

TENDER DATA

Project title:	Appointment of Additional VSAT Installers to An Existing Panel Of Installers For Ku-band and Ka-band for a Period of 3 Years.
Bid no:	SENT-012-2022-23

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.

Sentech expects to deploy between 1000 and 2000 VSAT terminals across South Africa over a period of three years. Thus, Sentech is looking to expand its current panel of VSAT installers.

The Panel will consist of two sections; One section will cover Ka-band VSAT installers and; the other will cover Ku-band VSAT installers. The Panel will work on a quotation basis, on an "as and when" required basis. Sentech therefore does not promise successful registered service provider(s) on the panel any quantum of work.

The bid is divided into two sections of which any bidder may offer a bid for any one or a combination of all the sections. If the bidder chooses to bid for more than one section, please indicate in the table below. Please also ensure that you complete all the relevant information applicable to the sections that you intend to bid for.

Bidders must indicate which section(s) they are bidding for in the table below:

Section Description	Bidder to indicate by inserting "YES" for participating in the Section and "NO" for non-participation	
Part 1: Appointment of a Ka-band VSAT installers		
Part 2: Appointment of a Ku-band VSAT installers		

Table 1

Bidders must also indicate which provinces and district municipalities they have presence and can be allocated sites based on the table below (bidders are encouraged to participate in as many districts and provinces as possible by expanding installation capacity through sub-contracting of local installers):

Provinces	Bidder to indicate by inserting "YES" for participating in the Section and "NO" for non-participation	
Gauteng Province		
- City of Ekurhuleni		
- City of Johannesburg		
- City of Tshwane		
- West Rand		
- Sedibeng		

Provinces	Bidder to indicate by inserting "YES" for participating in the Section and "NO" for non-participation	
Mpumalanga Province		
- Ehlanzeni		
- Gert Sibande		
- Nkangala		
Free State Province		
- Lejweleputswa		
- Mangaung Metropolitan		
- Fezile Dabi		
- Thabo Mofutsanyana		
- Xhariep		
Northern Cape Province		
- Frances Baard		
- Namakwa		
- John Taolo Gaetsewe		
- Pixley Ka Seme		
- ZF Mgcawu		
North West Province		
- Bojanala Platinum		
- Dr Kenneth Kaunda		
- Dr Ruth Segomotsi Mompati		
- Ngaka Modiri Molema		
Limpopo Province		
- Capricorn		
- Mopani		
- Sekhukhune		
- Vhembe		
- Waterberg		
Kwazulu-Natal Province		
- Amajuba		
- eThekweni		
- Harry Gwala		
- iLembe		
- King Cetshwayo		
- Ugu		

Provinces	Bidder to indicate by inserting "YES" for participating in the Section and "NO" for non-participation	
- uMgungundlovu		
- uMkhayakude		
- uMzinyathi		
- uThugela		
- Zululand		
Western Cape Province		
- Cape Winelands		
- Central Karoo		
- City of Cape Town		
- Garden Route		
- Overberg		
- West Coast		

Table 2

NB: The bidders that have national presence can insert YES to all the provinces and districts

2. SUBMISSION OF BIDS and CLOSING

This Bid closes at the stipulated date and time as stated in SBD 1 Notice and Invitation to Bid. Bids must be submitted by hand to the Bid Administrator at SENTECH, Octave Road, Radiokop Ext 3, Honeydew, Johannesburg.

Bidders that choose to submit their bid documents before the closing date and time may do so during working hours only (08:30-15:30).

It is the Bidder's responsibility to ensure that their bid submissions reach the Bid Administrator before the bid closing time as no late submissions will be accepted.

Telegraphic, telephonic, telex, facsimile, e-mail and late Bids will not be accepted. Proposals may be opened in public. Bidders will be advised of the outcome by letter, facsimile or e-mail.

This is a one-envelope system for Bid Evaluation. Bidders must submit their proposal and all supporting documentation in a sealed envelope, clearly marked as follows:

Envelope One "Original Technical Proposal" and one "Copy of Technical Proposal" together with a soft copy in PDF format of an electronic medium e.g. USB etc. The soft copy will consist of a single PDF document containing the complete response. The envelope must contain all information and documents relating to the Bid. (Refer to list of returnable documents).

The sealed envelope or container must be marked with the following information:

- **For Attention**
- **HEAD OF SUPPLY CHAIN MANAGEMENT**

- **BID REFERENCE NO:** ##
- **TECHNICAL AND FINANCIAL PROPOSALS**
- **INSERT CLOSING DATE AND TIME**
- **BIDDER'S NAME AND ADDRESS**

The Bidders shall insert a table of contents and bind (ring bind or similar method) the proposal documents and verify the page numbers, as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.

Bidders are required to complete and sign all the returnable documentation (refer to list of returnable documents) and initial all pages, drawings and brochures which are included in the reply as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.

Late submissions will not be considered.

3. SIGN AND INITIAL

Bidders are required to complete and sign the Bid Forms where required and initial the bottom of all pages, drawings and brochures which are included in the submission as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents. Only original signatures will be accepted.

4. COMPLETION OF BID DOCUMENTS

Bidders must ensure that they complete all sections of the Bid Documents as per the requirements in the Bid.

Bidders must use only the Bid documents provided by Sentech. Photocopying of the Bid document is permitted however Bidders must not retype or redraft the Bid documents.

5. COSTS OF PREPARING THE BID SUBMISSION

Bidders shall bear all costs associated with the preparation and submission of the proposals. Sentech shall under no circumstances be held responsible or liable for any costs incurred during the bidding process.

6. ADMINISTRATIVE RESPONSIVENESS CRITERIA

Bidders are required to ensure that they meet all the Administrative Responsiveness Criteria.

7. BBBEE CODES AT SENTECH

Sentech complies with the codes of good practice as prescribed by the DTI, to advance Broad Based Black Economic Empowerment.

8. Pre-qualification criteria

With the objective of advancing designated groups, the Bidding condition applicable to this Bid is EME / QSE as contemplated in PPPFA regulations, 2017 sub regulation 4(1). A Bidder must provide documentary evidence to support their compliance with this prequalification criteria. A Bidder that fails to meet any pre-qualifying criteria stipulated in this Bid document is an unacceptable Bid.

9. Subcontracting as a condition of Bid

The successful Bidder must subcontract a minimum of _____ % of the value of the contract to _____ (specify the designated group targeted) as contemplated in the PPPFA regulations, 2017 sub regulation 9(1);

10. Transformation Plan

A transformation plan is a record of activities an entity intends to undertake to improve its BBBEE Level through Ownership, Management and Control; Skills Development; Enterprise and Supplier Development and Socio-Economic Development.

Sentech reserves the right to request a BBBEE transformation plan with clearly defined timelines and milestones if the recommended Bidder does not meet Sentech's transformation goals. These milestones must be achieved over the term of the contract. This transformation plan must be submitted within 10 working days from the written request, failing which Sentech reserves the right to withdraw its appointment of the preferred recommended Bidder.

11. LOCAL PRODUCTION AND CONTENT

In the case of designated sectors, where in the award of Bids, local production and content is of critical importance, such Bids will contain a specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.

Does this requirement fall under any designated sector as prescribed by the DTI?	Yes	No
If yes, specify the sector		
Specify minimum threshold applicable		

*Bidders must fill in the SBD6.2 for Local Content and Production

12. EVALUATION CRITERIA

The evaluation criteria are stipulated in 18 below. It is the Bidder's responsibility to ensure that it has 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.

13. BRIEFING SESSION

Should there be a compulsory briefing session for this Bid, Bidders must ensure that they attend the briefing session and sign the attendance register, as non-attendance or failure to sign the attendance register will automatically disqualify a Bidder from submitting a proposal for this Bid.

All questions raised by Bidders post the briefing session will be consolidated and shared with all Bidders at least seven (7) calendar days prior to closing.

14. CLARIFICATION

Enquiries related to Bid documents may be addressed to the Bid Administrator and Supply Chain Official as stated in SBD 1 Notice and Invitation to Bid.

15. BID EVALUATION METHOD

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

A One Envelope system will be followed for Technical and Price offer	1. Stage 1 – Administrative Responsiveness Evaluation All the Technical Proposals will be evaluated against the Administrative responsiveness requirements as set out in the list of returnable documents. 2. Stage 2 –Technical Evaluation (Mandatory Evaluation Criteria) Proposals that are not disqualified during the Administrative Responsive evaluation will be evaluated against the Mandatory Functional Requirements set out in Section 18.1.1 & 18.2.1. Bidders who fail to comply with all the requirements will be disqualified and not be evaluated further. 3. Stage 3 – Panel Appointment Financial Proposals for Qualifying Bidders will be opened and evaluated. Bidder's financial offers and BEE certificates will be ranked according to price and preference points from the highest number of points to the lowest.
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16. ADMINISTRATIVE RESPONSIVENESS REQUIREMENTS

To be administratively responsive, Bidders must ensure that they meet all the below mentioned criteria. Bidders that do not meet all the below mentioned criteria may not qualify to be awarded the Bid. Sentech reserves its rights in respect of the below criteria.

- Complete and return all documentation stipulated in the LIST OF RETURNABLE DOCUMENTS.
- All correspondence must be in English.
- Bidders must fill in all sections of this document (where applicable).
- **BLACK INK** must be used when completing the Bid documents.
- Bidders must use only the Bid documents provided by Sentech. Photocopying of the Bid document is permitted however Bidders must not retype or redraft the Bid documents.
- All corrections must be initialled. The use of corrective fluid is strictly prohibited.
- Bidders are required to fill in and sign the Bid Forms and initial all pages, drawings and brochures which are included in the reply as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.
- Bidders must complete an attendance register at each compulsory site meeting attended.
- Appointment of a Bidder will be subject to signing, declaration and submission of SBD 1, 3.1, 3.2, 3.3, 4, 5, 6.1, 6.2 8, and 9 depending on applicability.
- Complete and sign the Contract Data.
- Should this be a 2 envelope or 2 stage system, Bidders **MUST** separate the technical proposal from their financial proposal. The technical and financial proposals must be placed in two separate sealed envelopes.

16.1 AUTOMATIC DISQUALIFICATION

Sentech reserves the right to automatically disqualify Bidders from being awarded this Bid. The following will lead to automatic disqualification:

- Failure to submit a financial proposal, if required.
- The Bidder is or has been involved in any act of corruption or fraud or bribery or collusion or attempt to influence any employee of Sentech to award this Bid or any other Bid to it.

17. TECHNICAL RESPONSIVENESS COMPLIANCE

The Technical Evaluation encompasses:

Part 1: Ka-Band VSAT Installer part

The Technical Evaluation will encompass evaluation of:

- Mandatory Criteria

Part 2: Ku-Band VSAT Installer part

The Technical Evaluation will encompass evaluation of:

- Mandatory Criteria

18. TECHNICAL EVALUATION CRITERIA

Part 1

18.1 Ka-BAND INSTALLATION

18.1.1. Mandatory Eligibility Criteria

The following criteria are mandatory to ALL BIDDERS:

Mandatory Eligibility Criteria	Attach evidence and provide reference page number in your proposal	
Installation Accreditation on the Hughes Platform.	Provide proof Accreditation certificate	
Completed Ka-band VSAT installation and commissioning.		
a. 98 cm Ka-band installation report	Installation report signed by the customer	
b. 74 cm Ka-band installation report	Installation report signed by the customer	
VSAT installation experience of more than 3 years.	Provide at least 1 customer reference letter showing the required experience and indicate number of Ka-Band VSAT installations conducted in total per customer	
A bidder must have a physical presence in the district or province as per the bidder's selection in table 2 above	A letter signed by the ward councillor (on the selected District Municipality/Local Municipality)/proof of address in the form of municipal account , lease agreement, CIPC forms, CSD, tax clearance)	

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

Part 2

18.2 Ku-BAND INSTALLATION

18.2.1 Mandatory Eligibility Criteria

The following criteria are mandatory to ALL BIDDERS:

Mandatory Eligibility Criteria	Attach evidence and provide reference page number in your proposal	
Installation Accreditation on the Newtec Dialog Hub.	Provide proof Accreditation certificate	
Completed Ku-band VSAT installation and commissioning.		
a. 120 cm Ku-band installation report	Installation report signed by the customer	
VSAT installation experience of more than 3 years.	Provide at least 1 customer reference letter showing the required experience and indicate number of Ku-Band VSAT installations conducted in total per customer	
A bidder must have a physical presence in the district or province as per the bidder's selection in table 2 above	A letter signed by the ward councillor (on the selected District Municipality/Local Municipality)/proof of address in the form of municipal account , lease agreement, CIPC forms, CSD, tax clearance)	

19. 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).

20. Preference Point allocation – 80/20

Price / Preference	Weighting percentage
Preference:	20%
Price:	80 %
Total must equal:	100%

80/20-point scoring system			
Preference: 20 Points		Price: 80 points	
Other: B-BBEE Status Level Contributor			
B-BBEE Level	Number of Points	Price:	100 % (of 80)
1	20	Quality / Functionality:	0 % (of 80)
2	18		
3	14		
4	12		
5	8		
6	6		
7	4		
8	2		
Non-Compliant contributor	0		
		Total must equal:	100% (of 80)

21. 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

22. Declaration of Authority

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this Bid Data is understood and all requirements will be adhered to.

Name of Bidder	Signature	Date	Designation

TABLE 1: REFERENCES

Please complete the customer reference table and relevant Contact telephone number and attach reference letters.

Customer		Service Provided	Contact Person	Contact no.	tel.	Contractual commencement date	Contractual completion date
1							
2							
3							

Customer		Service Provided	Contact Person	Contact no.	tel.	Contractual commencement date	Contractual completion date
4							
5							

Name of Tenderer	Signature	Date