

MATTHEW GONIWE SCHOOL OF LEADERSHIP AND GOVERNANCE (MGSLG)

REQUEST FOR QUOTATIONS MAINTENANCE AND SLA OF AIR-CONDITIONERS

19 April 2022

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 **Wednesday 4 May 2022**, starting at **10h00-11h00** and Tuesday, same day for Benoni Branch situated at 55 Elston Avenue, **Benoni at 12:30 pm-13h30 pm**.

Completed documents must be in a sealed envelope clearly marked with the RFQ name and placed in tender box at: MGSLG Offices, **Physical Address: 40 Hull Street, Vrededorp, Johannesburg** by no later than 12h00 on **Monday 9 May 2022**. 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 updated Tax Compliance status Pin for 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 75% 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)

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 (8:00 - 16:30) 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 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.

1.1 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*

1.2 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.*

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
Russel Hobbs RHMA 120 H, Portable	1038	Finance Open
Russel Hobbs RHMA 120 H, Portable	1038	Leadership Roxanne
Mitsubisi Electric		Katlego Nthla
Mitsubisi Electric		Sibusisso CFO

Alliance	24000 BTU	Corporate Services Office
Alliance x 2	60 000 BTU	Auditorium
<u>BENONI</u>		
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 No Points

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

The points allocated for price will be 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

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

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

Pt = Comparative price of bid or offer under consideration

Pmin = 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.

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 Benoni April 2022	1		
2. Minor Service Vrededorp April 2022	1		
3. Minor Service Benoni July 2022	1		
4. Minor Service Vrededorp July 2022	1		
5. Minor Service Benoni October 2022	1		
6. Minor Service Vrededorp October 2022	1		
7. Mayor Service Benoni January 2023	1		
8. Mayor Service Vrededorp January 2023	1		

9. Minor Service Benoni April 2023	1		
10.Minor Service Vrededorp April 2023	1		
11.Minor Service Benoni July 2023	1		
12.Minor Service Vrededorp July 2023	1		
13.Minor Service Benoni October 2023	1		
14.Minor Service Vrededorp 2023	1		
15.Mayor Service Benoni January 2024	1		
16.Mayor Service Vrededorp January 2024	1		
17.Minor Service Benoni April 2024	1		
18.Minor Service Vrededorp April 2024	1		
19.Minor Service Benoni July 2024	1		
20.Minor Service Vrededorp July 2024	1		
21.Minor Service Benoni October 2024	1		
22.Minor Service Vrededorp 2024	1		
23.Mayor Service Benoni January 2025	1		
24.Mayor Service Vrededorp January 2025	1		
25.Breakdowns and call outs (Rate only) Monday to Fridays 08:00am to 16:30pm	Hour		
26.Breakdowns and call outs (Rate only) After hours and on Public holidays	Hour		
Sub-Total			
Add 15% Vat			
Grand Total			

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.

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 State Number / Persal Number	Employee Persal 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

