



an agency of the
Department of Sport, Arts and Culture

RFQ:25213

QUOTATION DESCRIPTION	DEPART.	CONTACT PERSON	COMPULSORY BRIEFING SESSION	CLOSING DATE
Request for quotation: Collection, Refill or Exchange, and Delivery of Gas Cylinders for a Flame Burner for a Period of 36 Months.	PARK OPERATIONS	SCM Tel: 012 336 4029 Email: lerato@freedompark.co.za Technical: ditiro@freedompark.co.za	18 September 2024 @11am Address: Freedom Park.Cnr Koch and 7 th Avenue, Salvokop Pretoria	20 September 2024 Time: @10h00am

ALL QUOTATIONS OR PROPOSALS TO BE SUBMITTED TO: TENDER BOX

ADDRESS: FREEDOM PARK ADMIN BUILDING CNR KOCH & 7th AVENUE, SALVOKOP, PRETORIA

INDEX

NO	DETAILS	DOCUMENT
	LIST OF RETURNABLE DOCUMENTS THAT SHOULD FORM PART OF QUOTATION DOCUMENT (NEATLY ATTACHED AS ANNEXURES)	
1	Tax Clearance Certificate or Unique Pin	
2	Proof or supporting documents for points claim on specific goal	
3	Tax compliant CSD Report & BBBEE Certificate	
	Comprehensive proposal or Quotation that respond to Request for Quotation(validity must be 90 days)	
ALL PRICES MUST BE VAT INCLUSIVE		

Request For Quotation: Collection, Refill or Exchange, and Delivery of Gas Cylinders for a Flame Burner for a Period of 36 Months

1. SCOPE OF WORK

The scope of work includes, but is not limited to, the following tasks:

- Collect and Refill or Exchange and Delivery of 10X 48KG and 10X 9KG Gas Cylinders for a Flame Burner as and when requested.
- Supplier to provide delivery schedule after appointment

2. REGULATORY REQUIREMENTS

It is mandatory that the wholesaler/supplier is compliant with the following regulations:

- a. Petroleum Products Amended Act No 2 of 2005
- b. Wholesale License Regulations as issued by the Department of Minerals and Energy.
- c. Occupational Health and Safety Act

Any changes in any applicable legislation may lead to a re-negotiation on the affected content of any agreements.

3. MANDATORY DOCUMENTS:

- Certified Petroleum wholesale licence certificate
- Certified valid SAQCC Gas Authorized Practitioner Card/Certificate
- Certified copy of ID of SAQCC Gas Authorized Practitioner Card
- Proof of ownership of cylinders, an agreement with the owner, or a waste management certificate
- Supplier's proof of address / Local fire department approval (flammable substance certificate)

4. THE DOCUMENT MUST BE ACCOMPANIED AND ADHERE WITH THE FOLLOWING:

The bid must be properly received in a sealed envelope clearly indicating the description of the service and the RFQ Number for which the bid is submitted.

- The document must be deposited in the relevant address indicated on or before closing date and time.
- Pin/valid tax Clearance Certificate Must be submitted.
- Completed in fully and each page initialised.
- Alteration must be signed
- Company registration certificate must be submitted with RFQ
- Copy of BBBEE Certificate or sworn affidavit must also be attached
- Certified copy of ID the director/s and must be attached
- Submission of a joint Venture Agreement, applicable, which has been properly signed by all parties.
- Letter of good standing from department of labour.
- Service providers must demonstrate their experience in similar work projects
- Completion certificates/delivery notes for same or similar work completed must be attached

- Authority of signatory form to be completed and attached resolution in case for more than one director
- Companies will be required to provide own tools and plant for the execution of the work, the storage of such will be the responsibility of the supplier.
- If a prospective bidder is compliant to specific ISO standards, proof of such certification needs to be provided, e.g., Management System standards (ISO 9001, ISO 14001), Occupational Health and Safety Management standard (ISO 18001 / OHSAS 18001), etc. (This is however a non-mandatory requirement). Further membership of any other technical governing bodies or applicable Institutes may be provided.
- It is the bidder's responsibility to send experienced personnel to attend the compulsory site briefing so that they familiarize themselves with the scope of work before submitting a quotation.

5. CONTRACT DATA

The successful bidder supplier will be required to sign the service level agreement within 5 days of receipt of award/appointment letter

6. CONTRACT PERIOD

- Duration of the contract is 36 months from date of appointment.
- Failure to deliver the order on time will result in a penalty of R1500 per day.

7. PRICING SCHEDULE

Item No.	Description of works	U.O.M	Quantity	Rate	Amount
	<u>Collect and Refill or Exchange and Delivery</u>				
1.	9KG Gas Cylinder	No.	240		
2.	48KG Gas Cylinder	No.	480		
3.	Contractor/Supplier to allow for a full Health and Safety file, Compliance of Health & Safety Plan and including all necessary site inspection meetings where required.	Sum	1		
4.	Allow for a provisional sum of seventy thousand rand for the engineer or gas installer/practitioner to inspect for leaks and issue Gas Certificate of Compliance.	Sum	1	R70 000.00	R70 000.00
5.	Allow for profit and attendance	%		R70 000.00	
		Sub-Total			
6.	Contract Price Adjustment Provisions (CPAP) Allowance (7.5%) on Sub-Total	%	7.5		
		Sub-Total (Incl. CPAP)			
		Vat (15%)			
		TOTAL (Incl. CPAP & VAT)			

8. EVALUATION CRITERIA TO BE USED IN THIS RFQ

8.1 The evaluation will be carried out in two phases

8.1.1 The first phase of the evaluation will be on technical evaluation. The technical evaluation will consist of 100 Points

Take note: A supplier who fails to obtain less than 75% in the functionality phase shall be excluded from the next phase of evaluation

8.1.2 The second phase will be on Preference Point system (80/20)

9. TECHNICAL EVALUATION CRITERIA

A supplier who fails to obtain less than 75% in the functionality phase shall be excluded from the next phase of evaluation)

Evaluation Criteria	Weight	Total Points
<p>Experience of similar projects</p> <ul style="list-style-type: none"> - Tenderer has adequate experience of similar nature and has included verifiable references of all previous projects [30 points] <ul style="list-style-type: none"> • Appointment letter/Order/Contract of Refill/Replacement Gas cylinders (5X) • Completion certificate with Signed delivery notes (5X) • Verifiable reference letters (5X) 	<p>10 Points for 5X 5 Points for 3X 3 Points for 2X</p>	<p>30</p>
<p>Proof of dangerous goods/HASMAT Training.</p> <ul style="list-style-type: none"> - Tenderer has not provided proof of driver dangerous goods training records [0 points] - Tenderer has provided proof of driver dangerous goods training records [10 points] 	<p>maximum of 10 points</p>	<p>10</p>
<p>Method Statement</p> <ul style="list-style-type: none"> - Tenderer has not provided a method statement. Tenderer has provided a method statement that does not address the relevant activities covered by the scope of the works [0 points] - Tenderer has provided a method statement that addresses the relevant activities covered by the scope of the works [10 points] 	<p>maximum of 10 points</p>	<p>10</p>
<p>Proof of Ownership of Cylinders</p> <ul style="list-style-type: none"> - Tenderer has not provided proof of ownership of cylinders or agreement with the owner [0 points] - Tenderer has provided certified specialist waste management certificate [5 points] - Tenderer has provided a signed agreement with the owner of 10 gas cylinders + certified proof of gas cylinders [10 points] 	<p>maximum of 20 points</p>	<p>20</p>

Evaluation Criteria	Weight	Total Points
<ul style="list-style-type: none"> - Tenderer has provided certified proof of ownership of 10 gas cylinders [20 points] 		
<p>Suppliers Safety Plan</p> <ul style="list-style-type: none"> - Tenderer has not provided a safety plan. Tenderer has provided a safety plan that does not address the safety issues specific to the Freedom Park as a tourist destination [0 points] - Tenderer has provided a safety plan. safety issues specific to the Freedom Park as a tourist destination [10 points] 	maximum of 10 points	10
<p>Key Personnel and Curriculum Vitae (CV)</p> <p>Mechanical Engineer/Technician [maximum of 10 points]</p> <ul style="list-style-type: none"> - Provided CV with up to 5 years' experience [3 points] with a minimum of National Diploma qualifications in Fire Engineering relevant qualification or e.g NQF 5 [3 points] - Provided CV with more than 10 years' experience [5 points] and with a National Diploma/Degree: Mechanical Engineering or relevant qualification and Certificate as registered accredited SACGA gas installer e.g. NQF level 5 [5 points] <p>Safety Agent [[maximum of 10 points]</p> <ul style="list-style-type: none"> - Provided CV with up to 5 years' experience [3 points] with a minimum of National Diploma qualifications in Safety management relevant qualification or e.g NQF 5 [3 points] - Provided CV with more than 10 years' experience [5 points] and with a National Diploma: Safety management or relevant qualification and Certificate registered as SACPCMP (preferably CHSM) e.g. NQF level 5 [5 points] 	maximum of 20 points	20

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

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

NB: BEFORE COMPLETING THIS FORM, TENDERERS 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 tenders 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 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.

1.6 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.

2. DEFINITIONS

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps} = \mathbf{80} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right) \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = 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:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps} = \mathbf{80} \left(\mathbf{1} + \frac{\mathbf{Pt} - \mathbf{Pmax}}{\mathbf{Pmax}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left(\mathbf{1} + \frac{\mathbf{Pt} - \mathbf{Pmax}}{\mathbf{Pmax}} \right) \end{array}$$

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 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:
- 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 tender 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 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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
100% Black owned		8		
51% -99% Black owned		4		
100% women owned		6		
51% -99% women owned		4		
100% youth owned		5		
51% -99% youth owned		2		
2% Owned by Persons with Disabilities		1		

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 tenderer 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:

SBD4

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure;

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

