

## MATTHEW GONIWE SCHOOL OF LEADERSHIP AND GOVERNANCE (MGSLG)

### REQUEST FOR QUOTATIONS PROVISION FOR GENERAL REPAIRS AND PAINTING OF WOODEN WINDOWS AND DOORS IN BENONI

30<sup>th</sup> of November 2021

The **Matthew Goniwe School of Leadership and Governance (MGSLG)** invites offers from experienced service providers for **general repairs and painting of wooden windows and doors of our buildings at our Benoni Campus**. Service providers must submit their offers in this RFQ document.

**A compulsory site visit to familiarize yourself with the facility will take place at the MGSLG Offices, 55 Elston Ave, Benoni, on the 6<sup>th</sup> of December 2021, starting at 10h00.** Completed documents must be submitted as a soft copy to [procurement@mgsi.co.za](mailto:procurement@mgsi.co.za) clearly marked as Technical Proposals and Price/Financial Proposal by no later than 12h00 on the **10<sup>th</sup> of January 2022**.

Bidders must attach the following mandatory returnable documents in order 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 registration to CIDB Level 1 GB will be required**
- 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.

**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 75% of the total available points will qualify for stage two of the Evaluation process.

**PROVEN TRACK RECORD**

**(40 POINTS)**

**CV OF THE PROJECT LEADER**

**(10 POINTS)**

#### STAGE2: PRICE AND BBEE 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 BBEE 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](mailto: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

FaxNo. : +27118302201

Tel. No.: +27(0)118302200

EmailAddress:[procurement@mgsi.co.za](mailto:procurement@mgsi.co.za)

Cnr. 8thStreetandHullStreet, Vrededorp,Johannesburg,2192

PostnetSuiteNo. 161,PrivateBagX9, Melville,2109

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.....



## 1. SCOPE OF WORKS

### Overview

The contractor shall provide, as a minimum, the services below.

- 1.1 Strip and sand all loose flaking paint
- 1.2 Fill all holes with proper wood filler
- 1.3 Take out old putty/beading and fill with new putty/beading around windows
- 1.4 Replace rotten and broken wooden strips/beading where necessary
- 1.5 Paint frames with proper Dulux, Duram or Plascon wooden primer
- 1.6 Paint wooden frames with Plascon, Dulux or Duram all exterior weather proof paint.
- 1.7 Make sure all doors and windows are fully operational
- 1.8 Painting of 4x outside ceilings and replacing broken cornishes
- 1.9 Clean-up and Handover

### 2. Purpose of the Bid

- 2.1 It is the objective of this Bid to identify and appoint **service provider** whose services may be utilised by MGSLG.

### 3. Maintenance Objectives

Without in any way limiting the Contractor's obligations, the Contractor shall ensure:

- 3.1 the safety and comfort of all users of the facility,
- 3.2 that the equipment and associated spaces are kept clean and presentable at all times

### 4. Workmanship

- 4.1 The contractor shall employ only competent artisans to perform maintenance work.
- 4.2 The contract shall be executed with the best work in a workmanlike manner to the satisfaction of management. Should any workmanship not be to the satisfaction of management it shall be rectified at the cost of the contractor.
- 4.3 The contractor shall remain responsible for the correct and complete maintenance of the plumbing infrastructure. Inspection by management shall not release the contractor from his responsibility.

### 5. Quality of Materials

- 5.1 Only materials of high quality and suitable for the climatic conditions of the site shall be used and shall be subject to approval of Management. All material shall conform in respect of quality, manufacture, tests and performance, with the requirements of the original equipment supplier, SABS or where no such standard exist, proof of no such standard shall be provided to Management. Materials manufactured in South Africa shall as far as possible be used and where applicable shall bear the SABS mark. All materials shall be suitable for the conditions under which the materials are installed and used.

## 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 TRACKRECORD

(40 POINTS)

Bidders must submit signed reference letter/s of similar work done (not older than 3 years), must be wooden window repairs ,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 40 Points
- Non-submission No Points

### CV AND QUALIFICATION OF MAINTENANCE TEAM

(20 POINTS)

The bidder must submit CV and relevant qualifications of personnel who will be responsible for maintaining the building. Staff carrying out work should have at least 5 years' experience in carpentry work.

- Relevant CV with 5 years or more experience and carpentry training certificate 20 Points
- Relevant CV with 3 years or more experience and carpentry training certificate 15 Points
- Relevant CV with 2 years or more experience and carpentry training certificate 10 Points
- Relevant CV with 1 year or more experience 5 Points
- Non-submission No 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

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).*

Where

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

$P_s$  = 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:



B-BBEE Contributor	Status	Level of	Number of points (80/20 system)
1			20
2			18
3			16
4			12
5			08
6			06
7			04
8			02
Non-compliant contributor			00

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**

**The price can be attached on the different schedule if applicable**

Key deliverable	Tasks	Estimated Costs
<p><b>Window 2600 high x 1100 wide (33 Windows)</b></p> 	<p>Strip and sand loose flaking paint                      Replace loose putty/beading                      Fill holes with wooden filler                      Replace rotten strips/beading                      Paint with wooden primer                      Paint with exterior weatherproof paint                      Clean windows</p>	
<p><b>Window 1700 high x 1400 wide (3 Windows)</b></p> 	<p>Strip and sand loose flaking paint                      Replace loose putty/beading                      Fill holes with wooden filler                      Replace rotten strips/beading                      Paint with wooden primer                      Paint with exterior weatherproof paint                      Clean windows</p>	
<p><b>Window 1850 high x 800 wide (5 Windows)</b></p>	<p>Strip and sand loose flaking paint                      Replace loose putty/beading                      Fill holes with wooden filler                      Replace rotten strips/beading                      Paint with wooden primer                      Paint with exterior weatherproof paint                      Clean windows</p>	

		
<p><b>Window 1900 wide x 1600 wide (6 Windows)</b></p> 	<p>Strip and sand loose flaking paint          Replace loose putty/beading          Fill holes with wooden filler          Replace rotten strips/beading          Paint with wooden primer          Paint with exterior weatherproof paint          Clean windows</p>	
<p><b>Window 1000 high x 2000 wide (3 Windows)</b></p> 	<p>Strip and sand loose flaking paint          Replace loose putty/beading          Fill holes with wooden filler          Replace rotten strips/beading          Paint with wooden primer          Paint with exterior weatherproof paint          Clean windows</p>	
<p><b>Double doors 2100 high x 1700 wide (6 Doors)</b></p> 	<p>Strip and sand loose flaking paint          Replace loose putty/wooden strips          Fill holes with wooden filler          Replace rotten strips/beading          Paint with wooden primer          Paint with exterior weatherproof paint          Clean up</p>	
<p><b>AIR Vents on roof (8 Vents)</b></p> 	<p>Strip and sand loose flaking paint          Replace broken and rotten strips          Paint with wooden primer          Paint with exterior weatherproof paint</p>	
<p><b>Ceilings outside Admin Office, kitchen Resource centre ( 72 Squares)</b></p>	<p>Strip and sand loose flaking paint          Paint with ceiling paint          Replace broken corniches, 3 meters</p>	
<p><b>Total</b></p>		

Original invoices of winning bidders supplier together with the markup invoice will be required as proof of % markup on materials when submitting invoices for payment.

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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 state<sup>1</sup>, 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, shareholder<sup>2</sup>): .....

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.

<sup>1</sup>“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.

<sup>2</sup>“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:

.....  
.....  
.....

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:

.....  
.....  
.....

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. ....

.....  
.....

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.

.....  
.....  
.....

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 they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:

.....  
.....  
.....

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

<b>Full Name</b>	<b>Identity Number</b>	<b>Personal Reference Number</b>	<b>Tax State Number / Peral Number</b>	<b>Employee Peral Number</b>


**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

