



Small Enterprise Finance Agency

SPECIAL CONDITIONS AND REQUIREMENT FOR PROPOSALS

REQUEST FOR QUOTATION (RFQ): SERVICING OF FIRE SUPPRESSION SYSTEM AND FIRE EQUIPMENT FOR KHULA BUSINESS PREMISES (PTY) LTD A SUBSIDIARY OF SMALL ENTERPRISE FINANCE AGENCY SOC LTD (SEFA) AT GELVANDALE SHOPPING CENTRE AND GELVANDALE FACTURAMA, 3/7 LIEBENBERG ROAD, GELVANDALE, GQEBERHA, EASTERN CAPE

CLOSING DATE & TIME OF BID

RFQ VALIDITY PERIOD: 30 DAYS



1. INTRODUCTION AND BACKGROUND

- 1.1. Following a Cabinet decision and the State of the Nation address of 2011, the Small Enterprise Finance Agency (SOC) Limited (**sefa**), was established on 01 April 2012 in terms of section 3 (d) of the Industrial Development Corporation Act, No. 22 of 1940 (IDC Act). **sefa** is a wholly owned subsidiary of the Industrial Development Corporation (IDC) and brings together the activities of the three previous structures (Khula, **samaf** and the IDC small business activities).
- 1.2. **sefa** operates as a Development Finance Institution (DFI) to foster the establishment, development and growth of Small, Micro and Medium Enterprises (SMMEs) and contributes towards poverty alleviation, job creation and economic growth. **sefa** provides products and services to qualifying SMMEs as defined in the National Small Business Act of 1996, as amended in 2004, through a hybrid of wholesale and direct lending channels.

2. PURPOSE

Khula Business Premises (Pty) Ltd (KBP) a wholly owned subsidiary of the Small Enterprise Finance Agency (**sefa**) wishes to appoint a **Professional Fire Prevention and Protection Service Provider** who is registered with relevant authorities to provide the above service at its property as indicated below. The service provider shall comply with all relevant government legislation as well as comply with **sefa**'s terms and conditions.

Service providers are invited to submit RFQs for the annual servicing of fire equipment as summarised as follows:

- Servicing of ALL on site fire equipment,
- Supply additional extinguishers where required
- Supply and install all necessary brackets and/or housing cabinets for mounting of fire equipment
- Full fire equipment registers (per site) to be provided on completion, listing the following:
 - Size of extinguishers
 - Type of extinguishers
 - Make of extinguishers
- Supply and install any fire/emergency signage as per OHSAct regulations that is required
- Draft and supply fire plan drawings for each site (hard and soft copy) – to include location of firefighting equipment, valves as well as exit routes

SCOPE OF WORK

The scope of works to be carried out is listed below:

Site measurement & reconnaissance.

Item	Description	measurement	Total	Qty	Amount



1	Servicing of ALL on site fire equipment	Hose reels 5kg CO2 DCP Sprinkler system (incl valves)		11 2 15 1	
2	Supply additional extinguishers where required	New 4.5kg DCP New 9kg DCP		2 2	
3	Supply and install all necessary brackets and/or housing cabinets for mounting of fire equipment			15	
4	Full fire equipment registers (per site) to be provided on completion, listing the following: ☐ Size of extinguishers ☐ Type of extinguishers ☐ Make of extinguishers ☐ Condition of extinguishers (pressure test required etc)	One for each building		2	
5	Supply and install any fire/emergency signage as per OHSAct regulations that is required				
6	Draft and supply fire plan drawings for each site (hard and soft copy) – to include location of firefighting equipment, valves as well as exit routes	Plans for each site		2	
7	Site inspection compulsory	Item		1	
TOTAL					

3. BID RESPONSE

Bidders shall submit their response in accordance with the response format specified below (Each section must be clearly marked, and the documents must be emailed).

3.1. Schedule I

Completion of all Standard Bidding Documents by hand and other requirements as reflected in the Special Conditions of Contract which covers the following:

- **SBD 4:** Bidders Disclosure (duly completed and signed);
- **SBD 6.1:** Preference Point Form (duly completed and signed);

