



**REQUEST FOR PROPOSALS (RFP): CS/SCM/FAC/R17-18/18
APPOINTMENT OF A PANEL OF PREFERRED CONTRACTORS TO PROVIDE
GENERAL BUILDING MAINTENANCE**

1. DETAILS OF THE RFP

RFP NO	CS/SCM/FAC/R17-18/18
RFP FOR	Appointment of a Panel of Preferred Contractors To Provide General Building Maintenance
ADVERTISEMENT DATE	9 October 2017
COMPULSORY BRIEFING	16 October 2017 @ 11:00am
SUBMISSION DEADLINE	23 October 2017 @ 12:00pm
RFP SUBMISSION VENUE	Corner Miriam Makeba & Helen Joseph Street, Newtown, Johannesburg, 2017

2. BACKGROUND INFORMATION

2.1. The Sci-Bono Discovery Centre is an independent Non Profit Company set up by the Gauteng Department of Education. It is a flagship science centre located in Newtown, Johannesburg. Sci-Bono envisions a society with the capacity to compete in the global world of science and technology and that is equipped with the skills, attitudes and values needed to improve the quality of life of all South Africans. It works closely with the Gauteng Department of Education (GDE), to enhance curriculum delivery in schools.

3. PURPOSE

- 3.1 The purpose of this Request for Proposals (RFP) is to appoint a panel of preferred contractors to provide General Building Maintenance.

4. SPECIFICATIONS

- 4.1 Bidders must submit a Proposal that meets the requirement of the below-mentioned specifications:

Technical Requirements Specification

4.1.1 Special instructions to bidders

4.1.1.1 Should a vendor have reasons to believe that the requirement Specification is not open and/or is written for a particular brand or product or service provider; the bidder shall notify Sci-Bono Discovery Centre Procurement within five (5) days after publication of the bid.

4.1.1.2 Bidders shall provide full and accurate answers to the questions posed in this document, and, where required explicitly state either "Comply/Not Comply" regarding compliance with the requirements. Bidders must substantiate their response to all questions, including full details on how their proposal/solution will address specific functional/ technical requirements; failure to substantiate may lead to the bidder being disqualified. All documents as indicated must be supplied as part of the bid response. Failure to comply with Mandatory Requirements may lead to the bidder being disqualified.

- 4.2 The Sci-Bono Discovery Centre owns a multi storey building with a combined floor space of 26 000 m² situated in Newtown, Johannesburg. The buildings are more than thirty years old and, as a result, the buildings often require planned maintenance on a periodic basis, upgrades and repairs on its building fabric and infrastructure. It is against this background that the Sci-Bono seeks to appoint a panel of capable building maintenance services providers to provide services on an ad-hoc basis. The panel will be expected to assist with emergency call-outs, scheduled works and for advisory services on building maintenance.

- 4.3 For scheduled works, a Request for Quotations (RFQ) process will be followed where service providers on the panel will be afforded an opportunity to submit proposal/ quotations. For emergency call-outs a rotation process will be followed with special focus on availability and capability based on the nature of the emergency.

4.3.1 The following are some of the maintenance services that may be required by the Sci-Bono Discovery Centre but not limited to below list:

- Painting

- Glazing and glass works
- Locksmith
- Electrical Motor repairs
- Carpentry
- Shop fitting
- Brick laying
- Tiling, Carpet & Paving
- Waterproofing
- Partitioning/ dry walling
- Roof and Ceiling installation/repairs
- General Building maintenance work
- Plumbing
- Electrician
- Fire prevention and extinguishing equipment and systems
- Welding
- Automatic Doors maintenance and repairs
- High Window cleaning
- Access Control Systems Maintenance
- Monitoring Systems

Note: The bidder is required to clearly indicate their area of specialisation the bidder is applying for. Please complete Annexure 4 of this document and return it with Returnable Schedule 3.

4.4 Additional requirements

Bidders must exemplify:

- 4.4.1 Basic Knowledge of electrical installations
- 4.4.2 Capacity to source maintenance spares and items
- 4.4.3 Basic Knowledge of plumbing works

4.5 Further Requirements for the shortlisted bidders

- 4.5.1 Company must be registered or will have to register with regulatory statutory bodies.
- 4.5.2 The bidders will be required to comply with Health and Safety regulations. Please complete **Annexure 5** and return it with Returnable Schedule 3.
- 4.5.3 Bidders will be required to ensure that they take out enough public liability insurance to cover their employees for any mishaps whilst in the Sci-Bono Discovery Centre building.

5. MINIMUM REQUIREMENTS

5.1 Bidders must supply Sci-Bono with the below-mentioned minimum requirements. Failing to provide these requirements shall constitute automatically disqualification.

Suppliers must submit 2 envelopes as follows:

Envelope 1:

- A Formal Written Quotation (clear & unambiguous; with VAT implications);
- Quotation form downloadable from the Sci-Bono website;

Envelope 2:

- Comprehensive description and specification of the offered items (No prices);
- Proof of Company Registration;
- A valid Tax Clearance Certificate;
- B-BBEE certificate (IRBA or SANAS) or Sworn Affidavit;
- Fully completed SBD forms (SBD 4, SBD 8, SBD 9) downloadable from the Sci-Bono website;
- Stamped Letter Confirming Bank Details;
- Proof of Business Address;
- References of Previous Projects/Services Successfully Completed;
- Proof of Registration with the Construction Industry Development Board;
- Proof of Registration with regulatory statutory bodies;
- Proof of compliance with Health and Safety regulations;
- Responses to Annexure 1;
- Responses to Annexure 2;
- Responses to Annexure 3;
- Responses to Annexure 4;
- Responses to Annexure 5;
- Responses to Annexure 6;

5.2 References

5.2.1 Bidders must further supply Sci-Bono Discovery Centre at most with two (2) contactable references where the bidder has delivered the similar services by simply stating the following:

- Name of client
- Position
- Contact telephone numbers
- Dates and Work performed

5.2.2 The failure to provide the above shall constitute a disqualification as it shall be deemed that the bidder does not have the required experience.

6. PRICING SCHEDULE AND DELIVERY

6.1 General Pricing Fee

6.1.1 The bidder must provide a clear and unambiguous price schedule (quotation).

6.1.2 All disbursements and related costs shall be provided separately, if any, and may be negotiated during the project implementation period.

6.1.3 Only unconditional discounts shall be accepted. All discounts granted must be specified on the Quotation Form.

6.1.4 Note that the price must be fixed and will not be subjected to change based on foreign exchange fluctuations.

6.2 Delivery

6.2.1 The delivery of services/ goods shall be done at Sci-Bono Discovery Centre, and on an ad hoc basis; at schools around Gauteng Province.

7. CONDITIONS FOR SHORT LISTING

7.1 Proposals submitted will be evaluated using a system Method 4 (Financial Offer, Quality and Preference) in line with Section 6.3 (6.3.1: Standard Tender Evaluation Method) prescribed by Sci-Bono's Supply Chain Management Policy.

7.2 All bids shall be subjected to the preliminary evaluation process. Bidders who shall not meet the minimum requirements (item 5) set by this RFP shall automatically be disqualified and shall not be evaluated for functionality, price and preference.

7.3 Service providers are required to submit all documents specified on item 5.1 of this RFP, otherwise failure to submit all documents shall constitute disqualification.

8. TECHNICAL EVALUATION

8.1 All proposals / bids that will qualify (accepted) during the preliminary evaluation stage shall be evaluated for functionality or technicality. The **functionality evaluation criterion** shall be as follows:

ELEMENT	WEIGHT
Bidder's Relevant Experience in reference to the required services	70%
Experience, Skills and Qualifications of the Maintenance Team	30%
TOTAL	100%

Note: The minimum qualifying score for functionality is 70%. All tenders that fail to achieve the minimum qualifying score on functionality shall not be considered for shortlisting to the Sci-Bono Discovery Centre's panel of preferred service providers. Sci-Bono Discovery Centre reserves the right to appoint a limited number of qualified service providers to the panel.

8.1.1 Bidder's Relevant Experience	Comply	Not Comply
<p>The bidder must have experience in providing building maintenance services in commercial buildings.</p> <p>The bidder must provide three (3) references of building maintenance contracts held in the past five years. Please refer to Annexure 3 of this document for the format in which the required formation must be provided.</p>		
Substantiate / Comments		

8.1.2 Experience and Skills of the bidder's Maintenance Team	Comply	Not Comply
<p>The bidder's management, maintenance team (in the current employ of the bidder) must have relevant skills and experience in providing building maintenance services.</p> <p>The bidders must submit, as part of its proposal, the following:</p> <ul style="list-style-type: none"> • The structure and composition of the maintenance team, clearly outlining the services/ specialties each team member is responsible for (Please refer to Annexure 3 for a response format). • Abridged CVs of the bidder's management team. 		
<p>Substantiate / Comments</p>		

9. PRICE EVALUATION

9.1 The proposals / bids shall be evaluated using the 80/20 preference point scoring system.

$$PS = 80 \left[1 - \frac{Pt - Pmin}{Pmin} \right]$$

Where:

Ps = Point scored for comparative price of bid under consideration;

Pt = Comparative price of bid under consideration; and

Pmin = Comparative price of the lowest acceptable bid.

10. POINTS FOR B-BBEE

10.1 An 80/20 preference points scoring system (B-BBEE points) shall apply and shall be awarded as follows:

B-BBEE Status Level of Contributor	Number of points
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

11. AWARD CRITERIA

11.1 The bidder with the highest number of procurement points shall be awarded the contract, unless there are factors that may lead to a different decision.

11.2 In the event of two or more bids score equal points, the bid will be awarded to the bidder scoring the highest points on B-BBEE or preference.

11.3 However, in the event the two or more bids have equal B-BBEE points, the tender will be awarded to the bidder with the highest points on functionality, if applicable.

11.4 Qualifying proposals will be evaluated according to the following criteria:

- Price: 80%
- PDI / BEE rating 20%

11.5 Prequalification criteria:

- Level 1 to Level 3 B-BBEE Contributors; or
- Exempt Micro Enterprises (EME); or
- Qualifying Small Enterprises (QSE)

(in terms of Regulation 4; of Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2017)

12. CLOSING DATE AND TIME

- 12.1. Compulsory briefing will be held on 16 October 2017, 11:00am; at Sci-Bono Discovery Centre
- 12.2. Submissions should be hand delivered by hand on or before **23 October 2017 at 12:00pm**, deposited into the tender box marked “Appointment of a Panel of Preferred Contractors to Provide General Building Maintenance”. **NO LATE PROPOSALS / BIDS shall be accepted.** Late proposals / bids shall be immediately returned to the bidders. All documents must be to Corner of Miriam Makeba & Helen Joseph Street, Johannesburg, 2107.
- 12.3. All correspondences shall be done by e-mail tenders@sci-bono.co.za; no telephonic correspondences shall be done before and after the closing of bid. Bidders may be informed in writing of the outcome of the bid adjudication process.

13. DISCLAIMER

- 13.1. Sci-Bono reserves the right to accept or reject any variation, deviation, tender offer or alternative offer and may cancel the tender process and reject all tender offers at any time before the formation of a contract.
- 13.2. Sci-Bono reserves the right to award a contract to multiple service provider(s) should it be deemed necessary.
- 13.3. Sci-Bono reserves the right not to appoint a provider, to accept and/or award the whole or any portion of the tender, and is also not obliged to provide reasons for the rejection of any tender.
- 13.4. Sci-Bono will not incur any liability to a tenderer for such cancellation and rejection, but will give written reason for action upon request to do so.

ANNEXURES

Sci-Bono Discovery Centre

Annexure 1 – Acceptance of Bid Conditions and Bidder's Details

Request for Proposal No: _____

Name of Bidder: _____

Authorised signatory: _____

Name of Authorised
Signatory _____

Position of Authorised Signatory _____

By signing above the bidder hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this agreement as the Principal(s) liable for the due fulfilment of this contract.

[Note to the Bidder: The Bidder must complete all relevant information set out below.]

BIDDING STRUCTURE

Indicate the type of Bidding Structure by marking with an 'X':	
Individual Bidder	
Joint Venture/ Consortium	
Sub Contractors	
Other	

REQUIRED INFORMATION

If Individual Bidder:	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Fax Number	
Email address	

Postal Address	
Physical Address	

If Joint Venture or Consortium, indicate the following for each partner:	
Partner 1	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Partner 2	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	

If using sub-contractors, indicate the following:	
Prime Contractor	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Sub contractors	
Name of Company	
Company Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	

Annexure 2 - Supply chain management practices questionnaire

Request for Proposal No: _____

Name of Respondent: _____

Authorised signatory: _____

[Note to the Respondent: the Respondent must complete the information set out below. If the Respondent requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with Returnable Schedule 2.] The Respondent must complete the following questionnaire.

Respondent's past supply chain management practices:

Item	Question	Yes	No
3.1	<p>Is the Respondent or any of its directors listed on the South African National Treasury's database as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this database were informed in writing of this restriction by the South African National Treasury after the <i>audi alteram partem</i> rule was applied).</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If so, provide particulars:		

3.2	<p>Is the Respondent or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the <i>Prevention and Combating of Corrupt Activities Act No 12 of 2004</i>?</p> <p>To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number +27123265445.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If so, provide particulars:		
3.3	<p>Was the Respondent or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Item	Question	Yes	No
	If so, provide particulars:		
3.4	<p>Was any contract between the Respondent and any organ of state (within the Republic of South Africa or within any foreign territory) terminated during the past five years on account of failure to perform on or comply with the contract?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If so, provide particulars:		

I, _____ (print name) hereby certify that the information, facts and representations are correct and that I am duly authorized to sign on behalf of the company.

Name of Company: _____

Company Registration Number: _____

Company VAT Registration Number: _____

Signature

_____ Date

Annexure 3: Response Format for Section 2 Bidder's Experience and the Maintenance Team

Request for Proposal No: _____

Name of Respondent: _____

Authorised signatory: _____

[Note to the Bidder: The bidder must complete the information set out below in response to the requirements stated in Section 2 of this bid document. If the bidder requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with this Returnable Schedule 3.]

The bidder must provide the following information:

3.1.1 References of the bidder's current and past (contracts:

Client' Name	Nature of the Contract (Fixed Cost or Ad Hoc)	Description of Maintenance Services Contracted for	Project period (Start and End Dates)	Value of Work done under the contract	Name, title and telephone contact of client

3.1.2 (c) Summary of Staff complement:

List the numbers of staff in the following categories presently available within your own organisation:

Management : _____

Supervisors/Engineers : _____

Administration : _____

Specialists : _____

Artisans : _____

Skilled : _____

Semi-Skilled : _____

General Workers : _____

Annexure 4: Bidder's Services

Request for Proposal No: _____

Name of Respondent: _____

Authorised signatory: _____

[Note to the Bidder: The bidder must complete the information set out below and return it with Returnable Schedule 3.]

The bidder must clearly indicate (by a tick ✓ next to the relevant box) the services/area of specialisation the bidder is applying for: The bidder can add other services which are listed hereunder.

The services/area of specialisation	Tick (✓)
Alterations	
Excavation, Risk of Collapse, Fillings, Etc.	
Concrete, Formwork, Reinforcement	
Masonry	
Carpentry and Joinery	
Ceilings and Partitions	
Floor Coverings, Plastic Linings, Etc	
Iron Mongery	
Metalwork	
Plastering	
Paperhanging	
Paintwork	
Painting	
Glazing and glass works	
Locksmith	
Electrical Motor repairs	
Shop fitting	
Brick laying	
Tiling, Carpet & Paving	
Waterproofing	
Partitioning/ dry walling	
Roof and Ceiling installation/repairs	
General Building maintenance work	
Plumbing	
Electrician	
Fire prevention and extinguishing equipment and systems	
Welding	
Automatic Doors maintenance and repairs	

Access Control Systems	
High Window cleaning	
Access Control Systems Maintenance	
Monitoring Systems	
Other 1:	
Other 2:	
Other 3:	
Other 4:	
Other 5:	
Other 6:	
Other 7:	
Other 8:	
Other 9:	
Other 10:	
Other 11:	
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Other 24:	
Other 25:	
Other 26:	
Other 27:	
Other 28:	
Other 29:	
Other 30:	
Other 31:	
Other 32:	
Other 33:	
Other 34:	
Other 35:	

Annexure 5: Environmental, Health and Safety Pre-Qualification Questionnaire for Service Providers

Request for Proposal No: _____
 Name of Respondent: _____
 Authorised signatory: _____

[Note to the Bidder: The bidder must complete the information set out below and return it with Returnable Schedule 3.]

Please Tick (✓) the relevant box		
Environmental, Health and Safety	YES	NO
Does your organisation have an Environmental, Health and Safety (EHS) policy?		
Does your organisation have a documented Environmental, Health and Safety management system		
Does your organisation have an EHS plan?		
Is there an appointed person operationally responsible for environmental, health and safety within your organisation?		
Does your organisation have an incident reporting and investigation program?		
Does your organisation have permits, licences and/or authorisations required to provide service applied for?		
Are you or your organisation a member of relevant associations or professional bodies?		
Are all employees trained in environmental, health and safety?		
Does your organisation have programs focussing on reducing negative impact on the climate change?		
Does your organisation have a risk assessment process?		

Annexure 6: PRICING SCHEDULE

6.1 LABOUR COSTS

The following labour costs per appropriate skill is required (per hour, unless otherwise specified). All prices given must **exclude** VAT.

LEVEL	NORMAL TIME	OVERTIME	STANDBY TIME
Level 1 (Specify)			
Level 2 (Specify)			
Level 3 (Specify)			
Level 4 (Specify)			
Level 5 (Specify)			
Level 6 (Specify)			
Level 7 (Specify)			
Level 8 (Specify)			
Level 9 (Specify)			
Level 10 (Specify)			

6.1.1 S and T can be claimed at actual cost plus 10%. VAT may not be added to S and T.

6.1.2 No labour shall be charged for travel or travelling. Labour time shall be calculated for the time spent on site.

6.2 MARK-UP (Third party procured items/services)

Cost	Mark-Up
R 0 - R 2 000	%
R 2 001 - R 10 000	%
R 10 001 - R50 000	%
Over R R50 0000	%

6.2 TRANSPORT COSTS

Tariff in cents per kilometre (exclusive of VAT) as from the dates below:

Engine swept volume CC	Sedan & s/w A	Bakkie 2x4 B	Bakkie 4x4 C	Combi D	Utility Truck E	Flat Bed Truck F
up to 250						
251-1300						
1301-1600						
1601-1800						
1801-2000						
2001-2500						
2501-3000						
above 3000						

Rates for all vehicles not listed above must be supplied by the tenderer.

NB: There is no provision for an additional rate for towing a trailer.