

REQUEST FOR QUOTATION

SENTECH INVITES SUPPLIERS FOR:

Project title:	Appointment of Smart Locks service provider to supply, install and support of the system for a period of 12 months at Sentech sites Nationally		
Quotation or Proposal no	RFX 60000003352		
Date of Issue	09 April 2026		
Compulsory Site Briefing	16 April 2026	Microsoft Teams 11:00 Please send e-mail to receive link Quotations5@sentech.co.za	
Closing date:	30 April 2026		
Closing time:	12h00	Validity period:	90 days

You are invited to provide a quote to carry out the deliver the goods, services or works defined in Annexure 1 attached.

QUOTATIONS OR PROPOSALS TO BE RETURNED TO:

Quotations Administrator	Lungile Sithole		
Telephone no:	067 427 0326	Fax no:	n/a
E-mail:	Quotations5@sentech.co.za		

Form of Offer and Acceptance

Offer

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract for the services as stated in the RFQ: Scope of Work

The Service Providers, identified in the Offer signature block, has examined the documents listed in the RFQ and addenda thereto as listed in the Returnable Schedules, and by submitting this Offer has accepted the Conditions of this RFQ.

By the representative of the Service Provider, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance the Service Provider offers to perform all of the obligations and liabilities of the RFQ under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the RFQ.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VAT IS:

(in words)Rand;

R.....(in figures)

THE OFFERED PRICES ARE AS STATED IN THE PRICING SCHEDULE

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document including the Schedule of Deviations (if any) to the Service Provider before the end of the period of validity stated in the RFQ, or other period as agreed.

Signature(s)

Name(s)

Capacity

**For the
tenderer:**

.....
(Insert name and address of organisation)

Name &
signature of
witness

Date

Acceptance

By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the Service Providers Offer. In consideration thereof, the Employer shall pay the Service Provider the amount due in accordance with the conditions of the RFQ. Acceptance of the Service Providers Offer shall form an agreement between the Employer and the Service Provider upon the terms and conditions contained in this RFQ.

Deviations from and amendments to the documents listed in the RFQ and any addenda thereto listed in the Returnable Schedules as well as any changes to the terms of the Offer agreed by the Service Provider and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule.

The Service Provider shall within two days of receiving a completed copy of this agreement, including the Schedule of Deviations (if any), contact the Employer's agent to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the RFQ. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the Service Provider receives one fully completed original copy of this document, including the Schedule of Deviations (if any).

Signature(s)

Name(s)

Capacity

**for the
Employer**

(Insert name and address of organisation)

Name &
signature of
witness

Date

RFQ Data

1. ADMINISTRATIVE RESPONSIVENESS CRITERIA

Suppliers are required to ensure that they meet all the Administrative Responsiveness Criteria. Suppliers that do not meet all the Administrative Responsive Criteria may not be awarded this Quote. It is the service provider's responsibility to ensure that Sentech is in possession of a valid and original tax clearance certificate.

- 1.1. Supplier's providing quotations must be registered on the Sentech Supplier Database. (if not registered the bidder MUST complete the attached Sentech Supplier Registration Forms)
- 1.2. Quotations or Proposals must be received on or before the closing date and time specified on the Call for Quotation or Proposal document.
- 1.3. Quotations or Proposals must be fully completed and signed in BLACK ink.
- 1.4. Quotations can be submitted via Email, Fax or Hand Delivery.

2. EVALUATION CRITERIA

The evaluation criteria are stipulated in Section 4. It is the Suppliers responsibility to ensure that it has responded to the evaluation criteria. Failure to meet the evaluation criteria may result in the Supplier being disqualified from being appointed. Suppliers must ensure that they have included all supporting documentation, especially the documentation that may be required to support the response to the evaluation criteria.

3. RFQ EVALUATION METHOD

This RFQ will be evaluated as described in the table below.

Evaluation Method	1. Stage 1 – Administrative Responsiveness Evaluation All the Quotations will be evaluated against the administrative responsiveness requirements as set out in section 1 of the RFQ Data. 2. Stage 2 - Mandatory Evaluation Those proposals that are administratively responsive will then be evaluated against the Mandatory Evaluation Criteria(table1) and Functionality Criteria (Table 2). Suppliers must COMPLY FULLY with all the mandatory evaluation criteria in-order to be evaluated further. 3. Stage 3 – Price and Preference Suppliers with the lowest Price offered will score the highest points. Only Suppliers that submit a valid B-BBEE Certificate can claim preference points in line with the 80/20 Suppliers with the highest number of points will be recommended for the award of this quotation, unless there are compelling and justifiable reasons not to do so.
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4. EVALUATION CRITERIA

4.1. TECHNICAL EVALUATION CRITERIA

4.1.1. Mandatory Evaluation Criteria (Stage 2)

The follow in criteria is mandatory and proof of submission must be attached: Failure to attach proof will lead to disqualification.

MANDATORY ELIGIBILITY CRITERIA	PLEASE TICK ☒ WHATS APPLICABLE (Attach evidence and Link, reference page number in your proposal)
Product catalogue stipulating the composition of material and software	OEM product specification/data sheet
Provide proof that the products offered have a minimum of 2 – 5 years guaranteed life span.	OEM letter/ product data sheet
Sign-off and training documentation	OEM training guidelines and sign-off documents
Provide proof that the system is supported locally	Bidder to provider letter of local support
Letter of Good Standing: Valid Letter of Good Standing with Department of employment & labour's Compensation Commissioner - Compensation for Occupational Injuries and Disease Act 130 Of 1993 (COIDA) or Federated Employers Mutual (FEM) or Rand Mutual Assurance (RMA)	Valid letter of Good Standing from DOEL's CF or FEM or RMA (The nature of business as per COIDA should be aligned with the scope of this tender)

NOTE: Bidders that do not comply with all the above criteria will not be evaluated further.

4.2. Functional / Quality criteria (applicable)(Stage 3)-

Functional Evaluation: Must be comprehensive and supported by evidence.

No	Functionality Criteria	Documents required
1.	Company to provide commissioning, testing, handover, training methodology documentation – Methodology documentation - Excellent: The proposed methodology covers all elements of design, commissioning, testing, handover, training of the system. The methodology has exceptional merit and reflects an excellent approach which should clearly result in full attainment of all requirements in the specification. The methodology is clear and precise and demonstrates the bidders complete understanding of Sentech needs. The proposed methodology contains innovative elements and additional functionality that will provide Sentech value add on its requirements. - Average: The proposed methodology has some merit and reflects a typical approach which will result in some of the key requirements in the specification being achieved. The proposed methodology is fairly clear and demonstrates the bidders reasonable understanding of Sentech needs. The proposed methodology just meets Sentech requirements. - Poor: The proposed methodology will not be capable of meeting Sentech's; requirements and specification. The proposed methodology has multiple weakness and deficiencies. The proposed methodology is considered a high risk, lacks clarity and precision and indicates a lack of understanding by the bidder of Sentech requirements. No submission-----0 points Poor-----05 points Average-----10 points Excellent-----15 points = 15 points	Attach commissioning, training documents

2.	CEN Security grade Smart Padlock Grade 1-2 low to standard security-----0 points Grade 3 to 4 medium to high security-----10 points Grade 5 and above extra high to maximum security-----15 points = 15 Points	
3.	Management platform No platform -----0 points Web based-----05 point APP based-----10 points Both Web and APP based-----15 points. = 15 Points	OEM Certificate
4.	IP rating Below 45 rating-----0 points 45 rating-----05 points Between 46-57 rating-----10 points Between 58-68 rating-----15 points =15 Points	
5.	Battery life span: Less than 2 years' guarantee-----0 point 2 - 4 years' guarantee -----05 points 5 years guarantee and above-----10 points =10 Points	
6.	Types of locks: Passive, active or both No submission.....0 points Active05 points Passive.....10 points Both passive and active.....15 points =15 Points	
7.	User management tool Less than 20 users-----0 points Between 21 – 30 users-----05 points 31 – 50 users-----10 points More than 50 users-----15 points = 15 Points	
8.	Lock based protocols Wi-fi based-----0 points Bluetooth or NFC-----05 points Pin or key-----10 points Combination of pin and key-----15 points = 15 Points	
	Total points	115
	Minimum score to qualify for further evaluation	85

4.3. Technical Evaluation (Stage 4) - **Not Applicable**

	Item Description	Score	Comments	Proof required

***Bidders must complete the two annexures attached with this document.(i.e. Annexure 1- Compulsory covering sheet and Annexure 2- Technical evaluation).**

4.4. RISK ASSESSMENT (Stage 5)- **Applicable**

All bids that meet the minimum qualifying score for technical evaluation may undergo a risk assessment based on the following framework:

- Any aspects that emanate from the bidders' individual responses

- Any information received from past references
- Site Visit of similar work done
- Assessment of Financial Statements

Sentech may disqualify bidders based on the outcome of the risk assessment.

4.5. Evaluation of Price and Preference (Stage 6)- **Applicable**

This Bid will be evaluated on a points system based on weighted average score for Price and Preference as per Preferential Procurement Framework Act of 2000 (Act 5 of 2000).

4.5.1. The price / preference weighting applicable for RFQ are as follows:

Price / Preference	Points
Preference:	20
Price:	80
Total must equal:	100

4.5.1.1. Preference Point allocation – 80/20

Sentech's Specific goals emanate from the section 2(1)d of the Preferential Procurement Policy Act which may include contracting with persons or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability. The Reconstruction and Development Programme as published in Government Gazette No 16085 dated 23 November 1994

Sentech will award preference points as follows:

Goal	Points	Evidence required
Historically disadvantaged by unfair discrimination on the basis of Race	10	BBBEE Certificate showing at least 51% black ownership
Historically disadvantaged by unfair discrimination on the basis of Gender (women)	8	BBBEE Certificate showing at least 30% women ownership
Historically disadvantaged by unfair discrimination on the basis of disability	2	A doctor's note confirming disability

4.5.1.2. Price Calculation 80/20

The following formula will be used to calculate the points for price.

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

Where:



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P _s	=	Points scored for price of bid under consideration
P _t	=	Rand value of bid under consideration
P _{min}	=	Rand value of lowe

APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, INSTALL AND MAINTAINANCE OF SMART LOCKS AT SENTECH SITES NATIONALLY

1. BACKGROUND

Sentech is a state-owned company and is the largest broadcasting signal distributor in South Africa. Sentech is a licensed Electronic Communications Network Service provider in South Africa. It currently operates many telecommunication networks for Satellite, Television, Radio, Internet and more. As such, Sentech is a global enabler of broadcasting and digital content delivery.

Scope of Work

The scope of work is to supply, install and maintenance of **Smart Locks at Sentech sites Nationally**

The service provider must ensure that a maintenance schedule is in place and shall carry out the full maintenance of the system. A copy of the maintenance schedule shall be provided to Sentech.

All work and equipment shall be in accordance with the approved SABS Standards and shall comply with the Occupational Health and Safety Act, No 85 of 1993 and current regulations of all other codes applicable to this work.

Twelve (12) month guarantee period

Professional services included under this scope of work to be performed by the service provider should include, but are not limited to, the following.

Scope of solution

The solution should be compromises of mechanical locks and keys which have electronic intelligence embedded in them. The solution should have the ability to controlled remotely and have audit trails. The solution should have a combination of both mechanical and electronical intelligence. The solution should have combination of both mechanical locks with electronic locks and keys. The solution should have more than one locking protocol

Keys

The keys must be patented and must be able to be cut through secured channels. The keys will be cut using a unique master keying system. All keys must be electronically authorized remotely or locally to function. Schedules can be pre-set onto the key. This means a key can be set to open on specific dates and times and any time after or beyond these schedules the key will not operate. In an event of damaged or lost keys, they should be remotely disabled

Key Specification	
Battery Life Span	Minimum of 2 years (Depending on key type)
Use Temperature	-10 to 50 Degrees Celcius
Event logging	1000 events

Master Keying

The key should be able to open multiple locks with one time authentication per lock.

Locks

The locks can be padlocks, cam locks or cylinders. The locks must be anti-corrosion, shatter proof, high shackle cutting strength and double bolting for added protection. The locks should be robust and rugged design for outdoor and commercial use.

Software Intelligence

The software should have intelligent access management system able to host large number of users and locks on a web based and APP platform. The APP should be developed to enable administrators to assign, set, track and deny users access from remote location on the smart lock. Administers should be able to give permission via APP. Management system should be able to trace the audit trails of activity-based on historical data of unlocking records. Management system should be on hybrid and cloud. The software should be able to be download into smart phones, laptop, desktop PC for the administrator to manage multiple locks end-users

Mobile Application

all mobile APP should be available on both android and iOS platforms. The purpose of the mobile app is to link the electronic key or locks to access profiles linked to the end-user. The mobile app should be geo-located to link to software solution servers.

Audit trails

All electronic keys and locks keep an audit trail of all transactions. The audit trails must also be kept on the software database in the solutions servers.

Terms and Conditions

SENTECH reserves the right to

- Extend the closing date;
- Verify any information contained in a response;
- Request documentary proof
- Cancel or withdraw the requirement
- To limit communications to only those Service Providers who meets the requirements.
- This request will be subject to the General Conditions of Contract issued in accordance with Treasury Regulation 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). The Special Conditions of Contract are supplementary to that of the General Conditions of Contract. Where, however, the SCC conflict with the GCC, the SCC shall prevail.
- The successful Service Provider may only enter into a subcontracting arrangement with the approval of SENTECH. The successful Service Provider may not subcontract more than 30% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level of contributor than the Service Provider concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract.
- SENTECH reserves the right to request a BBBEE transformation plan with clearly defined timelines and milestones if the recommended Service Provider does not meet SENTECH's transformation goals. These milestones must be achieved over the term of the contract. This transformation plan shall be submitted within 10 working days from the written request, failing which SENTECH reserves the right to withdraw its appointment of the preferred recommended Service Provider.
- SENTECH shall have the right, at its sole and exclusive discretion, upon written notice to the Service Provider, to terminate this Agreement, in whole or in part should the SERVICE PROVIDER fail to perform any of its obligations or deliver any deliverable timeously or should SENTECH not be satisfied with the quality of any service/s in terms of this Agreement, to the satisfaction of SENTECH.
- SENTECH shall furthermore have the right, as a result of such termination, to appoint a third party to perform the obligations of the Service Provider in terms of the Agreement and the Service Provider indemnifies SENTECH against all costs incurred by SENTECH in appointing such third party to fulfil the obligations of the Service Provider.
- SENTECH shall have the right, at its sole and exclusive discretion, to terminate this Agreement, at any time, upon 30 (thirty) days' written notice to the Service Provider.
- SENTECH reserves the right to conduct supplier due diligence at any time pre, during and post the contract period. This may include announced or unannounced site visits.
- Key resource provided in response should be engage in the project, should there be resource changes the resource levels must be equivalent to the resources in the proposal, with notice and acceptance by SENTECH be understood as special condition of contract.
- Service Level Agreement will be signed with the successful Service Provider.
- SENTECH will renew the contract annually based on satisfactory performance review.

PRICING

Price List

Description	Quantity	Amount (R)
Access management system	1	R
Smart cylinder lock	100	R
Smart padlocks	100	R
Smart keys	50	R
Support and maintenance	12 months	R
Product training		R
Licences		R
Connectivity module		R
	Sub Total	R
	Total (Including vat)	R

BID SPECIFICATION EVALUATION COMMITTEE (BSEC)