

APPROVAL OF TECHNICAL EVALUATION CRITERIA FOR RFQs over R200k (Pre- Market)

TO:	Operational Purchasing Manager	NAME:	Ernest Montwedi
BUYER NAME:	Donald Selahle		
REQUESTOR NAME:			
REQUESTING BUSINESS UNIT:			
RFQ NUMBER:	RFX6000023200		
BUDGET	R300 000,00		
TEL NUMBER:		DATE:	2023/07/19
SUBJECT	Re-instatement of the Rissik Fire suppression system		

1. Purpose

The purpose of this submission is to appoint a service provider to repair and re-instate the current Fire Detection and Suppression System at our Gauteng Central Rissik Street Branch Office

2. Proposed technical evaluation criteria
2.1 Mandatory requirements

The following mandatory (compulsory) requirements will be requested from the bidders and the bidders will be disqualified if they do not comply with the requirements:

#	Mandatory criteria	Non-submission will result in disqualification?
1	Minimum CIDB rating of 2SF or above	YES
2	Affiliation certificate to a Fire regulatory Organisation	YES
3	Public Liability insurance 1million/ letter of intent	YES

2.2 Technical evaluation criteria

The assessment of functionality and capability will be performed in terms of the following technical evaluation criteria:

#	Technical evaluation criteria	Weight	Scoring criteria
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		(100)	
1	Company Profile	20	
	Detailed company profile including addresses and phone numbers		Non-submission = 0 Company profile = 4
	Company experience in years of active service		Non-submission = 0 1-3 years' experience = 3 4-6 years' experience = 6 7 & above years' experience = 10
	CV of key personnel indicating qualifications		Non-submission = 0 1 CV = 2 2 CV's = 4 3 CV's = 6
2	References / Track record: (Recent contracts of similar nature, Clientele, and type of systems)	40	
	Provide 3 contactable reference letters on Client's letter head for previous work of similar nature done, stipulate duration and the contract values		0 reference = 0 points 1 references = 8 points 2 references = 14 points 3 references = 20 points
	Provide examples of fire reticulation floor plans previously supplied to clients		0 reference = 0 points 1 references = 8 points 2 references = 14 points 3 references = 20 points
3	Management Planning:	8	
	Project implementation and execution of contract work to be implemented. Detailed program of works stipulating tasks and dates on which the tasks will be performed.		Non-submission = 0 Submission = 8
4	Equipment and vehicles schedules:	8	
	List equipment required for the installation.		Non-submission = 0 Resources = 4
	List company vehicles available.		Non-submission = 0 Vehicles = 4
5	Key personnel and Training;	8	
	Training and development plans for next 12 months in relation of contract being awarded inclusive of in-house training, transfers of skills and accredited courses etc.		Non-submission = 0 Submission = 8
6	Contingency planning:	16	
	<u>Staff contingency planning</u>		
	Strategy in respect of absenteeism irrespective of illness or Union related matters, such as temp staff.		Non-submission = 0 Submission = 4

	<u>Equipment failure</u>		
	Provide strategy plan in respect of equipment failure such as technician availability, materials etc.		Non-submission = 0 Submission = 4
	<u>Emergency preparedness</u>		
	Strategy plan in case of emergency after hour callouts.		Non-submission = 0 Submission = 4
	<u>Material required</u>		
	Provide contingency plan regarding storage of materials needed for the installation of the system.		Non-submission = 0 Submission = 4
	TOTAL	100	

2.3 Technical evaluation threshold

The following is the technical evaluation threshold out of a total of 100 points, and only bidders that meet the required minimum threshold will be evaluated further for price and B-BBEE:

Minimum technical evaluation threshold out of 100 points:	70
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3. Technical evaluators nominated

The officials nominated as the technical evaluators to conduct the technical evaluation process must adhere to the following terms and conditions of appointment and confidentiality:

5.1 Confidentiality

The employee shall keep or undertake to keep all information disclosed to him/herself during discussions relating to the project in the strictest confidence. The employee undertakes that he/she shall not, without prior written consent from SARS, use any confidential information except for the purposes of the project, or disclose said confidential information to any person, firm, or corporation.

Confidential information, as used herein, shall include, without any limitation: -

- any business, financial, operational, technical, marketing information, data, formulae, specifications, photographs, designs, drawings, proposals, samples, information relative to previous, current or proposed business, sales and marketing plans, computer programs and software devices, costs and pricing information, information received from other third parties that SARS is obliged to treat as confidential, information extracted or derived from documents supplied by or on behalf of SARS (SARS Confidential Information), and other material in a graphic, demonstrative or machine-recognizable form, which in any way relates to the project hereto and hereafter furnished or disclosed by SARS to the employee, unless if such business, financial, operational, technical information, formulae, specifications, photographs, designs, drawing, proposals, samples and other material in a graphic, demonstrative or machine-recognizable form which:-*

- are, or is, in the public domain or became part of the public domain without the fault or participation of the employee or any other employee with obligation of confidentiality.
- the employee is obliged to disclose in terms of any statute, order of court, subpoena or other legal process:
 - o provided that the employee shall disclose only that part of the confidential information that he/she is compelled to disclose; and
 - o provided further that prior to such disclosure the employee shall notify SARS as soon as reasonably possible upon becoming aware of any such obligation to the extent disclosure is permissible by Chapter 6 of the Tax Administration Act.

5.2 Disclosure to employees and third parties

The employee shall not disclose any information relating to the project or RFQ process to any third party except his direct Manager for purposes of reporting and/or where the Group Executive: Procurement has given prior written consent for such disclosure.

Confidential information may, subject to prior written approval from SARS, be disclosed to the extent necessary to third parties in the course of implementing the project, provided that such third parties shall have signed SARS Oath of Secrecy and/or Non-Disclosure Agreement (Declarations).

The employee shall keep record of third parties to whom confidential information has been disclosed confidentially and shall ensure that copies of the signed declarations are submitted to the office of the Group Executive: Procurement immediately.

5.3 Ownership of confidential information

SARS shall retain the sole ownership of all of its confidential information it discloses. All such confidential information supplied to the employee shall be returned to SARS, at any time upon request or upon completion of the project or RFQ evaluation process, whichever is the earlier and the recipient (employee) shall not retain any copy in any form of such confidential information.

5.4 Co-operation

The parties shall co-operate with each other and SARS shall promptly supply any of said confidential information that it considers necessary or relevant for carrying out the activities under the project.

5.5 Term

The term of this agreement shall remain in effect for the duration of the employee's tenure as an employee of SARS.

Notwithstanding the resignation of the employee as a technical evaluator, the provisions relating to privacy and disclosure relating to this project shall be applicable beyond the employee's resignation as a technical evaluator and shall apply in compliance with Chapter 6 of the Tax Administration Act of 2011.

Notwithstanding the employment contract and any other applicable legislation, the employee shall at all times be expected to comply with the provisions of the SARS Oath of Secrecy including the secrecy provisions.

5.6 General conditions

No alteration, variation or consensual cancellation of the terms and conditions of appointment and

confidentiality in this document shall be of any effect unless recorded in writing and signed by all parties.

No relaxation which one party may allow the other at any time in regard to the carrying out of the terms and conditions *of appointment and confidentiality* in this document, shall:

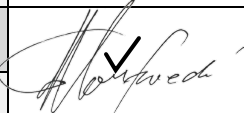
- prejudice any such party's rights under this agreement in any manner whatsoever; or
- be regarded as a waiver of any of those rights.

Failure to adhere to the terms and conditions *of appointment and confidentiality* in this document may result in criminal and or disciplinary charges being laid or instituted against the employee and on conviction and/or finding of guilty, be sentenced to dismissal and/or other appropriate sanctions.

The following officials are nominated as the technical evaluators to conduct the technical evaluation process. By signing this document, the technical evaluator confirms that he/she has read, understands and accepts the terms and conditions of appointment and confidentiality as set out in this document:

Technical evaluators nominated				
	Name	Designation	Signature	Date
1	Byran Benjamin	Coordinator		2023/07/21
2	Sandile Khumalo	Coordinator	S2026152 S.Khumalo	2023/07/24
3	Lloyd Njerere	Coordinator		24/07/2023

4. Business unit approval					
(I confirm and approve that the evaluators nominated has the respective experience/qualification or expertise to this commodity to ensure a successful evaluation of suppliers in the process)					
	Name & Surname	Designation	S-ID	Signature	Date
1	Bheki Cele	Ops Manager	s2023324	PP 	
2	Wadoed Abrahams	National Manager	s2026568		2023-07-25

5. Procurement approval						
Procurement official		Name	S-ID	Decision		Signature
1	Buyer	Donald Selahle	S2029923	Recommend		
				☒ YES	☐ NO	
2	Operational Purchasing Manager	CE Montwedi	2020945	Approved		
				☒ YES	☐ NO	

COMMENTS
