



ROADS AGENCY
LIMPOPO
TOGETHER FOR BETTER ROADS

REGISTRATION NO. (2001/025832/30)

REQUEST FOR QUOTATION SERVICES

QUOTATION DETAILS

BID NUMBER: RAL/2025/AIR-CONDITIONERS/RFQ009

CLOSING DATE: 04 APRIL 2025
TIME: 11:00

DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TO RENDER MAINTENANCE: ROUTINE SERVICE: REPAIR AND REPLACEMENT PARTS FOR AIR-CONDITIONERS AND EXTRACTORS FANS AT ROADS AGENCY LIMPOPO (SOC) FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

SITE INSPECTION: Yes ☒ No ☐
See Paragraph 2 on Quotation Submission Conditions and Instructions that the Respondent needs to take note of.

DETAILS OF RESPONDENT

Service provider: _____
CSD number: _____
Bid price: _____
Contact person: _____
Telephone/ Cell number: _____
E-mail address: _____

GLOSSARY

Award	Conclusion of the procurement process and final notification to the effect to the successful bidder
Contractor	Organisation with whom RAL will conclude a contract and potential service level agreement subsequent to the final award of the contract based on this Request for Bid
Core Team	The core team are those members who fill the non-administrative positions against which the experience will be measured.
dti	Department of Trade and Industry
EME	Exempted Micro Enterprise in terms of the Codes of Good Practice
RAL	Limpopo Province Roads Agency (SOC) Ltd Registration No. 2001/025832/30 – t/a Roads Agency Limpopo
GCC	General Conditions of Contract
IP	Intellectual Property
NIPP	National Industrial Participation Programme
Original Quote	Original document signed in ink, or Copy of original document signed in ink, or Submitted Facsimile of original document signed in ink
Originally certified	To comply with the principle of originally certified, a document must be both stamped and signed in original ink by a commissioner of oaths.
Quote	Written offer in a prescribed or stipulated form in response to invitation by RAL for the provision of goods, works or services W
SCM	Supply Chain Management
SLA	Service Level Agreement

DOCUMENTS IN THIS QUOTATION DOCUMENT PACK

Respondents are to ensure that they have received all pages **(35)** of this document, which consists of the following sections:

SECTION A

Note: Documents in this section are for information to/instruction to respondents and must be completed and returned with quotations.

- ☐ Invitation to Quote (SBD 1)
- ☐ Bid Submission Conditions and Instructions
- ☐ Terms of Reference
- ☐ Evaluation Process

SECTION B

Note: Documents in this section must be completed and returned or supplied with quotations.

- ☐ Pricing Schedule (SBD 3.3)
- ☐ Bidder's Disclosure (SBD 4)
- ☐ Preference Points Claim Form in terms of the Preferential Procurement Regulations, 2022 (SBD 6.1)
- ☐ Bid submission Conditions, Instruction and Evaluation Process/Criteria

SECTION A

(This section must be returned as part of the quotation document)

**PART A
INVITATION TO QUOTE**

SBD1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE ROADS AGENCY LIMPOPO					
BID NUMBER:	RAL/2025/AIR-CONDITIONERS/RFQ009	CLOSING DATE:	04 APRIL 2025	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO RENDER MAINTENANCE: ROUTINE SERVICE, REPAIR AND REPLACEMENT PARTS FOR AIR-CONDITIONERS AND EXTRACTOR FANS AT ROADS AGENCY LIMPOPO (SOC) FOR A PERIOD OF THIRTY-SIX (36) MONTHS.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
ROADS AGENCY LIMPOPO					
RAL TOWERS					
26 RABE STREET					
POLOKWANE 0700					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	DINALA MATSOBANE		CONTACT PERSON	LEKALAKALA SA	
TELEPHONE NUMBER	015 284 4600		TELEPHONE NUMBER	015 284 4600	
FACSIMILE NUMBER	015 291 2433		FACSIMILE NUMBER	015 291 2433	
E-MAIL ADDRESS	dinalamr@ral.co.za		E-MAIL ADDRESS	lekakalasa@ral.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? ☐ NO ☐ YES					
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO					

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ NO

☐ YES

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ NO

☐ YES

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.

SBD1

PART B TERMS AND CONDITIONS FOR QUOTING

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, 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 BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

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

DATE:

.....

QUOTATION SUBMISSION CONDITIONS AND INSTRUCTIONS

CONDITIONS AND INSTRUCTIONS THAT RESPONDENTS NEED TO TAKE NOTE OF

1 FRAUD AND CORRUPTION

- 1.1 All providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

2 BRIEFING SESSION

- 2.1 A compulsory site inspection will be conducted on the following dates:

1st Site Visit: **24 March 2025** from **09 am to 15:30 PM**

2nd Site Visit: **25 March 2025** from **09 am to 15:30 PM**

Site visits must be coordinated with Simon Ramokolo at:

Tel: 015 284 4673

Cell: 079 695 7498

NB: E-mail: ramokolosm@ral.co.za

Respondents are requested to sign the attendance register available at the site. Failure to sign the register will render your quotation non-responsive.

The venue for the compulsory site inspection is:

Roads Agency Limpopo (SOC) Ltd
RAL Towers
26 Rabe Street
POLOKWANE
0700

3 CLARIFICATIONS/ QUERIES

- 3.1 Any clarification required by a Respondent regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the quotation, is to be requested in writing (letter, facsimile or e-mail) from dinalamr@ral.co.za by not later than **15:00 on Friday, 28 March 2025**. A reply will be forwarded within one **(01)** working days. Telephonic requests for clarification will not be accepted. If appropriate, the clarifying information will be made available to all Respondents by e-mail only. The quote number should be mentioned in all correspondence.

4 SUBMITTING QUOTATIONS

- 4.1 One (1) original document (properly bounded) must be handed in/delivered to:

DEPOSITED IN THE
BID/TENDER BOX
SITUATED AT
(Street address)

Roads Agency Limpopo
RAL Towers
26 Rabe Street
Polokwane

OR

* POSTED TO:

Roads Agency Limpopo
Private Bag X9554
Polokwane
0700

E-mailed quotations will be accepted: Tenders@ral.co.za

Respondents should ensure that quotations are delivered to RAL before the closing date and time to the correct physical address. If the quotation is late, it will not be accepted for consideration.

*** Refer to Paragraph 5 below**

- ☐ Quotations can be delivered and deposited into the tender box any time before or on the closing date.
- ☐ All quotations must be submitted on the official forms (not to be re-typed).

4.2 Quotations should be submitted in sealed envelopes, marked with:

- ☐ Quotations number **(RAL/2025/AIR-CONDITIONERS/RFQ009)**
- ☐ Closing date and time **(04 April 2025 @ 11:00)**
- ☐ The name and address of the Respondent.

4.3 Documents submitted on time by respondents shall not be returned.

5 LATE QUOTATIONS

5.1 Quotations received late shall not be considered. The tender (bid) box shall be closed at exactly 11:00 and bids arriving late will not be considered under any circumstances. Quotations received late shall be returned unopened to the bidder. Respondents are therefore strongly advised to ensure that quotations be despatched allowing enough time for any unforeseen events that may delay the delivery of the quotation.

5.2 The official Telkom time, which can be observed by dialling 1026 from any phone, will be used to verify the exact closing time.

5.3 Quotations sent to the RAL via normal post, or any other mechanism shall be deemed to be received at the date and time of arrival at the RAL premises (tender/bid box or reception). Quotations received at the physical address after the closing date and time of the quotation, shall therefore be deemed to be received late.

6 PAYMENTS

- 6.1 RAL will pay the Contractor the fees set out in the final contract according to the table of deliverables. No additional amounts will be payable by the RAL to the Contractor.
- 6.1.1 The Contractor shall from time to time during the duration of the contract, invoice RAL for the services rendered.
- 6.1.2 The invoice must be accompanied by supporting source document(s) containing detailed information, as RAL may reasonably require, for the purposes of establishing the specific nature, extent and quality of the services which were undertaken by the Contractor.
- 6.1.3 No payment will be made to the Contractor unless an original tax invoice complying with section 20 of the VAT Act No 89 of 1991, as amended, has been submitted to RAL.
- 6.1.4 Payment shall be made by bank transfer into the Contractor's back account normally 30 days after receipt of an acceptable, original, valid tax invoice. Money will only be transferred into a South African bank account. (Banking details must be submitted as soon as the bid is awarded).
- 6.2 The Contractor shall be responsible for accounting to the appropriate authorities for its income tax, VAT or other moneys required to be paid in terms of the applicable law.

7 GENERAL CONDITIONS OF CONTRACT

- 7.1 The General Conditions of Contract must be accepted. The GCC can be downloaded from the Treasury Website. Please refer to the link below:

<http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract-%20Inclusion%20of%20par%2034%20CIBD.pdf>

TERMS OF REFERENCE

1. INTRODUCTION

Roads Agency Limpopo SOC Ltd ("the Agency") is a provincial road infrastructure delivery parastatal registered under the Company's Act 71 of 2008. It has been established under the Northern Province Roads Agency Act and Provincial Roads Act 7 of 1998. RAL began operating in 1999/2000 financial year.

Its main functions are planning, design, construction, maintenance, and control of the provincial road network. It owns and manages all the provincial roads, except municipal roads and National Roads. RAL is managed by a chief executive officer who reports to the Board of Directors. Members of the Board are in turn reporting to the Shareholder, who is the MEC for Limpopo Department of Public Works, Roads, and Infrastructure.

2. OBJECTIVE

Roads Agency Limpopo (SOC) Ltd- RAL seeks to appoint a suitably qualified, reputable and experienced service provider to maintain, service, repair and replacement of parts for the Air-Conditioners and Extractor Fans at the office premises of the Agency.

3. PROJECT SCOPE

The project scope covers the supply of all technical labour, materials/spares tools, equipment, supervision, and all operations necessary for the comprehensive maintenance of the Air-Conditioners and Extractors at the Roads Agency Limpopo premises.

4. SCOPE OF WORKS

- 4.1. The successful bidder will be expected to provide the following services:
 - 4.1.1. ensure that all air conditioners function effectively, (cooling and heating)
 - 4.1.2. ensure that the extractor fans run and function effectively for 24 hours a day.
 - 4.1.3. all calls for repairs and/or replacement of parts should be attended to within 24 hours (1 day) hours of such a call. (Site visit and diagnosis)
 - 4.1.4. all reported faults should be fixed within 48 hours after site visit and diagnosis. Where this is not possible due to non-availability of parts only, a report shall be communicated to the responsible RAL representative.
 - 4.1.5. maintain a reasonable level of stock for replacement of parts and consumables.
 - 4.1.6. supply all necessary consumables/materials
 - 4.1.7. the bidder shall always prevent the accumulation of waste material, garbage, rubble and shall have same removed immediately from the premises.

4.2 Responsibilities of the Service Provider

The following duties and responsibilities shall be incumbent upon the Service Provider:

4.2.1. Servicing all air conditioners and extractors at RAL premises, every six months (2 times per annum),

4.2.2. The service shall include, but not limited to:

- i. Cleaning of filters,
- ii. Unblock and vacuum vents
- iii. Re-gassing of units, with appropriate gas per unit
- iv. Replacement of thermostats, when necessary
- v. Replacement of knobs, when necessary
- vi. Replacement of 40W toilet ceiling extractor fans, when necessary
- vii. Cleaning of extractors
- viii. Cleaning of indoor and outdoor units
- ix. Suction of dust from units to allow adequate airflow
- x. Maintain correct electric control sequence
- xi. Blowing/Cleaning of components such as evaporator and condenser coils, to prevent clogging and minimize energy usage
- xii. Clean and tighten connections
- xiii. Fix any leaks and drainage systems
- xiv. Inspecting of all components such as fan motor, evaporator unit, condenser unit, thermostat etc.
- xv. Cleaning and removal of debris from premises
- xvi. Any other work deemed necessary for the upkeep of Acs and extractors

4.2.3. Repair of any parts of air conditioners and/or extractors at RAL premises, when necessary,

4.2.4. Replacement of parts of air conditioners and/or extractors at RAL premises, when necessary (read in conjunction with 5.1),

4.2.5 Submission of a comprehensive report and Job Card at every service interval or repair/replacement of parts. (Note that no Invoice will be processed in the absence of a service report and job card)

4.3 Repair and Replacement of Parts

4.3.1 After inspection and diagnosis, the service provider shall report any parts that need replacement and/or repair,

4.3.2 Repair of parts shall/can be done during the comprehensive service and when necessary.

4.3.3 A quotation shall be submitted only for the replacement of parts. **This shall exclude thermostats, knobs, and toilet ceiling extractor fans as they will form part of the contract (see 4.2.2 (iv, v, vi, vii, viii)).**

4.3.4 Replacement of parts shall only be done after submission of a quotation (4.3.3) and a Purchase Order is issued.

4.3.5 The following items need to be serviced/repaired.

AIR CONDITIONERS

Manufacture	Model	Type	Capacity	Quantity
Alliance	FouH60x/A	Duct and Ceiling-Central Air Conditioner	36 000 BTU	01
Aux	ASW-H24U4/FFR1-ZA	High Wall Split	24 000 BTU	01
Aux	ASW-H24U4/FFR1-ZA	Cassette Split	36 000 BTU	01
Eco Aire	CCA24I	Cassette Split	24 000 BTU	02
LG	ATNH18GQLE2	High Wall Split	18 000 BTU	01
LG	M246EHNmo	Cassette Split	24 000 BTU	01
Luxaire		High Wall Split	18 000 BTU	02
Samsung	AR18TQH	High Wall Split	18 000 BTU	09
Samsung	AC052JXNDEH	Cassette Split	30 000 BTU	01
Samsung		Cassette Split	18 000 BTU	01
Sanyo	K95GHGC	High Wall Split	18 000 BTU	01
TCL	TCC-18HRA-4	Cassette Split	18 000 BTU	01
York	MM9/MM13	Console Unit	Cooling: 2635 W Heating: 25000 W	73
York	MHB-60HR	Duct and Ceiling-Central Air Conditioner	36 000 BTU	02
York	MCA-24HR	Cassette Split	24 000 BTU	09
Total				106

EXTRACTOR FANS

Manufacturer	Description	Capacity	Quantity
Systemair	Toilet Extractor Fan (Industrial) RVK 250E2-L Sileo	4UF 38KG	06
	Toilet Ceiling Extractor Fan	40 W	03
Total			09

5 SPECIAL CONDITIONS

- 5.1 In case of the replacement of parts, the successful bidder shall obtain a quotation and obtain written approval prior to the service being rendered.
- 5.2 All materials, machinery and equipment to be furnished and/or used shall be of the required quality and standard as approved by the South African Bureau of Standards (SABS)
- 5.3 Accreditation with refrigeration SARACCA Industry

6. COMPLIANCE

6.1. Administrative requirements

#	Description	Minimum Proof required	Tick	
			Yes	No
1.	Registration on Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Visit https://secure.csd.gov.za/ to obtain your vendor number.	CSD-Proof of registration		
2.	Proof of JV or partnership agreements (if applicable)	Signed agreement		
3.	Special conditions of contract and quotation	Completed, signed and submitted		

6.2. Mandatory requirements

The information contained in the Table below is mandatory and will be used in assessing the responsiveness of bidders. Failure to submit and complete all mandatory information will result in submissions being deemed null and void and shall be considered “non – responsive” and therefore not considered.

#	Description	Minimum Proof required	Tick	
			Yes	No
1.	Compulsory Site Inspection	Signed register		

2.	Invitation to Bid (SBD 1)	Completed, signed and submitted		
3.	Pricing Schedule (SBD 3.3)	Fully completed and submitted		
4.	Bidder's Disclosure (SBD 4)	Completed, signed and submitted		
5.	Preference points claim form in terms of the preferential procurement regulations 2022 (SBD 6.1)	Completed, signed and submitted		
6..	Proof of Authority to sign (submit Letter / Board Resolution)	Signed Letter/Board resolution		
7.	Proof of company registration with South African Refrigeration and Air Conditioning Contractors Association (SARACCA)	Valid proof of registration		
8.	Proof of company registration with Compensation for Occupational Injuries and Diseases (COIDA)	Valid COIDA certificate		

NB: ALL CERTIFIED COPIES MUST NOT BE OLDER THAN SIX (06) MONTHS.

7. PROJECT COST

The service provider will be required to provide a detailed cost of the project as per attached Pricing Schedule including all disbursements. Rates of pay should be provided for the team, if subsequent services are required for performance of follow-up engagements and adhoc services (**Annexure B**). The pricing shall be all inclusive and firm. For pricing, please refer to the attached Pricing Schedule (**Annexure A**).

The quotation must be clearly itemized (indicate prizes for each component of the Units).

ALL RESPONDENTS MUST TAKE NOTE OF THE EVALUATION PROCESS THAT WILL BE FOLLOWED.

1 EVALUATION PROCESS

1.1 COMPLIANCE WITH MINIMUM REQUIREMENTS

1.1.1 Evaluation criteria is based on **Compliance, Functionality, Price, and Specific goals**. Non submission and fully completion of mandatory requirements will render proposals non- responsive and will be eliminated from further consideration.

1.1.1.1 Administrative compliance

- Registration on Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Visit <https://secure.csd.gov.za/> to obtain your vendor number.
- Proof of JV or partnership agreements (if applicable)
- Special conditions of contract and quotation

1.1.1.2 Mandatory Requirements

- Compulsory Site Inspection
- Invitation to Quote (SBD 1)
- Pricing Schedule (SBD 3.3)
- Bidder's Disclosure (SBD 4)
- Preference points claim form in terms of the preferential procurement regulations 2022 (SBD 6.1)
- Proof of Authority to sign (submit Letter / Board Resolution)
- Proof of Technician registration with South African Refrigeration and Air Conditioning Contractors Association (SARACCA)
- Proof of company registration with Compensation for Occupational Injuries and Diseases (COIDA)

1.2 DETERMINATION OF SCORE FOR FUNCTIONALITY

The evaluation criteria and weights for functionality as indicated in the table in below, will apply.

1.2.1 The score for functionality shall be calculated as follows:

- ☐ Each panel member shall award values for each individual criterion on a score sheet. The value scored for each criterion shall be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for the various criteria. These marks should be added to obtain the total score for functionality.
- ☐ The score of each panel member shall be added together and divided by the number of panel members to establish the average score obtained by each individual bidder for functionality.

1.2.2 Quotations that score less than **60** out of **100** points for functionality will be eliminated from further consideration.

1.3 PRICE AND SPECIFIC GOALS STATUS LEVEL POINTS

1.3.1 All remaining quotations will be evaluated as follows:

1.3.2 The **80/20** preference point system will be applied. Points for price and specific goals status will be awarded in accordance with the stipulations in the Preference Point Claim Form in terms of the Preferential Procurement Regulations, 2022.

1.3.3 If appropriate, implied contract price adjustments will be made to the cost proposals of all remaining quotes.

1.3.4 The point scored for the specific goals status level for each acceptable bid will be added to the price point.

1.3.5 The Evaluation Committee will recommend that the contract be awarded to the bidder obtaining the highest points.

1.4 ADJUDICATION OF QUOTATIONS

1.4.1 The relevant award structure will consider the recommendations and make the final award. The successful respondent will usually be the service provider scoring the highest number of points.

SECTION B

This section must be completed and returned or supplied with quotations as prescribed.

PRICING SCHEDULE

(Professional Services)

NAME OF
Respondent

OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF QUOTATION

Respondents are to complete and insert rates/ prices for all the items listed below. All prices indicated shall be fixed and firm for the period of three (3) years.

ANNEXURE: A

Item 1 – Comprehensive servicing of all air conditioning units and extractors 2 times per annum (1st year excluding parts and materials)

Item Number	Item description	Capacity	Quantity	Rate Rand (Excluding VAT)	Total (Q x R) (Excluding VAT)
1.	Alliance - FouH60x/A	36 000 BTU	01		
2.	Aux - ASW-H24U4/FFR1-ZA	24 000 BTU	01		
3.	Aux - ASW-H24U4/FFR1-ZA	36 000 BTU	01		
4.	Eco Aire - CCA24I	24 000 BTU	02		
5.	LG - ATNH18GQLE2	18 000 BTU	01		
6.	LG - M246EHNmo	24 000 BTU	01		
7.	Luxaire - High Wall Split	18 000 BTU	02		
8.	Samsung - AR18TQH	18 000 BTU	09		
9.	Samsung - AC052JXNDEH	30 000 BTU	01		
10.	Samsung - Cassette Split	18 000 BTU	01		
11.	Sanyo - K95GHGC	18 000 BTU	01		
12.	TCL - TCC-18HRA-4	18 000 BTU	01		
13.	York - MM9/MM13	Cooling: 2635 W Heating: 25000 W	73		

14.	York - MHB-60HR	36 000 BTU	02		
15.	York - MCA-24HR	24 000 BTU	09		
16.	Systemair - Toilet Extractor Fan (Industrial) RVK 250E2-L Sileo	4UF, 38KG	06		
17.	Eurolux - Toilet Ceiling Extractor Fan	40W	03		
Total for Item 1 (Excluding VAT) (Carried forward to Summary)					

Item 2 – Comprehensive servicing of all air conditioning units and extractors 2 times per annum (2nd year excluding parts and materials)

Item Number	Item description	Capacity	Quantity	Rate Rand (Excluding VAT)	Total (Q x R) (Excluding VAT)
1.	Alliance - FouH60x/A	36 000 BTU	01		
2.	Aux - ASW-H24U4/FFR1-ZA	24 000 BTU	01		
3.	Aux - ASW-H24U4/FFR1-ZA	36 000 BTU	01		
4.	Eco Aire - CCA24I	24 000 BTU	02		
5.	LG - ATNH18GQLE2	18 000 BTU	01		
6.	LG - M246EHNmo	24 000 BTU	01		
7.	Luxaire - High Wall Split	18 000 BTU	02		
8.	Samsung - AR18TQH	18 000 BTU	09		
9.	Samsung - AC052JXNDEH	30 000 BTU	01		
10.	Samsung - Cassette Split	18 000 BTU	01		
11.	Sanyo - K95GHGC	18 000 BTU	01		
12.	TCL - TCC-18HRA-4	18 000 BTU	01		
13.	York - MM9/MM13	Cooling: 2635 W Heating: 25000 W	73		
14.	York - MHB-60HR	36 000 BTU	02		
15.	York - MCA-24HR	24 000 BTU	09		
16.	Systemair - Toilet Extractor Fan (Industrial) RVK 250E2-L Sileo	4UF, 38KG	06		
17.	Eurolux - Toilet Ceiling Extractor Fan	40W	03		
Total for Item 2 (Excluding VAT) (Carried forward to Summary)					

Item 3 – Comprehensive servicing of all air conditioning units and extractors 2 times per annum (3rd year excluding parts and materials)

Item Number	Item description	Capacity	Quantity	Rate Rand (Excluding VAT)	Total (Q x R) (Excluding VAT)
1.	Alliance - FouH60x/A	36 000 BTU	01		
2.	Aux - ASW-H24U4/FFR1-ZA	24 000 BTU	01		
3.	Aux - ASW-H24U4/FFR1-ZA	36 000 BTU	01		
4.	Eco Aire - CCA24I	24 000 BTU	02		
5.	LG - ATNH18GQLE2	18 000 BTU	01		
6.	LG - M246EHNmo	24 000 BTU	01		
7.	Luxaire - High Wall Split	18 000 BTU	02		
8.	Samsung - AR18TQH	18 000 BTU	09		
9.	Samsung - AC052JXNDEH	30 000 BTU	01		
10.	Samsung - Cassette Split	18 000 BTU	01		
11.	Sanyo - K95GHGC	18 000 BTU	01		
12.	TCL - TCC-18HRA-4	18 000 BTU	01		
13.	York - MM9/MM13	Cooling: 2635 W Heating: 25000 W	73		
14.	York - MHB-60HR	36 000 BTU	02		
15.	York - MCA-24HR	24 000 BTU	09		
16.	Systemair - Toilet Extractor Fan (Industrial) RVK 250E2-L Sileo	4UF, 38KG	06		
17.	Eurolux - Toilet Ceiling Extractor Fan	40W	03		
Total for Item 3 (Excluding VAT) (Carried forward to Summary)					

Item 4- SUMMARY

Item Number	Item	Rand (Excl. VAT)	Quantity	Total
1.	Total cost for Item 1 for the first year brought forward		1	
2.	Total cost Item 2 for the second year brought forward		1	
3.	Total cost for Item 3 for the third year brought forward		1	
Total (Excluding VAT)				
Value Added Tax (VAT) @ 15%				
Allowance for labour, material and parts (Including VAT)				R200 000.00
Indicate the percentage mark-up required on all material and parts				
Total (Including VAT) (Carried forward to Invitation to Quote)				

ANNEXURE: B**RATES:**

Item Number	Title	Rate per hour (Excl. VAT)	Rate per hour (Incl. VAT)
1.	HVAC Technician		
2.	Ad-hoc inspections		

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.
- 3.4 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

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.

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

SBD 6.1

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 The applicable preference point system for this tender is the **80/20** preference point system.

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 The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
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) **“highest acceptable tender”** means a tender that complies with all specifications and conditions of tender and that has the highest price compared to other tenders;
- (b) **“lowest acceptable tenders”** means a tender that complies with all the specifications and conditions of tender that has lowest price compared to other tenders;
- (c) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (d) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (e) **“specific goals”** means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in *Government Gazette* No. 16085 dated 23 November 1994;
- (f) **“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;
- (g) **“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
- (h) **“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:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)}
 \end{array}$$

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:

$$\begin{array}{ccc}
 80/20 & \text{or} & 90/10 \\
 Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) & \text{or} & Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)
 \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmax = 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 2022, preference points must be awarded for specific goals stated in the 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—
- (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,

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

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)	Number of points claimed (80/20 system)	Required documents as a means of verification.
Enterprises with ownership of 51% or more by person/s who are black person/s	8		CSD report
Enterprises with ownership of 51% or more by person/s who are women	3		CSD report
Enterprises with ownership of 51% or more by person/s who are youth	5		CSD report
Enterprises with ownership of 51% or more by person/s with disability	2		- Medical certificate - CSD report
Small, Medium and Micro Enterprises	0		
Rural / Township Businesses	2		Municipal account or Permission to Occupy (PTO) or Lease Agreement
Total points for specific goals	20		

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 4.1, the contractor is 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:

.....

.....

SPECIAL CONDITIONS OF BID AND CONTRACT

Return as Part 1

	SPECIAL CONDITIONS
1	GENERAL
1.1	The Respondent must clearly state if deviation from these special conditions are offered and the reason therefor. If an explanatory note is provided, the paragraph reference must be indicated in a supporting appendix to the application submission.
1.2	Should Respondents fail to indicate agreement/compliance or otherwise, RAL will assume that the Respondent is in compliance or agreement with the statement(s) as specified in this quotation.
1.3	Quotations not completed in this manner may be considered incomplete and rejected.
1.4	RAL shall not be liable for any expense incurred by the Respondent in the preparation and submission of a quotation.
2	CANCELLATION OF PROCUREMENT PROCESS
2.1	This procurement process can be postponed or cancelled at any stage at the sole discretion of RAL provided that such cancellation or postponement takes place prior to entering into a contract with a specific service provider to which the quotation relates.
3	QUOTATION SUBMISSION CONDITIONS, INSTRUCTION AND EVALUATION PROCESS/CRITERIA
3.1	Quotation submission conditions and instructions as well as the evaluation process/criteria have been noted.
4	NEGOTIATION AND CONTRACTING
4.1	RAL have the right to enter into a negotiation with one or more Respondents regarding any terms and conditions, including price(s), of a proposed contract.
4.2	Under no circumstances will negotiation with any Respondents, including preferred Respondents, constitute an award ³ or promise/ undertaking to award the contract.
4.3	RAL shall not be obliged to accept the lowest or any quotation, offer or proposal.
4.4	A contract will only be deemed to be concluded when reduced to writing in a formal contract and Service Level Agreement (if applicable) signed by the designated responsible person of both parties. The designated responsible person of RAL is the CEO.

³ See GLOSSARY.

4.5	RAL also reserves the right to enter into one contract with a Respondent for all required functions or into more than one contract with different Respondents for different functions.
5	ACCESS TO INFORMATION
5.1	All Respondents will be informed of the status of their quotation once the procurement process has been completed.
5.2	Requests for information regarding the quotation process will be dealt with in line with the RAL SCM Policy and relevant legislation.
6	REASONS FOR REJECTION
6.1	RAL shall reject a proposal for the award of a contract if the recommended Respondent has committed a proven corrupt or fraudulent act in competing for the particular contract.
6.2	The RAL may disregard the quote of any respondent if that respondent, or any of its directors: ☐ Have abused the SCM system of the RAL. ☐ Have committed proven fraud or any other improper conduct in relation to such system. ☐ Have failed to perform on any previous contract and the proof exists. Such actions shall be communicated to the National Treasury.
7	GENERAL CONDITIONS OF CONTRACT
7.1	The General Conditions of Contract must be accepted.
8	ADDITIONAL INFORMATION REQUIREMENTS
8.1	During evaluation of the quotations, additional information may be requested in writing from Respondents. Replies to such request must be submitted, within 5 (five) working days or as otherwise indicated. Failure to comply, may lead to your quotation being disregarded.
8.2	No additional information will be accepted from any individual Respondent without such information having been requested
9	CONFIDENTIALITY
9.1	The quotation and all information in connection therewith shall be held in strict confidence by Respondents and usage of such information shall be limited to the preparation of the quotation. Respondents shall undertake to limit the number of copies of this document.
10	INTELLECTUAL PROPERTY, INVENTIONS AND COPYRIGHT
10.1	Copyright of all documentation relating to this contract belongs to the client. The successful Respondent may not disclose any information, documentation or products to other clients without the written approval of the accounting authority or the delegate.
10.2	This paragraph shall survive termination of this contract.

11	NON-COMPLIANCE WITH DELIVERY TERMS
11.1	As soon as it becomes known to the contractor that he/she will not be able to deliver the services within the delivery period and/or against the quoted price and/or as specified, RAL must be given immediate written notice to this effect. RAL reserves the right to implement remedies as provided for in the GCC.
12	WARRANTS
12.1	The Contractor warrants that it is able to conclude this Agreement to the satisfaction of RAL.
12.2	Although the contractor will be entitled to provide services to persons other than RAL, the contractor shall not without the prior written consent of RAL, be involved in any manner whatsoever, directly or indirectly, in any business or venture which competes or conflicts with the obligations of the contractor to provide Services.
13	PARTIES NOT AFFECTED BY WAIVER OR BREACHES
13.1	The waiver (whether express or implied) by any Party of any breach of the terms or conditions of this contract by the other Party shall not prejudice any remedy of the waiving party in respect of any continuing or other breach of the terms and conditions hereof.
13.2	No favour, delay, relaxation or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this contract shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this agreement.
14	RETENTION
14.1	On termination of this agreement, the contractor shall, on demand hand over all documentation provided as part of the project and all deliverables, etc., without the right of retention, to RAL.
14.2	No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force and effect unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.
15	FORMAT OF QUOTATIONS
15.1	Respondents must complete all the necessary quotation documents and undertakings required in this quotation document. Respondents are advised that their proposal should be concise, written in plain English and simply presented.
15.2	Respondents are to set out their proposal in the format prescribed hereunder. This means that the proposal must be structured in the parts noted below. <u>Information not submitted in the relevant part, may not be considered for evaluation purposes.</u>

15.3	Part 1: Special Conditions of Bid and Contract
15.3.1	Respondents must sign and return the Special Conditions of bid and Contract. Quotation submitted without a completed Special Conditions of Bid form will be deemed to be non-responsive.
15.3.2	Recommended respondent who is not CSD compliant at the time of appointment must be notified in writing to comply within seven (7) working days.
15.4	Part 2: Bidder's Disclosure
15.4.1	Each party to the bid must complete and return the "Bidder's Disclosure". Quotation submitted without a complete and signed Declaration of Interest will be deemed to be non-responsive.
15.5	Part 3: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022
15.5.1	Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for: (c) Price ; and (d) Specific Goals . 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.
15.6	Part 4: Invitation to Bid
15.6.1	Respondents must complete, sign and return the full "Invitation to Bid" document. Quotations submitted without a completed and signed Invitation to Quotation will be deemed to be non-responsive.
15.7	Part 5: Pricing Schedule
15.7.1	Any budget amount that may be indicated in this document shall be deemed to be a guide only and Respondents are expected to submit a costing that is fair and reasonable.
15.7.2	All costs related to this assignment are to be allowed for in the pricing schedule and in the formats prescribed and must be returned as part of the submission. Quotation submitted without a price or with an incomplete price, will be deemed to be non-responsive.
15.7.3	Rates for the first year of the contract must be firm and must be indicated in the formats prescribed. <u>All normal operating costs and out of pocket expenses such as photocopies, telephone calls, printing, travel, etc. must be covered in the rates quoted.</u>
15.7.4	A pricing schedule with one of the specified elements (fees and reimbursable costs) omitted from the costing, may be considered non-responsive.

15.7.5	
	Note 1: The cost of travel and accommodation for persons who are not part of the prospective contractor's team should not be included. These costs will be borne by the Client.
	Note 2: No handling fee on disbursements will be considered
	☐ VAT: Value Added Tax must be included and shown separately.
15.8	Part 6: Team details
15.8.1	In this part that must be returned as part of the submission, Respondents must provide details of the team named in the previous part.
15.8.2	For each team member there must be:
	☐ A complete curriculum vitae confirming suitability for the position. A format is provided as a guideline only for the compilation of the CVs.
15.9	Part 7: Experience in this field
15.9.1	Respondents should provide in this part, and return as part the submission, at least the following information.
	☐ Details of contracts for similar work.
	☐ Contact details of a minimum of 1 organisation for which work was done.

I/we herewith accept all the above-mentioned special conditions of the quotation. If I/we do consider a deviation therefrom, I have noted those as per the instruction in paragraph 1 (General) above.

Name of applicant: _____

Signature of applicant: _____

Date: _____