

TENDER DATA

Project title:	Appointment of Additional Service Providers into the Framework agreement - Specialising in Standby Generators with Control panels, to provide Hiring, Transportation, Installation and Commissioning services on an as and when required basis for a period of three (3) years.
Bid no:	SENT/019/2026-27

1 BACKGROUND

- 1.1 Sentech SOC Ltd ("Sentech") is a Schedule 3B State-Owned Company in terms of the Public Finance Management Act 1 of 1999 (PFMA) and is the largest broadcasting signal distributor in South Africa.
- 1.2 Sentech is a licensed Electronic Communications Network Service provider and operates satellite, television, radio, broadband and digital infrastructure networks.
- 1.3 Sentech invites bids for the development of a new corporate website, temporary maintenance services, and training of Sentech personnel on content management and maintenance.
- 1.4 Sentech currently operates various telecommunication networks for Satellite, Television, Radio, Internet and more. As such, Sentech is a global enabler of broadcasting and digital content IT delivery.

Sentech requires the appointment of additional service providers into the existing framework agreement specialising in standby generators with control panels, to provide hiring, transportation, installation, and commissioning services on an as-and-when-required basis for a period of three (3) years.

The provision of backup power at Sentech transmitter sites is crucial for maintaining Service Level Agreements (SLAs) with customers and achieving the targeted 99.8% weighted average service availability. Simultaneous failures of the incoming mains supply (due to load shedding, theft, vandalism, or other causes) and standby generators can result in complete site outages, service interruptions, and financial penalties.

To mitigate this risk, Sentech requires additional service providers under a Framework Agreement to provide the hiring, transportation, installation, and commissioning of standby generators with control panels on an as-and-when-required basis, within stipulated turnaround times. As these failures may occur at any site, in any province, and at any time, including weekends and public holidays, rapid response capability is essential.

The Framework Agreement does not guarantee any minimum volume or value of work to successful bidders.

The bid evaluation process will be divided into two stages:

Stage 1: Request for proposal (RFP) stage - bidders will be evaluated on both the Mandatory and Functional criteria. Bidders who are successful at this stage will proceed to the next stage, Price Negotiation.

Stage 2: Price negotiation of all fixed costs, where Sentech and bidders who were successful on stage 1 will negotiate for all possible fixed costs.

Bidders are required to specify their preferred provinces based on current operational capacity. These preferences will assist in guiding the work allocation and RFQ distribution.

PROVINCE	Current Operational Presence (Yes/No)
Eastern Cape	
Free State	
Gauteng	
Kwa Zulu Natal	
Limpopo	
Mpumalanga	
Northern Cape	
North West	
Western Cape	

2 LEGAL FRAMEWORK

This tender is issued in accordance with:

- Section 217 of the Constitution of the Republic of South Africa, 1996
- Public Finance Management Act, 1 of 1999
- Preferential Procurement Policy Framework Act, 5 of 2000
- Preferential Procurement Regulations, 2022
- Broad-Based Black Economic Empowerment Act, 53 of 2003
- National Treasury Regulations and SCM Instructions
- Promotion of Administrative Justice Act, 3 of 2000
- Protection of Personal Information Act, 4 of 2013

3 SUBMISSION OF BIDS AND CLOSING OF BIDS

- 3.1 This Bid closes on the date and time stipulated on the Notice and Invitation to Bid (SBD1). Bids can be submitted electronically via the eTender Portal and/or by hand to the tender box at Sentech Offices, Octave Road, Radiokop Ext 3, Honeydew, Johannesburg.
- 3.2 Bidders that opt to deposit their bid documents in the tender box must do so on or before the closing date and time, during working hours only (08:30-15:30). No late submissions will be accepted.
- 3.3 Bidders who opt to submit via the Sentech eTender Portal ("the eTender Portal") are advised that the eTender Portal has a files size limit of 30MB. Bidders must upload their tender documents timeously. The eTender Portal is available 24hrs a day. No late submissions will be accepted.
- 3.4 It is incumbent on the bidder to ensure that their bids are submitted timeously via the selected method before the closing date and time. Sentech will not take any responsibility of any incomplete submissions or late tenders, for any reason whatsoever.
- 3.5 Telegraphic, telephonic, telex, facsimile, e-mail and late Bids will not be accepted.
- 3.6 This is a two-envelope system for Bid Evaluation. Bidders must submit their proposal and all supporting documentation in a sealed envelope, clearly marked as follows:
- a) For manual submissions, Envelope One must consist of "Original Technical Proposal together with a soft copy in PDF format of an electronic medium e.g. USB etc. The soft copy will consist of a single PDF document containing the complete response. The envelope must contain all information and documents relating to the Bid. (Refer to list of returnable documents).
 - b) No Financial Information must be included in Envelope One.
 - c) Envelope Two "Original Financial Proposal" (Contract Date and Pricing schedule/schedule of rates as applicable) together with 1 copy of "Financial Proposal" together with a soft copy in PDF format of an electronic medium e.g. Compact Disk (CD), USB etc. The soft copy will consist of a single PDF document containing the complete Financial Proposal.
 - d) Bidders are required to place the sealed Envelope One together with the sealed Envelope Two into one sealed envelope or container. The sealed envelope or container must be marked with the following information:

For Attention:

- **HEAD OF SUPPLY CHAIN MANAGEMENT**
 - **BID REFERENCE NO: ##**
 - **TECHNICAL AND FINANCIAL PROPOSALS**
 - **INSERT CLOSING DATE AND TIME**
 - **BIDDER'S NAME AND ADDRESS**
- e) Bidders that combine their Technical Proposal with the Financial Proposal (or any financial information) will be automatically disqualified and not be evaluated further.

- f) The financial proposal will only be opened and evaluated should the technical proposal be found to be responsive, being that the technical proposal has met the minimum technical evaluation criteria that are set out in the Bid Documents.
- g) The Bidders shall insert a table of contents and bind (ring bind or similar method) the proposal documents and verify the page numbers, as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.
- h) Bidders are required to complete and sign all the returnable documentation (refer to list of returnable documents) and initial all pages, drawings and brochures which are included in the reply as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.
- i) Late submissions will not be considered.
- j) For online submissions via the e-Tender portal, submission requirements are directed by the system. Bidders must follow instructions in the Bidder's manual.

4. SIGN AND INITIAL

Bidders are required to complete and sign the Bid Forms where required and initial the bottom of all pages, drawings and brochures which are included in the submission as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.

Both original signatures and electronic signatures will be accepted.

5. COMPLETION OF BID DOCUMENTS

Bidders must ensure that they complete all sections of the Bid Documents as per the requirements in the Bid.

Bidders must use only the Bid documents provided by Sentech. Photocopying of the Bid document is permitted however Bidders must not retype or redraft the Bid documents.

6. BID VALIDITY

This Bid shall remain valid for a period of 90 days only. An extension of the Bid validity, if justified in exceptional circumstances, shall be requested in writing from all Bidders before the expiration of the 90-day period.

7. COSTS OF PREPARING THE BID SUBMISSION

Bidders shall bare all costs associated with the preparation and submission of the proposals. Sentech shall under no circumstances be held responsible or liable for any costs incurred during the bidding process.

8. ADMINISTRATIVE RESPONSIVENESS CRITERIA

Bidders are required to ensure that they meet all the Administrative Responsiveness Criteria.

9. **BBBEE CODES AT SENTECH**

Sentech complies with the codes of good practice as prescribed by the DTI, to advance Broad Based Black Economic Empowerment.

10. **SUBCONTRACTING AS A CONDITION OF BID**

The successful Bidder must subcontract a minimum of _____% of the value of the contract to _____ (specify the designated group targeted).

11. **TRANSFORMATION PLAN**

A transformation plan is a record of activities an entity intends to undertake to improve its BBBEE Level through Ownership, Management and Control; Skills Development; Enterprise and Supplier Development and Socio-Economic Development.

Sentech reserves the right to request a BBBEE transformation plan with clearly defined timelines and milestones if the recommended Bidder does not meet Sentech's transformation goals. These milestones must be achieved over the term of the contract. This transformation plan must be submitted within 10 working days from the written request, failing which Sentech reserves the right to withdraw its appointment of the preferred recommended Bidder.

12. **LOCAL PRODUCTION AND CONTENT**

In the case of designated sectors, where in the award of Bids, local production and content is of critical importance, such Bids will contain a specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.

Does this requirement fall under any designated sector as prescribed by the DTI?	Yes	No
If yes, specify the sector		
Specify minimum threshold applicable		

*Bidders must fill in the SBD6.2 for Local Content and Production

13. **EVALUATION CRITERIA**

The evaluation criteria are stipulated in 18 below. It is the Bidder's responsibility to ensure that it has responded to the evaluation criteria. Failure to meet the evaluation criteria will result in the Bidder not being evaluated further. Bidders must ensure that they have included all supporting documentation required to support their response to the Bid.

14. **OBJECTIVE CRITERIA**

- 14.1 Sentech reserves the right not to award this tender to any Bidder or any of its directors or subcontractors who during the preceding five (5) years –
 - 14.1.1 failed to perform satisfactorily on a previous project with Sentech or any other organ of state; or
 - 14.1.2 wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract.

- 14.2. Sentech further reserves the right not to award this Tender to any Bidder or any of its directors or subcontractors who have been blacklisted by any organ of state or committed and/or charged in any court of law or similar tribunal or forum with any act of tax non-compliance, fraud, corruption and/or dishonesty of whatsoever nature.

15. AWARD OF BID/S

Sentech may appoint one or more suppliers, in whole or in part, or not appoint any supplier/s at all, and/or cancel the Bid in its entirety, at Sentech's sole and exclusive discretion, in order to satisfy various needs which may be identified, and to manage certain risks associated with the supply of goods or services specified in respect of the Bid.

16. ALTERNATIVE/SUBSTITUTE PRODUCTS

In the case of contracts and/or panels, Sentech shall be entitled to consider and accommodate product upgrades during the tenure of the contract and/or panel. Bidders are required to bring all such developments to the attention of Sentech for approval.

17. BRIEFING SESSION

Should there be a compulsory briefing session for this Bid, Bidders must ensure that they attend the briefing session and sign the attendance register, as non-attendance or failure to sign the attendance register will automatically disqualify a Bidder from submitting a proposal for this Bid.

All questions raised by Bidders post the briefing session will be consolidated and shared with all Bidders at least seven (7) calendar days prior to closing.

18. CLARIFICATION

Enquiries related to Bid documents may be addressed to the Bid Administrator and Supply Chain Official as stated in SBD 1 Notice and Invitation to Bid.

19. BID EVALUATION METHOD

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

A One Envelope system will be followed for Technical and Price offer	1. Stage 1 – Administrative Responsiveness Evaluation All technical proposals will be evaluated against the administrative responsiveness requirements as set out in the list of returnable documents. 2. Stage 2 –Technical Evaluation <u>Mandatory Evaluation Criteria</u> All Proposals that qualify based on the administrative responsiveness requirements will be evaluated against the Mandatory Evaluation Criteria. Bidders must COMPLY TO ALL the Mandatory Evaluation Criteria in order to qualify for further evaluation. Sentech reserves the right to request clarification on any aspect of the tender in line with its policies. <u>Functional Evaluation Criteria</u> Bidders qualifying in Mandatory criteria will be evaluated against the Functional Criteria. Bidders must score 50 points or more out of a total of 70 points allocated. Bidders who score less than 50 points will not be evaluated further. Bidders who obtain the required threshold points of 50 points or more will qualify for further evaluation. 3. Stage 3 – Risk Assessment Bidders that have qualified on the basis of achieving the required evaluation score may undergo a further risk assessment and may be disqualified from being evaluated further should the risk assessment so warrant or there are compelling and justifiable reasons to disqualify a bidder. The risk assessment will be based on any identified risks that arise out of the bidder's responses and any other risks that Sentech may identify. 4. Stage 4: Appointment onto the Panel Bidders who obtain the minimum threshold points in the Functional Criteria and qualify based on the risk assessment can be appointment onto the panel of pre-qualified service providers for a period of three (3) years. Note: Price negotiations will be conducted with the successful bidders to establish the rates and fees that will apply for the duration of the Framework Agreement
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20. **ADMINISTRATIVE RESPONSIVENESS REQUIREMENTS**

To be administratively responsive, Bidders must ensure that they meet all the below mentioned criteria. Bidders that do not meet all the below mentioned criteria may not qualify to be awarded the Bid. Sentech reserves its rights in respect of the below criteria.

- Complete and return all documentation stipulated in the LIST OF RETURNABLE DOCUMENTS.
- All correspondence must be in English.
- Bidders must fill in all sections of this document (where applicable).
- **BLACK INK** must be used when completing the Bid documents.

- Bidders must use only the Bid documents provided by Sentech. Photocopying of the Bid document is permitted however Bidders must not retype or redraft the Bid documents.
- All corrections must be initialled. The use of corrective fluid is strictly prohibited.
- Bidders are required to fill in and sign the Bid Forms and initial all pages, drawings and brochures which are included in the reply as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.
- Bidders must complete an attendance register at each compulsory site meeting attended.
- Appointment of a Bidder will be subject to signing, declaration and submission of SBD 1, 3.1, 3.2, 3.3, 4, 5, 6.1 and 6.2 depending on applicability.
- Complete and sign the Contract Data.
- Should this be a 2 envelope or 2 stage system, Bidders MUST separate the technical proposal from their financial proposal. The technical and financial proposals must be placed in two separate sealed envelopes.

21. AUTOMATIC DISQUALIFICATION

Sentech reserves the right to automatically disqualify Bidders from being awarded this Bid. The following will lead to automatic disqualification:

- Failure to submit a financial proposal, if required.
- The Bidder is or has been involved in any act of corruption or fraud or bribery or collusion or attempt to influence any employee of Sentech to award this Bid or any other Bid to it.

22. TECHNICAL RESPONSIVENESS COMPLIANCE

The Technical Evaluation will encompass evaluation of:

- Mandatory Criteria
- Functional / Technical Criteria

23. TECHNICAL EVALUATION CRITERIA

23.1 Mandatory Eligibility Criteria

The following criteria are mandatory to ALL BIDDERS:

Table 1: Mandatory Eligibility

Mandatory Eligibility Criteria	Attach evidence	Provide reference page number in your proposal
1. The service provider should provide proof of office or Site coverage/presence in the chosen area. <i>Note 1: The bidder's office or site must be located within the selected province. The bidder shall have an operational office or workshop, which Sentech reserves the right to audit for verification.</i> <i>Note 2: If any portion of the work is outsourced, the bidder must provide a back-to-back agreement clearly indicating the applicable area of service. Where an independent contractor or sole proprietor is engaged, proof of address and a formal contractual arrangement for that contractor must be submitted.</i>	Proof of residence, such as a municipal utility bill, a letter from the ward councillor, or a letter on a company letterhead confirming the bidder's operations in the selected area, or any other verifiable proof.	
2. Valid Letter of Good Standing with the Department of employment & labour's Compensation Commissioner - Compensation for Occupational Injuries and Diseases Act 130 of 1993 (COIDA) or Federated Employers Mutual (FEM) or Rand Mutual Assurance (RMA)	Valid letter of Good Standing from DOEL's CF, FEM, or RMA (the nature of the Business should be in alignment with the SOW) <i>Note: It remains the bidder's responsibility to ensure that the scope of work reflected on the Letter of Good Standing aligns with the scope of this tender. Where the required scope was included in the bidder's application to the relevant issuing authority but is not reflected on the issued Letter of Good Standing, the bidder shall provide supporting evidence demonstrating that the scope formed part of the original application.</i>	

3. The bidder must demonstrate ownership and/or legally enforceable access to diesel generators and associated equipment required to support the scope of work.	1. Complete Table B with a detailed fleet schedule listing all available generators and associated equipment, including: • Generator make and model • Serial number (Generator or Alternator) • Capacity rating (kVA) - Ownership status (owned or leased) • Location of equipment 2. Evidence: For the owned equipment the bidder should provide verifiable proof of ownership and for leased or rental agreement for the leased equipment	
4. Staff qualified and competent in the application of their skills that relate to the scope of the project (Installation Electrician)	1. Detailed CV of the installation electrician 2. A clear valid Installation Electrician or Master Installation Electrician registration certificate issued by the Department of Employment and Labour (DoEL); or a valid Wireman's Licence. Note: if the services are outsourced, please provide a proof of partnership	
5. Staff qualified and competent in the application of their skills that relate to the scope of the project (Programmer)	1. Detailed CV of a programmer. 2. Programming certificate in generator controller (minimum) Note: if the services are outsourced, please provide a proof of partnership	

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

23.2 Functional Criteria

Table 2: Functional Criteria

Functionality criteria	Proof Required	Points
1. Overall experience - Number of years in the hiring, installation and commissioning of Containerized and Canopy Standby Generators with control panels. (Company) Number of years of experience • Less than 1 year.....0 • 1 - 3 years.....5 • 4 - 9 years.....10 • More than 9 years.....15	1. Include a company profile demonstrating experience relevant to the scope outlined in this document <i>Note: The bidder may submit an additional document to clarify the scope of projects they have participated in, demonstrating alignment with the scope of this tender, where necessary.</i>	15
2. Overall company experience in generator rental, deployment, and installation of containerised and canopy standby generators with associated control panels.” (Company) Number of relevant contracts/assignments • No contracts/assignments.....0 • 1-4 contracts/assignments.....10 • 5-10 contracts/assignments.....15 • 11 contracts/assignments and more....20	Provide evidence of previous company experience in similar work All bidders are required to complete Table A: Reference below and submit verifiable supporting documentation (e.g., reference letters or payment certificates with signed work order/scope). 2. <i>Note: If the service provider has executed multiple projects or work orders under a single contract, separate reference letters must be submitted for each project or work order.</i>	20

Functionality criteria	Proof Required	Points
3. Overall experience of the programmer in the programming and installation of dedicated generator controllers. <i>Number of years of experience in programming generator controllers</i> • Less than 1 year.....0 • 1-3 years.....5 • 4 - 9 years.....10 • More than 9 years.....15	Detailed relevant CVs of a programmer showing experience in the scope relevant to the scope of this tender. (i.e., installing and programming of the dedicated generator controller) <i>Note: If programming expertise is outsourced, please ensure that your identified partner provides the CVs of their staff and proof of partnership.</i>	15
4. Overall experience of an electrician with proven competence in the installation of diesel generator systems. <i>Number of years of experience as qualified electrician (post trade test)</i> • Less than 1 year.....0 • 1-3 years.....10 • 4 - 9 years.....15 • More than 9 years.....20	Detailed relevant CVs showing experience in the scope relevant to the scope of this tender. <i>Note: If programming expertise is outsourced, please ensure that your identified partner provides the CVs of their staff and proof of partnership.</i>	20
Total Points:		70

Total minimum qualifying functional score is **55** points.

24. Risk assessment

All bids that pass the technical evaluation in 22.1 will undergo a risk assessment based on the following framework:

Criteria	Comments
e.g. Dishonesty in information presented	
Any additional information received from past references	
Any other information that Sentech may deem important	
Background Checks i.e.: (PEP and adverse media screenings)	
Restriction of suppliers or directors by National Treasury	

NB: Sentech may disqualify Bidders based on the outcome of the risk assessment.

25. 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). Accordingly, either the 80/20 or 90/10 preference point system will apply and the highest acceptable Bid will be used to determine the applicable preference point system.

26. Preference Point allocation – 80/20 or 90/10

Price / Preference	Weighting (80/20)	Weighting (90/10)
Preference:	20	10
Price:	80	90
Total must equal:	100	100

Sentech will award preference points according to the following table:

Goal	Points (80/20)	Points (90/10)	Evidence required
Historically disadvantaged by unfair discrimination on the basis of Race	8	4	A valid BBBEE Certificate showing at least 51% black ownership
	3	3	A valid BBBEE Certificate showing at least 25.1 – 50% black ownership
	1	2	Black owned company showing at least 5 – 25% black ownership
	0	0	Below 5%
Historically disadvantaged by unfair discrimination on the basis of Gender (women)	10	5	A valid BBBEE Certificate showing at least 51% women ownership
	6	3	A valid BBBEE Certificate showing at least 25.1 – 50% women ownership
	2	2	A valid BBBEE Certificate showing at least 5-25% women ownership
	0	0	A valid BBBEE Certificate showing at less than 5% women ownership
Historically disadvantaged by unfair discrimination on the basis of disability	2	1	A doctor's note confirming disability or confirmation of disability from the Department of labour (EEA1 form) or equivalent
Total Points	20	10	

27. 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:

P_s	=	Points scored for price of bid under consideration
P_t	=	Rand value of bid under consideration
P_{min}	=	Rand value of lowest acceptable bid

28. Price Calculation 90/10

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

$$P_s = 90 \left[\frac{1 - (P_t - P_{min})}{P_{min}} \right]$$

Where:

P_s	=	Points scored for price of bid under consideration
P_t	=	Rand value of bid under consideration
P_{min}	=	Rand value of lowest acceptable bid

29. Declaration of Authority

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this Bid Data is understood and all requirements will be adhered to.

Name of Bidder	Signature	Date	Designation

TABLE A: REFERENCES

Please complete the customer reference table and relevant Contact telephone number and attach reference letters.

Client	Location	Scope	Generator Size	Contract Value	Duration	Contact Person & Number
1						
2						
3						
4						

Client	Location	Scope	Generator Size	Contract Value	Duration	Contact Person & Number
5						
6						
7						
8						
9.						

Client	Location	Scope	Generator Size	Contract Value	Duration	Contact Person & Number
10.						

Name of Tenderer	Signature	Date

TABLE B: Generator Fleet

Item No.	Generator Make & Model	Serial Number (Generator or Alternator)	Capacity Rating (kVA)	Ownership Status (Owned/Leased)	Current Location of Equipment	Proof Attached (Yes/No)	Remarks
1							
2							
3							
4							
5							
6							
7							

Item No.	Generator Make & Model	Serial Number or (Generator Alternator)	Capacity Rating (kVA)	Ownership Status (Owned/Leased)	Current Location of Equipment	Proof Attached (Yes/No)	Remarks
8							
9							
10							

Note:

1. Bidders shall provide verifiable proof of ownership for all generators listed as **owned**.
2. For generators listed as **leased**, bidders shall provide a valid lease agreement or rental agreement.
3. Sentech reserves the right to verify the submitted information and conduct physical inspections

Name of Tenderer	Signature	Date