



**SOUTH AFRICAN DIAMOND AND
PRECIOUS METALS REGULATOR**

Corner Bonaero Drive and Cote D Azur Avenue
Kempton Park 1622, South Africa

P. O. Box 16001, Doornfontein 2028 – South Africa
Tel (011) 223 7000 Fax (011) 334-8898
info@sadpmr.co.za

All correspondence to be addressed: The Chief Executive Officer

REQUEST FOR BID

RFQ NO: 72-2024

DESCRIPTION: APPOINTMENT OF A BIDDER TO RENDER SERVICE OF MAINTENANCE, SERVICE AND REPAIRS OF SECURITY EQUIPMENT AT THE SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR'S (SADPMR) HEAD OFFICE IN KEMPTON PARK FOR A PERIOD OF FIVE YEARS (60 MONTHS)

COMPULSORY BRIEFING SESSION TO BE HELD ONLINE:

Date: 16 August 2024

Time: 09:00 AM

VENUE: MICROSOFT TEAMS

Microsoft Teams Need help?

Join the meeting now

Meeting ID: 369 845 682 247

Passcode: gN9rKi

For organizers: Meeting options

Quotations must be submitted to quotations@sadpmr.co.za on the letterhead of your business and submitted not later than:

Date: 20 August 2024 @Time :11hH00 AM

The following conditions will apply:

- 1) Two quotations must be submitted one on excel spreadsheet and the other on company's letterhead.
- 2) Price(s) quoted must be valid for thirty (30) days from closing date of the tender.
- 3) Price(s) quoted must be firm and inclusive of VAT.
- 4) A firm delivery period must be indicated.
- 5) These quotations will be evaluated in terms of Preferential Procurement Regulations, 2022:
80 points for price
20 points for specific goals as follows:
 - Enterprises owned by people with disabilities. (51% shareholding)- 5 points
 - Enterprises owned by youth. (51% shareholding)- 5 points
 - Entities that are small, medium, and micro enterprises. - 5 points
 - Entities owned by black women. (51% shareholding)- 5points
- 6) Only bidders registered on the central supplier database (CSD) and with a CSD number will be considered for this tender, as this is a requirement from the National Treasury.
- 7) BBBEE certificate / Sworn Affidavit BBBEE
- 8) Entities owned by people with disabilities
- 9) Copies of ID's / CIPC / Full CSD registration report with tax compliant status.
- 10) Late responses will not be considered.

ISSUED BY: THE CHIEF EXECUTIVE OFFICER SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR P.O. BOX 16001 DOORFONTEIN 2028 Tel: (011) 223 7000 Fax: (011) 334 8898	CONTACT PERSON (SPECIFICATION) Ms. Cynthia Khadiamovha E-mail: <u>mmolokim@sadpmr.co.za</u>	CONTACT PERSON (ADMINISTRATION) Mr. Njabulo Mavuma E-mail: <u>niabulom@sadpmr.co.za</u>
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PART A**INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN DIAMOND AND PRECIOUS METAL REGULATOR			
BID NUMBER:	RFB:72-2024	CLOSING DATE & TIME:	20/08/2024 @11:00AM
DESCRIPTION	APPOINTMENT OF A BIDDER TO RENDER SERVICE OF MAINTENANCE, SERVICE AND REPAIRS OF SECURITY EQUIPMENT AT THE SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR'S (SADPMR) HEAD OFFICE IN KEMPTON PARK FOR A PERIOD OF FIVE YEARS (60 MONTHS)		
BID RESPONSE DOCUMENTS SHOULD BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)			
RESPONSES SHOULD BE SUBMITTED TO QUOTATIONS@SADPMR.CO.ZA			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	C Khadiamovha	CONTACT PEOPLE	N Mavuma
TELEPHONE NUMBER	(011) 223 7000	TELEPHONE NUMBER	(011) 223 7000
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	<u>cynthiak@sadpmr.co.za</u>	E-MAIL ADDRESS	<u>niabulom@sadpmr.co.za</u>
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:		O R	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK BOX] APPLICABLE ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS 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

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. 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, 2022, 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."

TERMS AND CONDITIONS FOR BIDDING

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

DATE:

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

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.

2.2 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:

.....
.....

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.

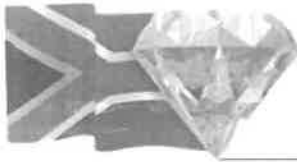
² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

- 3.4 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.
- 3.5 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.
- 3.6 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 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 PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	
Signature	Date
.....	
Position	Name of bidder



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**TERMS OF REFERENCE FOR THE APPOINTMENT OF A BIDDER TO RENDER SERVICE OF
MAINTENANCE, SERVICE AND REPAIRS OF SECURITY EQUIPMENT AT THE SOUTH AFRICAN
DIAMOND AND PRECIOUS METALS REGULATOR'S (SADPMR) HEAD OFFICE IN KEMPTON PARK
FOR A PERIOD OF FIVE YEARS (60 MONTHS)**

1. BACKGROUND

South African Diamond and Precious Metals Regulator (SADPMR) desires to appoint a bidder at its Head Office in Kempton Park. The appointed bidder should render services to maintain, service and repairs at the SADPMR's Head Office in Kempton Park for a period of five years (60 months), for 24 hours a day and 7 days a week.

2. SCOPE OF SERVICE

2.1. The appointed bidder will render services maintain, service and repairs at the SADPMR's Head Office in Kempton Park for a period of five years (60 months), for 24 hours a day, 7 days a week for security equipment, this is applicable to a call-out fee.

2.2. Items eligible for the service required are as follows:

2.2.1. Closed-Circuit Television start date 01 September 2024 – 31 August 2029

2.2.2. Access control start date 01 September 2024 – 31 August 2029

2.3. Duration of the maintenance of the contract

2.3.1. This call out service contract shall commence upon SADPMR issuing a letter of appointment, the purchase order and after signing a Service Level Agreement which will be for a period of five years (60 months).

3. REPAIR AND RESPONSE TIMES

3.1. Should it be detected during the maintenance process that the equipment is not functional; the service provider should write a report and identify the required repairs immediately.

3.2. Response time shall be within six (6) hours on-site after the Service Provider receives the request from the SADPMR.

3.3. An emergency request that occurs during working hours shall be four (4) hours without carryover into the next day.

4. HOURS OF WORK

- 4.1. The bidder shall undertake to carry out the maintenance process during normal working hours and when a need arises shall be considered.
- 4.2. Equipment repair shall be determined by the nature of fault findings and a report shall be provided.

5. PERSONNEL SUITABILITY CHECK

- 5.1. It is a specific condition of this contract that Service Provider and their personnel will be security screened.
- 5.2. Should it happen that the SADPMR's security official remove personnel from the site for security reasons, the Service Provider shall do so forthwith, and the SADPMR's security officials shall thereafter ensure that such personnel denied access to the SADPMR premises and/or to any documents or information relating to be classified.
- 5.3. No additional costs arising from the foregoing shall be borne by the SADPMR.
- 5.4. No intoxication and substance abuse of alcohol shall be allowed.

6. VETTING REQUIREMENTS AND LEGAL INDEMNITIES

- 6.1. The bidder must agree to the following terms before the signing of the Service Level Agreement.
 - 7.1.1. Security vetting by the relevant authorities with regards to certain identified personnel, e.g every Director of the company or member of the close corporation, as well as technicians who will be working at the SADPMR site shall be subjected to vetting.
 - 7.1.2. Signing of a Declaration of Secrecy by the Directors of the company or Members of the Close Corporation, as well as Technicians.
 - 7.1.3. Force majeure shall apply with regards to the services to be rendered, e.g. loss of life or injury to be sustained by Service Provider personnel during the execution of their duties. Any other legal claims resulting from acts or omissions committed by employees of the service provider, the service provider shall be liable.



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8. REQUIREMENTS

8.1. The service required will be based on a call out fee. The following table outlines the expected service:

COST DESCRIPTION	UNIT	RATE
Hourly Rate (Technician)	Hour	
After Hours: Monday –Friday - 17h00 – 18h00, Weekends & Public Holidays	Each	
Toll fees		Included

8.2. MANDATORY REQUIREMENTS

8.2.1. The bidder must possess a PSIRA registration and a letter of good standing. Failure to submit the certificate will constitute automatic disqualification.

8.3. EVALUATION METHODOLOGY / CRITERIA

8.3.1. The evaluation of the project will be in two phases i.e. functionality as well as price.

9. PHASE 1: FUNCTIONALITY CRITERIA

Description of item	Requirements	Weighting
Company experience	Company experience (Minimum two (2) years' experience in maintenance of security equipment. Attach Company profile with track records.	50
Technician experience	2-5 years= 15 points; 6-8 years= 25 points; 9-14= 40 points; more than 15 years = 50 points The team leader should have qualifications (certified installer registered with PSIRA or any other related qualifications), skills and years of experience and knowledge of security equipment. (Attach CV)	25
References/Award letters	2-3 years=10 points; 4-6 years= 15 points; 7-10 years= 20 points; more than 10 years = 25 points Track record in performing similar work. The service provider should submit minimum of three (3) reference letters and maximum of 10 reference letters from the previous similar projects that they have undertaken. The Reference Letters from the clients must include: • Company Letter Head • Signed • Specify duration of the project	15
Financial Viability	3 reference letters = 5 points ,4-9 reference letter = 10 points and more than 10 reference letters= 15 points 3 months bank statements =7 points Financial statements=3 points	10

NB: ONLY BIDDERS OBTAINING 70 POINTS OR MORE SHALL PROCEED TO PHASE TWO OF EVALUATION WHICH IS PRICE AND PREFERENCE POINTS.

10. Other conditions

10.1. SADPMR has the right to cancel the bid.

10.2. SADPMR has the right to extend the term of the contract or reduce the term of the contract.



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11. PHASE TWO EVALUATION: The 80/20 Principle is based on Price and special goals for SADPMR.

The following formula is to be used to calculate the points out of 80 for price inclusive of all applicable taxes.

11.1. A maximum of 80 points is allocated for price on the following basis:

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of highest acceptable bid

11.2. A maximum of 20 points to be awarded to a bidder for the specific goals listed on the SADPMR preferential procurement policy as follows:

Special Goals	80/20 Points System	Relevant Evidence
Enterprises owned by youth.	5	Copies of ID's / CIPC / CSD
Enterprises owned by black women.	5	Copies of ID's / CIPC / CSD
Entities that are small, medium, and micro enterprises.	5	CSD / BEE certificate / Affidavit
Entities owned by disabilities	5	Copies of ID's / CIPC / CSD

11.2.1. The following must be submitted to claim the points for specific goals:

- 11.2.1.1. CIPC proof and CSD Report for the last three (3) months from the closing date of this RFQ. Tenderers are encouraged to obtain the 3 months CIPC proof and

women.		CSD
Entities that are small, medium, and micro enterprises.	5	CSD / BEE certificate / Sworn Affidavit
Entities owned by disabilities	5	Copies of ID's / CIPC / CSD

11.2.1. The following must be submitted to claim the points for specific goals:

- 11.2.1.1. CIPC proof and CSD Report for the last three (3) months from the closing date of this RFQ Tenderers are encouraged to obtain the 3 months CIPC proof and CSD Report from <https://eservices.cipc.co.za/>. Failure to submit the CIPC proof and CSD Report will result in zero (0) scoring for specific goals.
- 11.2.1.2. 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.
- 11.2.1.3. Final appointment to be awarded to the tenderer scoring the highest points.

NB: Compulsory Briefing session will be held virtual