



Quotation invitation

QUOTATION NUMBER: SSC WC Q03 (2024/2025) DALRRD

SUBJECT: APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY, INSTALLATION AND 3 YEAR MAINTENANCE OF THREE HEATING, VENTILATION AND AIR CONDITIONING (HVAC) FLOOR SYSTEM UNITS FOR THE THREE SERVER ROOMS INCLUDING THE INSTALLATION OF A MONITORING SOFTWARE AT NATIONAL GEOSPATIAL INFORMATION, VAN DER STERR BUILDING, 19 RHODES AVENUE, MOWBRAY.

GENERAL QUOTATION CONDITIONS

- 1.1 Service providers/suppliers who failed to complete the quotation terms of reference/specification in all respects will automatically be disqualified.
- 1.2 Service providers/suppliers who failed to complete and sign all the quotation documentation and/or failed to submit all the required information/documentation as requested in terms of the quotation documentation may be disqualified.
- 1.3 The quotation must conform to the minimum requirements, as set out in this document, or it must be stated clearly how it deviates from these requirements and why. Offers exceeding the minimum requirements of the terms of reference/specification are acceptable.
- 1.4 Once quotations have been obtained from prospective service providers/suppliers; the following additional documentation must be obtained from the shortlisted service providers/suppliers:
 - SBD 1 = Invitation to Bid
 - SBD 4 = Declaration of interest.
 - SBD 6.1 = Preference points claim form.
- 1.5 No quotation may be awarded to any service provider whose tax status has not been declared compliant by SARS. Service providers that are not tax compliant according to the CSD must resolve their tax matters with SARS within five (5) working days from date of request.
- 1.6 All service providers/suppliers must ensure that they are registered on the Central Supplier Database (CSD): www.csd.gov.za. Service providers/suppliers are advised to ensure that their banking details are successfully verified on the CSD.
- 1.7 The CSD Registration Report must be attached to the quotation document.

- 1.8 The Department will not award any quotation to a service provider/supplier not registered as a prospective service provider/supplier on the CSD.
- 1.9 The successful service provider/supplier may be required to sign a written contract form (SBD 7). This document will be a binding contract between the successful service provider/supplier and the department. No service should be rendered without receipt of an official order issued by the department. No official order will be issued unless a successful service provider/supplier has been successfully registered on the Central Supplier Database of the National Treasury.
- 1.10 The official forms as per paragraph 1.4 above and the quotation terms of reference/specification must NOT be retyped. **To ensure authenticity of documents service providers/supplier must complete forms manually. Service providers/suppliers who do not comply with this requirement and retype the quotation documentation will be disqualified.**
- 1.11 This quotation is subject to Government Procurement: General Conditions of Contract, which may not be amended.
- 1.11.1 Failure to withdraw, waive and/or renounce the service provider/supplier's own quotation conditions, when called upon to do so, may invalidate the quotation.
- 1.12 During evaluation of the quotations, information may be requested in writing from service provider/suppliers. Replies to such requests must be submitted within three (3) working days or quotations may be disregarded.
- 1.13 **The department may only accept a total ceiling price for the entire project that must be inclusive of all costs (including travel and subsistence expenses). The service provider/supplier will not be entitled to claim for travel and subsistence expenses, such items must be included in the quotation price.**
- 1.14 **The department will give preference to service providers/suppliers that quote firm prices for the entire duration of the contract in terms of this quotation. Nonfirm prices (including prices that are subject to rates of exchange variations) may be considered if supporting documentation is submitted. No price increase will be considered by the Department in cases where firm quotation prices have been agreed upon.**
- 1.15 The department will not be held liable for any expenses incurred by service providers/supplier in preparing and submitting quotations.
- 1.16 The department reserves the right to appoint more than one service provider/supplier, depending on conditions of the quotation.

The award of the quotation may be subjected to price negotiation with the preferred service providers/suppliers.

- 1.17 **QUOTATIONS MUST BE EMAILED :**
Quotationspsscwc@dalrrd.gov.za

Closing date for submission of the quotation: 12 August 2024.

COMPULSORY SITE INSPECTION: 05 August 2024

**Van Der Sterr Building,
19 Rhodes Avenue,
Mowbray
Cape Town
Western Cape**

- 1.18 Service providers/suppliers may be requested to submit a valid company registration certificate issued by the Registrar of Companies and copies of the ID document(s) of active director(s).
- 1.19 The successful service provider/supplier must supply and deliver goods to the address as indicated in the quotation documentation.
- 1.20 The validity period of this quotation must be at least 90 days from the closing date of the quotation.

2. CONFIDENTIALITY

- 2.1 This quotation and all information in connection therewith shall be held in strict confidence by service providers/suppliers and the use of such information shall be limited to the preparation of the quotation. Service providers/suppliers shall undertake to limit the number of copies of this document.
- 2.2 All service providers/suppliers are bound by a confidentiality clause preventing the unauthorised disclosure of any information regarding the department or of its activities to any other organisation or individual. The service providers/suppliers may not disclose any information, documentation or products to other clients without the written approval of the Director-General or the delegated official.

3. COPYRIGHT

- 3.1 Copyright of all documentation in relation to this quotation belongs to the department. The successful service provider/supplier may not disclose any

information, documentation or products to other clients without the written approval of the Director-General or the delegated official.

4. PAYMENTS

4.1 **Payment shall normally be made within 30 days after receipt of an original invoice, subject to satisfactory delivery of the service as outlined in the Terms of Reference/Specification.**

4.2 **The service provider/supplier will not be entitled to claim for travel and subsistence expenses. If such expenses are applicable, these charges must be included in the quotation price.**

5. NON-COMPLIANCE WITH DELIVERY TERMS

As soon as it becomes known to the service provider/supplier that he/she will not be able to perform the services/deliver the goods within the agreed time/or delivery period and/or against the quoted price and/or as specified in the contract, the department must be given immediate written notice to this effect. The department reserves the right to implement remedies as provided for in paragraph 22 of the General Conditions of Contract.

6. RETENTION

6.1 On termination of this agreement, the service provider/supplier shall on demand, hand over all documentation, information, etc. to the department without the right of retention.

6.2 No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force and effect unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement of the agreement to amend or vary conditions shall be in writing.

7. EVALUATION OF QUOTATIONS

Quotations will be evaluated on the following basis:

7.1 Phase 1: Prequalification criteria

7.1.1 The following prequalification criteria will be applicable to this quotation: point 5 of the TOR.

(i) SCM MANDATORY REQUIREMENTS

7.1.2 Service providers/suppliers that do not meet the pre-qualification criteria stipulated in paragraph 7.1.1 above will be disqualified from further evaluation.

7.1.3 **Phase 2: Evaluation in terms of 80/20 preference point system as prescribed in the Preferential Procurement Regulations 2022.**

COMPETITIVE PRICE QUOTATION PROCESS (UP TO R 1 MILLION)

Apply the **80/20 Preference Point system** where a maximum of Eighty (80) tender adjudication points will be awarded for price. Twenty (20) points will be awarded for preference in terms of the Preferential Procurement Policy Framework Act (Act 5 of 2000) and Preferential Procurement Regulation, 2022.

7.1.4 **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

7.1.5 The tender must make sure that they complete the **SBD 6.1** attached so that they can claim the Specific Goals (20) points.

7.1.6 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.

7.1.7 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.

7.1.8 Bidders who wish to claim points in terms of table 4.2 on **SBD 6.1** need to provide proof for each point claimed as guided below:

- Who had no franchise in national elections before the 1983 and 1993 Constitution – **attach certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.**
- Who is female- **attach certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.**
- Who has a disability – **attach doctor’s letter confirming the disability**
- Who is youth - **attach certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.**

7.2 Phase 3: Awarding of quotation

7.2.1 The quotation will be awarded to the service provider/supplier who scores the highest total number of points in terms of the preference point system (Price and Special Goals points), unless objective criteria in terms of section 2(1)(f) of the Act justify the award of the service provider/supplier to another service provider/supplier.

8. LATE QUOTATIONS

Quotations received late shall not be considered. Service providers/suppliers are therefore advised to ensure that quotations be dispatched allowing enough time for any unforeseen events that may delay the delivery of the quotation.

9. FRAUD AND CORRUPTION

All prospective service providers/suppliers should take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No. 12 of 2004 and any other act applicable.

10. THE DEPARTMENT RESERVES THE RIGHT TO REJECT OR CANCEL QUOTATIONS

Quotations may be cancelled for any of the following reasons:

- 10.1 If the service provider/supplier has committed a proven corrupt or fraudulent act in competing for a particular contract.
- 10.2 If the service provider/supplier or any of its directors have:
- (i) Abused the SCM system of any government department.
 - (ii) Failed to perform any previous contract and the proof thereof exists.
 - (iii) Restricted from doing business with the public sector if such a service provider/supplier obtained preferences fraudulently or if such service provider/supplier failed to perform on a contract based on the specific goals.
 - (iv) If there is proof of fraud or any other improper conduct in relation to such system.

11. CONTACT PERSON FOR ENQUIRIES

Technical enquiries	Mr. Steven Lazaro	Tel. 021 658 4370 StevenLaz@dalrrd.gov.za
General SCM enquiries	Ms Mpho Mudau	Tel. 021 658 4515 Mpho.Mudau@dalrrd.gov.za

12. SITE INSPECTION

The service providers are required to attend the compulsory site inspection visit on the date and time will be communicated to ensure the quote correct items. Any supplier who fails to conduct a site inspection would be disqualified. The site inspection attendance register must be signed on the day of the inspection.

Date: 05 August 2024

Venue: NGI Offices, Van Der Sterr Building, 19 Rhodes Avenue, Mowbray.

13. PUBLICATIONS AND OBTAINABILITY OF BID DOCUMENT

Departmental website and e-tender portal

- Period – 14 Days
- Bid document will be available and published on the E-tender portal ;
www.dalrrd.gov.za & <https://admin.etenders.gov>

SBD1

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT.

BID NUMBER:	SSC WC Q03 (2024/2025) DALRRD	CLOSING DATE:	12 August 2024	CLOSING TIME:	11:00 AM
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DESCRIPTION
APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY, INSTALLATION AND 3 YEAR MAINTENANCE OF THREE HEATING, VENTILATION AND AIR CONDITIONING (HVAC) FLOOR SYSTEM UNITS FOR THE THREE SERVER ROOMS INCLUDING THE INSTALLATION OF A MONITORING SOFTWARE AT NATIONAL GEOSPATIAL INFORMATION, VAN DER STERR BUILDING, 19 RHODES AVENUE, MOWBRAY.

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

Quotationspsscwc@dalrrd.gov

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	Mpho Mudau	CONTACT PERSON	Mr. Steve Lazaro
TELEPHONE NUMBER	021 409 0551	TELEPHONE NUMBER	021 658 4370
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	<u>Mpho.Mudau@dalrrd.gov.za</u>	E-MAIL ADDRESS	<u>stevenlaz@dalrrd.gov.za</u>

SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:



PROVINCIAL SHARED SERVICES CENTRE: WESTERN CAPE, 14 LONG STREET, CAPE TOWN
Private Bag X9159, Cape Town, 8000 Tel: 021 409 0300 Web: www.DALRRD.gov.za

AUTHORITY TO SIGN THE STANDARD BIDDING DOCUMENTS (SBD) ON BEHALF OF AN ENTITY.

“Only authorized signatories may sign the original and all copies of the tender offer where required.

In the case of a **ONE-PERSON CONCERN** submitting a tender, this shall be clearly stated.

In case of a **COMPANY** submitting a tender, include a copy of a **resolution by its board of directors** authorizing a director or other official of the company to sign the documents on behalf of the company.

In the case of a **CLOSED CORPORATION** submitting a tender, include a copy of a **resolution by its members** authorizing a member or other official of the corporation to sign the documents on each member’s behalf.

In the case of a **PARTNERSHIP** submitting a tender, **all the partners shall** sign the documents, unless one partner or a group of partners has been authorized to sign on behalf of each partner, in which case **proof of such authorization** shall be included in the Tender.

In the case of a **JOINT VENTURE** submitting a tender, include **a resolution** of each company of the Joint Venture together with a resolution by its members authorizing a member of the Joint Venture to sign the documents on behalf of the Joint Venture.”

Accept that failure to submit proof of Authorization to sign the tender shall result in a Tender Offer being regarded as non-responsive.

AUTHORITY OF SIGNATORY

Signatories for companies, closed corporations and partnerships must establish their authority **BY ATTACHING TO THIS FORM, ON THEIR ORGANISATIONS'S LETTERHEAD STATIONERY**, a copy of the relevant resolution by their Board of Directors, Members or Partners, duly signed and dated.

An **EXAMPLE** is shown below for a COMPANY:

MABEL HOUSE (Pty) Ltd

By resolution of the Board of Directors taken on *20 May 2000*,

MR A.F JONES

has been duly authorised to sign all documents in connection with

Contract no CRDP 0006, and any contract which may arise there from,

on behalf of *Mabel House (Pty) Ltd.*

SIGNED ON BEHALF OF THE COMPANY: (Signature of Managing Director)

IN HIS CAPACITY AS:

Managing Director

DATE:

20 May 2000

SIGNATURE OF SIGNATORY:

(Signature of A.F Jones)

As witnesses:

1.
2.

Signature of person authorised to sign the tender:

Date:

**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

Name of bidder.....	
Bid number: SSC WC Q03 (2024/2025) DALRRD	
Closing Time 11:00	Closing date: 12 August 2024

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

BID PRICE IN RSA CURRENCY
** (ALL APPLICABLE TAXES INCLUDED)

R

- Required by:
- At:
- Brand and model
- Country of origin
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s)
- Period required for delivery
*Delivery: Firm/not firm
- Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

1. PRICING SCHEDULE: Supply, delivery and installation of 3HVAC Units

❖ All prices must include VAT.

DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
1. HVAC Units supply, installation and configuration	3		R
2. Three-year Warranty and maintenance	1		R
3. Monitoring system, installation and testing (1 software for all 3 server rooms)	1		R
4. Total Price excluding Vat			R
5. Total Price for working solution including vat:			R

SUMMARY PROJECT COST FOR 3-YEAR MAINTENANCE

YEAR	DESCRIPTION	TOTAL PRICE
YEAR 1	Maintenance, warranty, Hardware, Software, Installation and labour	R
YEAR 2	Maintenance and labour	R
YEAR 3	Maintenance and labour	R
Total cost of the project for 3 years including vat		R

BIDDER'S DISCLOSURE

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

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.

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;
- 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.

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.

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

PRICE QUOTATION PROCESS (UP TO R 1 MILLION)

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

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) **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.

- 1.7 Bidders who wish to claim points in terms of table 4.2 below need to provide proof for each point claimed as guided below:
- Who had no franchise in national elections before the 1983 and 1993 Constitution – **attach certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.**
 - Who is female- **attach certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.**
 - Who has a disability – **attach doctor’s letter confirming the disability**
 - Who is youth - **attach certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.**

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:

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{max}}\right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{max}}\right)$$

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:

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{max}}\right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{max}}\right)$$

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = 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—
- 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
 - 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 (80/20 system)	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
I. Who had no franchise in national elections before the 1983 and 1993 Constitution	10		
II. Who is female	5		
III. Who has a disability	2		
IV. Specific goal: Who is youth	3		

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:

APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY, INSTALLATION AND 3 YEAR MAINTENANCE OF THREE HEATING, VENTILATION AND AIR CONDITIONING (HVAC) FLOOR SYSTEM UNITS FOR THE THREE SERVER ROOMS INCLUDING THE INSTALLATION OF A MONITORING SOFTWARE AT NATIONAL GEOSPATIAL INFORMATION, VAN DER STERR BUILDING, 19 RHODES AVENUE, MOWBRAY.

Terms of Reference

1. INTRODUCTION

- 1.1. The Department of Agriculture, Land Reform and Rural Development (DALRRD) requires the supply, Installation and 3-year maintenance of Three (3) heating, ventilation and air conditioning (HVAC) floor system units for the three server rooms including the installation of a monitoring software for all units. at the chief directorate: national geospatial information office
- 1.2. The Chief Directorate: National Geo-spatial Information (CD: NGI) has Three server rooms that house ICT equipment central to daily operations:
 - (i) IT server room 101,
 - (ii) server room 167,
 - (iii) C-Block Server Room – Tape Library
- 1.3. These sever rooms require a controlled environment to prevent the equipment from overheating and eventually crashing. Currently all server rooms are equipped with the Liebert Hiross HPM, installed in 2007. The units are 15 years in service and require to be replaced.
- 1.4. In the past years we have experienced breakdowns and had to be fixed. They are currently not maintained however they are still functioning.
- 1.5. All these HVAC units in the Three server rooms must be maintained and constantly monitored to ensure proper functioning of IT equipment that contributes to the running and backing up of the technical and other data that is critical to the daily operations at the CD: NGI
- 1.6. The NGI server rooms are raised floor data centre construction model, leaving the open space between the two floors for wiring or cooling infrastructure and reduce the intake air temperature of IT equipment and servers. This raised flow accommodates network cables, electrical cables all which need to be constantly cooled.
- 1.7. Replacing the old HVAC units is crucial because the data centre equipment in all the NGI server rooms run 24/7. Replacing the HVAC units will ensure that the NGI operations are not interrupted by failing hardware caused by overheating.
- 1.8. The capacity HVAC unit must meet the floor size of each server room.

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- I. Server room 101 - size 38m²
- II. Server room 167 - size 13m²
- III. C-Block Server room (Tape Library) – size 23m²

2. REQUIREMENTS

- 2.1. The requirements are for the supply, Installation and 3-year maintenance of Three (3) heating, ventilation and air conditioning (HVAC) floor system units for the three server rooms including the installation of a monitoring software for all units in Cape Town.
- 2.2. A total workable solution must be provided. Service providers must add additional equipment / labour to ensure a working solution.
- 2.3. The successful service provider will need to provide service to the Server room 1 [Room 167] , Server room2 [Room 101] and Block C Server room – Tape Library as part of the working solution.
- 2.4. The successful service provider will be required to remove the old equipment from the three serve rooms before installing the new HVAC equipment as part of the working solution.
- 2.5. The successful service provider will be required to install monitoring software which will send email / text alerts on the status of operations for the HVAC equipment that require attention as part of daily monitoring.

EQUIPMENT SPECIFICATIONS	
Category	Specification
General Requirements	
Purpose	Provide precise temperature and humidity control for server rooms or data centers
Operational Environment	Indoor installation
Temperature Range	Maintain server room temperature between 18°C to 27°C (64°F to 80°F)
Humidity Range	Maintain relative humidity between 40% to 60%
Cooling Capacity	Specification
Cooling Load Calculation	Based on server room size, heat load from equipment, lighting, occupancy, and geographical location
BTU (British Thermal Unit)	100,000 BTU/hr (29.3 kW)

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Tonnage	Approx. 8.5 tons
Airflow	Specification
CFM (Cubic Feet per Minute)	Minimum 400 CFM per ton of cooling capacity
Air Distribution	Uniform distribution to prevent hot spots; use of raised floors and perforated tiles if applicable
Filtration	High-efficiency filters with a minimum MERV (Minimum Efficiency Reporting Value) rating of 13
Redundancy and Reliability	Specification
Redundancy	N+1 redundancy
Backup Power	Integration with UPS (Uninterruptible Power Supply) and generator systems
Energy Efficiency	
EER (Energy Efficiency Ratio)	Minimum EER of 12
Variable Speed Drives	For fans and compressors to optimize energy usage
Economizer Mode	Utilizes outside air for cooling when conditions are favorable
Control and Monitoring System	Specification
BMS Integration	Compatibility with existing Building Management System for centralized monitoring and control
Remote Monitoring	Capability to monitor and control the system remotely via a web-based interface
Sensors	Temperature and humidity sensors placed at multiple locations within the server room
Alarm Systems	Alerts for temperature/humidity deviations, filter replacement, maintenance reminders
Physical and Mechanical Specifications	Specification
Dimensions	Compact design to fit within the designated server room space
Weight	Appropriate for structural load-bearing capacity of the server room

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Mounting	Floor-mounted or ceiling-mounted options available
Noise Level	Operate below 70 dB(A) to ensure a quiet working environment
Electrical Specifications	Specification
Voltage	208-230V, 3-phase or as per regional standards
Frequency	50/60 Hz
Power Consumption	Detailed power consumption data at full load and part load conditions
Safety and Compliance	Specification
Certifications	UL (Underwriters Laboratories), CE (Conformité Européenne), or equivalent safety standards
Fire Suppression Integration	Compatibility with the server room's fire suppression systems
Leak Detection	Systems to detect and alert for refrigerant leaks
Maintenance and Serviceability	Specification
Access Panels	Easy access for maintenance and repair without disrupting server room operations
Service Contracts	Availability of comprehensive service and maintenance contracts
Spare Parts	Ready availability of spare parts for quick repairs
Documentation	Specification
User Manuals	Detailed user and installation manuals
Service Logs	Log for recording maintenance and service activities
Warranty	Minimum 3-year warranty on parts and labor

3. -The three-year warranty should include the following:

Minor service

- Check condition of air filters and wash clear.
- Check condensate drainage.
- Check evaporator fan motor bearings for smooth running and audible noise.
- Check operation of air sweep motor

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- Check evaporator fan impeller for dirt, obstructions and vibration.
- Check condition of condenser coil
- Check condenser fan impeller for dirt, obstructions and vibration.
- Check compressor operation.
- Check operation of electric heater elements or reversing valve where fitted.
- Check controller operation and settings.

Major Service

- Minor service as per above
- Chemically clean condenser coil where necessary
- Check units for surface rust and paint with inhibitor where necessary
- Check and record refrigerant pressures.
- Check refrigerant piping visually for leaks.
- Check condition of thermal insulation to pipe work
- Check all electrical connections.
- Be available for call-outs.

4. The service level includes call-outs

NB: The technician to be based in Cape Town

4.1. Before submitting a quotation response, **service providers must make arrangements with departmental officials to view the site** and investigate the current setup.

The following departmental officials may be contacted in this regard:

Mr. Steven Lazaro, telephone 021 658 4370 or e-mail StevenLaz@dalrrd.gov.za

4.2 Delivery Address:

National Geospatial Information
 Van Der Sterr Building
 19 Rhodes Avenue
 Mowbray
 Cape Town

4.3 support:

4.3.1 Provide support on an ad hoc (as needed) basis a time and material basis.

4.3.2 The Department will only pay for support after it was provided.

4.3.3 The Department reserves the right to decide to utilise the support or not after quotation responses were received and evaluated.

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4.4 Special conditions:
4.4.1 Industry standard guarantees must be provided for all equipment.
4.4.2 If a specific technology is offered, details of the technology (like make and model) should be supplied (for each different) solutions are proposed, complete details of each option should be clearly stated.
4.4.3 The department will only pay for the service after successful implementation of the solution.
4.4.4 The service provider must have stock available in South Africa.
4.4.5 Service Providers must submit brochures of the specific equipment that will be provided, as part of the quotation response. Failure to provide Brochures will disqualify the quotation Brochures must be provided for the proposed hardware equipment and software:
4.4.6 It is a requirement that the service provider has an office / contractor office / virtual office / contractor(s) in Western Cape (preferable Cape Town) to ensure that support is readily available when needed. Provide details and address of office it is a requirement that the service provider has offices / contractor office / virtual offices / contractor(s) in Western Cape (preferable Cape Town). Failure to provide this information will disqualify the quotation.

1.2 Service providers/suppliers must ensure that the following documentation is attached to their quotation:

1.2.1 The completed quotation terms of reference/specification.

1.2.2 A valid quotation; and

1.2.3 Service Providers must submit brochures of the specific equipment that will be provided, as part of the quotation response. Brochures must be provided for:

1.2.3.1 Hardware.

1.2.3.2 Software

1.2.4 Provide details and address of office it is a requirement that the service provider has offices / contractor office / virtual offices / contractor(s) in Western Cape (preferable Cape Town).

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I/we, the undersigned, declare that the information furnished is true and correct and warrants that he/she is duly authorised to sign on behalf of the company.

NAME AND CAPACITY: _____

SIGNATURE OF SERVICE PROVIDER/SUPPLIER

DATE

NAME OF COMPANY: _____