

REQUEST FOR QUOTATION
SENTECH INVITES SUPPLIERS FOR:

Project title:	Appointment of a Service Provider to supply, deliver and install one (1) 6-meters container for storage facilities in the Port Elizabeth OC		
Quotation or Proposal no:	Port Elizabeth Container Storage		
Date of Issue	18 August 2022		
Briefing Session Date and Time	N/A		
Closing date:	26 August 2022		
Closing time:	12pm	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	Buang Tumelo		
Telephone no:	011 471 4433	Fax no:	n/a
E-mail:	buangtp@sentechn.co.za		
The physical address of the SENTECH Office where quotation can be submitted to:	Quotes to be submitted by email		

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:

(inwords).....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 5. 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 2 of the RFQ Data. 2. Stage 2 - Mandatory Evaluation (Table 1) Those proposals that are administratively responsive will then be evaluated against the Mandatory Evaluation Criteria. Suppliers must COMPLY FULLY with all the mandatory evaluation criteria in-order to be evaluated further. 3. Stage 3 – Price and Preference
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Table 1: Mandatory Technical responsiveness criteria applicable for this quote are provided below.
Service

Service Provider MUST comply with ALL the criteria below to be evaluated further (if applicable):

Mandatory Criteria	Proof Required
Registered with CIDB	Attach valid proof CIDB Certificate: 1CE/1GB

1. Evaluation of Price and Preference

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).

2. Preference Point allocation – 80/20

Price / Preference	Weighting percentage
Preference:	20%
Price:	80 %
Total must equal:	100%

80/20-point scoring system			
Preference: 20 Points		Price: 80 points	
Other: B-BBEE Status Level Contributor			
B-BBEE Level	Number of Points	Price:	100 % (of 80)
1	20	Quality / Functionality:	0 % (of 80)
2	18		
3	14		
4	12		
5	8		
6	6		
7	4		
8	2		
Non-Compliant contributor	0		
		Total must equal:	100% (of 80)

3. Price Calculation 80/20

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

$$Ps = 80 \left[\frac{1 - (Pt - Pmin)}{Pmin} \right]$$

Where:

Ps = Points scored for price of bid under consideration

Pt = Rand value of bid under consideration

Pmin = Rand value of lowest acceptable bid

Appointment of a Service Provider to Supply, Deliver and install One (1) 6-meters container for storage facility in Port Elizabeth

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.

Sentech is looking for a service provider to supply, deliver and install one six (6) metres container for a storage facility for the Construction team in the Port Elizabeth Sentech OC within the Eastern Region.

SCOPE OF WORK

Scope Of Work
2.1. Scope and Technical Specifications This Technical Specification covers the general description of technical aspects of the work, including a detail description of works, sites, and method statements. The scope of works for supplying, deliver, and install container for storage facilities. • The purpose is to provide storage facilities for the construction team that is based in the Port Elizabeth OC. • The price of the transportation of the container should be factored into the total price. • The container is to be wind and watertight. • The contractor is to supply, deliver and install one 6-metre-long shipping containers. Interior • The container may need to be modified before it may be delivered to Sentech premises. • The interior modification includes shelving of the interior with heavy duty industrial metal shelves with a capacity of 300kg. • Convert 6 metre container into 4m unit container with double doors to front, shelving along back 4m section. The remaining 2m piece should be converted to a mini storage for hazardous material. • The inside area gated off with shelving. • The floor should be rubberised. Exterior • Supply and cast concrete foundation for the container storage area. • Removal of topsoil should be factored into the final price. • The concrete slab dimensions are: 4.1m in length and 3.1m in width and 150mm in depth. • The slab should have a Ref 195 mesh wire installed. The mesh is to be placed centrally at 75mm. • Damp proofing membrane to be installed prior casting concrete and placement of the mesh wire. • The concrete slab should have a strength of 30Mpa after 28 days. • The exterior of the container should be painted with a white alkyd enamel paint.

2.2. SITE ACCESS

- The site may be accessed by the means of appointment only.

2.3. INCLEMENT WEATHER DELAYS CLAIMS

Most of Sentech's high masts are situated on mountain tops. In most of the areas where Sentech masts are located the weather conditions are very unpredictable. The duration of major mast works is very dependent on the weather, because mast work can only be performed under specific good weather conditions.

The contractor will therefore be required to keep a daily diary of the weather conditions. The non-working days due to inclement weather while the contractor is on site subsequent to commencement of the work will be regarded as an extension of time for the duration of the works. The contractor will therefore be required to submit the programme of the works detailing as to the duration it will take complete the works on site.

2.4. LOCATION:

REGION	SITE NAME & CODE			
ER	C8- Green Bushes.			

2. TERMS AND CONDITIONS

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. • 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 engaged 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.

Terms and Conditions	SENTECH reserves the right to:
	- Service Level Agreement will be signed with the successful Service Provider. - The successful contractor is to provide a safety file that will be approved by SENTECH SOC limited safety specialist before the works can commence on site. The successful contractor will also be required to sign SEC.37.2, to be handed after the adjudication of contract. The successful contractor must take note that they will be given a period of two weeks to prepare an approved safety file upon receipt of the Purchase Order, of which failure to adhere to the deadline will result in the Purchase order being cancelled. - Contractor to submit a programme of works before commencing any works - Contractor to submit close out report upon completion

3. PRICING

Description	Rate	Total
Supply, deliver and instal 6-metre-long Container (modified to 4 metre storage facility and a 2-metre storage facility)		
Preparational and casting of Concrete Slabs: 3m3 (Inclusive of labour rates)		
Overheads (All other overheads and preparation to be quantified to one item)		
	Sub Total	
	Total (Including vat)	

4. Other Requirements:

Service providers to submit with the quotation their BBBEE Certificate, CSD report, Tax Pin and fill in the attached SBD form.