

**SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND MAINTENANCE OF A
GENERATOR FOR QUEENSTOWN DEPOT.**

RFQ NO: MTC 2025/26/01

BIDDER'S COMPANY NAME:	
CSD NUMBER:	
EMAIL FOR SUBMISSIONS	quotations@mtcec.co.za and CC: mayan@mtcec.co.za
BRIEFING SESSION	QUEENSTOWN DEPOT 8 Farraday Road, Queendustria Queenstown, Eastern Cape
TIME	11H00
CLOSING DATE&TIME	20 May 2025 @ 11H00

ENQUIRIES

SCM ENQUIRIES	TECHNICAL ENQUIRIES
Enquiries: Nosiviwe Maya Telephone no.077 600 3311 Email: mayan@mtcec.co.za	Enquiries: Mr L.Mda Telephone no. 0718960123 Email: lmada@mtcec.co.za

**PREPARED BY:
SUPPLY CHAIN MANAGEMENT UNIT
81 CNR DRUMMOND ROAD& MDANTSANE ACCESS
REESTON NORTH
EAST LONDON
5200**

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE MAYIBUYE TRANSPORT CORPORATION					
RFQ NUMBER:	MTC 2025/26/01	CLOSING DATE:	20 May 2025	CLOSING TIME:	11:00
RFQ DESCRIPTION	SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND MAINTENANCE OF A GENERATOR FOR QUEENSTOWN DEPOT.				
BID RESPONSE DOCUMENTS					
Please email your submission to quotations@mtcec.co.za and CC mayan@mtcec.co.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mrs N.Maya		CONTACT PERSON	Mr L.Mda	
TELEPHONE NUMBER	043 051 7900		TELEPHONE NUMBER	043 051 7900	
FACSIMILE NUMBER	077 600 3311		FACSIMILE NUMBER	0718960123	
E-MAIL ADDRESS	mayan@mtcec.co.za		E-MAIL ADDRESS	mdal@mtcec.co.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER	)	
CELLPHONE NUMBER					

FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No: MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES
☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES
☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?
☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐
 YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES
☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE EMAILED TO QUOTATIONS@MTCEC.CO.ZA BY, 19 MAY 2025 11:00. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF THE BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
.....

(Proof of authority must be submitted e.g. company resolution

Mayibuye Transport Corporation
81 Surrey Road, Vincent,
East London
5247
Phone 043 745 2582 • Fax 043 745 2586

Disclaimer

The following document is made only to, and is directed only at, persons to whom such a document may lawfully be communicated ("relevant persons"). Any person who is not a relevant person should not act or rely on this document or any of its contents.

This document contains forward-looking statements that are subject to risks and uncertainties, including statements about Mayibuye Transport Corporation's beliefs and expectations.

These forward-looking statements are based on assumptions that Mayibuye Transport Corporation has made in light of its experience in the industry in which it operates, as well as its perceptions of historical trends, current conditions, expected future developments and other factors which Mayibuye Transport Corporation believes are appropriate under the circumstances. Relevant persons should understand that these statements are not guarantees of future performance or results.

Due to these factors, Mayibuye Transport Corporation cautions that relevant persons should not place undue reliance on any forward-looking statements. Further, any forward-looking statement speaks only as of the date on which it is made. New risks and uncertainties arise from time-to time, and it is impossible to predict these events or how they may affect Mayibuye Transport Corporation.

To obtain additional information, please contact:

Ms Nosiviwe Maya: mayan@mtcec.co.za

RFQ SPECIFICATION FOR SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND MAINTENANCE OF TWO GENERATORS FOR QUEENSTOWN DEPOT.

DEFINITIONS AND INTERPRETATIONS

In this specification the following words and phrases shall have the following meaning unless the context otherwise requires.

SABS South African Bureau of Standard

MTC Mayibuye Transport Corporation.

OEM Original Equipment Manufacturer.

TCO Total Cost of Ownership.

CEO Chief Executive Officer.

SLA Service level Agreement.

CFO Chief Financial Officer.

COO Chief Financial Officer.

CCS Computer Controlled System.

KVA Kilo Volt Amperes

PFMA Public Finance Management Act

COMMISSIONING: Testing the functionality of the machine after installation and conducting orientation of MTC staff on how to operate the machine

SCOPE STATEMENT: The scope statement details the project deliverables and describes the major objectives. The objectives should include measurable success criteria for the project.

SPECIFICATION:

**SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND
MAINTENANCE OF A GENERATOR FOR QUEENSTOWN
DEPOT.**

RFQ NO.: MTC 2025/26/01

CLOSING DATE: 20 MAY 2025

CLOSING TIME:11H00

BRIEFING SESSION DATE:13 MAY 2025

TIME:11H00

**BRIEFING SESSION VENUE: QUEENSTOWN DEPOT
8 Farraday Road, Queendustria
Queenstown, Eastern Cape**

VALIDITY PERIOD: 90 days

1.INTRODUCTION

- 1.1 The Mayibuye Transport Corporation operates as a state-owned bus passenger transport service provider belonging to the Eastern Cape Provincial Government.
- 1.2 The Vision of the MTC is to become the Public Transporter of Choice.
- 1.3 It is the mission of the MTC to provide a safe, reliable, affordable public transport service that is responsive to its environment.
- 1.4 The prices tendered must be valid for 90 days.
- 1.5 There will be a briefing session for this RFQ, details of which will form part of the advertisement.
- 1.6 All submissions must be made electronically to the email address provided by the closing date and time, as advertised, to; quotations@mtcec.co.za and CC mayan@mtcec.co.za
- 1.7 All submissions must be indexed appropriately.

2.TECHNICAL SPECIFICATION

DETAILED SPECIFICATION: 3-PHASE OUTDOOR DIESEL GENERATOR INSTALLATION-100KVA

MTC hereby requests bids for the supply, delivery, installation, commissioning, and maintenance of a 100 KVA generator Queenstown Depot as follows:

- 2.1 The generators shall comply with the Both backup and standby generators need to comply with South African National Standard (SANS 10142-1:2003) and/or ISO 8528.
- 2.2 The generators shall be diesel powered with built in automatic change-over switch between generator and mains, with mechanical and electrical interlock. The generator shall be self-contained, outdoor, lockable and enclosed within a fence.
- 2.3 The generator shall be installed in a lockable cage, locks and their keys supplied. The cage shall be made from galvanized steel palisade or Easy View fence.
- 2.4 The bidder shall mount the generator on a suitably sized concrete slab.
- 2.5 The generator shall be permanently fixed such that it cannot move or be removed without authorization. The slab should be to the manufacturer's specification
- 2.6 It is the responsibility of the winning bidder to build the concrete slab of 250mm x2mx3.5m

2.7 A distance of no less than 1 meter on each side of the generators shall be allowed to allow easy movement around the generator for maintenance and refueling.

2.8 An overhead roof made of non-corroding IBR 0.6mm thick or better material, not less than two (2) meters high, protruding by no less than one (1) meter on each side (unless mounted close to the building wall), made of non-corroding material, on top of the palisade to protect from weather elements. The roof should be adequately slopped to drain water from one side with gutters and down pipes mounted/installed accordingly.

2.9 Cables and distribution boards shall be supplied and installed by a qualified electrician and certificate of compliance provided accordingly, so that the generators will be in full working condition when installation is completed.

2.10 A qualified electrician shall disconnect and reconnect the cables as applicable.

2.11 A new cable trucking to be installed for the Queenstown main distribution board.

2.12 A minimum of one year guarantee/warranty shall be provided

2.13 The service plan must be carried out every 200hours or yearly, whichever comes first, and must cover a minimum of 1000 hours and 5 years.

2.14 The skills for, but not limited to, refueling, maintenance routines, safekeeping, housekeeping, used material disposal, etc., shall be transferred gradually to MTC staff.

3.BIDDING CONDITIONS

Bidders must submit all completed and signed SBD Forms – as attached.

Bid documents must be submitted with a detailed pricing schedule as attached and filled in under the price breakdown.

The service provider will enter into a **service level agreement** with MTC after the appointment.

Bidder to indicate project duration on site.

The winning Bidder must provide all the applicable **certificates of compliance** including **operation and maintenance manuals** once the installation is complete.

4. PAYMENT CONDITIONS

The payment for the Generator and its installation will be made according to PFMA under the following conditions:

80% when the generator is fully installed, and functionality is checked and tested.

The remaining **20%** will be divided by the number of maintenance services. Services conducted every 200 Hours of operation till 1000 Hours. $20\% / 5 = 4\%$ every 200 Hours when service is conducted.

The Final amount shall be paid after the last service.

5. DELIVERY AND GENERATORS

Generator to be supplied are required urgently and installation schedules must be included in the proposal. Such a schedule must include production phase right up to the testing of the generator on site which are MTC's Queenstown depot.

It is important to note that delivery timelines shall form part of the selection criteria.

Bidders must provide a comprehensive delivery program and state all assumptions and any limitations in respect of the required deliveries timelines.

Unless force majeure is proven, late delivery of the equipment shall attract **late delivery penalty of R1,500 for each day** up until the actual delivery date.

Bidders must furnish details of their plan to provide back-up and technical support for as long as MTC will operate the products on offer which will be based on the projected lifespan.

This relates to service turnaround, spares capacity and major components back-up for the products on offer. Bidders must take note that this requirement shall form part of the selection criteria at the evaluation stage as it is critical in achieving acceptable uptime whose aim is to provide safe transport service to our commuters.

6.WORKMANSHIP AND QUALITY STANDARDS

Bidders should note that underperformance of the equipment shall not be tolerated by the entity under any circumstances.

Should such experience occur; the bidder shall be obliged to replace the equipment instantly within the warranty period or within the first 200 hours whichever comes first.

Awarding of the RFQ shall be subject to the successful bidder committing to observe these requirements.

7.FULL REPAIRS AND MAINTENANCE CONTRACT BY THE SUPPLIER

The Supplier must include in the proposal a summary on the service intervals and Projected service costs over the lifespan of the equipment.

The Corporation shall enter into a Service Level Agreement with the supplier to regulate the level of service that meets the Corporation's requirements, for services that will be carried out by the successful bidder or its authorised agent during the prescribed warranty period and beyond.

The Service Level Agreement shall provide for all maintenance work in accordance with the Original Equipment Manufacturer's recommendations.

ANNEXURE A:

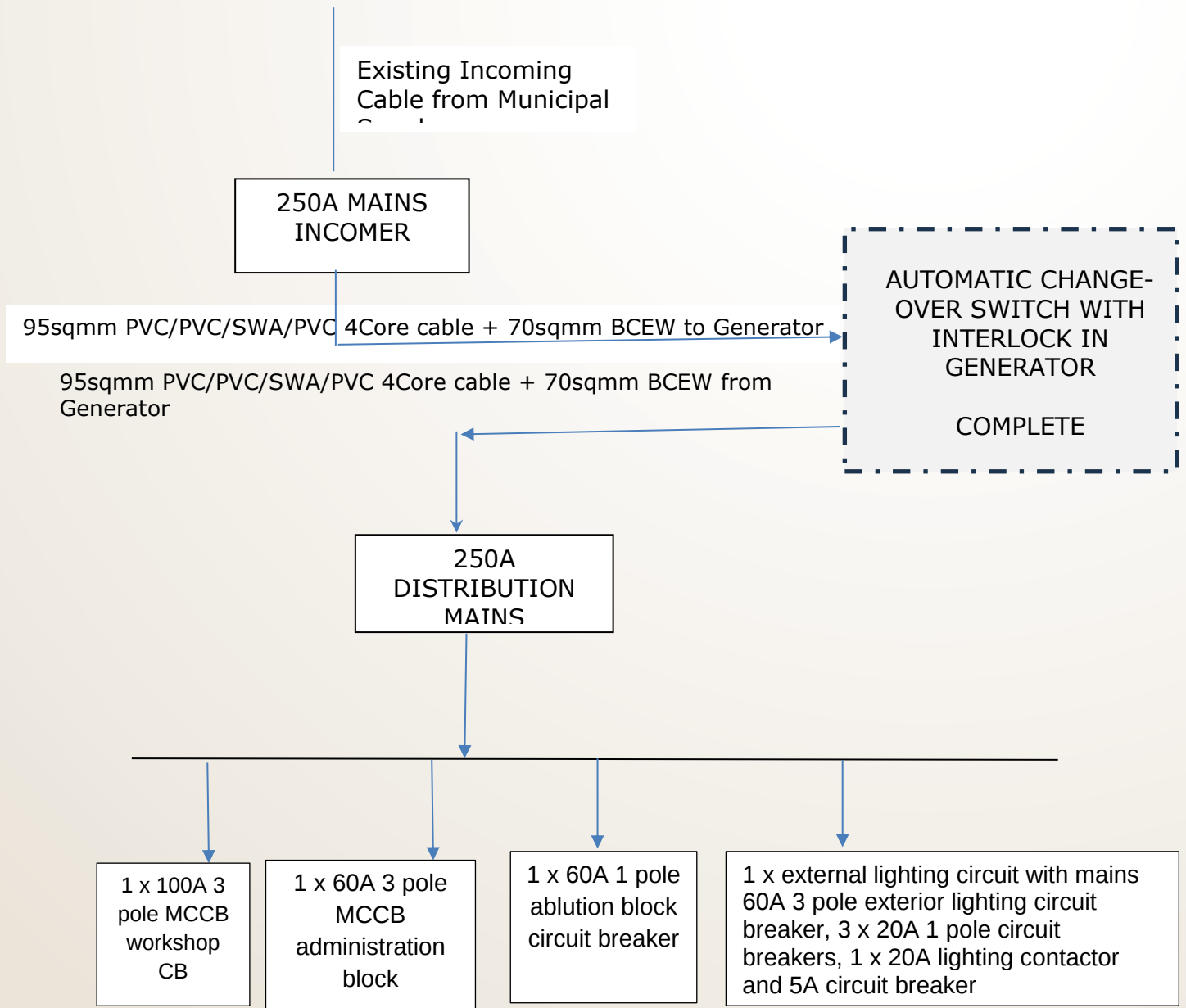
8.GENERATOR DATASHEET: To be completed and submitted with the tender

PERFORMANCE	SPECIFICATION	OFFERED BY BIDDER
Warranty	1 year / 200hrs	
Delivery Period	1 month	
Service Plan Period	60 months	
Generator Controller	Deep Sea AMF 7320	
Standby power	110 kVA	
Prime power	100 kVA	
Continuous power	57 kVA	
Power factor	0.8 ϕ	
Current	144A	
Frequency	50 Hz	
Voltage	400 V	
ENGINE DATA	SPECIFICATION	OFFERED BY BIDDER
Engine Type	Four-cylinder	
Standby Power	88 kW	
Prime Power	80 kW	
Continuous Power	60 kW	
Air intake type	Turbo Charged	
Cooling mode	Water Cooling	
Governor mode	Electronic	

Rated Speed	1500 RPM	
Displacement	4.087l	
Starter Motor	24V DC	
ALTERNATOR DATA	SPECIFICATION	OFFERED BY BIDDER
Alternator Type	Brushless, Three phase, Four wire	
Standby Current	159 Amps Per Phase	
Prime Current	144 Amps Per Phase	
Continuous Current	180 Amps Per Phase	
Pole Number	4	
Phase Number	Three Phase	
Excitation Mode	Self-Excitation	
OTHER DATA	SPECIFICATION	OFFERED BY BIDDER
Controller Display	LCD	
Auto Changeover Scheduling	Yes	
Auto Shutdown Protection	Yes	
Changeover Switch	Automatic	
Fuel Type	Diesel	
Fuel Tank Capacity	240L	
Fuel Consumption @ Full Load	25ltrs/hr	
Oil Capacity	14l	
Warranty	12 Months	
Service Plan	60 Months	
DIMENSIONS	SPECIFICATION	OFFERED BY BIDDER
Length	24700 mm	
Width	1100 mm	
Height	1300 mm	
Weight	1540 kgs	

Generator housing	1.6 - 2.0mm mild steel	
Color	Shades of Green	
Noise Level to SANS 10103, SANS 10328	Level: 70dBA max	
ENGINE PROTECTION	SPECIFICATION	OFFERED BY BIDDER
Low Pressure	Yes	
High and Low Temp	Yes	
Low Fuel Level	Yes	
High and Low Battery Voltage	Yes	
Maintenance Alarm	Yes	
ALTERNATOR PROTECTION	SPECIFICATION	OFFERED BY BIDDER
Under/Over Frequency	Yes	
Over Current / Short Circuit	Yes	
Under / Over Voltage	Yes	
Phase Rotation Reversal	Yes	

QUEENSTOWN MAIN DISTRIBUTION BOARD - new



9.EVALUATION CRITERIA

In addition to the requirements as stated, all RFQ will be evaluated based on price and proposal that best suit the corporate operational requirements of the Mayibuye Transport Corporation.

The RFQ will be evaluated based on the Preferential Procurement Policy Framework Act (Act No. 5, 2000), and the regulations pertaining thereto (2022) as well as Mayibuye Transport Corporation's Procurement policy

Qualifying proposals will be evaluated based on the following evaluation criteria:

EVALUATION CRITERIA	WEIGHTING
Stage 1 – Compliance	
Stage 1A	Mandatory Requirements
Stage 1B	Non-Mandatory Requirements
Stage 2	
Functionality Requirements	Threshold of 60%
Stage 3	
Price	80
Specific Goals	20
TOTAL	100

COMPLIANCE-STAGE 1

STAGE 1: COMPLIANCE REQUIREMENTS

Bidders are to comply with the following requirements and failure to comply may lead to disqualification.

STAGE 1A – MANDATORY REQUIREMENTS

If you do not submit/meet the following mandatory documents, your bid will be automatically disqualified. Please note bidders will not be evaluated further if they do not meet the mandatory requirements.

Bidders are required to include in their bid document the following:

Original and signed MTC SBD 1 Form "Invitation to Bid". Each page must be initiated.

Original and signed MTC SBD 3.1 Form "Firm Pricing Schedule". Each page must be initiated.

Original and signed MTC SBD 4 Form "Declaration of Interest". Each page must be initiated.

Original and signed MTC SBD 6.1 Form "Preferential Points Claim Form". Each page must be

Original and signed MTC SBD 7.2 Form "Rendering of Services". Each page must be initiated.

Detailed Pricing schedule as attached

Proof of certification as an original equipment manufacturer (OEM) / agent of an OEM

Proof of SABS Certification

Proof of ISO Certification

Proof of ECE Certification

Joint Venture / Consortium agreement / Trust Deed/ Confirmation in writing of their intention to enter into a JV or consortium agreement signed by all parties.

Failure to submit any of the above documents will render the proposal non-responsive and it will be disqualified from the bid process. Where possible the corporation reserves the right to request further particulars.

STAGE 1B – NON-MANDATORY REQUIREMENTS (REQUIRED INFORMATION FOR BIDDING)

MTC may request the bidder to submit the information within five (5) working days where necessary. Should this information not be provided, your bid proposal will be disqualified.

Bidders will be required to be compliant with the following requirements upon appointment. Proof of documentation will be requested and verified.

Valid Tax Clearance Certificate

Certified ID Copies of all directors of the company

CSD Report

Certified copies of company registration document

STAGE 2

FUNCTIONALITY – STAGE 2

Interested bidders shall then be evaluated on functionality after meeting all compliance requirements outlined.

The minimum threshold for technical/functionality requirements is 60% criterion as per the standard evaluation criteria presented in the table below. Bidders who score below this minimum requirement shall not be considered for further evaluation in stage 3.

Details of the technical / functional requirements are presented in Table below

	CRITERIA	SUB -POINT ALLOCATION	POINTS
1	Guarantee On the Workmanship - o No guarantee - o 1-2 years guarantee - o 3- 5 years guarantee - o 5 years and above Proof/certificate of guarantee should be submitted	0 Points 10 Points 20 Points 30 Points	30
2	Accredited Installation Technician Certificate of accreditation of the technician with a wireman's licence	10 Points	10
3	Accredited Local Maintenance Agent Certificate of accreditation should be submitted	10 Points	10
4	Guarantee Of Delivery of the Equipment: •Immediately To 4 (Four) Weeks •5 (Five) To 10 (Ten) Weeks •10 (Ten) to 12 (Twelve) Weeks •More Than 12 (Twelve) Weeks Note: for evaluation purposes MTC will rely on presentation from the bidders. A penalty for late delivery as per paragraph 6.4 will be applicable from the delivery dates committed by the bidder.	15 Points 10 Points 5 Points 0 Points	15
5	TOTAL		65 POINTS

*****A minimum of 60% must be attained from functionality to proceed to stage 3. Failure to obtain the required number of points will result in the bidder's proposal being declared non-responsive.**

STAGE 3

80/20 PREFERENCE POINTS STAGE 3

Bidders must submit a separate pricing schedule as per the pricing schedule provided.

Bidders should provide their price proposal and provide proof of Specific Goals. They will be evaluated on price and specific goals using the 80/20 preference point system, as per the table below:

CRITERIA	POINTS
PRICE	80
SPECIFIC GOALS	20
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100

FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

POINTS AWARDED FOR PRICE

THE PREFERENCE POINT SYSTEMS

Maximum points are allocated for price on the following basis:

80/20	or	90/10
$PS = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$		$PS = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

POINTS AWARDED FOR SPECIFIC GOALS

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:

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 organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system

Table for Specific goals

The specific goals allocated points in terms of this tender	Acceptable evidence	Number of points allocated (80/20 or 90/10 system) (To be completed by the organ of state)	Number of points claimed (80/20 or 90/10 system) (To be completed by the tenderer)
100% Black ownership	CIPC registration document, Affidavit and Certified copies of ID for the directors	30%	
51% - 99% black ownership	CIPC registration document, Affidavit and Certified copies of ID for the directors	20%	
Less than 51% ownership	CIPC registration document, Affidavit and Certified copies of ID for the directors	10%	
Women Equity ownership	CIPC registration document, Affidavit and Certified copies of ID for the directors	20%	
Youth Equity ownership	Certified copies of ID documents of the owners	20%	
People with Disability	Letter from the medical practitioner confirming the disability	20%	

Locality within the Eastern Cape	Proof of Company address	10%	
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Failure to submit the required documentation for acceptable evidence will result in the bidders forfeiting the points for specific goals.

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER:	RFQNO.:
CLOSING TIME 16:00	CLOSING DATE.....

OFFER TO BE VALID FORDAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)	
1.	The accompanying information must be used for the formulation of proposals.		
2.	Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.	R.....	
3.	PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)		
4.	PERSON AND POSITION	HOURLY RATE	DAILY RATE
		R.....	
		R.....	
		R.....	
		R.....	
		R.....	
5.	PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT		
		R.....	 days
		R.....	 days
		R.....	 days
		R.....	 days
5.1	Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.		
	DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY AMOUNT
			R.....
			R.....
			R.....
			R.....
	TOTAL: R.....		

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance contributions and skills development levies.

Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....			R.....
.....			R.....
.....			R.....
.....			R.....

TOTAL: R.....

6. Period required for commencement with project after acceptance of bid
.....
7. Estimated man-days for completion of project
.....
8. Are the rates quoted firm for the full period of contract? *YES/NO
9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.
.....
.....
.....

*[DELETE IF NOT APPLICABLE]

Any enquiries regarding bidding procedures may be directed to the –

(INSERT NAME AND ADDRESS OF DEPARTMENT/ENTITY)

Tel:

Or for technical information –

(INSERT NAME OF CONTACT PERSON)

Tel:

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 interest¹ 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

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:

.....
.....

¹ 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.

- 2.3 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 consortium² 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.
- 3.5 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.
- 3.6 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.
- 3.7 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

² 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.

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 ENHANCING COMPLIANCE, TRANSPARENCY AND ACCOUNTABILITY IN SUPPLY CHAIN MANAGEMENT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature Date

.....
Position Name of bidder

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**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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:

	POINTS
PRICE	20
SPECIFIC GOALS	80
Total points for Price and SPECIFIC GOALS	100

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	or	90/10
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$

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:

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \text{ or } P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

80/20 or 90/10

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = 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—
- (c) 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
 - (d) 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 organs of state: Where either the 90/10 or 80/20 preference point system is applicable,

corresponding points must also be indicated as such.

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)
Historically Disadvantaged Individuals		
a) 100% black ownership	6	
(b) 51% to 99% black ownership	4	
(c) Less than 51% black ownership	2	
Women ownership		
a)100% women ownership	4	
b)30% to 99% women ownership	2	
(c) Less than 30% women	1	
Youth ownership		
a)100% youth ownership	4	
b) 30% to 99% youth ownership	2	
c) Less than 30% youth ownership	1	
People with Disability		
(a) 20% or more disabled people ownership	4	
(b) Less than 20% disabled people ownership	2	
Locality		
a) Within the Eastern Cape	2	
(b) Outside the Eastern Cape	1	

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.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Proof of tax compliance status;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
 - Bidder's Disclosure form;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

WITNESSES

1

2

DATE:

NAME OF FIRM

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I in my capacity
as.....
accept your bid under reference numberdated.....for the rendering of
services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and
conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL

4.I confirm that I am duly authorized to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

DATE:

10.PRICING SCHEDULE

NOTE: BIDDERS ARE REQUIRED TO BID AS PER THE PRICING SCHEDULE THAT IS PROVIDED, FAILURE TO DO SO WILL LEAD TO A DISQUALIFICATION.

QUEENSTOWN DEPOT

All quantities are re-measurable

ITEM	DESCRIPTION	UNIT	QUANTITY	RATE EXCL VAT	TOTAL
1.	STANDBY GENERATOR:				
1.1	Supply, deliver, install and commission a 100kVA 400V diesel standby generator complete with automatic changeover switch, plinth and fence as per technical specification.	EACH	1		
1.2	Supply, deliver and install plinth, cage/fence, roof and all required material for a complete installation	EACH	1		
2.	ELECTRICAL CABLES				
	Supply and install a low voltage 600/1000V PVC/PVC/SWA/PVC insulated cable for generator with the following spec:				
2.1	Supply and install 95mm ² 4-core armoured copper cable with terminations and all accessories	METERS	100		
2.2	Supply and install 70mm ² bare copper earth wire and accessories.	METERS	100		
2.3	Decommission existing main distribution board	Sum	Sum		
3.	Supply, deliver, install and commission a new main distribution board				
3.1	Distribution complete with 1 x 250A 4 pole adjustable mains MCCB mains incomer 1 x 250A 3 pole adjustable MCCB main distribution circuit breaker 1 x 100A 3 pole MCCB workshop circuit breaker	EACH	1		

	1 x 60A 3 pole MCCB administration block 1 x 60A 1 pole ablution block circuit breaker 1 x external lighting circuit with mains 60A 3 pole exterior lighting circuit breaker, 3 x 20A 1 pole circuit breakers, 1 x 20A lighting contactor and 5A circuit breaker override switch for daylight switch				
1.3	Supply and install a 200mm wide heavy-duty PVC trunking applicable for external use	EACH	1		
3.2	COMMISSIONING				
	Test and Commission after completion of all related installation works and final handover	EACH	1		
4.	OTHER COSTS				
4.1	Maintenance and servicing complete per service	EACH	5		
4.2	Breakdown call-out over and above the maintenance and service plan	Each	5		
4.3	Skills transfer – (costed, obtain value, part of supply of Generator).				
				TOTAL EXCL VAT	
				VAT	
				GRANDTOTAL	