BE AWARDED TO ANY BIDDERS WHO’S TV LICENCE STATEMENT ACCOUNT IS NOT VALID.  
NO CONTRACT WILL BE AWARDED TO ANY BIDDER WHO IS NOT REGISTERED ON THE CSD**

## 1 BACKGROUND

SABC Mpumalanga Logistics Department is responsible for supporting broadcasting by providing uninterrupted power distribution and cooling system. The current air-conditioning system maintenance and service contract has end on 31 September 2025. Therefore there is a desire to obtain the service of a professional A/C mechanical company to maintain the air-conditioning system and chiller plant which will include the supply of new units where old units failed, to ensure the supply of fresh air to the Studios, offices and the cooling off the broadcasting equipment.

## 2 REQUIREMENTS AND SCOPE OF SERVICES

**The work for this contract comprises the servicing, repairs and supply of air-conditioning systems and chiller plant. the work in general comprises the provision of maintenance services including:**

- Provision of all labour, material, tools, machinery, equipment, supplies, transportation, storage, utilities, appliances, hauling, hoisting, excavation, backfill, supervision and services necessary to maintain all air conditioning system.
- Carrying out maintenance and repairs to the existing and new air conditioning systems.

### **Preventative Maintenance**

The contractor will be responsible for carrying out preventative maintenance on all air conditioning systems on a scheduled basis in line with the manufacturer's manual. The preventative maintenance shall include but is not limited to the following:

<b>EQUIPMENT</b>	<b>SERVICE FREQUENCY</b>	<b>REQUIRED SERVICE</b>
Chiller Plant	Quarterly service and one (1) major service	Maintenance, repair and supply as when required.
Air condition mid-wall split A/C units	Quarterly service	Maintenance, repair and supply as when required.
Cassette units including the ones in the OB vans	Quarterly service	Maintenance, repair and supply as when required.
Air Curtains	Quarterly service	Maintenance, repair and supply as when required.
Air handling units	Quarterly service and one (1) major service	Maintenance, repair and supply as when required.

## 2.1 Package Air-Conditioning Units, Air Handling Plant and Condensing Units Air and/ or Water Cooled

### 2.1 Quarterly

- Isolate and remove all inspection panels, clean inside units and rectify any damaged insulation.
- Air filters check pressure drop and record.
- Washable type to be removed, cleaned, dried and replaced.
- Disposable media types be fitted with new media if necessary.
- Air filter frames to be checked for air by-pass and rectified if necessary.
- Heat exchange coils to be cleaned.
- V-belts to be checked for correct tension and alignment and replaced if necessary.
- Drive pulleys on fans and motors to be tightened, if necessary.
- Bearings to be lubricated if necessary.
- -Fresh air and return air damper settings and operation to be checked and adjusted, if necessary.
- Switchboards and electric control panels to be cleaned, checked and tightened terminals and replace indicating light globes where necessary.
- Circuit breakers and fuses are to be checked and investigating reasons for any blown fuses or circuit breakers in OFF position, rectify faults and replace blown fuses and faulty circuit breakers.
- Starters, Contactors and Relays to be checked to ensure moving bridges slide freely and that all contact points are clean, investigate and rectify cause of excessive burning of contacts. - Time switch setting to be checked and reset to start and stop plant at correct time if necessary.
- Condensate drip pans to be cleaned check water flow and remove any blockages from drain piping.
- Spray chamber sumps to be drained, cleaned and refilled and check that all spray nozzles are clean and set correctly if applicable.
- Flexible connections to be checked and air leaks rectified.
- Heater elements to be tested and faulty elements to be recorded and replaced.
- Control thermostats operation to be checked and recalibrate if necessary.
- Safety controls to be checked and operation of controls to be tested.
- Compressor oil to be checked and topped up if necessary.
- Sight glasses to be checked for correct liquid charge and moisture in system, refrigerate to added to system, if necessary, after locating and rectify leaks.
- Liquid driers and strainers to be cleaned or changed, as necessary.
- Compressor unloading mechanism to be checked, if applicable.
- Compressor crankcase heater operation to be checked.
- Refrigeration system suction discharge and oil pressures to be checked and recorded while compressors

are operating.

- High and low pressure cut out and oil pressure switch operation and set points to be checked and reset if necessary (Refer manufacturer's manual for correct settings).
- Inspection panels to be replaced and all fastening devices secured. Operation of plant to be inspected take and record wet and dry bulb temperatures in each conditioned zone and outside with a reliable psychrometric.
- All pipes to be inspected and repaired. Paintwork and sealing on pipes to be monitored and redone when needed.

## **2.2 COMPRESSORS**

### **Quarterly**

- Drive motor bearings to be lubricated.
- Drive motor brushes and slip rings to be checked.
- V-belts to be checked for correct tension and alignment and replaced if necessary, and drive pulleys to be tightened if necessary.
- Flexible drive coupling alignment to be checked and rectified if necessary.
- Oil level to be checked and topped up if necessary.
- Sight glasses to be checked for correct liquid charge and moisture in system. Refrigerant to be added to system, if necessary, after locating and rectifying leaks.
- Refrigerant circuits to be checked for leaks.
- Unloading mechanism to be checked for correct operation.
- Crankcase heater operation to be checked.
- Refrigerant system suction, discharge and oil pressures to be checked and recorded while compressors are operating.
- High and low pressure cut and oil pressure switch operation and set points to be checked and reset if necessary (Refer manufacturer's manual for correct settings).
- Examine for unusual knock, noise and vibrations and report thereon.
- Clean compressors and drive motor.

## **2.3 WATER COOLED CONDENSERS Quarterly**

- Water temperatures and pressures to be checked and recorded.
- Cleaning of strainers and ensuring optimal functionality

## 2.4 WATER CHILLERS

### Quarterly

- Water temperatures and pressures to be checked and recorded.
- Thermostat settings to be checked and adjusted if necessary.
- Cleaning of strainers and ensuring optimal functionality.

## 2.5 COOLING TOWERS, CLOSED CIRCUIT COOLERS AND EVAPORATIVE CONDENSERS AS APPLICABLE

### Quarterly

- Sump/ Tank to be isolated drained, cleaned and refilled.
- Ball valve to be checked for correct operation and water level.
- Suction strainers to be cleaned.
- Spray nozzles to be cleaned and set correctly.
- Infrastructure to be examined for water leaks and evidence of corrosion that is to be rectified.
- Wash down and remove algae and lime scale formations.
- V-belts to be checked for correct tension and alignment and replaced if necessary.
- Bearings to be lubricated if necessary.

## 2.6 ELECTRICAL SWITCH, CONTROL PANELS AND ASSOCIATED SWITCHGEAR

### Quarterly

- Panels to be cleaned internally.
- Terminals to be checked and tightened.
- Indicating light globes to be replaced where necessary.
- Circuit breakers and fuses to be checked and \*investigate reasons for any blown fuses or circuit breakers in OFF position rectify faults and replace blown fuses and faulty circuit breakers.
- Starters and contactors and Relays to be checked to ensure moving bridges slide freely and that all contact points are clean. Investigate and rectify causes of excessive burning of contactors timer switch settings to be checked and reset to start and stop plant at correct time if necessary

## 2.7 WATER TREATMENT PLANT/ EQUIPMENT: QUARTERLY

- Back wash and adjust chemical levels.
- Report on stock of chemicals on site.
- Timers to be checked for correct operation and reset if necessary.
- Inspect and clean unit.

## 2.8 PUMPS Quarterly

- Bearings to be lubricated check pump bearings for oil level and adjust as necessary.
- Gland packing to be checked for excessive leakage and adjust or replace as necessary.
- Flexible drive coupling alignment and rubbers to be checked and rectified if necessary.
- Holding down bolts to be tightened and corrosion removed and painted if necessary. - Cleaning down pump and motor and check water flow and remove ant blockage from drain piping.
- Water valves on open condenser water circuits to be fully opened and closed to prevent lime scale from inhibiting valve action.

## 2.9 FANS Quarterly

- Bearings to be lubricated on drive motor and fan, if necessary.
- V-belt to be checked for correction tension, alignment and replaced if necessary and drive pulleys to be tightened if necessary.
- Vortex cables to be adjusted if necessary.
- Vanes to be checked for tightness and lubricate bolts.
- Flexible connections to be checked and air leaks rectified.
- Casing and holding down bolts to be checked for corrosion and security.

## 2.10 Controls

### Quarterly

- Pneumatic controls system compressor air intake oil level and motor bearings to be checked and rectified if necessary.
- Safety controls to be checked and operation of controls to be tested.
- Control thermostats operation to be checked and calibrated if necessary.
- Operate and check operation of plant. Take and record Wet and Dry bulb temperatures in each conditioned zone and outside with reliable psychrometer.

## 2.11 Major Service includes additional of the following.

- filter replacement
- water drain, replace and chemical
- thermostat check/ adjust or replace if necessary
- change pipe whenever is necessary
- re-Gas compressors
- Replacement of all filters

### 3 Reactive Maintenance

The Contractor shall attend to all callouts and/or ad-hoc maintenance and the response time shall be as stipulated on the service level agreement. Where the Contractor is called out for faults or requested to provide a service, the Contractor shall only be paid for the labor, materials and services that have been rendered during the call out or request of service and unscheduled rates shall apply. Where the service contractor is required to provide spares or services the Contractor shall first submit a quote for approval and can only provide the spares and services after approval has been granted in writing.

#### 3.1 Maintenance Management

##### 3.1 Preventative Maintenance

All preventative maintenance work shall be scheduled by the SABC or its authorized representative and communicated to the Contractor. When the maintenance is due the authorized SABC representative will issue a job card to the contractor and together shall perform the necessary planning and preparations for the successful execution of the work. Work should be scheduled in a manner so as not to interfere with any normal operations of SABC. On completion of work the SABC representative, together with the contractor, shall inspect the work and if both parties are satisfied with the work done both shall sign off the job card together with the maintenance reports. The appointed service provider will be required to work and cooperate with other contractors on site whenever it is necessary for the purpose of new installations, maintenance, fault finding and repairs.

Normal operational hours on site shall be **from 08:00 to 16:30** for every working day, Monday to Friday. No planned maintenance work will be allowed to be performed on Weekends or Public holidays unless prior approval is received from the SABC or authorized representative.

##### 3.1.1 Reactive Maintenance

SABC or its authorized representative will report on any air conditioning system and/or associated equipment faults or breakdowns which may occur to the contractor. All emergencies will be reported telephonically and then followed by a job card. Any other maintenance will be communicated in writing, and a repair job card will be transmitted to the Contractor. The Contractor shall respond promptly to the complaint and restore the equipment to functional status in accordance with the assigned priority level. On completion of work the SABC representative together with the contractor shall inspect the work and if both parties are satisfied with the work done both shall sign off the job card together with the detailed report for the repairs.

#### 3.2 Response Time

Response time shall be measured as the time taken from reporting the call, to the time taken by the artisan/ technician to arrive at the relevant piece of equipment.

The response to call outs shall be categorized according to the need for urgency in attending to the call out. All breakdowns **during and after working hours** shall be responded to as follows:

### 3.1.2 Emergency Response

This shall be defined as an event that requires an immediate response or action to prevent and or mitigate against equipment damage, harm or injury to people or property or to limit the disruption of services. The Contractor shall respond to an emergency call-out within **2hours**.

### 3.1.3 Urgent Response

This shall mean any failure or repair requirement that could significantly affect the services or pose a danger if left unattended for a lengthy period of time. The Contractor shall respond to an urgent call-out within **4 hours**.

### 3.1.4 Routine Response

This shall apply to other failures or repairs other than those requiring emergency and urgent responses. These items shall be dealt with as unscheduled additional work items as requested by the SABC or authorized representative.

Any breakdown impacting on operations shall be attended-to until restored to good reliable condition. This implies that no breakdown may be left unattended or incomplete for the next day. SABC will hold the Contractor liable for any costs incurred as a result of negligence or unreasonable poor performance by the Contractor including excessive time taken to effect repairs.

## 3.2 Cost Recovery

- Contractors assume the costs incurred by SABC, as a result of defective supplies, services or product liability issues.
- Damage caused by contractor activities or employees shall be for the contractor's account.

### 3.2.1 Modifications/ Improvement Process

- Contractors assume the costs incurred by SABC, because of defective supplies, services or product liability issues.
- Any change to the original service or product design must be approved by SABC prior to implementation.
- A request for Change needs to be submitted to SABC and approved prior to implementing the change. The Contractor shall keep records of all requests and corresponding SABC approvals

**4 RFQ Validity period**

This bid will remain valid **90 (ninety) days** from the date of bid closing.

**5 Costing**

The indicative cost should reflect a detailed cost breakdown, and any direct or indirect costs associated with the rendering of services, refer to **Annexure F – Pricing Schedule**

**6 Duration of the Contract**

Five years

**7 Location**

SABC Mpumalanga

**8 SECOND PHASE: FUNCTIONALITY / TECHNICAL EVALUATION CRITERIA**

- The tender submission will be technically evaluated out of **60**
- A minimum threshold of **35 out of a maximum of 60** has been set.
- Bidders achieving less than the set threshold will be declared non-responsive and therefore will not continue forward for evaluation of Price.

Evaluation area	Evaluation Criteria	Min. Points	Max. Points
Supplier Track record and experience	<p><b>Company’s minimum experience of 3 years in air-conditioning maintenance. Reference letters which must meet the following:</b></p> <ul style="list-style-type: none"> <li>➤ Be on a client’s business letterhead</li> <li>➤ contract duration (<b>Stipulate start and end date</b>)</li> <li>➤ duly signed by authorised person</li> </ul> <p><b>Number of Valid Reference Letters</b></p> <ul style="list-style-type: none"> <li>• Greater than 3 valid references letters = <b>(15 points)</b></li> <li>• 2 - 3 valid reference letters = <b>(12 points)</b></li> <li>• 1 valid reference letter = <b>(10 points)</b></li> </ul> <p><b>Reference letters must not be older than 5 years from the closing date of this bid.</b></p>	10	15

Key Personnel CV and Qualifications	<p><b>Bidder to submit a comprehensive CV for a technician with:</b></p> <p><b>Authorized compressed valid gas license issued by department of labour and HVAC/similar trade test certificate. Minimum of one CV will be scored as follows:</b></p> <ul style="list-style-type: none"> <li>• 3 to 5 years = (10 Points)</li> <li>• 3 Years = (5 points)</li> <li>• Less than 3 years (0 points)</li> </ul>	5	10
Warranty of parts	<p>Respondents to submit proposal on warranty:</p> <ul style="list-style-type: none"> <li>• Less 12 months = 10 points</li> <li>• 12 months or more (as per manufactures specification) = 5 points</li> </ul>	5	10
Response time	<p>Respondents to submit proposal on response time:</p> <p><b>Emergency response time</b></p> <ul style="list-style-type: none"> <li>• Less than 3hrs = 10 points</li> <li>• 4hrs =8 points</li> <li>• More than 5hrs = 5 points</li> </ul>	5	10
Quality of workmanship	<p>Contractor should clearly state on their proposal the quality and assurance on workmanship to be provided during the Maintenance process, quality standards,</p> <ul style="list-style-type: none"> <li>• OHS approved =10 points</li> <li>• No OHS = 0 points</li> </ul>	10	15
<b>Total</b>		<b>35</b>	<b>60</b>

**9 PRICE AND SPECIFIC GOALS**

9.1 The 80/20 preference point system will apply to evaluate responses

9.2 The award of the tender / RFQ to will be based on functionality evaluation.

9.3 The Price and BEE (Specific goals) will be applicable to award the highest scoring bidder

**10 PRICE AND (SPECIFIC GOALS) APPLICATION DURING CONTRACT IMPLEMENTATION**

**10.1PRICE**

The **80/20** preference point system

A maximum of **80** points is allocated for price on the following basis:

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

Where:

- Ps = Points scored for comparative price of bid under Consideration
- Pt = Comparative price of bid under consideration
- Pmin = Comparative price of lowest acceptable bid

## 10.2 BEE (SPECIFIC GOALS)

<b>SPECIFIC GOALS</b>	<b>80/20</b>
EME/SME 51% owned by Black people	<b>10</b>
51% owned by Black people;	<b>5</b>
51% owned by Black people who are women	<b>3</b>
Black Youth	<b>2</b>

- **NB: All tenders will be issued to the market with all specific goals, and these will be scored in accordance with the evidence as submitted by the bidder. The bidder who does not meet the specific goals will not be disqualified but score zero.**

## 10.3 ADJUDICATION USING A POINT SYSTEM

- The bidder obtaining the highest number of total points will be awarded the contract.
- Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.
- Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

## 10.4 Objective Criteria

- The Corporation does not bind itself to accept the lowest or any tender, nor shall it be responsible for or pay The SABC reserves the right not to award this tender to any bidder based on the proven poor record of accomplishment of the bidder in previous projects within the SABC.
- The SABC will not award contract/s to the bidders who are blacklisted or have committed other acts of fraud and misrepresentation of facts e.g., tax compliance, company financials, etc. will be eliminated from the bid process.
- The SABC reserve the right not to award this tender to any bidder who fails the financial stability assessment.
- No SABC former employees shall be awarded contracts with the SABC within **12 months** after termination of employment with the SABC.
- Should employees resign or retire from the employment of the SABC and become directors of other businesses tendering with the SABC, such tender shall not be considered until the cooling off period of 12 (**Twelve**) months has expired.

- Should the employee be dismissed from the SABC employment, such employee shall be prohibited from conducting business with SABC for a period of **5 (Five)** years from the date of dismissal.
- Should the employee be found guilty in a court of law due to criminal conduct/act, such employee will not be considered to do/conduct business with SABC, until the criminal record has been legally expunged.
- The SABC shall not procure any goods, services, works or Content from any Board member or Board member owned business, to ensure that suppliers competing for the SABC's business have confidence in the integrity of SABC's selection process.
- Should the SABC's Board members no longer serve on the SABC Board but become directors of other companies, the SABC shall not conduct business with those companies until the cooling off period of **12 (Twelve)** months has expired.
- Should the Board member be found guilty in a court of law due to criminal conduct/act, such Board member will not be considered to do/conduct business with SABC, until the criminal record has been legally expunged.

## 11 COMMUNICATION

Respondents are warned that a response will be disqualified should any attempt be made by a tenderer either directly or indirectly to canvass any officer(s) or employees of SABC in respect of a tender, between the closing date and the date of the award of the business.

All enquiries relating to this RFQ should be emailed three days before the closing date.

## 12 CONDITIONS TO BE OBSERVED WHEN TENDERING

- The corporation does not bid itself to accept the lowest or any tender, nor shall it be responsible for or pay any expenses or losses which may be incurred by the Tenderer in the preparation and delivery of his tender. The Corporation reserves the right to accept a separate tender or separate tenders for any one or more of the sections of a specification. The corporation also reserves the right to withdraw the tender at any stage.
- No tender shall be deemed to have been accepted unless or until a formal contract / letter of award is signed by both parties.
- **The Corporation reserves the right to:**
  - Make a selection solely on the information received in the submissions
  - Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this tender.

- Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders. During the evaluation process, no change in the content of the RFQ shall be sought, offered or permitted.
  - Cancel this RFQ or any part thereof at any time.
- Should a bidder(s) be selected for further negotiations, they will be chosen on the basis of the greatest benefit to the Corporation and not necessarily on the basis of the lowest costs, aligned to the BEE & Price.

### **13 Cost of Bidding**

The Tenderer shall bear all costs and expenses associated with preparation and submission of its tender or RFQ, and the Corporation shall under any circumstances be responsible or liable for any such costs, regardless of, without limitation, the outcome of the bidding, evaluation, and selection process.

### **14 PAYMENT TERMS**

SABC will effect payment sixty (60) days after the service provider has rendered the service and submitted an invoice / statement.

**END OF RFQ DOCUMENT**

**Annexed to this document for completion and return with the document:**

- Annexure A - Declaration of Interest
- Annexure B - SBD 6.1 Form**
- Annexure C - Consortiums, Joint Ventures and Sub-Contracting Regulations
- Annexure D - Previous completed projects/Current Projects
- Annexure E - SBD 4 Form**
- Annexure F - Pricing Schedule**

**ANNEXURE A**

**DECLARATION OF INTEREST**

1. Any legal or natural person, excluding any permanent employee of SABC, may make an offer or offers in terms of this tender invitation. In view of possible allegations of favoritism, should the resulting tender, or part thereof be awarded to-
  - (a) any person employed by the SABC in the capacity of Tenderer, consultant or service provider; or
  - (b) any person who acts on behalf of SABC; or
  - (c) any person having kinship, including a blood relationship, with a person employed by, or who acts on behalf of SABC; or
  - (d) any legal person which is in any way connected to any person contemplated in paragraph (a), (b) or (c),

it is required that:

The Tenderer or his/her authorised representative shall declare his/her position *vis-à-vis* SABC and/or take an oath declaring his/her interest, where it is known that any such relationship exists between the Tenderer and a person employed by SABC in any capacity.

Does such a relationship exist? [YES/NO]

If YES, state particulars of all such relationships (if necessary, please add additional pages containing the required information):

	[1]	[2]
NAME	:	.....
POSITION	:	.....
OFFICE WHERE EMPLOYED	:	.....
TELEPHONE NUMBER	:	.....
RELATIONSHIP	:	.....

2. Failure on the part of a Tenderer to fill in and/or sign this certificate may be interpreted to mean that an association as stipulated in paragraph 1, *supra*, exists.
3. In the event of a contract being awarded to a Tenderer with an association as stipulated in paragraph 1, *supra*, and it subsequently becomes known that false information was provided in response to the above question, SABC may, in addition to any other remedy it may have:
  - recover from the Tenderer all costs, losses or damages incurred or sustained by SABC as a result of the award of the contract; and/or
  - cancel the contract and claim any damages, which SABC may suffer by having to make less favourable arrangements after such cancellation.

\_\_\_\_\_  
SIGNATURE OF DECLARANT

\_\_\_\_\_  
TENDER NUMBER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
POSITION OF DECLARANT

\_\_\_\_\_  
NAME OF COMPANY OR TENDERER

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

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**

a) The applicable preference point system for this tender is the **80/20** preference point system.

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:

SPECIFIC GOALS	80/20
EME/SME 51% owned by Black people	10

<b>51% owned by Black people;</b>	<b>5</b>
<b>51% owned by Black people who are women</b>	<b>3</b>
<b>Black Youth</b>	<b>2</b>

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:

$$80/20 \quad \text{or} \quad 90/10$$

$$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right) \quad \text{or} \quad Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

- Ps = Points scored for price of tender under consideration  
 Pt = Price of tender under consideration  
 Pmin = 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:

80/20 or 90/10

$$Ps = 80 \left( 1 + \frac{Pt - Pmax}{Pmax} \right) \quad \text{or} \quad Ps = 90 \left( 1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

- Ps = Points scored for price of tender under consideration  
 Pt = Price of tender under consideration  
 Pmax = 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 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 (80/20 system) (To be completed by the organ of state)	Number of points claimed. (80/20 system) (To be completed by the tenderer)
SMMEs (inclusive of QSEs and EMEs) 51% owned by Black people	10	
51% owned by Black people;	5	
51% owned by Black people who are women	3	
Black Youth	2	

NB: All tenders will be issued to the market with all specific goals, and these will be scored in accordance with the evidence as submitted by the bidder. The bidder who does not meet the specific goals will not be disqualified but score zero

**Source Documents to be submitted with the tender or RFQ**

Specific Goals	Acceptable Evidence
B-BBEE	Valid BEE Certificate / Affidavit (in case of JV, a consolidated scorecard will be accepted)
Black Women Owned	Certified ID Documents of the Owners/shareholder
Black Youth owned	Certified ID Documents of the Owners
EME or QSE 51% Black Owned	Annual Financial/ Management Accounts/ B-BBEE Certificate / Affidavit/ Certified ID Documents of the Owners/shareholder
51% Black Owned	CIPC Documents / B-BBEE Certificate/Affidavit/ Certified ID Documents of the Owners/shareholder
South African Enterprises	CIPC Documents

**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.

..... <b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	..... ..... ..... .....

## ANNEXURE C

### CONSORTIUMS, JOINT VENTURES AND SUB-CONTRACTING REGULATIONS

#### 1. CONSORTIUMS AND JOINT VENTURES

- 1.1 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

1.2 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate tender.

**2 SUB-CONTRACTING**

- 2.1 A person awarded a contract may only enter into a subcontracting arrangement with the approval of the organ of state.
- 2.2 A person awarded a contract in relation to a designated sector, may not subcontract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 2.3 A person awarded a contract may not subcontract more than 30% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level of contributor than the person concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract.

**3 DECLARATION OF SUB-CONTRACTING**

3.1 Will any portion of the contract be sub-contracted? YES / NO

3.2 If yes, indicate:

3.2.1 The percentage of the contract will be sub-contracted .....%

3.2.2 The name of the sub-contractor .....

3.2.3 The B-BBEE status level of the sub-contractor.....

3.2.4 whether the sub-contractor is an EME YES / NO

\_\_\_\_\_  
SIGNATURE OF DECLARANT

\_\_\_\_\_  
TENDER NUMBER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
POSITION OF DECLARANT

\_\_\_\_\_  
NAME OF COMPANY OR TENDERER

RFQ/MASTER/2024-1

**ANNEXURE “D”**

**Previous completed Host-to-Host projects (preferably provide a detailed company profile, detailed the below mentioned information)**

Project Descriptions	Client	Contact no	Contact person	Email address	Period of projects	Value of projects	Project Commence date	Completed date

**Current Host-to-Host projects (preferably provide a detailed company profile, detailed the below mentioned information)**

Project Descriptions	Client	Contact no	Contact person	Email address	Period of projects	Value of projects	Project Commence date	Completion date

**BIDDER’S DISCLOSURE**

**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 State institution

<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.

2.2 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:

.....  
.....

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.

<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.

- 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.

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

**PRICING SCHEDULE****BILL OF QUANTITIES**

<b>Item</b>	<b>Quantities</b>	<b>Amount</b>
<b>Water purification of the chiller plant</b>	1	
<b>Chiller plant</b>	1	
<b>Air handling unit</b>	7	
<b>Ceiling cassette</b>	13	
<b>Split unit</b>	21	
<b>Air curtain</b>	2	

**PRICING SCHEDULE**  
**TO BE COMPLETED BY ALL BIDDERS**

**PREVENTATIVE SERVICE AND MAINTENANCE**

Item	Quantities	Amount					
			Year 1	Year 2	Year 3	Year 4	Year 5
		Unit price	Annual cost				
Water purification of the chiller plant	1						
Chiller plant (major and minor)	1						
Air handling unit	7						
Ceiling cassette	13						
Split unit	21						

Air curtain	2						
-------------	---	--	--	--	--	--	--

**ADHOC REPAIRS AND MAINTENANCE**

Hourly fee for Artisan(Normal hours)	
Hourly fee for Artisan(After hours)	
Hourly fee for Artisan(Sunday/ Public holidays)	
Hourly fee for Artisan Assistant(Normal hours)	
Hourly fee for Artisan Assistant(Normal hours)	
Hourly fee for Artisan Assistant(After hours)	
Hourly fee for Artisan Assistant(Sunday/public hours)	
Mark up on material cost (maximun 15%)	

Contract must be fixed for the first year and shall, where applicable, be subject to an increase of not more than applicable Statistic SA – **Consumer Price Indices**. The **6%** escalation assumed is only for the purpose of costing for bidding purpose only \*