



Glenwood Office Park
Cnr. Oberon & Sprite Streets
Faerie Glen 0043
PO Box 73000, Lynnwood Ridge 0040
Tel: (012) 845-2000 – Fax: (012) 348-1089
Website: www.idt.org.za

Request for Quotation

INDEPENDENT DEVELOPMENT TRUST

**AIR-CONDITIONING MAINTENANCE AND REPAIRS SERVICES SPECIFICATION -
INDEPENDENT DEVELOPMENT TRUST MAINTANANCE AND REPAIRS SERVICE
OF AIRCONDITIONERS AT NATIONAL OFFICE
FOR THE PERIOD: 24 months**

RFQ NUMBER: IDTHOFACILITYUNIT07082025

BIDDER'S INFORMATION

(Must be completed by Bidder)

Company Name	
Contact Person	
Cell / Tel Number	
CIDB No	
E-mail Address	
CSD Number	

SITE VISIT DATE AND TIME: 11 JULY 2025,11h00

CLOSING DATE AND TIME:18 JULY 12 PM

Submission of quotations: quotations must be hand deliver to:

Glenwood Office Park

Cnr. Oberon & Sprite Streets

Faerie Glen

0043

be submitted on or before the closing date and time stipulated above. All quotations received after the closing date and time will not be considered.

Compulsory returnable documents that must be submitted with the response for this quotation are the following:

1. National Treasury Central Supplier Database number MAAA_____
2. Name of Company _____
3. Unique SARS Tax Compliance Pin Number (submit valid letter)
4. Duly completed and signed: SDB 4 (**Bidder's Declaration**), attached in this RFQ document.
5. Duly completed and signed: SDB 6.1 (Preference Points Claim Form in Terms of The Preferential Procurement Regulations 2022), attached in this RFQ document.

Compulsory returnable document: SBD 6.1

Source Documents to be submitted with the Bid or RFQ

- | | |
|-------------------------|--|
| *CIPC Document | (Company Registration Document will be required for verification (CIPC DOC)) |
| *Woman | (Originally Certified ID Document) |
| *Youth | (Originally Certified ID Document) |
| *People with Disability | (Letter from the Dr. Confirming the Disability) |
| *Black Ownership | (Originally Certified ID Document) |

Non-submission of Source documents will result in the allocation of zero points for specific goals

Note –price quote should be in a company letter head, if not , The bidder will be disqualified



INDEPENDENT DEVELOPMENT TRUST

TERMS REFERENCE: MAINTANANCE AND REPAIRS SERVICE OF AIRCONDITIONERS MAINTANANCE AND REPAIRS SERVICE OF AIRCONDITIONERS AT NATIONAL OFFICE FOR THE PERIOD: 24 months

1. Background

- 1.1. The IDT is primarily responsible for social infrastructure development in the country, working with and on behalf of the Department of public works and Infrastructure and other partners

2. Task Directive

SCOPE OF SERVICES AND MAINTANANCE

Number of floors	2
Number of basement	1
Number of Air-cons	144
Number of offices	94

Square meter of the area

6000 m²

Occupants

Permanent and contract staff

208

Site visit/inspection

NB: Compulsory

Time :11 July 2025

Date:

TERMS OF REFERENCE

1. OBJECTIVE

The main objective of these terms of reference is to appoint the service provider as independent contractor that will regularly and systematically inspect, clean, adjust, repair and lubricate the air conditioners in accordance with the operating and maintenance manual at the Independent development trust situated at the Glenwood office pack, Block B, Cnr Oberon and Sprite Street for a period 24 months

2. BACKGROUND

The Independent Development Trust has various models of air conditioners installed in its building.

Air conditioners are installed for staff offices, Servers and other areas that needs air conditioners.

Some of these air conditioners needs to be repaired, replaced, maintained and or serviced. It is with in the above-mentioned context that the IDT as part of its information gathering process we request services providers to provide a quotation on air conditioners and maintenance services.

MANDATORY REQUIREMENTS

- CIDB 1ME/EB or Higher
- Company Registered with SAQCC or relevant regulatory body
- COIDA

3. CORRECTIVE AND PREVENTIVE ACTION

Safety standards incorporated into the regulations made under the occupational health and safety act and regulations in terms of Section 44.

4. DESCRIPTION

5.1 The prospective service providers are at liberty to provide us with service and maintenance in a clean, neat and tidy condition on the air conditioner types listed below:

DISCRIPTION	NUMBER OF UNITS
Wall unit (LG)	120
Cassette(JET air)	1
Cassette(Mirage 15 York)	10
Cassete (SIR air)	2

Samsung	1
Cassette(carrier)	10

6. COST

Prospective service providers are required to provide complete breakdown of the cost of maintenance and service of the air conditioners specific to the following activities

6.1 Standard service

- Remove filter and wash with soap and water
- Remove and clean drip trays
- Clean Drainpipes
- Clear all blockages in drainpipes

6.2 Minor Services

- Inspection of all fan motor bearings
- Check gas evaporator coils
- Clean/ Replace return air bearings

6.3 Major Services

- Inspect and repair all electrical components
- Tighten and repair all electrical connections
- Note all amperage readings
- Note any physical damage to exterior
- Check operation of heating and cooling

6.4 REPAIRS

- Material handling %
- Labour per hour
- Normal time
- Overtime

The Cost on the above mentioned services should include all travel cost.

NB: The repair cost will only be for quotation on repair /replacement

Monthly Maintenance Services

DISCRIPTION	NUMBER OF UNITS	Amount
Wall unit (LG)	120	
Cassette(JET air)	1	

Cassette(Mirage 15 York)	10	
Cassete (SIR air)	2	
Samsung	1	
Cassette(carrier)	10	
Total		

**NB! The Amount should include all the Services for a month.
Currently: Out of 144 aircons,10 Aircons are not working!!**

Repair /Replacement services

• Labour per hour	
• Normal time	
• Overtime	
Total	
Material Handling %	

The Cost on the above mentioned services should include all travel cost.

NB: The repair cost will only be for quotation on repair /replacement

7. Payment Terms

- The IDT undertakes to pay an original and valid tax invoices in full within thirty (30) days from date of invoice;
- No upfront payment will be made.
- All supporting documents for services rendered should be submitted together with the tax invoices by the first (1st) of every month; and
- Valid tax invoices for all services rendered are to be submitted to Mahali Moloi Van De Pol and IDT's Finance Division at the addresses above or may be sent through an email to the following email address:

Email address: mahalim@idt.org.za

8. Enquiries

- a. Ms. Mahali Moloi Van De Pol- Acting Manager: Admin and Facilities 012 845 2011

3. Closing date and submission

Responses and proposals to the RFQ must be hand-delivered:

Service providers must quote the IDT a total price inclusive of VAT for the service that will be rendered, and the quoted price must be valid for at least thirty (60) days after the closing date of this Request for Quotation.

- All **SCM** queries related to this RFQ must be submitted in writing to: AidaN@idt.org.za

- All **Technical** related Queries must be directed in writing to: MahaliM@idt.org.za

NB: No query shall be allowed 12 hours prior to the closing date and time of this Request for quotation.

NB: *The Independent Development Trust Reserve the right to withdraw or cancel this RFQ without prior notification to the respondents.*

SBD4

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 interest 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:

.....
.....

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 consortium 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 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 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

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 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS	
PRICE	90	80
SPECIFIC GOALS	10	20
TARGETED GROUP		

Women 100% Ownership	3	6
Youth 100% Ownership	3	6
People with Disabilities 100%	2	4
Black Male 100%	2	4
Total points for Price and SPECIFIC GOALS	100	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) **“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;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“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
- (e) **“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:

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \quad \text{or} \quad Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

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:

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \text{ or } P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = 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, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this 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,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women 100% Ownership	3	6		
Youth 100% Ownership	3	6		
People with Disabilities 100% Ownership	2	4		
Black Male 100% Ownership	2	4		

Source Documents to be submitted with the Bid or RFQ

*CIPC Document	(Company Registration Document will be required for verification (CIPC DOC))
*Woman	(Originally Certified ID Document)
*Youth	(Originally Certified ID Document)
*People with Disability	(Letter from the Dr. Confirming the Disability)
*Black Ownership	(Originally Certified ID Document)

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 4.2, the contractor may 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:

.....

CONFIDENTIAL