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Request For Quotation

RFx Information and Rules	
RFx Number:	6000029011
Description:	S1029343 19.05.2025 10:18:25
RFx Currency:	ZAR
Bid Start Date and Time:	2025-05-22 17:00:00
Bid End Date and Time:	2025-06-03 11:00:00

Note to Bidder
General building maintenance for Beaufort West, George, Oudtshoorn and Mossel Bay offices.
Microsoft Teams Meeting scheduled Monday 26 May 2025 @ 12h30

RFx Details				
Item	Description	Quantity	Unit	Delivery Date
1	LABOUR RATE BUSINESS HOURS 1ST YEAR General Maintenance at 1. Mossel Bay Customs Bldg 67 Bland Street 2. Oudtshoorn Allied Building Church Street 3. Beaufort West Revenue Building Church Street 4. George 01 Platinum Drive, Edenvale 3.1 GENERAL DAY-TO-DAY BUILDING MAINTENANCE SERVICES Category one 3.1.1 The contractor acknowledges that he is capable of attending to all the building maintenance services as listed below: Infrastructure 3.1.2 TILING: replacement of cracked/damaged tiles; uplifting existing tiles and replacing with new in accordance with SARS specifications. Infrastructure 3.1.3 CARPENTRY: refitting, alignment and maintenance of internal and external wooden doors, windows, frames, replacement and realignment of hinges, door closers, catches and sliding mechanisms; restoration and rectification of all building related carpentry requirements, etc. Infrastructure 3.1.4 FLOOR COVERINGS - CARPETS: refitting and/or replacement of SARS specified carpets and accessories in applicable areas, laid to SARS specifications. Infrastructure 3.1.5 METALWORK: manufacture, fitting, repair and restoration of steel gates, security gates, sliding gates, roller shutter doors, burglar bars, burglar proofing systems, fencing systems, palisades, general building fabric steelwork including galvanizing as requested, etc. Infrastructure 3.1.6 IRONMONGERY: fitting, repair and/or replacement locksets, keys, door handles, door stoppers, door closers as per SARS specification. General services, repair and replace locks and keys, door handles, key-cutting, repair and replacement of internal and external door locking systems, locksmithing services including the opening of safes and strong rooms, moving of safes, replacement of keys, etc. Infrastructure 3.1.7 PAINTING AND WALLPAPERING: painting and wallpapering internal SARS office areas as per applicable SARS specifications, etc. Infrastructure	1.0	HR	31.03.2026

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Item	Description	Quantity	Unit	Delivery Date
	3.1.8 CEILINGS AND PARTITIONS: installation, repair, restoration, and/or replacement, disposal of ceilings and partitions in accordance with the applicable SARS specification. Infrastructure			
	3.1.9 ALUMINIUM WORKS: Installation, repair, service, restoration and/or replacement of related aluminium frames, doors, windows, shop front doors and windows, skirtings, and relevant aluminium structures, etc. Infrastructure			
	3.1.10 GLAZING: installation and/or replacement of internal and external glazing, window panes, laminated safety glass, all too applicable SANS standards and the relevant SARS specifications. Infrastructure			
	3.1.11 BLINDS: Installation, maintenance and repair, replacement and cleaning as required; adherence to SARS specifications. Infrastructure			
	3.1.13 SIGNAGE: Installation, repair, removal, relocation, installation of internal and external signage to SARS specifications and as requested. Infrastructure			
	3.1.14 SHOP FITTING AND JOINERY: installation, repair, restoration and/or replacement of existing cabinets and workstations in offices, reception areas, kitchens, pause areas and other relevant work areas. Infrastructure			
	CIVIL WORKS Category one			
	3.1.15 ROOFING AND ROOF COVERINGS: Installation, repair and replacement of roof sheeting, roof tiles and other forms of roofing systems; cleaning, and/or replacement of rainwater goods such as gutters, downpipes rain boxes, etc; application of waterproofing systems including torch-on systems as applicable, etc. Infrastructure			
	3.1.16 BRICKWORK, SITEWORKS AND PLASTERING: refers to repairs and restoration of Spalding facades, brickwork, plastering, painting, paving and kerbing, bricking up of openings and other areas as required including related plaster works as requested and restoration works as per specified maintenance requirements, etc. Infrastructure			
	3.1.17 WINDOWS AND DOORS: installation, repair, refurbishment and restoration of wooden, steel, aluminium or steel door and window frames, specialised frames in older buildings, sash windows, louvre windows and all current wooden window infrastructure, etc. Infrastructure			
	3.1.18 FENCING AND PALISADES: installation, repair and restoration of fencing, palisades (steel and concrete), generator enclosures, razor wire, steel gates, electric fencing, internal wire mesh; etc. Infrastructure			
	3.1.19 RUBBLE REMOVAL: removal of all rubble as required by SARS Facilities management Operations, including carting away of used/old electrical tubes, rubble and debris, clean-up and restoration of area to acceptable standard for SARS operations, etc. Infrastructure			
	3.1.20 ADHOC SERVICES: Out of the ordinary/ exceptional requests which may be required from time to time. Infrastructure			
	CATEGORY TWO:			
3.2	GENERAL DAY-TO-DAY BUILDING MAINTENANCE SERVICES			
	3.2.1 MINOR PLUMBING WORK INCLUDING INSTALLATIONS: repair leaking taps, unblock drains basins, pipe, toilet pan, geyser, flush master, pipe rodding, hydro boils, repairs to JoJo tanks, etc. Plumbing			

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CATEGORY THREE:
3.3 GENERAL DAY-TO-DAY BUILDING MAINTENANCE SERVICES

Mechanical Maintenance
3.3.1 MOTORS: Installation, repair, restoration and replacement of motors for gates, doors, windows including power requirements; etc. Mechanical

3.3.2 AUTOMATED DOORS AND WINDOWS: Installation, repair, service and restoration of automated windows and doors, including revolving doors, sliding doors, roller shutter doors, sectional overhead doors, etc. Mechanical

CATEGORY FOUR:
3.4 GENERAL DAY-TO-DAY BUILDING MAINTENANCE SERVICES

3.4.1 MINOR ELECTRICAL WORK: neatening of electrical cabling /wiring; replacement of lamps/ tubes, ballast and starters, installation of new light fittings as per SARS standard, providing of COC with new installation of plugs, circuit breakers when required, electrical fault findings, replacement of switches, etc Power/Electrical

2	LABOUR RATE AFTER HOURS 1ST YEAR	1.0	HR	31.03.2026
3	LABOUR RATE BUSINESS HOURS 2ND YEAR	1.0	HR	31.03.2026
4	LABOUR RATE AFTER HOURS 2ND YEAR	1.0	HR	31.03.2026
5	EMERGENCY CALL OUT FEE BUSINESS 1ST YEAR	1.0	HR	31.03.2026
6	EMERGENCY CALL OUT AFTER HOURS 1ST YEAR	1.0	HR	31.03.2026
7	EMERGENCY CALL OUT BUSINESS HOURS 2ND Y	1.0	HR	31.03.2026
8	EMERGENCY CALL OUT AFTER HOURS 2ND Y	1.0	HR	31.03.2026
9	TRANSPORT COST BUSINESS HOURS 1ST YEAR	1.0	HR	31.03.2026
10	TRANSPORT COST AFTER HOURS 1ST YEAR	1.0	HR	31.03.2026
11	TRANSPORT COST BUSINESS HOURS 2ND YEAR	1.0	HR	31.03.2026
12	TRANSPORT COST AFTER HOURS 2ND YEAR	1.0	HR	31.03.2026

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GENERAL CONDITIONS AND REQUIREMENTS

NOTE: ALL QUOTATION CONDITIONS MUST BE STRICTLY ADHERED TO, FAILING WHICH THE BID MAY BE REJECTED OR DECLARED NON-RESPONSIVE

1. Pre-qualification Criteria

- 1.1. SARS will not make an award to any Bidder who is not registered on the National Treasury Central Supplier Database ("CSD").
- 1.2. The Bidder must be fully tax compliant for an award to be made to the Bidder.

2. Standard Requirements

- 2.1. Ensure that all relevant documentation is completed in full and submitted. The applicable documents to be completed and attached are:

Standard Bidding documents	Description	Non-submission may result in disqualification
SBD 1	Invitation to bid form The SBD 1 form must be completed in the name of the bidding entity.	√
SBD 4	Declaration of interest form The SBD 4 form must be completed in the name of the bidding entity.	√
SBD 6.1	Preference points claim form The SBD 6.1 form must be fully completed and signed in the name of the bidding entity to claim the points for B-BBEE/ specific goals. Non-submission and / or an incomplete SBD 6.1 form may lead to a zero (0) score on B-BBEE / specific goals.	√
B-BBEE/Specific goals	The B-BBEE certificate or sworn affidavit must be submitted in the name of the bidding entity. Failure of a bidder to submit the required supporting documentation in support of claiming the preference points for B-BBEE/ specific goals will be interpreted to mean that preference points for B-BBEE/specific goals are not claimed.	√
Pricing Quotation/Schedule	Bidder to complete full details and breakdown of the pricing proposal. The price should be all-inclusive for all the goods and services required in the scope of work, and the bidders must ensure the completeness and accuracy of the pricing figures provided in the pricing response. The unit price quoted must be VAT inclusive, where applicable, and where the bidder is VAT registered or liable for VAT registration.	√
CSD	Bidder to submit the proof of registration on the Central Supplier Database (CSD).	√

- 2.2. When Bidders email their response, PDF format is the **ONLY** format acceptable by SARS IT Security.
- 2.3. Bidders can also send more than one e-mail, but the RFx number **MUST** be on each of the emails in the subject line.
- 2.4. Submissions deposited into the tender box **WILL NOT** be accepted.
- 2.5. Email all responses to the general email provided on the RFx document and **DO NOT** include the buyer in your response e-mail as this will result in disqualification of your quote.
- 2.6. Bidders may not forward RFx invitations to other bidders who are not invited. Bids received from bidders who are not invited will not be considered for evaluation, to minimize the risk of collusion on pricing amongst the bidders.

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GENERAL CONDITIONS AND REQUIREMENTS

2.7. All bidders are bound by the bid terms and conditions when submitting proposals. SARS reserves the right to disqualify bidders due to adherence to such terms and conditions.

2.8. Suppliers are not authorised to deliver goods or render a service without a valid purchase order number.

3. Evaluation Criteria

Evaluation of the bid responses will be adjudicated based on Mandatory & Technical criteria (where applicable) and the Preference Point System 80/20 in line with the SARS Preferential Procurement Policy.

Adjudication Criteria	Point
A duly completed SBD 6.1 and a valid SANAS Accredited B-BBEE Certificate or Affidavit	20
Pricing	80

4. SARS B-BBEE Requirements

The checklist below indicates the BEE documents that must be submitted for RFQs, failure to submit will result in scoring zero for BEE

CLASSIFICATION	Codes	SUBMISSION REQUIREMENT
Exempted Micro Enterprise (EME)	Below R10 million p.a.	A sworn Affidavit or Copy of B-BBEE Certificate from CIPC.
Qualifying Small Enterprise (QSE)	Between R10 million and R50 million p.a.	Copy of B-BBEE Rating Certificate from a SANAS Accredited rating agency. A sworn Affidavit above 51% Black Ownership.
Large Entity (LE)	Above R50 million p.a.	Copy of B-BBEE rating Certificate from a SANAS Accredited rating agency.

- http://www.sanas.co.za/directory/bbee_default.php List of SANAS Accredited Verification Agencies on behalf of the DTI.

5. CONDITIONS OF THE RFQ

By bidding, a bidder, is deemed to have accepted all terms and conditions of this RFQ; and is further deemed to have accepted that if successful, any award made will be made subject to the terms and conditions of this RFQ.

5.1 SARS reserves the right in its sole discretion to:

- 5.1.1 Cancel or reject any quote and not to award the RFQ to the lowest Bidder; or
- 5.1.2 Award parts of the RFQ to different Bidders, or not to award the RFQ at all;
- 5.1.3 Withdraw, suspend or cancel this RFQ or the RFQ process at any time and without providing reasons;
- 5.1.4 Change any of its requirements as set out in this RFQ;
- 5.1.5 Change any condition, procedure or rule of the RFQ;
- 5.1.6 Amend, vary, or supplement any of the information, terms or requirements contained in this RFQ, any information or requirements delivered pursuant to this RFQ, or the structure of the RFQ process;
- 5.1.7 Re-advertise for RFQ responses; and
- 5.1.8 Provide further information in respect of, and modify the provisions of, this RFQ at any time prior to the Closing Date by notice to all prospective Bidders.
- 5.1.9 Cancel this RFQ without notifying the prospective Bidders.

5.2 SARS may at its sole discretion disqualify:

- 5.2.1 Bidders who is not fully tax compliant at the date of award of the RFQ. (please see par 1.2);
- 5.2.2 Bidders who submitted incomplete information and documentation according to the requirements of this RFQ;
- 5.2.3 Bidders who submitted information that is fraudulent, factually untrue or inaccurate, for example memberships that do not

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exist, BEE credentials, mandatory information, etc.;

- 5.2.4 Bidders who received information not available to other vendors through fraudulent means; and/or
- 5.2.5 Bidders who do not comply with any other requirements as stipulated in this document;
- 5.2.6 Bidders who did not submit the duly completed SBD forms;
- 5.2.7 Bidders who do not meet any of the mandatory requirements;
- 5.2.8 Bidders that responded but were not invited to quote for this RFx;
- 5.2.9 Bidders that do not use the standard e-mail address on the RFx document to submit responses or include the buyer in the response e-mail
- 5.2.10 Any person who is a provider (Bidder) or prospective provider of goods or services, or a recipient or prospective recipient of goods disposed of or be disposed of , who directly or indirectly influence or interfere with the work of any of our officials involved in the procurement process in order, inter alia, to:
 - influence the process and/or outcome of the RFQ;
 - incite breach of confidentiality and/or the offering of bribes;
 - cause over- or under-invoicing;
 - influence the choice of procurement method or technical standards;
 - influence any of our officials in any way which may secure an unfair advantage during or at any stage of the procurement process.

6. **SARS Supply Chain Management Policy:**
<https://www.sars.gov.za/wp-content/uploads/Supp/Policies/SS-PROC-01-SARS-Supply-Chain-Management-External-Policy.pdf>

7. **Procurement Contract**
A fully signed contract will be required under certain circumstances upon award, for example high-value orders, services exceeding six (6) months multiple purchase orders, or critical operations. As part of the bidding conditions, any award is conditional on signing a written agreement within 21 working days of receiving it, failure of which may lead to cancellation of award or negotiation with the next ranked bidder.