

## REQUEST FOR QUOTATION

SENTECH INVITES SUPPLIERS FOR:

Project title:	Appointment of a service provider to render minor sewer repairs works and water storage works at the Durban OC		
Quotation or Proposal no:	RFQ/Plumbing Services Durban 6000001789		
Date of Issue	31 January 2024		
Briefing Session Date and Time	09 February 2024 @ 10H00, 217 Umhlanga Rocks Drive, Durban North, Durban		
Closing date:	16 February 2024		
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	Tumelo Buang		
Telephone no:	+27 11 471 4433	Fax no:	n/a
E-mail:	<a href="mailto:quotations@sentech.co.za">quotations@sentech.co.za</a>		
The physical address of the SENTECH Office where quotation can be submitted to:	Quotes to be submitted by email: with the subject-line: RFQ/Plumbing Services Durban 6000001789		

## 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"> <li>1. <b>Stage 1 – Administrative Responsiveness Evaluation</b> All the Quotations will be evaluated against the <b>administrative responsiveness requirements</b> as set out in section 2 of the RFQ Data.</li> <li>2. <b>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>3. <b>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 1SO/1CE/1GB or higher registration		Attach a valid certificate from the CIDB or furnish a registration number.	
Registered Plumber with 2 years and more experience Proof of Plumbers PIRB Certificate		Attach a PIRB certificate and Plumbers CV	
COIDA Certificate		Attach a Valid Certificate	
<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)- Table 2: N/A



**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.**

##### 4.3. 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
<b>Preference:</b>	<b>20</b>
<b>Price:</b>	<b>80</b>
<b>Total must equal:</b>	<b>100</b>

##### 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

##### 1.1.1.1. 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

Pmin = Rand value of lowest acceptable bid

## SCOPE OF WORKS:

### **Appointment of a Service Provider for Minor Sewer Repair Works and Water Storage Works at Durban Office**

#### **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.

<b>Scope Of Work</b>
<p><b>Sewer line Background:</b></p> <ul style="list-style-type: none"><li>• There is an existing sewer line that collects sewer from various points and then the mainline connects to the municipality line.</li><li>• The mainline that connects to the municipality line has been damaged at various points and thus needs to be inspected thoroughly and subsequently repaired.</li><li>• The sewer line currently runs underneath the building and connects to a Manhole. The section that runs underneath the building has collapsed and the sewer is no longer reaching the Manhole.</li><li>• The line then continues from the manhole and runs towards the next Manhole but before it reaches the second manhole the line has collapsed on that section.</li><li>• After the second Manhole the line has been clogged up by sand and soil.</li></ul>

- The redline represents the existing line
- The Yellow line represents proposed new line
- The circles represent manholes



*Please note: The above photo is for illustrations purposes only*

Figure 1

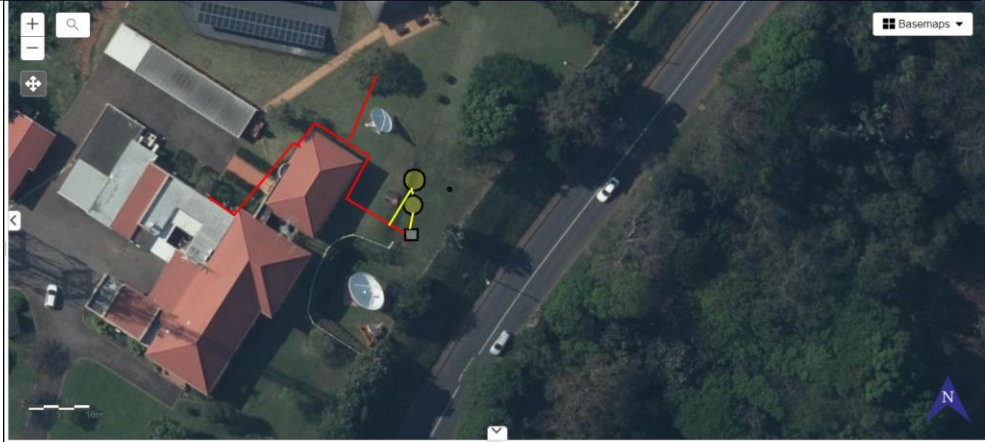
### **Sewer Line Scope of Works:**

- Re-routing and re-designing sewer line
- First section of sewer line to go around the building and join the existing.
- Cleaning by means of Hydro jetting the clogged section which discharges into municipal line.
- Jetting must be done into Sentech' line not onto municipal line to avoid clogging municipal line.
- Replace/repair damaged section and test.
- Clean all the existing manholes.
- New ring manhole.
- Design slope must be taken to consideration for excavation as to flow at self-cleansing velocity.
- New line must achieve smooth fall into the existing line without any chances of creating clogs.
- Hand excavation at a right fall(slopes) for trench.
- Butter the side of the trench to prevent loose material from falling in.
- Barricade with barricading net with warning excavation signs.
- Supply, lay uPvc pipe and fittings.
- Backfilling and compacting.
- Top soil re-laying.
- Cleaning the site.



### Water Storage Tank:

- Install two (2) 5250lt water tanks storage system.
- The system is to allow the water to be stored for domestic usage for the office.
- The system is to be fitted with a 0.75kW Stainless Steel VSD Booster Pump and it should be covered.
- The system to contain water filtering system.
- Non-Return Valves and Ball Valves to be Installed for automatic shut off
- The Tanks to be installed on top of a concrete plinth.



- The base of the system is to be 5040m x 5040m x 150mm.
- The tanks are to be placed at centres on the base with an allowance of 200mm wider than the diameter of the tank.
- The base is to be fitted with Ref 245 mesh wire at centres.
- Pressure test to be conducted upon completing the project

**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 2 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/weekly plan 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**

**LOCATION:**

Region		Address		
SR	Durban Office	217 Umhlanga Rocks Drive		

**Bill of quantities**

Item no	Description	Unit	Quantity	Rate	Amount
	<b>Scope of work</b>				
	The scope of work entails top soil removal, hand excavation, upvc pipe laying and fittings, backfilling, re-routing section of sewer line, new ring manhole, cleaning of existing sewer line and manholes by means of jetting. All pricing to include supply and delivery, labour, profit and markup.				
<b>1.</b>	<b>Section 1: preliminary and general</b>				
1.1	Allow for P and Gs for the establishment and re-establishment of the site, and all other unmeasurable items like toilet facilities, water, storage facilities and removal of debris after completion.	Item	1		
1.2	Provision of occupational health and safety requirements: safety file, PPE, etc.	Item	1		

	<b>Section1: Subtotal:</b>					
<b>2.</b>	<b>Section 2: Earthworks And Concrete Works</b>					
	<b>2.1</b>	Topsoil removal, hand excavation 70m long Trench as per the contractors design. And subsequently Backfilling, compaction and laying topsoil. (Sewer)	Sum	1		
	<b>2.2</b>	Preparation and casting of Concrete Slab/plinth	m <sup>3</sup>	4		
	<b>2.3</b>	Mesh Wire	m <sup>2</sup>	25,5		
	<b>Section2: Subtotal</b>					
	<b>Section3: Site/Plumbing Works</b>					
	<b>3.1</b>	Installation of 110mm Upvc pipe (fittings and bedding to be included when pricing)	m	51		
	<b>3.2</b>	Jetting and Cleaning	m	100		
	<b>3.3</b>	Water Storage Tanks and Installations (JOJO, Vertical, Green)	No	2		
	<b>3.4</b>	Installation of VSD Pump and Filtering System	Sum	1		
	<b>Section3: Subtotal:</b>					
		<b>Section1: Subtotal</b>				
		<b>Section2: Earthworks and Concrete Works</b>				
		<b>Section3: Plumbing works</b>				
		<b>Total</b>				
		<b>Contingencies @ 10%</b>				
		To be used at the discretion of project manager				
		<b>VAT@ 15%</b>				
		<b>Total</b>	<b>R</b>			

## 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,</li> </ul>

Terms and Conditions	SENTECH reserves the right to:
	<p>with notice and acceptance by SENTECH be understood as special condition of contract.</p> <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>

#### Other Requirements:

Bidders to submit quotes with BBBEE Certificate, CSD Report, TAX Pin and filled SBD 4 form.

**THE END**