



3233 Nokukhanya Luthuli Street
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email: luthulimuseum@luthulimuseum.org.za
website: www.luthulimuseum.org.za

RFQ NUMBER	RFQ LM 2025/0048
RFQ DESCRIPTION	THE APPOINTMENT OF AN EXPERIENCED SERVICE PROVIDER FOR THE REMOVAL, REPAIR AND UPGRADES TO THE SOLAR POWER SYSTEM AT LUTHULI MUSEUM.
RFQ ISSUE DATE	FRIDAY, 13 JUNE 2025
COMPULSORY BRIEFING SESSION	THURSDAY, 19 JUNE 2025 AT 10H00 (Persons arriving after 10h15 will not be considered as having attended the compulsory briefing session)
CLOSING DATE & TIME	THURSDAY, 26 JUNE 2025 AT 12H00
LOCATION FOR SUBMISSIONS	scmofficer@luthulimuseum.org.za
NUMBER OF DOCUMENTS	1 SOFT COPY

For enquiries, please contact scmofficer@luthulimuseum.org.za before closing date of the RFQ.

The Luthuli Museum request your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. **Late and incomplete submissions will invalidate the quotation submitted.**

SUPPLIER NAME:

NATIONAL TREASURY (CSD) SUPPLIER NUMBER:

POSTAL ADDRESS:

CELL/ TELEPHONE NO:

EMAIL ADDRESS:

CONTACT PERSON:

SIGNATURE OF BIDDER:

SUPPLIER REGISTRATION ON CSD

Prospective suppliers must register on the National Treasury Central database in terms of National Treasury circular no 4A of 2016/17. The bidder must register prior to submitting a proposal/bid.



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RETURNABLE DOCUMENTS CHECKLIST

Quotation invitation document must be completed, signed and submitted by the authorised Company representative. All forms must be properly completed; list below serve as a checklist of your RFQ submission.

(Tick in the relevant block below)

DESCRIPTION	YES	NO
Central Supplier Database Registration Report		
Pricing Schedule / Quotation		
Valid SARS Tax Pin		
BBBEE Affidavit/ Certificate		
CIDB Registration – Contractor Grading 1EB or higher		
CIPC Registration Documents		
Director (s) Certified ID Copy		
3 Traceable Letters of Appointments and Completion Certificates		
CVs and Qualifications of Key Personnel		
Relevant Electrical and Solar Qualifications/ Accreditations (SAPVIA)		
Public Liability Insurance		
Letter of Good Standing		
SBD 4 – Bidder Declaration		
SBD 6.1 – Preferential Procurement Claim Form		

Note: This RFQ must be completed and signed by the authorised company representative.



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LUTHULI MUSEUM RFQ CONDITIONS

1. QUOTATION CONDITIONS

- a) **Luthuli Museum** does not bind itself to accept the lowest or any RFQ, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of the RFQ.
- b) No RFQ shall be deemed to have been accepted unless and until a formal contract/letter of intent is prepared and executed.
- c) **Luthuli Museum** reserves the right to:
 - I. Not evaluate and award RFQ that do not comply strictly with the requirements of this RFQ.
 - II. Select solely on the information received in the RFQs and Enter into negotiations with any one or more of the preferred bidders(s) based on the criteria specified in the evaluation of this RFQ.
 - III. Contact any bidder during the evaluation process, to clarify any information, without informing any other bidders, and no change in the content of the RFQ shall be sought, offered, or permitted.
 - IV. Award a contract to one or more bidder(s).
 - V. Withdraw the RFQ at any stage
 - VI. Accept a separate RFQ or any RFQ in part or full at its own discretion.
 - VII. Cancel this RFQ or any part thereof at any stage as prescribed in the PPPFA regulation.
 - VIII. Select the bidder(s) for further negotiations based on the greatest benefit to **Luthuli Museum** and not necessarily based on the lowest costs

2. COST OF BIDDING

The bidder shall bear all costs and expenses associated with the preparation and submission of its RFQ, and the **Luthuli Museum** shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection processes.



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INTRODUCTION

The Luthuli Museum has a solar power system which comprises an inverter system, 48V/3000VA, 6 panels with twelve (12) deep cycle batteries, 115Ah used for lighting the Historic House is not working. The second inverter is 48V/8000VA/110A, 8 panels, with twenty (20) deep cycle batteries, 115Ah used for lighting the Administration building. Both these systems are currently also not working.

The Luthuli Museum therefore seeks to appoint a professional and qualifying Specialist with vast solar power system experience for the work explained below.

SPECIAL CONDITIONS

1. No sub-contracting will be permitted without the approval and consent of the Project Officer due to knowledge and experience required to render an effective service towards the solar power system work.
2. Once appointed, no additional costs incurred by Service Provider will be accepted by the Museum. Therefore, all anticipated costs should be included in this quotation.
3. The successful Service Provider will be required to submit a Letter of Good Standing in terms of COIDA; or his/her latest assessment and proof of payment thereof; or proof of registration with the Compensation Commissioner (only in cases of a new registration), prior to commencement of work.
4. The Service Provider must take all necessary precautions to ensure that he/she complies in all respects with the environmental safety legislation and the Occupational Health and Safety Act (OHSA) aimed at protecting the health and safety of workers and others in the workplace.

DAMAGES

1. The Service Provider shall inform the Project Officer of any damages caused by the specialist operations or testing, on the day that such damages occur.
2. Any damage to property, as the result of the specialist's operations, shall be the responsibility of the specialist.

SAFETY

1. All reasonable care shall be taken to prevent injury to people or damage to property by ensuring that equipment is properly secured and maintained and to ensure they are in good working order and equipped with the required safety devices.



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TERMS OF REFERENCE

APPOINTMENT OF A SPECIALIST AND PROFESSIONAL SERVICE PROVIDER FOR THE REMOVAL, REPAIR AND UPGRADES TO THE SOLAR POWER SYSTEM AT LUTHULI MUSEUM

1. BACKGROUND AND DISCUSSION

- 1.1 The Luthuli Museum has identified and prioritized the need to appoint a suitably qualifying and experienced Service Provider that specialises in solar power systems installations.
- 1.2 The Museum's solar power system was installed many years ago and has since not been functioning or serving its intended purpose.

2. TENDER NOTICE AND INVITATION TO TENDER

The Luthuli Museum invites quotations for the appointment of a suitably qualified service provider for the supply and installation of Solar Power System at Luthuli Museum, 3233 Nokukhanya Luthuli Street, Groutville, Kwa-Zulu Natal Province.

The following tenderers who are registered with the Construction Industry Development Board (CIDB), or are capable of being so registered prior to the evaluation of submissions are eligible to submit quotations:

- Contractors who have a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered for the removal, disposal, replacement and upgrades to the existing solar power system with the minimum contractor grading designation of 1 EB or higher.
- Quotations from contractors registered as potentially emerging enterprises but with a CIDB contractor grading designation lower than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25(1B) or 25(7A) of the Construction Industry Development Regulations, as per amended notice no. 357 of 2019, will not be accepted.
- Only tenderers that meet all the eligibility criteria will be considered.

Bid documents will be available on the e-tender website at www.etenders.gov.za and the Luthuli Museum website at www.luthulimuseum.org.za from Friday, 13 June 2025.

3. COMPULSORY TENDER BRIEFING AND SITE INSPECTION

Service Providers are required to attend the clarification meeting for this RFQ on Thursday, 19 June 2025 at 10:00am at address 3233 Nokukhanya Luthuli Street, Groutville, KwaDukuza.

At the meeting the service providers shall inspect and examine the site and its surroundings and shall satisfy himself/herself before submitting his/her tender as to the form and nature of the site, the quantities and nature and extent of the work and materials necessary for the completion of the works and in general shall him/her/herself obtain all necessary information as to risk, contingencies and other circumstances which may influence or affect his/her RFQ. The service provider must be represented at the site inspection by a person who is suitably qualified and experienced to comprehend the implications of the work involved. Attendance of the site inspection is **compulsory**, and the service provider will be disqualified if the site inspection is not attended by a representative.

The quotations will be evaluated in **three stages** with stage one focusing on initial screening on Supply Chain Management (SCM) returnable requirements, stage two focusing on responsiveness to the Pricing Schedule and stage



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three focusing on price and specific goals as outlined in this RFQ document. Service Providers who fail to meet the minimum requirements for each stage will not be considered further.

THE CLOSING DATE AND TIME FOR RECEIPT OF RFQ IS **THURSDAY, 26 JUNE 2025 AT 12H00.**

Only Quotations complying with the following requirements will be considered:

- i) The tender is for contractors who shall have a CIDB contractor rating as outlined above.
- ii) Quotations submitted on the prescribed RFQ document.
- iii) Quotations must be submitted to scmofficer@luthulimuseum.org.za.

Late submissions will not be accepted.

4. PROJECT DESCRIPTION

- 4.1. Services required from an experienced solar power system specialist will include the removal and safe disposal/recycling of the old and deteriorated system which includes the inverters, batteries, and the rusted and damaged cabinets housing the batteries.
- 4.2. The required batteries are Lithium-ion batteries with a minimum of 10-year warranty/guarantee as they offer advantages such as high energy density, longer lifespan, and compatibility with deep-cycle operation.
- 4.3. The appointed specialist will be required to test the existing solar panels if they are still functional or not and then advise the Museum of possible re-installation and/or recycling.

5. PURPOSE OF PROJECT

- 5.1. The purpose of the project is to repair and upgrade the Museum's solar power system and restore it to its full functionality and intended use and purpose.

6. SCOPE OF WORK

The role of the appointed professional Service Provider is to conduct the following scope of work:

- 6.1. Assess the condition and functionality of the 14 existing solar panels, their wiring and overall connections.
- 6.2. **If functional, the existing solar panels need to be cleaned, safely removed and stored.**
- 6.3. **If not functional, all panels will need to be removed, safely disposed/recycled at the approved institutions.**
- 6.4. Supply and delivery of new solar panels for installation at the historic building and administration building
- 6.5. Supply and delivery of new lithium-ion batteries
- 6.6. Supply and delivery of new inverters (make to be confirmed by the Client).
- 6.7. Supply and delivery of new slim-line cabinet.
- 6.8. Safe disposal/recycling of the old and deteriorated batteries and inverters, and possibly solar panels.
- 6.9. Safe disposal of the rusted and damaged steel cabinets housing the batteries.
- 6.10. Installation, wiring, and connection of the new solar power system.
- 6.11. Connection to the Distribution Boards (DB) in each building.
- 6.12. Testing and commissioning of the complete work.
- 6.13. Submission of COC for the complete solar power system work for each installation and per Distribution Board (DB) or building.



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7. TENDERER'S OBLIGATIONS

Eligibility

Only those Service Providers who satisfy the following criteria are eligible to submit quotations:

a) CIDB registration:

Registered with the CIDB, at close of tender, in a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25(1B) or 25(7A) of the Construction Industry Development Regulations, as per amended notice no. 357 of 2019, for a EB class of construction work. Tenderers whose CIDB registration expires within the tender validity period, need to demonstrate that there is a reasonable chance of being registered in the appropriate grading designation during the tender evaluation period, by submitting a copy of their timely application for CIDB registration, with their tender submission. Quotations received from such tenderers who are not capable of being registered in the required contractor designation, within 10 working days after either expiry of their registration or after being requested to provide proof of registration, will be considered non-responsive. **Note that in terms of the Construction Industry Development Board Act, 2000 (Act No. 38 of 2000) a registered contractor must apply for renewal of registration three months before the existing registration expires.**

Service Provider registered as potentially emerging enterprises but with a CIDB contractor grading designation lower than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25(1B) or 25(7A) of the Construction Industry Development Regulations, as per amended notice no. 357 of 2019, are not eligible to have their quotations evaluated.

Joint Ventures are eligible to submit quotations provided that: - every member of the joint venture is registered with the CIDB; - the lead partner has a contractor grading designation of not lower than one level below the required grading designation in the class of construction works under consideration and possesses the required recognition status; and - the combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than a contractor grading designation determined in accordance with the sum tendered for a GB class of construction work or a value determined in accordance with Regulation 25(1B) or 25(7A) of the Construction Industry Development Regulations, as per amended notice no. 357 of 2019.

Only those Service Provider who satisfy the following eligibility criteria are eligible to submit quotations:

- (a) Availability of resources
- (b) Availability of skills to manage and perform the contract – including staff which satisfies EPWP requirements.
- (c) Previous experience on contracts of a similar value and nature

8. EVALUATION CRITERIA

Mandatory Requirements, Price and Preference

The purpose of the evaluation is to ensure and promote compliance with the Constitution, specifically Section 217, which provides that when organs of state contract for goods or services, they must do so in accordance with a system which is fair, equitable, transparent, competitive and cost-effective. The evaluation of quotations will be undertaken in 4 stages.

Stage 1: Initial screening (pre-compliance) on Supply Chain Management (SCM) returnable requirements

During this phase bid documents will be reviewed to determine the compliance with Standard Bidding Documents (SBD), SCM returnable, tax matters and contractor had registered on Central Data Base (CSD). All returnable documents must be submitted with the bid documents at the closing date and time of the bid. Quotations which do not satisfy the compliance criteria will be disqualified and will not be evaluated further on pre-qualification criteria.

The bid proposal will be screened for compliance with administrative requirements as indicated below and Service Providers must circle the correct answer

Item No.	Administrative Requirements	Check/Compliance	Non-submission shall result in disqualification
1	RFQ Document and Pricing Schedule	Completed and signed	*YES
2	SCM - SBD 4 - Declaration of Interest	Completed and signed	*YES
3	SCM - SBD 6.1 - Preference Points Claim Form.	Completed and signed	*YES
4	In case of quotations where Consortia / Joint Ventures, Consortia/Joint Venture agreement signed by both parties must be submitted with bid proposal	JV agreement completed and signed, if applicable	*YES
5	Valid SARS Tax Pin	Submitted	*YES
6	BBBEE Affidavit/ Certificate	Submitted	*YES
7	CIDB Registration – Contractor Grading 1EB or higher	Submitted	*YES
8	CIPC Registration Documents	Submitted	*YES
9	Director (s) Certified ID Copy	Submitted	*YES
10	3 Traceable Letters of Appointments and Completion Certificates	Submitted	*YES
11	CVs and Qualifications of Key Personnel	Submitted	*YES



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12	Relevant Electrical and Solar Qualifications/ Accreditations (SAPVIA)	Submitted	*YES
13	Public Liability Insurance	Submitted	*YES
14	Letter of Good Standing	Submitted	*YES

*YES – Luthuli Museum reserves the right to reject RFQs that are not submitted in the prescribed format or where information presented is illegible or incomplete and will not be further evaluated for Mandatory Requirements (Phase 2).

**NO – Luthuli Museum reserves the right to request such information during the evaluation process of the proposal and such information must be presented within short notice.

Stage 2: Mandatory Requirements

The following mandatory requirements will apply and all quotations that do not meet mandatory requirements will be disqualified and will not be evaluated further on functionality criteria.

Criteria	Yes/No
Main contractor must be registered on CSD as a vendor.	
Main contractor must have a CIDB contractor grading designation of 1 EB or higher	
Proof of relevant accreditation by the installer.	

Stage 3: Price and Specific Goals

The procedure for the evaluation of responsive quotations is Method 2 where the tender is evaluated in terms of price and references. The score for the financial offer will be calculated using Formula 2 (option 1) of SANS294. The 80/20 Preference points system will be used, with a maximum of 80 is allocated for price on the following basis:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration
 P_t = Price of bid under consideration
 $P_{\min}$ = Price of lowest acceptable bid

Points Awarded for Specific Goals:

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:

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 (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Race HDP (Black Equity Ownership) (100% Black Equity Ownership)	10	
Gender HDP (Women Equity Ownership) (Women Equity Ownership is 51% or more)	4	
Youth Equity Ownership (Youth Equity Ownership is 100%)	4	
People with Disability	2	

The 20 points will be applied as follow:

1. If a Bidder is a Black company with a minimum of 100% Black Equity Ownership, 10 Points must be allocated. (If Black Equity Ownership is less than 100%, no points may be allocated)
2. If HDP Women Equity Ownership is 51% or more, 4 Points must be allocated. (If Women Equity Ownership is less than 51%, no Points may be allocated).
3. If Youth Equity Ownership is 100%, 4 Points must be allocated. (If Youth Equity Ownership is less than 100%, no Points may be allocated).
4. If an entity has a Disabled Ownership 2 Points must be allocated. Proof must be submitted, in the form of Doctor's Notification of Disability. (If there is no Disabled Equity Ownership, no Points may be allocated).
5. Points may be allocated cumulatively in respect of the above Four Groups under relevant circumstances, as set above.

Service Providers who wish to claim full points need to provide proof for each point claimed as guided below:

- Who is female- **attach certified copy of identity document (ID) and company registration document/CSD report to show/ substantiate percentage ownership equity.**
- Who is youth - **attach certified copy of identity document (ID) and company registration document/CSD report to show/ substantiate percentage ownership equity.**
- Who has a disability – **attach doctor's letter confirming the disability.**



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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. 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.

RFQ offers will only be accepted on condition that:

- a) the Service Provider is registered with the Construction Industry Development Board (CIDB) in an appropriate contractor grading designation.
- a) the Service Provider or any of its directors is not listed in the Register of Bid Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
- b) the Service Provider has not:
 - i. abused the Employer's Supply Chain Management System; or
 - ii. failed to perform on any previous contract and has been given a written notice to this effect.
- c) Has completed the Compulsory Enterprise Questionnaire, SBD 4, 6.1, and there are no conflicts of interest which may impact on the Service Provider's ability to perform the contract in the best interests of the employer or potentially compromise the tender process

Has submitted the documentation listed in the list of returnable documents below.

9. SCHEDULE OF BIDDER'S EXPERIENCE IN SOLAR INSTALLATION PROJECTS

Luthuli Museum shall not be held responsible for incorrect judgement misled by unclear written letters/words on the forms below, to be completed by the Service Provider(s). **SERVICE PROVIDERS ARE REQUESTED NOT COMPLETE THE FORMS BY WRITING "SEE ATTACHED"**, Service Provider(s) who refer to attachment will be scored zero. Attachment shall strictly be made where specified, any attachment other than what has been requested by Luthuli Museum, shall be completely ignored, and scored zero, where points allocation is required.

When completing Forms, Bidder(s) may make copies of the original Forms, should the provided forms be inadequate for their completion of the information required. Forms must be hand completed in black ink, no computer regenerated forms will be accepted. Forms must be completed in full, forms not completed in full shall be rejected by scoring zero.

- i) To qualify for maximum points, the bidder's Contractor must have completed construction of **more than two (2) building related project**
- ii) Main contractor must have a CIDB contractor grading designation of 1 EB or higher.



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10. COMPLETED PROJECTS (to be completed for each individual project)

Name of Service Provider	
PROJECT No. 1	
Project Name	
Nature of Project	
Client (Responsible for supervision)	
Client Contact person	
Clients Contact Person (Name, Tel/Cell no and Fax no)	
Clients Contact Person (email address)	
Consulting Engineer (Name, Tel/Cell no and Fax No)	
Appointment Value	
Project Location (Province)	
Project Duration(months)	
Project Commencement Date (months/year)	
Is the Project Completed (Yes/No)	
Completion certificate attached (Yes or No)	
Estimated Completion Date (If not yet Completed)	
Completion Date (If completed) (months/year)	
Main Contractor (Yes/No)	



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11. EXPERIENCE OF NOMINATED PERSONNEL

Bidders must have in their full-time employment an experienced Site Agent who has previously worked on **Solar System Installation** projects. The information will be verified with the references provided. The bidder must have in its employment a: -

- i) Site Agent with a minimum of 5 years' experience in site management of **Solar System Installation** projects, to score maximum points.

NB:

One individual may not be nominated for more than one role or position for this RFQ. If an individual is nominated for more than one role then the points will only be allocated for one of the roles and the Service Provider will score zero on any other role.

It is **mandatory** to complete all fields for each project listed as this information will be deemed to be material to the award of the Contract. Failure to complete all fields for the project listed may lead to the bidder losing points during functional evaluation under the categories "Site Agent or OHS Officer or Agent". Should the bidder choose to present the required information in the attachments, then the bidder must **COMPLETE FORM (L) FIRST and then** make a clear reference to such attachments so that they may be considered; and such attachments must provide the same information requested for in Form L.

TYPICAL FORMS TO BE COMPLETED BY THE SERVICE PROVIDER

- **Site Agent**

Post	Name	Qualifications	Experience in years
Site Agent			

Bidders are required to submit as attachments after this page, the certified copies of qualifications of the Site Agent.

Signature _____

Date _____

Name _____

Capacity _____

Service Provider _____



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The Bidder must note that repeating the same year under different project will still be considered as one year's experience.

(a) SITE AGENT		
Name and Surname		
Experience in years' experience as Site Agent		
EXPERIENCE AS SITE AGENT IN SITE MANAGEMENT OF SOLAR SYSTEM INSTALLATION PROJECTS.		
YEAR of Experience as Site Agent	Year 1 (.....) (e.g. 2019 etc)	Year 2 (.....) (e.g. 2018 etc)
Project Name		
Nature of Project		
Client (Responsible for supervision)		
Client Contact person		
Clients Contact Person (Name, Tel/Cell no and Fax no)		
Clients Contact Person (email address)		
Consulting Engineer (Name, Tel/Fax no and Fax no)		
Appointment Value		
Project Location (Province)		
Project Duration(months)		
Project Commencement Date (months/year)		
Is the Project Completed (Yes/No)		
Estimated Completion Date (If not yet Completed)		
Completion Date (If Completed) (months/year)		
Roles/Responsibilities performed by the Servicer Provider on the project:		



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(b) SITE AGENT		
Name and Surname		
Experience in years' experience as Site Agent		
EXPERIENCE AS SITE AGENT IN SITE MANAGEMENT OF SOLAR SYSTEM INSTALLATION PROJECTS.		
YEAR of Experience as Site Agent	Year 3 (.....) (e.g. 2017 etc)	Year 4 (.....) (e.g. 2016 etc)
Project Name		
Nature of Project		
Client (Responsible for supervision)		
Client Contact person		
Clients Contact Person (Name, Tel/Cell no, Fax no)		
Clients Contact Person (email address)		
Consulting Engineer (Name, Tel/Cell no, Fax no)		
Appointment Value		
Project Location (Province)		
Project Duration(months)		
Project Commencement Date (months/year)		
Is the Project Completed (Yes/No)		
Estimated Completion Date (If not yet Completed)		
Completion Date (If Completed) (months/year)		
Roles/Responsibilities performed by the Bidder on the project:		



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(c) SITE AGENT		
Name and Surname		
Experience in years' experience as Site Agent		
EXPERIENCE AS SITE AGENT IN SITE MANAGEMENT OF SOLAR SYSTEM INSTALLATION PROJECTS.		
YEAR of Experience as Site Agent	Year 5 (.....) (e.g. 2015 etc)	Year 6 (.....) (e.g. 2014 etc)
Project Name		
Nature of Project		
Client (Responsible for supervision)		
Client Contact person		
Clients Contact Person (Name, Tel/Cell no and Fax no)		
Clients Contact Person (email address)		
Consulting Engineer (Name, Tel No/Cell and Fax no)		
Appointment Value		
Project Location (Province)		
Project Duration(months)		
Project Commencement Date (months/year)		
Is the Project Completed (Yes/No)		
Estimated Completion Date (If not yet Completed)		
Completion Date (If Completed) (months/year)		
Roles/Responsibilities performed by the Service Provider on the project:		

Signature _____

Date _____

Name _____

Capacity _____

Service Provider _____



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PRICING SCHEDULE

Name of Bidder: **RFQ Number:**

Closing Date:

RFQ shall remain valid for acceptance for a period of **60 days** counted from closing date.

The Service Provider's price must include all expenses; disbursements and costs (e.g. supply and delivery of materials and equipment, labour, etc.) that may be required in and for the execution of the work described in the specification. The Service Provider must ensure that they submit costs for all general risks, liabilities and obligations set forth or implied in the contract as well as overhead charges and profit (in the event that the submission is successful). The tendered price will be fixed, final and binding.

The appointed specialist will be required to carry out the scope of work as per the approved proposal and the work will be expected be completed within a time frame of **30 days** after receipt of appointment letter.

ITEM	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
1.	Inspection of all existing solar panels for condition and functionality - report to Luthuli Museum on findings.	sum	1		
2.	Cleaning and safe removal of the existing solar panels mounted onto the Administration and Historic Building Offices roofing for possible re-installation if functioning.	sum	1		
3.	Removal and safe disposal/recycling of inverter system 48V/3000VA with twelve (12) deep cycle batteries, 115Ah and damaged steel cabinet.	sum	1		
4.	Removal and safe disposal/recycling of inverter system 48V/8000VA with twelve (20) deep cycle batteries, 115Ah and damaged steel cabinet.	sum	1		
5.	Supply and deliver 14 x 500W panels	no.	14		
6.	Supply and deliver 3kVA inverter with a lithium-ion battery. Contractor must supply and install complete with panels, cabling and wiring. Contractor must supply, install, test, commission, train, with user manuals, COC and with a 10year warranty/ guarantee. COC must be per Distribution Board and/or building.	sum	1		
7.	Supply and deliver 8kva inverter with a lithium-ion battery. Contractor must supply and install complete with panels, cabling and wiring. Contractor must supply, install, test, commission, train, with user manuals, COC and a with a 10year warranty/ Guarantee. COC must be per Distribution Board and/or building.	sum	1		
8.	Disbursements	sum	1		
SUB-TOTAL					
15% VAT					
GRAND TOTAL					

**NB: (i) The Inverter and battery should be wall mounted, flat on the wall.
(ii) Wiring must be neat and in trunking.**



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THE SPECIALISTS ARE REQUIRED TO ATTEND A COMPULSORY SITE INSPECTION MEETING AT THE LUTHULI MUSEUM AT THE ADDRESS BELOW TO ASCERTAIN THE SPECIFIED WORK IN ORDER TO QUOTE APPROPRIATELY.

SITE INSPECTION MEETING

Venue: The Luthuli Museum,
3233 Nokukhanya Luthuli Street,
Groutville,
KwaDukuza
4450.

Date: THURSDAY, 19 JUNE 2025 AT 10H00

Complete below:

1. Delivery Address: **Luthuli Museum**
3233 Nokukhanya Luthuli Street,
Groutville, KwaDukuza, 4450
2. Indicate Delivery period after order receipt
3. Is delivery period fixed? **Yes/No**
4. Is the price(s) fixed? **Yes/No**
5. Is the quote strictly to specification? **Yes/No**

I/We, the undersigned, agree that this bidding price shall remain binding on me/us and open for acceptance for the period stipulated above.

Authorised Company Representative:

Capacity under which this quote is signed:

Signature:

Date:



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SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
 2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
 - 2.1 Full Name of bidder or his or her representative:
 - 2.2 Identity Number:.....
 - 2.3 Position occupied in the Company (director, trustee, shareholder², member):
 - 2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:
 - 2.5 Tax Reference Number:
 - 2.6 VAT Registration Number:
 - 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.
- ¹"State" means –
- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
 - (b) any municipality or municipal entity;
 - (c) provincial legislature;
 - (d) national Assembly or the national Council of provinces; or
 - (e) Parliament.
- ²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.



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2.7 Are you or any person connected with the bidder
presently employed by the state? YES / NO

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person
connected to the bidder is employed :

Position occupied in the state institution:

Any other particulars:

.....
.....
.....

2.7.2 If you are presently employed by the state, did you obtain
the appropriate authority to undertake remunerative
work outside employment in the public sector? YES / NO

2.7.2.1 If yes, did you attach proof of such authority to the bid
document? YES / NO

(Note: Failure to submit proof of such authority, where
applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....
.....
.....

2.8 Did you or your spouse, or any of the company's directors /
trustees / shareholders / members or their spouses conduct
business with the state in the previous twelve months? YES / NO

2.8.1 If so, furnish particulars:

.....
.....
.....

2.9 Do you, or any person connected with the bidder, have
any relationship (family, friend, other) with a person
employed by the state and who may be involved with
the evaluation and or adjudication of this bid? YES / NO

2.9.1 If so, furnish particulars.

.....



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.....

2.10 Are you, or any person connected with the bidder, YES/NO
 aware of any relationship (family, friend, other) between any other
 bidder and any person employed by the state who may be involved with
 the evaluation and or adjudication of this bid?

2.10.1 If so, furnish particulars.

2.11 Do you or any of the directors / trustees / shareholders / members YES/NO
 of the company have any interest in any other related companies whether or
 not they are bidding for this contract?

2.11.1 If so, furnish particulars:

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Income Tax Reference Number	State Number / Persal Number	Employee



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4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder



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SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all Bids invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, BIDDERS 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 Bids 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	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a Bidder 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.



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- 1.6 The organ of state reserves the right to require of a Bidder, 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

“**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;

- (a) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (b) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (c) “**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
- (d) “**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:

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

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{min} = 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:

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



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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, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the Bidder 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 Bid 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 Bidders: The Bidder 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) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the Bidder)
Race HDP (Black Equity Ownership) (100% Black Equity Ownership)	10	
Gender HDP (Women Equity Ownership) (Women Equity Ownership is 51% or more)	4	
Youth Equity Ownership (Youth Equity Ownership is 100%)	4	
People with Disability	2	



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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 Bidder 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:

.....

.....

.....