

REQUEST FOR QUOTATION

SENTECH INVITES SUPPLIERS FOR:

Project title:	Appointment of a service provider for proposed covered parking at Cape Town Offices		
Quotation or Proposal no:	6000001514		
Date of Issue	05 September 2023		
Briefing Session Date and Time	14 September 2023 @10:00 Cape Town Sentech Silwerboom avenue Platter kloof 3		
Closing date:	26 September 2023		
Closing time:	12pm	Validity period:	30 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 4000	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:

(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

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 5. 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.

Evaluation Method	<ol style="list-style-type: none"> 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. 2. Stage 2 – Mandatory and Functional Evaluation 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 and functional evaluation criteria in-order to be evaluated further 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 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.
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4. EVALUATION CRITERIA

4.1. TECHNICAL EVALUATION CRITERIA

4.1.1. Mandatory Evaluation Criteria

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 1SL 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	
NOTE: Bidders that do not comply with all the above criteria will not be evaluated further.			

4.1.2. Functionality Evaluation Criteria (applicable) Table 2:

Functional criteria	Points
<p>The service provider must attach a list of completed project as the main contractor in General building works. (Completion certificates with supporting PO's or appointment letters or Testimonials to be attached).</p> <ul style="list-style-type: none"> • Three (3) and more Projects Completed..... 40 Points • Two (2) and more Projects Completed 25 Points • One Project Completed.....5 Points • No Projects Completed..... 0 Points 	40
Experience of Key Personnel	
<p>Bidders to attach CVs for site foreman with 3 years of experience in construction industry or Building and Civils)</p> <ul style="list-style-type: none"> • Foreman/Supervisor with 3 years and more experience.....30 points • Foreman with 2years of experience..... 15 points • Foreman with 1 year of experience 5 points • Foreman with less than 1 years of experience.....0 points 	30
Construction Programme	
<p>Project programme with realistic time frames, key tasks clearly defined and critical path depicted. (The programme may be presented in any format)</p> <ul style="list-style-type: none"> • Compressive Realistic Project Programme submitted30 Points • Average unrealistic Project Programme submitted..... 5 Points • Project Programme not submitted.....0 Points 	30
Total Points	100

The minimum threshold for the functionality will be 70 of 100 points. Bidders to score at least minimum points at each criterion to be considered.

4.1.3. Technical Evaluation - Not Applicable

	Item Description	Score	Comments	Proof required

4.1.4. RISK ASSESSMENT)- 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.

4.1.5. 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).

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

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

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

Price Calculation 80/20

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

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

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



Appointment of a service provider for proposed covered parking at Cape Town 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.

Appointment of a service provider for proposed covered parking at Cape Town Offices

Scope Of Work

SENTECH SOUTHERN REGION; CAPE TOWN OFFICES: PROPOSED COVERED PARKING

SPECIFICATIONS FOR ROOFING

1. **ROOF COVER**
0,53 Z200 Colourbond or similar – Kliplok or similar concealed fix @ 1,5°
2. **ROOF STRUCTURES**
Roof sheets fitted directly on to 150 x 75 x 20 x 3mm cold formed lipped channel at 1200mm centres as per the attached drawing detail.
3. **BEARER BEAMS**
IPE 160 Steel Beams bolted to steel posts with 12/10mm diameter galvanised bolts
150 x 75 x 20 x 3mm cold formed lipped channels connected to bearer beams as per the attached drawing detail.
4. **FASCIAS AND BARGE BOARDS**
Steel fascia boards on the sides as per the existing carport.
5. **GUTTERS**
150 x 150 PVC aluminium box gutters seated between or on the last bearer beams – refer to the general layout plan for the positions.
Each gutter to have 3/100mm outlets, downpipes and spreaders; Positions will be determined later.
6. **DRAWINGS, ENGINEERING, INSPECTIONS AND CERTIFICATE**
Shop drawing to be signed by a registered engineer
Final inspection and certificate to be issued by a registered engineer
Costs to be included in the quotation
7. **DESIGN**
The Service Provider must bring all cases of ambiguity or discrepancy to the attention of Sentech before he/she proceeds with the various works.
Sentech shall issue instructions to the Service Provider which determine what work is to be executed.

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.

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.

The contractor will be required to submit a safety file once appointed. (Please consider the safety file when pricing the document)

A Guarantee of at least five years on workmanship

CONSTRUCTION

Standard Specification

SANS 1200 is the applicable SANS construction specification for this contract. SANS 1200 is not issued with this document.

Inclement Weather

Service Providers are expected to take any possible inclement weather delays into account when submitting quotations. Service Providers shall satisfy themselves through their own local knowledge/investigation as to rainfall/temperature data when compiling their quotation.

Utilities on Site

There will be electricity supplied on site should the Service Provider require the use of electricity. It shall be the responsibility of the service provider to provide any extensions and adapters required for the execution of the works

The Service Provider shall make provision for toilet facilities for his workforce, for the duration of the works, by means of the supply, daily cleaning and removal on completion of suitable chemical toilets erected in an area demarcated by Sentech.

Potable water required for drinking and the execution of the contract works is available on site. It shall be the responsibility of the service provider to provide any hosepipes and adapters required for the execution of the works.

No site telephone is available on site. The service provider to provide for these facilities where necessary

Accommodation and washing facilities are not available in the Sentech building or at the site. The service provider must provide suitable washing facilities for staff members.

Contract Works Area

The Sentech office is located on private land. All areas outside the demarcated site fencing and site access road is to be considered private land and as such is not owned by Sentech. The Service Provider shall confine his activities to the Landscaping Works site within the site fencing and access to the site.

The Service Provider's working area will be demarcated on site by the Service Provider as soon after the award and site handover of the works.

The works area may not exceed the current boundaries of the Sentech site – i.e. all equipment and materials must be stored within Sentech's fenced off area.

The Service Provider shall provide all reasonable measures necessary to protect the existing and/or partially occupied works to ensure that they are not damaged, and he shall remove such protection on completion.

The Service Provider will be required to remove all facilities established on site for the works and restore the site to its original condition on completion of the Works.

Work is to be executed during normal working hours.

Sentech expects the Service Provider, his staff or agents to maintain good public relations with landowners, other Contractors, other site users and members of the public at all times.

All equipment, materials, etc. is left on the premises at the Service Provider's own risk.

No fires shall be made on Sentech property.

All gates shall be kept closed at all times. The service provider shall be held liable for damage, loss or injury to persons or property, resulting from non-compliance with this condition.

Site Cleaning and Rubble Removal

The Service Provider shall be responsible for the daily cleaning of all areas which he occupies or works on under this contract and clearing and removal of all rubble from the site to a Municipal designated dumping site. The Service Provider is to allow for the cost of site cleaning and rubble removal in his Quotation.

Quality Assurance

The Service Provider shall arrange for all the work done at the site to be inspected either by his own inspection staff or by an approved inspection authority.

Requests for Sentech to inspect such work shall only be made after the service provider's inspectorate has inspected and approved the work.

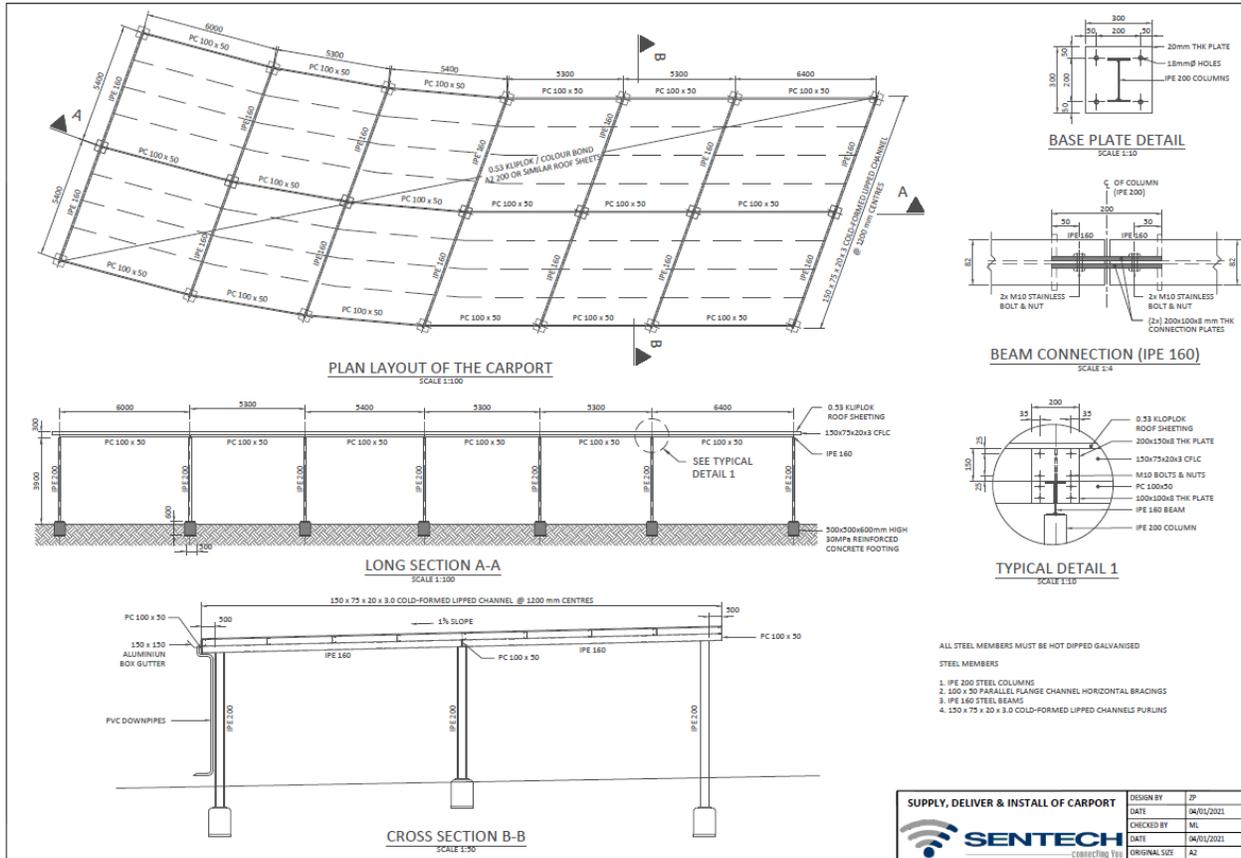
Requests for the inspection of critical work at hold points should be made well in advance of the requirement, in order for Sentech to make the necessary arrangements.

Sentech reserves the right, however, to inspect the works at any stage and without prior notice of inspection. Sentech reserves the right to intervene at any stage if it is believed that the work is unsafe or not according to specification.

LOCATION:

Region		Address
SR	Cape Town Office	Sentech Operations: Southern Region 39B Silverboom Avenue Platteklouf 3 7500

Drawing:



Bill Of Quantities

Item No	Description	Unit	Quantity	Rate	Amount
SCOPE OF WORK					
The scope of work construction of canopy/ carport All pricing to include supply and delivery, labour, profit, and markup.					
SECTION1					
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		
Total					
SECTION 2					
3	Roof Sheets as per specification	Sum	1		
4	IPE 160 and Steel Channels	Sum	1		
5	Gutters and Down pipes as per spec	Sum	1		
6	Fascia's and Barge Boards	Sum	1		
7	Drawings, Engineering, inspection and Certificate	Sum	1		
Total					



Pricing Summary

ITEM	DESCRIPTION	RATE	AMOUNT
1	SECTION 1	PRELIMINARY AND GENERAL	
2	SECTION 2	Canopy 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"> • Extend the closing date. • Verify any information contained in a response. • Request documentary proof • Cancel or withdraw the requirement. • To limit communications to only those Service Providers who meets the requirements. • 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. • The successful Service Provider may only enter into a subcontracting arrangement with the approval of SENTECH. • 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

Terms and Conditions	SENTECH reserves the right to:
	<p data-bbox="735 275 1424 331">not be satisfied with the quality of any service/s in terms of this Agreement, to the satisfaction of SENTECH.</p> <ul style="list-style-type: none"> <li data-bbox="695 373 1424 594">• 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 data-bbox="695 636 1424 730">• 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 data-bbox="695 772 1424 888">• 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 data-bbox="695 930 1424 1087">• 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 data-bbox="695 1129 1424 1182">• Service Level Agreement will be signed with the successful Service Provider. <li data-bbox="695 1203 1424 1518">• 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 data-bbox="695 1539 1424 1581">• Contractor to submit a programme of works before commencing any works. <li data-bbox="695 1602 1424 1619">• Contractor to submit close out report upon completion.

