

## REQUEST FOR QUOTATION

SENTECH INVITES SUPPLIERS FOR:

<b>Project title:</b>	<b>Appointment of a service provider to design, supply, install and commission a functional rooftop Photovoltaic system at Stellenbosch Transmitter Station.</b>		
<b>Quotation or Proposal no:</b>	<b>Re-advertisement 100002965</b>		
<b>Site Briefing instruction</b>	<b>@09:00 Meeting point will be Engen garage on the N1 from Cape Town, before the off ramp to Stellenbosch. Than we drive to site meeting will start at 10h00</b>		
<b>Site Briefing Date</b>	<b>21 January 2025</b>		
<b>RFQ Issue date:</b>	<b>13 January 2025</b>		
<b>Closing date:</b>	<b>27 January 2025</b>		
<b>Closing time:</b>	<b>12:00</b>	<b>Validity period:</b>	<b>90 days</b>

You are invited to provide a quote to deliver the goods, services or works defined in the Scope of Work.

QUOTATIONS OR PROPOSALS TO BE RETURNED TO:

<b>Quotations Administrator</b>	<b>Zanele Zulu</b>
<b>Telephone no:</b>	011 471-4000
<b>E-mail:</b>	Quotations6@sentech.co.za

## 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 authorized, 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

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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**

- 1.1. 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 they are tax compliant and that all required information is submitted to Sentech. Supplier's providing quotations must be registered on the Sentech Supplier Database.
- 1.2. **Quotations must be in a Company Letterhead.**
- 1.3. Quotations or Proposals must be received on or before the closing date and time specified on the Call for Quotation or Proposal document.
- 1.4. Quotations or Proposals must be fully completed and signed in BLACK ink.
- 1.5. Quotations must be submitted via Email.
- 1.6. The Tenderer undertakes to the Purchaser that it will treat as confidential the terms of this RFQ together with all the Purchaser's confidential information and will not disclose such confidential information to any person, firm or company (other than to its auditors and other professional advisers) or to the media, and will not use such confidential information other than for the purposes of this RFQ, subject always to any prior specific authorisation in writing by the Purchaser to such disclosure or use."

### **2. AWARD OF RFQ's**

Sentech may appoint one or more suppliers, in whole or in part, or not appoint any supplier/s at all, and/or cancel the bid in its entirety, at Sentech's sole and exclusive discretion, in order to satisfy various needs which may be identified, and to manage certain risks associated with the supply of goods or services specified in respect of the Bid.

### **3. RATE OF EXCHANGE, CURRENCY FLUCTUATIONS AND CURRENCY**

All bid prices quoted shall be in South African Rands (ZAR). If prices are in a foreign currency, the rate of exchange quoted shall remain fixed throughout the term of the agreement. Bidders will bear the risk of and all cost/s associated with currency fluctuations, therefore Bidders shall be required to manage such risk in their bid price.

### **4. GENERAL - PRICES**

All prices shall be quoted in ZAR.

Unless written approval has been obtained from Sentech, no adjustment in contract prices will be made. Applications for price adjustment must be accompanied by documentary evidence in support of any adjustment.

### **5. PRICE NEGOTIATIONS**

Sentech reserves the right to negotiate market related prices and discounts. If market-related prices are not agreed to, Sentech reserves the right to cancel the Bid.

## 6. EVALUATION CRITERIA

The evaluation criteria are stipulated in 7 below. It is the Bidder's responsibility to ensure that they have responded to the evaluation criteria. Failure to meet the evaluation criteria will result in the Bidder not being evaluated further. Bidders must ensure that they have included all supporting documentation required to support their response to the Bid

## 7. RFQ EVALUATION METHOD

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

<b>Evaluation Method</b>	<p><b>1. Stage 1 – Administrative Responsiveness Evaluation</b> All the Quotations will be evaluated against the <b>Administrative responsiveness requirements</b> as set out in section 2 of the RFQ Data.</p> <p><b>2. Stage 2 – Functional Evaluation Criteria</b> The proposals that COMPLY with the Mandatory evaluation criteria be evaluated against the Functional Criteria. Suppliers meeting the minimum requirement will be evaluated further.</p> <p><b>3. Stage 3 – Price and Preference</b> Suppliers with the lowest Price offered will score the highest points. Only Suppliers that submit a valid B-BBEE Certificate can claim preference points in line with the 80/20 or 90/10</p> <p>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.</p>
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## 8 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).

### Preference Point allocation – 80/20 or 90/10

Preference:	<b>20 or 10 points</b>
<b>Price:</b>	<b>80 or 90 points</b>
<b>Total must equal:</b>	<b>100</b>

## EVALUATION CRITERIA

### 9 Local Content Verification

Local Content Criteria	DTi Local Content Threshold	Compliant (Indicate Yes or No)	What Proof is required to show compliance to Mandatory Eligibility Criteria
Laminated PV Modules	15%		SBD6.2 and Applicable Annexures / OR Exemption Certificate from DTi
Module Frames	65%		SBD6.2 and Applicable Annexures / OR Exemption Certificate from DTi
DC Combiner Boxes	65%		SBD6.2 and Applicable Annexures / OR Exemption Certificate from DTi
Mounting Structure	90%		SBD6.2 and Applicable Annexures / OR Exemption Certificate from DTi
Inverter	40%		SBD6.2 and Applicable Annexures / OR Exemption Certificate from DTi

**NOTE: : Bidders are urged to complete SBD 6.2 and all applicable annexures or get exemption certificate from DTi.**

## TECHNICAL EVALUATION CRITERIA

### 9.1 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
1. Fully Complete the compulsory covering FORM		Annexure 1	
2. PV module supplied must be Tier 1		Proof that the PV module supplied is a Tier 1. (i.e. Latest list of tier 1 solar panels manufacturers)	
3. Inverter supplied must be of a known type: SMA, Kaco, Solar Edge, similar/equivalent – or approved. The following minimum certifications need to apply: (IEC61727, IEC62109-1/2, NRS 097-2-1 2017, IEE1547, IEE1547.1, IEE1547.2)		Inverter must be certified by NRS and IEC and the Certificate of Compliance must be certified by NRS and IEC	

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
4.Mounting Structure proposed must be "ROOFTOP" ONLY		Data Sheet and Design Drawing	
5.PV modules need to be fixed by means of anti-theft fixings		Data Sheet and Design Drawing	
6.Electrician must be registered with department of labour as a three-phase electrician (IE/MIE Number)		Registration proof to be supplied (.i.e. Three(3) Phase Wireman's Licence). Expired licences won't be accepted.	
7.Contractor needs a CIDB rating of 2EP or better		Proof to be supplied (i.e. Valid CIDB registration to be supplied)	
8.Proof of ECSA Registered Professional Engineer or Technologist		Attach a valid ECSA certificate for the registered professional	
<b>NOTE: Bidders that do not comply with all the above criteria will not be evaluated further. Annexure 1 to be fully completed. If not completed, bidders will be disqualified (i.e. Attached as separate document).</b>			

To be verified by SCO and Initiator (BSEC is not a requirement)

## 9.2 Functional / Quality criteria (if applicable)

Please note: Some of the points allocation are in a sliding scale format. Points will be allocated based on what the bidder has submitted. X indicate the variable submitted by the bidder.

	Evaluation scoring criteria based on compulsory covering sheet submitted	Max allowable points	Points allocation	Proof Required
1	Company experience in years	10	1-2 years = 1 pt; 3 -10 years = 5 pts; More than 10 years = 10 pts	<b>Please include a mix of project references from the oldest projects to newest projects</b>
2	Company combined installed capacity (kWp)	10	Less than 100kWp = 1 pt 101kWp – 300kWp = 5 pts Above 300kWp = 10 pts	Attach project reference sheet with details of installed capacity per client/customer. NB: Indicate size/capacity.
3	Number of completed rooftop systems	20	1-5=5pts; 6-8=10pts; More than 8=20pts	References required for rooftop systems

	Evaluation scoring criteria based on compulsory covering sheet submitted	Max allowable points	Points allocation	Proof Required
4	Project timeline (Calendar Weeks) from appointment to handover	10	Sliding scale. $\{(10-x)/(10-5)*10\}$ x = proposed timelines in weeks. Base duration of 5 weeks and max duration of 10 weeks	Project implementation plan, committing to timelines to be submitted and clearly stated on the proposal.
5	Number of installations (greater than 10kWp) delivered by the team leader for this project.	10	Less than 5 = 1 pt 5 -10 =5 pts More than10 = 10 pts	Team leader CV should address the said installations together with reference contact details
6	Team leader relevant experience in PV Systems (years)	20	1- 2 years = 1 3 - 6 years = 5 7 – 10 years = 10 More than 10 years = 20	Team leader CV needs to reflect number of years and experience together with contactable references details
	<b>Total</b>	<b>80</b>	<b>The pass mark for further evaluation is 50 or more out of 80 points. Any points scored lower than the pass mark will the render the submission disqualified.</b>	

## 6.1 Technical Compliance Criteria

**Please note : Some of the points allocation are in a sliding scale format. Points will be allocated based on what the bidder has submitted. X indicate the variable submitted by the bidder.**

	Item Description	Score	Comments	Proof required
1	<b>Stage 4 – Technical evaluation based on Annexure 2 - Returnables and submitted drawings/specification sheets</b>	<u>1. If 67-80% of the sheet is completed = 80 points</u> <u>2. More than 80-90% = 90 points</u> <u>3. More than 90%- 100 points</u>		
		100		
2	<b>Concept Design</b>			
2.1	<b>Design detail [50]</b>			
a	Lightning protection design evidence:			
	<i>-Design drawing of site layout showing finials/masts coverage</i>	1	If drawing is submitted full marks, No Drawing-0	Submit Drawings
	<i>-Design drawing of site layout showing bonding to the proposed earth ring/mat</i>	1	If drawing is submitted full marks, No Drawing-0	Submit Drawings
b	PV panel site layout	1	If drawing is submitted full marks, No Drawing-0	Submit Drawings
c	System ~ 9kWp AC=25kVA	5	Determined from PV panel Site layout. If 9kWp full marks	Submit Drawings

	Item Description	Score	Comments	Proof required
d	Monthly energy yield simulations	1	If drawing is submitted full marks, No Drawing-0	Submit Drawings
e	Monitoring schematic	1	If specification document is submitted, full marks, No Drawing-0	Submit Drawings
f	Specific Production (kWh P50/kWp)	25	$(x-1400)/(1600-1400)*25$ ; If >1600 kWh/kWp(full marks) x = specific production submitted by the bidder.	Submit Drawings
		<u>35</u>		
<b>2.2</b>	<b>PV Module [10]</b>			
a	Module efficiency	4	Module efficiency taken from Spec sheet. $(x-19)/(21-19)*4$ ; If spec sheet is not submitted = 0 x = efficiency submitted by the bidder.	Attach spec sheet
b	Product warranty	4	Above 12years product (2); 10 - 11, years product (1,5); 5 -9 years product (0.1)	Attach spec sheet from Manufacturer
c	Output Performance warranty	2	Equal to or above 25 year perf. (2); 15 - 24 year perf. (1.5); 10 -14 year perf (0.1)	Attach spec sheet from Manufacturer
		<u>10</u>		
<b>2.3</b>	<b>Inverter [10]</b>			
a	European efficiency	4,5	Inverter efficiency taken from Spec sheet. $(x-96)/(100-96)*4,5$ ; If spec sheet is not submitted = 0 x = efficiency submitted by the bidder.	Attach spec sheet
b	Submitted warranty	4,5	Above 5 years tendered (4,5); Equal to 5 years tendered (2); Less than 5 years tendered (0,1)	Attach spec sheet
c	IP rating	1	Above or equal 65 (1); 5x (0,2); Less than or equal to 4x (0,1)	Attach spec sheet indicating IP rating
		<u>10</u>		
	Total score	<u>155</u>	<b>The pass mark for further evaluation is 120 or more out of 155 points. Any points scored lower than the pass mark will the render the submission disqualified.</b>	

#### 6.4 Risk Assessment

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

**For this RFQ 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.**

Sentech will award preference points as follows:

Goal	20 Points	10 Points	Evidence required
Historically disadvantaged by unfair discrimination on the basis of Race	10	5	A valid BBEE Certificate showing at least 51% black ownership
Historically disadvantaged by unfair discrimination on the basis of Gender (women)	8	4	A valid BBEE Certificate showing at least 30% women ownership
Historically disadvantaged by unfair discrimination on the basis of disability	2	1	A doctor's note confirming disability
<b>Total Points</b>	<b>20</b>	<b>10</b>	

### 8.1 Price Calculation 80/20

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

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

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

### 8.2 Price Calculation 90/10

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

$$P_s = 90 \left[ 1 - \frac{(P_t - P_{min})}{P_{min}} \right]$$



Where: Pmin

Ps = Points scored for price of bid under consideration  
Pt = Rand value of bid under consideration  
Pmin = Rand value of lowest acceptable bid

**TERMS AND CONDITIONS**

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