

Matthew Goniwe School of Leadership and Governance (MGSLG)

The Matthew Goniwe School of Leadership and Governance (MGSLG) invites offers from experienced service providers for the maintenance of air conditioners at our Vrededorp and Benoni Campuses. Service providers must submit their offers in this RFQ document.

A non-compulsory site visit to acquaint yourself with the make and models of the air conditioners units will take place at the MGSLG Offices Situated in Vrededorp Branch, 40 Hull Street, JHB, on 12th August 2025, starting at 9h00 am-10h00 am and, same day for Benoni Branch situated at 55 Elston Avenue, Benoni at 11:00 am-12h00 am.

Completed documents must be in a sealed envelope clearly marked with the name RFQ: MGSL/2025/08/ACS-1007 and placed in tender box at: MGSLG Offices, Physical Address:40 Hull Street, Vrededorp, Johannesburg by no later than 12h00 on 20th August 2025. Telegraphic, faxed or posted tenders will not be accepted. Bidders must attach the following mandatory returnable documents to be considered for this bid:

- Original and valid tax clearance or Printed copy tax clearance certificate accompanied by a pin for further verification.
- Certified ID(s) copies of company director(s)
- Proof of company registration
- Company municipal rates, electricity, or water account not older than 3 Months, proof of Residential lease or rental or sworn affidavit if the business operates at a place of residence.
- Completed and signed Standard Bidding Document attached in the tender document.
- Proof of registration on National Treasury Central Supplier database.
- Proof of company banking details e.g., bank letter with bank stamp, Company bank statement, code rating letter from the bank or any physical proof from the bank, the evidence must not be older than three months.
- Proof of registration/membership with applicable governing bodies.

Failure to submit all of the above-mentioned document will result to the disqualification of the bid.

EVALUATION PROCESS

Evaluation will be done on the following two-stage process in terms of National Treasury implementation guide. Preferential procurement regulations, 2011 pertaining to the preferential procurement policy framework act, act no 5 of 2000.

STAGE 1: TECHNICAL EVALUATION/ FUNCTIONALITY

Only service providers who achieve a minimum of 60% of the total available points will qualify for stage two of the Evaluation process.

PROVEN TRACK RECORD (30 POINTS)

CV OF THE PROJECT LEADER (20 POINTS)

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STAGE2: PRICE AND BBBEE POINTS

The 80/20 preferential point system will be applied, where 80 points will be allocated for price and 20 points for B-BBEE Status. Bidders must submit a certified BBBEE certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor.

All Technical enquiries relating to this quotation request must be emailed to: procurement@mgsi.co.za during office hours (7:30 - 16:00) weekdays. The MGSIG does not bind itself to accept the lowest or any tender and this tender will be valid for the period of 90 days after closing

**THE FOLLOWING PARTICULARS MUST BE FURNISHED BY THE SERVICE PROVIDER
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)**

NAME OF BIDDER.....

POSTAL ADDRESS.....

STREET ADDRESS.....

TELEPHONE NUMBER CODE..... NUMBER.....

CELLPHONE NUMBER.....

FACSIMILE NUMBER CODE..... NUMBER.....

E-MAIL ADDRESS.....

VAT REGISTRATION NUMBER.....



ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS/SERVICES/WORKS OFFERED?

YES/NO

(IF YES ENCLOSE PROOF)

SIGNATURE OF BIDDER.....

DATE.....

CAPACITY UNDER WHICH THIS BID IS SIGNED.....

TOTAL BID PRICE..... TOTAL NUMBER OF ITEMS OFFERED.....

Preamble

MGSLG intends to maintain and service air-conditioning at both campuses, in order to create a more conducive working environment for employees and stakeholders.

Specification

The appointed service provider/s will be expected to perform on the following scope of work:

The service provider will be required to service and maintain various Air Conditioning systems and units (list attached) within the Vrededorp and Benoni Campuses by carrying out Minor Quarterly services 3 times per year and 1 Major service per year. Service agreement for 36 months.

Minor Service Includes:

- Cleaning of filters
- Cleaning of drains
- Cleaning of condensate pumps
- Checking of Operations
- Checking and recording heating and cooling temperatures
- Reporting of any faults found during service
- Cleaning equipment and consumables

Major Service Includes:

- Cleaning of filters
- Cleaning of coils (with chemical if required)
- Cleaning of units
- Cleaning of condensate pumps
- Lubricate mechanical parts

- Check for gas leaks
- Check for loose electrical connections
- Check compressor and compressor mounting
- Check condition of evaporator coil
- Check condition of condensing coil
- Check condensate tray and drains
- Condensate pump maintenance including decontamination of pump filter
- Check fan blades-Balance/secure
- Check head and suction pressure
- Check fan motor-Running freely/true/bearings/oil where necessary
- Check thermostat's switch and contactors
- Check refrigeration system
- Check amp's- All amp readings comply with manufacturer's specifications
- Clean water seal-leaks
- Measure on and off coil temperatures
- Clean equipment and area.
- Check and report heating and cooling temperatures
- Report on any faults found

1.3 All service and maintenance work is envisaged to be attended to during normal working hours.

However the service provider will be expected to attend to emergency call outs and work, from time to time when the need arises. The turn-around times for emergency work is to be 48 hours and will be agreed upon between the two parties in a SLA.

1.4 All replacement parts/other than what is needed for general servicing shall be for the account of MGSLG. Quotations for work required parts/spares will be submitted to MGSLG for approval prior to work being carried out.

1.5 The service provider will make sure that all job sheets are signed off by the MGSLG Facilities Manager upon completion.

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LIST OF AIR CONDITIONERS AT VREDEDORP AND BENONI

MAKE	SERIAL NUMBER	OFFICE
Mitsubishi Electric, MSH 18 RV	2009772T	CEO
Mitsubishi Electric, MSH 18 RV	2009700T	CEO Boardroom
Mitsubishi Electric, PCH-5GKSA, Mr slim	32000180	Resource Centre
Mitsubishi Electric	2045710T	Finance (Celest)
Mitsubishi Electric, Mr slim		Governance Admin
Mitsubishi Electric, Mr slim		Governance Admin

Mitsubishi Electric, Mr slim		Governance PM's
Mitsubishi Electric, Mr slim		Governance PM's
Jet Air JASA-H12A4/KL		Simulation 27
Jet Air JASA-H12A4/KL		Simulation 26
Jet Air JASA-H12A4/KL	3254901N00410	Simulation 25
Jet Air JASA-H12A4/KL	3254901N00496	Simulation 24
Jet Air JASA-H12A4/KL	3254901N00102	Simulation 23
Russel Hobbs RHMA 120 H, Portable	1038	Finance Mercy
Russel Hobbs RHMA 120 H, Portable	1038	Finance Asanda/IT
Russel Hobbs RHMA 120 H, Portable	1038	Finance Open
Russel Hobbs RHMA 120 H, Portable	1038	Leadership Roxanne
Mitsubishi Electric		Katlego Nthla
Mitsubishi Electric CFO-5-		
Alliance 24000 BTU		Corporate Services Office
Alliance x 2 60 000 BTU		Auditorium BENONI
IQ 12000BTU		Server Room
Airtech lite 12000BTU		CEO Office
Alliance 12000 BTU		Small meeting room
Jet Air 18 000 BTU		Boardroom
Jet Air x 2 24 000 BTU		Senior Managers Office
Alliance x 13 24 000 BTU		Training Rooms
Alliance 18 000 BTU		Director Office
Alliance x 2 12 000 BTU		Training Rooms

Evaluation System

Stage 1: Functionality criteria will be used to allocate points to bidders as listed below. Bidders must obtain minimum of 75% in order to proceed stage 2 of the bidding process.

PROVEN TRACK RECORD

(30 POINTS)

Bidders must submit signed reference letter/s of CURRENT similar work done, reflecting the client name and contact details of the client. Points will be allocated for reference letter/s that meet these requirements as follows:

- One relevant similar experience or work done 10 Points
- Two relevant similar experience or work done 20 Points
- Three relevant similar experience or work done 30 Points
- Non-submission

CV AND QUALIFICATION OF MAINTENANCE TEAM

(30 POINTS)

The bidder must submit CV and relevant gas practitioner accreditation certificate of personnel who will be responsible for servicing of air-conditioners in the building. Also provide a list of your support personnel capacity for general maintenance and emergency call outs. Points will be scored as follow:

- Relevant CV with 5 years or more experience 20 Points
- Relevant CV with 3 years or more experience 15 Points
- Relevant CV with 2 years or more experience 10 Points
- Relevant CV with 1 year or more experience 5 Points
- Non-submission No Points
- Capacity in terms of support personnel (Excellent) 7-10 Points
- Capacity in terms of support personnel (Acceptable) 3-7 Points
- Capacity in terms of support personnel (Compliant) 1-3 Points
- Capacity in terms of support personnel (Unacceptable) 0 Points

Price and Preferential Points

The following preference point systems are applicable to this bids:

The value of this bid is estimated to be below R1 000 000.00 and therefore the 80/20 system shall be applicable.

Points for this bid shall be awarded for:

Price and Preferential Procurement Framework Act

Price and Preferential Points

The following preference point systems are applicable to this bids:

The value of this bid is estimated to be below R1 000 000.00 and therefore the 80/20 system shall be applicable.

Points for this bid shall be awarded for:

Price and Preferential Procurement Framework Act

The points allocated for price will calculated as follows:

80/20 Preference point system [(for acquisition of services, works or goods with a Rand value below R1million) (all applicable taxes included).

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

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P_s = Points scored for comparative price of bid or offer under consideration

P_t = Comparative price of bid or offer under consideration

P_{min} = Comparative price of lowest acceptable bid or offer.

Points scored will be rounded off to the nearest 2 decimal places.

Step 2: Calculation of points for B-BBEE status level of contributor

Points will be awarded to a bidder for attaining the B-BBEE status level of Contribution in accordance with the table below:

NO:	SPECIFIC GOALS (80/20)	PREFERENCE POINT SYSTEM
1	Target Goal 1 Black Ownership	8
2	Target Goal 2 Black Youth Ownership	4
3	Target Goal 3 Black Women Ownership	4
4	Target Goal 4 Business in Township	4



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SBD 3.1

PRICING SCHEDULE – FIRM PRICES(PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED
IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT
OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

No.	Description	Qty	Unit Price (R)	Total Price (R)
1	Minor Service – Benoni (Aug 2025)	1		
2	Minor Service – Vrededorp (Aug 2025)	1		
3	Minor Service – Benoni (Nov 2025)	1		
4	Minor Service – Vrededorp (Nov 2025)	1		
5	Minor Service – Benoni (Feb 2026)	1		
6	Minor Service – Vrededorp (Feb 2026)	1		
7	Major Service – Benoni (May 2026)	1		
8	Major Service – Vrededorp (May 2026)	1		
9	Minor Service – Benoni (Aug 2026)	1		
10	Minor Service – Vrededorp (Aug 2026)	1		
11	Minor Service – Benoni (Nov 2026)	1		
12	Minor Service – Vrededorp (Nov 2026)	1		
13	Minor Service – Benoni (Feb 2027)	1		
14	Minor Service – Vrededorp (Feb 2027)	1		
15	Major Service – Benoni (May 2027)	1		
16	Major Service – Vrededorp (May 2027)	1		
17	Minor Service – Benoni (Aug 2027)	1		
18	Minor Service – Vrededorp (Aug 2027)	1		
19	Minor Service – Benoni (Nov 2027)	1		
20	Minor Service – Vrededorp (Nov 2027)	1		
21	Minor Service – Benoni (Feb 2028)	1		
22	Minor Service – Vrededorp (Feb 2028)	1		
23	Major Service – Benoni (May 2028)	1		
24	Major Service – Vrededorp (May 2028)	1		
25	Breakdowns and Call-Outs (Rate Only) – Monday to Friday, 08:00 to 16:30	Hour		
26	Breakdowns and Call-Outs (Rate Only) – After Hours and on Public Holidays	Hour		
	Sub-Total (Excl. VAT)			
	Add 15% VAT			
	Grand Total (Incl. VAT)			

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SIGNATURE BY COMPANY REPRESENTATIVE

NB// alternatively bidders may attach separate price schedule and indicate

Matthew Goniwe School of Leadership and Governance

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 a price quotation, advertised competitive bid, limited bid or proposal). 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):

2.4 Company Registration Number:

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) MGSLG Employees and members of its board
- (c) Any municipality or municipal entity;

- (d) Provincial legislature;
- (e) National Assembly or the national Council of provinces; or
- (f) Parliament

"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.

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 YES / NO the appropriate authority to undertake remunerative work outside employment in the public sector?

2.7.2.1 If yes, did you attached 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:

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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:

.....
.....

DECLARATION

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATEMAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF
PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS

DECLARATION PROVE TO BE FALSE.

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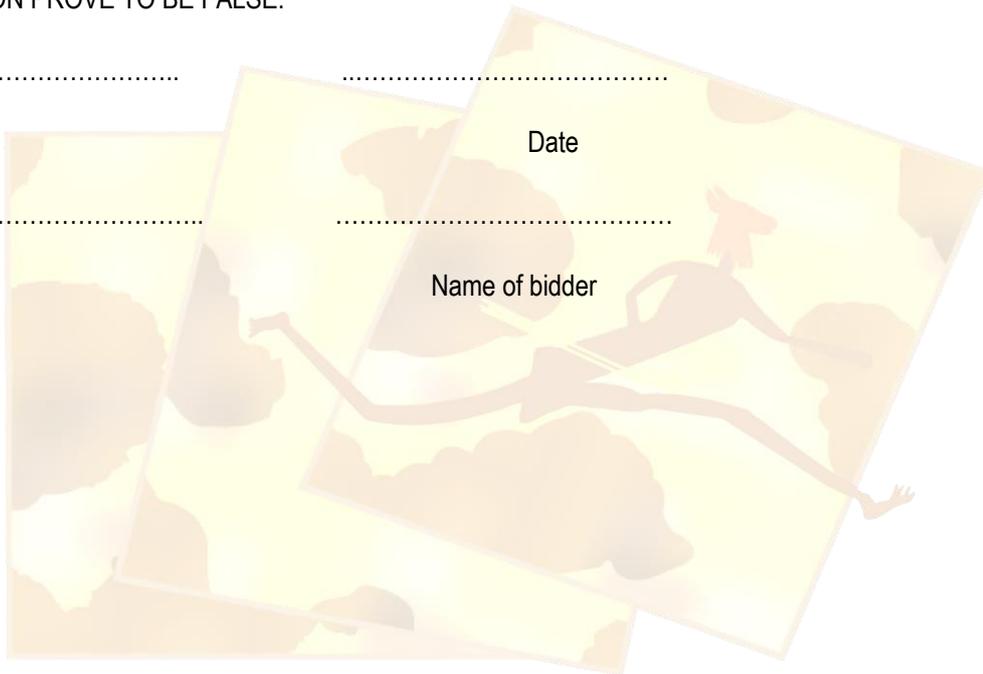
Signature

Date

.....

Position

Name of bidder



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