

MATTHEW GONIWE SCHOOL OF LEADERSHIP AND GOVERNANCE (MGSLG)

REQUEST FOR QUOTATIONS MAINTENANCE AND SERVICING OF GENERATORS RFQ/GEN/2025

FEBRUARY 2025

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

Completed documents must be in a sealed envelope clearly marked with the tender name and placed in tender box at: MGSLG Offices, **Physical Address: 40 Hull Street, Vrededorp, Johannesburg** by no later than **17 February 2025 at 11h00**.

Bidders must attach the following mandatory returnable documents in order to be considered for this bid:

- Valid tax clearance certificate with pin, for further verification.
- Certified ID(s) copies of company director(s)
- Proof of company registration-CIPC
- 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.
- National Treasury Central Supplier database summary report printed in February 2025.
- 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.
- Certified copy of BBBEE certificate/sworn affidavit – for the claiming of points.

Failure to submit all of the above mentioned documents may result in 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

Evaluation process.

PROVEN TRACK RECORD

(30 POINTS)

Reference letters from previous clients of similar work done must be submitted, on the clients letter head, signed and dated. References must indicate the date when such work was conducted, this should not be older than 5 years. Reference must include the clients contact details.

References that meet the above will be scored;

- | | |
|---------------------------|-----------|
| • One reference | 10 Points |
| • Two references | 20 Points |
| • Three references | 30 Points |
| • Non-submission | No Points |

CV OF PERSONNEL

(20 POINTS)

Certified copy of certification and the CV of the proposed personnel must be submitted. The CV should provide detailed experience of the project leader. Personnel must provide evidence/certification acquired at an merSETA accredited trade test centre. The technicians carrying out the service must be a qualified Diesel Mechanic who have passed a Diesel Mechanic Trade Test. Certified copies of passed trade test to be provided. Points will be allocated as follows:

- Trade test and CV with 5 years or more relevant experience 20 Points
- Trade test and CV with 4 years or more relevant experience 15 Points
- Trade test and CV with 3 years or more relevant experience 10 Points
- Trade test and CV with 2 years or more relevant experience 5 Points
- Non-submission No Points

Only service providers who achieve a minimum of 60% of the total available points will qualify to proceed to the next stage.

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 Special Goals as detailed below.

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 or a sworn affidavit.

No.	Special Goal	100%	99% - 71%	70%-51%	50 -30%	Below 30%
1.	Black owned	8 points	6	4	2	0
2.	Black youth owned	4 points	2	2	0	0
3.	Black women owned	4 points	2	2	0	0
4.	Township	4 points	2	2	0	0

All Technical enquiries relating to this quotation request must be emailed to: procurement@mgsi.co.za during office hours (8:30 - 16:00) weekdays. The MGSLG 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 the generators at both campuses, in order to keep them working efficiently.

Specification

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

Service and maintain three(3) generators; two (2) in the Vrededorp office and one(1) in the Benoni Office.

1. 100 KVA 400V Cummins Generator
2. 27KVA Generator
3. 60kVA 400 V Cummins Generator, in Benoni

All generators will require up to 3 minor services and 1 major service per year. The contract duration is 1 year, renewable annually for up to 3 years.

	Minor Service Includes:	Major Service Includes all items in the minor service and the following:
Engine	Clean engine, generator and surrounding area Check oil pipes and filters for damage and/or leaks Check engine sump pan for damage and leaks Check fuel tank and for damage and leaks Check oil level Check fuel tank for damage and leaks Check and record fuel level Check controller fuel level and record Check fuel pipes for damage and leaks	Drain oil and replace it Replace fuel filters Replace all filters Replace elements
Coolant	Check coolant pipes for damage and/or leaks Inspect radiator cap Check radiator for damage and/or leaks	Test glycol level coolant and replace coolant as per manufacturer indication or once a year
Drive belt	Inspect drive belts Inspect belt tension	

	Minor Service Includes:	Major Service Includes all items in the minor service and the following:
Batteries	<p>Check general condition and verify terminals are tight no corrosion</p> <p>For maintenance batteries, check electrolyte level</p> <p>For maintenance free batteries, check indication status</p> <p>Measure battery voltages</p>	
Ventilation	<p>Check there are no air flow restrictions</p> <p>Check condition of air filter</p>	
Electrical	<p>Check power cables for connection integrity</p> <p>Check mounted components,</p> <p>Check condition of electrical panel Controller</p> <p>Check functionality of controller</p> <p>Check and record alarms</p> <p>Check and record hour meter reading</p> <p>Check generator protection settings Off Load Test</p> <p>Check oil level</p> <p>Check water level</p> <p>Run generator set in manual mode for 15 minutes</p> <p>Check for any abnormal vibrations</p> <p>Check and record oil pressure</p> <p>Record engine temperature, voltages, frequency and engine speed</p> <p>Switch off engine and check for oil and water leaks</p> <p>Place controller in Auto Mode</p>	<p>Switch OFF the main supply feeder</p> <p>Check that the generator starts automatically</p> <p>Check the load on generator</p> <p>Run the generator for 30 minutes</p> <p>Check for any abnormal vibrations</p> <p>Switch ON the main supply feeder</p> <p>Check the load transfer from generator to mains supply</p> <p>Check for leaks on all filters and pipes</p> <p>Place controller in Auto Mode</p>

- 1.1 All service and maintenance work is envisaged to be attended during weekends.
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 2 hour and will be agreed upon between the two parties in a Service Level Agreement.
- 1.2 All replacement parts/spares, not included above 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.
- 1.3 The service provider will make sure that all job sheets are signed off by the MGSLG appointed official upon completion.
- 1.4 Contract duration is 12months, and may be renewed annually for up to 3 years.

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.

ITEM NO INCLUDED)	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES
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The price can be attached on the different schedule if applicable

DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
1. Minor Service			
2. Major Service			
3. Emergency call out fee			<u>Normal Hours</u> Call out fee= R_____
			<u>After Hours</u> Call-out fee= R_____
4. Mark-up cost to material and spares Please indicate the percentage value that would be added to the cost price. Original invoices will be required. *This percentage will remain unchanged for the full duration of the contract.			
Escalation in % for year 2			%_____
Escalation in % for year 3			%_____
TOTAL PRICE			

SIGNATURE BY COMPANY REPRESENTATIVE

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

RFQ: MAINTENANCE AND SERVICING OF GENERATORS
RFQ/GEN/2025

Physical Address: Cnr. 8th Street and Hull Street, Vrededorp,
Johannesburg,2192

Tel. No.: +27(0)118302200
Email Address:procurement@mgsi.co.za

**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.

²“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 the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

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:

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.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

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2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars.

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2.11 Do you or any of the directors / trustees /shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:

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.....
.....

3. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Reference Number	Tax Number	State Number / Peral Number	Employee Peral Number

4 DECLARATION

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

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

I ACCEPT THAT THE STATE MAY 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.

.....
 Signature

.....
 Date

.....
 Position

.....
 Name of bidder