

**REQUEST FOR QUOTATION [RFQ] FOR THE APPOINTMENT OF SERVICE PROVIDER
FOR THE MAINTENANCE OF SPLIT AIRCONDITIONERS AT CEF HOUSE.**

RFQ NUMBER:	MST/01/2025
ISSUE DATE:	27 JANUARY 2026
CLOSING DATE:	03 FEBRUARY 2026
CLOSING TIME:	12:00, MIDDAY

PART 1

NOTICE TO TENDERERS

Quotations which must be completed as indicated in Part 3 of this RFQ are to be submitted as follows:

VIA EMAIL ADDRESS: scm-it@cefgroup.co.za

CLOSING DATE: 03 February 2026

1 Submissions to RFQ

Submissions to this RFQ [**Quotation**] must not include documents or reference relating to any other quotation or quotations. Any additional conditions must be embodied in an enclosed letter.

2. Broad-Based Black Economic Empowerment [B-BBEE]

CEF (SOC) Ltd fully endorses and supports the Government's Broad-Based Black Economic Empowerment Programme and it would therefore prefer to do business with local business enterprises who share these same values. CEF (SOC) Ltd will accordingly allow a "preference" to companies who provide a valid B-BBEE verification certificate. All procurement transactions will be evaluated accordingly.

2.1 B-BBEE Scorecard and Rating

As prescribed in terms of the Preferential Procurement Policy Framework Act (PPPFA), Act 5 of 2000 and its Regulations, bidders are to note that the following preference point systems are applicable to all tenders:

- the 80/20 system for requirements with a Rand value of up to R 50,000,000 (all applicable taxes included); and
- Bidders are to note that if the 80/20 preference point system is stipulated in this RFQ and if all tenders received exceed R 50, 000,000.00, the RFQ must be cancelled. Similarly, if the 90/10 preference point system is stipulated in this RFQ and all Tenders received are equal to or below R 50, 000,000.00, the RFQ must be cancelled.

The value of this tender is estimated to be below R50, 000,000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.

When CEF (SOC) Ltd invites prospective suppliers to submit quotations for its various expenditure plans, it requires bidders to have their B-BBEE status verified in compliance with the Codes of Good Practice issued in terms of the Broad Based Black Economic Empowerment Act No. 53 of 2003.

Bidders are required to complete SBD 6.1: the B-BBEE Preference Point Claim Form and submit it together with proof that they meet CEF's preferential procurement specific goals as stipulated in the Claim Form to obtain preference points.

Note: Failure to submit a valid proof demonstrating compliance to specific goals at the closing date of this RFQ will result in a score of zero being allocated for specific goals.

3. Communication

- a) Bidders are warned that a submission will be liable for disqualification should any attempt be made by a bidder either directly or indirectly to canvass any officer(s) or employee of CEF (SOC) Ltd in respect of this RFQ between the closing date and the date of the award of the business.
- b) A bidder may, however, before the closing date and time, direct any written enquiries relating to the RFQ to the following CEF (SOC) Ltd employee:

Name: Wellem Skhosana

Email: wellems@cefgroup.co.za

- c) Bidders may also, at any time after the closing date of the RFQ, communicate with the Procurement Department on any matter relating to its RFQ Submission.

4 Tax Clearance

The bidder's valid Tax compliance PIN must accompany the quotation. Note that no business shall be awarded to any bidder whose tax matters have not been declared by SARS to be in order.

5 Legal Compliance

- a) The successful bidder shall be in full and complete compliance with all applicable national and local laws and regulations.

- b) CEF reserves the right to subject a bidder to security screen by SSA before appointment, undertaking the project or delivering goods or services.***

6 Pricing

All prices must be quoted in South African Rand on a fixed price basis, including VAT.

7 Negotiations

CEF (SOC) Ltd reserves the right to undertake post-tender negotiations with selected bidder or any number of short-listed bidders.

8 Repudiations

CEF (SOC) Ltd is not committed to any course of action as a result of its issuance of this RFQ and/or its receipt of a Quotation in submission to it. Please note that CEF (SOC) Ltd reserves the right to:

- modify the RFQ's goods / service(s) and request bidders to re-tender on any changes;
- reject any quotation which does not conform to instructions and specifications which are detailed herein;
- disqualify quotations submitted after the stated submission deadline;
- not necessarily accept the lowest priced quotation;
- reject all quotations, if it so decides;
- place an order in connection with this quotation at any time after the RFQ's closing date;
- award only a portion of the proposed goods / service/s which are reflected in the scope of this RFQ;
- split the award of the order/s between more than one Supplier/Service Provider; or
- Make no award at all.

CEF (SOC) Ltd reserves the right to award business to the highest scoring bidder (s) unless objective criteria justify the award to another bidder.

9 Validity Period

CEF (SOC) Ltd desires a validity period of ninety (90) days from the closing date of this RFQ.

10 Returnable Documents

Returnable Documents means all the documents, Parts and Annexures, as listed in the tables below.

a) Bidders are required to submit with their quotations the mandatory **returnable documents** as detailed below.

Failure to provide all these returnable documents at the closing date and time of this RFQ will result in a bidder's disqualification.

Mandatory Returnable Documents	Submitted [Yes or No]
- Pricing/Quotation	

Please confirm submission of these mandatory returnable document(s) by so indicating [Yes or No] in the table above:

b) In addition to the requirements of Part (a) above, bidders are further required to submit with their quotations the following **essential returnable documents** as detailed below.

Please confirm submission of these essential Returnable Documents by so indicating [Yes or No] in the table below:

Essential Returnable Documents	Submitted [Yes or No]
- Valid B-BBEE Verification Certificate/BBBEE sworn affidavit or copy thereof Note: failure to provide a valid B-BBEE /sworn B-BBEE affidavit at the closing date and time of the RFQ will result in an automatic score of zero for preference points.	
ANNEXURE A – SBD 1: Invitation to Bid	

Essential Returnable Documents	Submitted [Yes or No]
ANNEXURE B – SBD 4: Bidder's Disclosure	
ANNEXURE C – SBD 6.1 : Preference points claims form	
Proof of Central Supplier Database registration (MAAA.....)	

PART 2

SCOPE OF WORK

1. Background

CEF House has 37 Split Air conditioners which are not maintained due to poor planning by the team and there is no service provider appointed to carry-out the services.

2. Statement of Purpose

This requisition seeks to appoint a qualified and experienced service provider for :

- The maintenance of the 37 split air conditioners within CEF House are required to ensure continued performance.

3. Scope of Work

The service provider will be required to:

- Provide preventative and corrective maintenance services for a period of 36 months for the following air conditioners:

TYPE IF AIR-CONDITIONING SYSTEM	QUANTITY
12 000 BTU	25
24 000 BTU	12

- Ensure compliance with relevant safety and environmental standards

4. Mandatory Requirements

At this phase, bidder's responses are reviewed against the below Mandatory Requirements. **Failure to comply with any of the Mandatory Requirements may lead to the bidder being disqualified, and not be considered for further evaluation on Technical Requirements.**

No.	Mandatory Requirement	Comply	Not Comply	Substantiate / Comments
4.1	Valid COIDA certificate			
4.2	Proof of registration with SARACCA (South African Refrigeration and Air Conditioning Contractors Association)			
4.3	Project Lead to have a Valid Trade Qualification in Air-conditioning & Electrical (NQF Level 4)			

5. Technical Evaluation

Technical evaluation

Bidders will be evaluated according to the below technical evaluation criteria. Minimum Technical Threshold is **70%**. It must be noted that if the Bidder does not meet the **70%** minimum threshold, the bidder will be disqualified and not be evaluated further.

5.1. EXPERIENCE OF THE COMPANY			
Submit a list of similar completed installations with signed and dated reference letters on client letterhead..			
The appointment letters, completion certificates & reference letters signed by the client must be on client's letterhead and include company name, contact person, the contact details (telephone number & email address) and it should indicate when the service was done.			
Evaluation Criteria	Document Evidence	Score	Weighting %
3 or more relevant reference letters submitted.	Reference Letters	5	100%
2 relevant reference letters		3	
One (1) relevant reference letter		1	
No relevant reference letter		0	

SELECTION CRITERIA

6. Price and specific scoring

Evaluation Criteria	Final Weighted Scores
Price	80
Specific goals	20
TOTAL SCORE:	100

A maximum of 20 points will be awarded to a tenderer for specific goals specified for the tender/RFQ as follows:

Specific goals	Points
Historically disadvantaged individual (HDI)	
Enterprises with ownership of 51% or more by person/s who are black	10
Enterprises with ownership of 51% or more by person/s who are women	5
Enterprises with ownership of 51% or more by person/s who are youth	3
Enterprise with ownership of 10% or more by person/s with disability	2
Total	20

Tenders must submit their B_BBEE certificate issued by an authorized body or person or a B-BBEE sworn affidavit to claim preference points.

- The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.
- The contract must be awarded to the tenderer scoring the highest points.
- If two or more tenders score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals, and if two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

PART 3

QUOTATION FORM

I/We _____
hereby offer to supply the services at the prices quoted in the Price Schedule below,
in accordance with the conditions related thereto.

I/We agree to be bound by those terms and conditions in:

Any other standard or special conditions mentioned and/or embodied in this Request
for Quotation.

I/We accept that unless CEF (SOC) Ltd should otherwise decide and so inform me/us,
this Quotation [and, if any, its covering letter and any subsequent exchange of
correspondence], together with CEF (SOC) Ltd's acceptance thereof shall constitute
a binding contract between CEF (SOC) Ltd and me/us.

I/We further agree that if, after I/we have been notified of the acceptance of my/our
Quotation, I/we fail to deliver the said goods/service/s within the delivery lead-time
quoted, CEF (SOC) Ltd may, without prejudice to any other legal remedy which it
may have, cancel the order and recover from me/us any expenses incurred by CEF
(SOC) Ltd in calling for Quotations afresh and/or having to accept any less favourable
offer.

PRICING SCHEDULE

**The bidder must provide an all-inclusive pricing offer that will cover the full scope of
work**

No	Service Description	Quantity	Quarterly Charge	Annual Rate
1	Maintenance of 12,000 BTU Split Air-Cons	37	R	R
2	Maintenance of 24,000 BTU Split Air-Cons	37	R	R
Contingency Fees				R
TOTAL excl. Vat				R
YEAR 1				R
YEAR 2				R
YEAR 3				R
VAT @15%				R
TOTAL COST OF CONTRACT Incl Vat				R