

## REQUEST FOR QUOTATION

SENTECH INVITES SUPPLIERS FOR:

<b>Project title:</b>	Grass cutting and alien vegetation removal at Durban Site.		
<b>Quotation or Proposal no:</b>	RFQ/ Durban Grass Cutting 6000001882		
<b>Date of Issue</b>	19 March 2024		
<b>Briefing Session Date and Time</b>	26 March 2024 at 10H00 Sentech Durban, 217 Umhlanga Rocks Drive, Broadway, DURBAN		
<b>Closing date:</b>	03 April 2024		
<b>Closing time:</b>	12pm	<b>Validity period:</b>	90 days

You are invited to provide a quote to carry out the deliver the goods, services or works defined in Annexure 1 attached.

### QUOTATIONS OR PROPOSALS TO BE RETURNED TO:

<b>Quotations Administrator</b>	Tumelo Buang		
<b>Telephone no:</b>	+2711 471 4433	<b>Fax no:</b>	n/a
<b>E-mail:</b>	<a href="mailto:buangtp@sentech.co.za">buangtp@sentech.co.za</a>		
<b>The physical address of the SENTECH Office where quotation can be submitted to:</b>	Quotes to be submitted by email: <a href="mailto:buangtp@sentech.co.za">buangtp@sentech.co.za</a> with the subject-line: RFQ/ Durban Grass Cutting 6000001882		

## Form of Offer and Acceptance

### Offer

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract for the services as stated in the RFQ: Scope of Work

The Service Providers, identified in the Offer signature block, has examined the documents listed in the RFQ and addenda thereto as listed in the Returnable Schedules, and by submitting this Offer has accepted the Conditions of this RFQ.

By the representative of the Service Provider, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance the Service Provider offers to perform all of the obligations and liabilities of the RFQ under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the RFQ.

#### THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VAT IS:

(in words) .....Rand;

R.....(in figures)

#### THE OFFERED PRICES ARE AS STATED IN THE PRICING SCHEDULE

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document including the Schedule of Deviations (if any) to the Service Provider before the end of the period of validity stated in the RFQ, or other period as agreed.

Signature(s)

.....



Name(s)

Capacity

**For the  
tenderer:**

*(Insert name and address of organisation)*

Name &  
signature of  
witness

Date

## Acceptance

By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the Service Providers Offer. In consideration thereof, the Employer shall pay the Service Provider the amount due in accordance with the conditions of the RFQ. Acceptance of the Service Providers Offer shall form an agreement between the Employer and the Service Provider upon the terms and conditions contained in this RFQ.

Deviations from and amendments to the documents listed in the RFQ and any addenda thereto listed in the Returnable Schedules as well as any changes to the terms of the Offer agreed by the Service Provider and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule.

The Service Provider shall within two days of receiving a completed copy of this agreement, including the Schedule of Deviations (if any), contact the Employer's agent to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the RFQ. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the Service Provider receives one fully completed original copy of this document, including the Schedule of Deviations (if any).

Signature(s)



Name(s)

Capacity

**for the  
Employer**

*(Insert name and address of organisation)*

Name &  
signature of  
witness

Date

## **RFQ Data**

### **1. ADMINISTRATIVE RESPONSIVENESS CRITERIA**

Suppliers are required to ensure that they meet all the Administrative Responsiveness Criteria. Suppliers that do not meet all the Administrative Responsive Criteria may not be awarded this Quote. It is the service provider's responsibility to ensure that Sentech is in possession of a valid and original tax clearance certificate.

- 1.1. Supplier's providing quotations must be registered on the Sentech Supplier Database. (if not registered the bidder MUST complete the attached Sentech Supplier Registration Forms)
- 1.2. Quotations or Proposals must be received on or before the closing date and time specified on the Call for Quotation or Proposal document.
- 1.3. Quotations or Proposals must be fully completed and signed in BLACK ink.
- 1.4. Quotations can be submitted via Email, Fax or Hand Delivery.

### **2. EVALUATION CRITERIA**

The evaluation criteria are stipulated in Section 4. It is the Suppliers responsibility to ensure that it has responded to the evaluation criteria. Failure to meet the evaluation criteria may result in the Supplier being disqualified from being appointed. Suppliers must ensure that they have included all supporting documentation, especially the documentation that may be required to support the response to the evaluation criteria.

### **3. RFQ EVALUATION METHOD**

This RFQ will be evaluated as described in the table below.

Evaluation Method	<p><b>1. Stage 1 – Administrative Responsiveness Evaluation</b></p> <p>All the Quotations will be evaluated against the <b>administrative responsiveness requirements</b> as set out in section 1 of the RFQ Data.</p> <p><b>2. Stage 2 - Mandatory Evaluation</b></p> <p>Those proposals that are administratively responsive will then be evaluated against the Mandatory Evaluation Criteria(table1) and Functionality Criteria (Table 2). Suppliers must COMPLY FULLY with all the mandatory evaluation criteria in-order to be evaluated further.</p> <p><b>3. Stage 3 – Price and Preference</b></p> <p>Suppliers with the lowest Price offered will score the highest points. Only Suppliers that submit a valid B-BBEE Certificate can claim preference points in line with the 80/20</p> <p>Suppliers with the highest number of points will be recommended for the award of this quotation, unless there are compelling and justifiable reasons not to do so.</p>
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#### 4. EVALUATION CRITERIA

##### 4.1. TECHNICAL EVALUATION CRITERIA

##### 4.1.1. Mandatory Evaluation Criteria (Stage 2) **Not Applicable**

The follow in criteria is mandatory and proof of submission must be attached: Failure to attach proof will lead to disqualification.

MANDATORY ELIGIBILITY CRITERIA	PLEASE TICK ✓ WHATS APPLICABLE (Attach evidence and Link, reference page number in your proposal)

**NOTE: Bidders that do not comply with all the above criteria will not be evaluated further.**

#### 4.2. Functional / Quality criteria (applicable)(Stage 3)- **Not Applicable**

Functional Evaluation: Must be comprehensive and supported by evidence.

No	Functionality Criteria	Documents required
1.		
	Total points	
	Minimum score to qualify for further evaluation	

#### 4.3. Technical Evaluation (Stage 4 ) - **Not Applicable**

	Item Description	Score	Comments	Proof required

**\*Bidders must complete the two annexures attached with this document.(i.e. Annexure 1- Compulsory covering sheet and Annexure 2- Technical evaluation).**

#### 4.4. RISK ASSESSMENT (Stage 5)- **Applicable**

All bids that meet the minimum qualifying score for technical evaluation may undergo a risk assessment based on the following framework:

- Any aspects that emanate from the bidders' individual responses
- Any information received from past references
- Site Visit of similar work done
- Assessment of Financial Statements

Sentech may disqualify bidders based on the outcome of the risk assessment.

#### 4.5. Evaluation of Price and Preference (Stage 6)- **Applicable**

This Bid will be evaluated on a points system based on weighted average score for Price and Preference as per Preferential Procurement Framework Act of 2000 (Act 5 of 2000).

##### 4.5.1. The price / preference weighting applicable for RFQ are as follows:

Price / Preference	Points
Preference:	20
Price:	80
Total must equal:	100

##### 4.5.1.1. Preference Point allocation – 80/20

Sentech's Specific goals emanate from the section 2(1)d of the Preferential Procurement Policy Act which may include contracting with persons or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability. The Reconstruction and Development Programme as published in Government Gazette No 16085 dated 23 November 1994

Sentech will award preference points as follows:

Goal	Points	Evidence required
Historically disadvantaged by unfair discrimination on the basis of Race	10	BBBEE Certificate showing at least 51% black ownership
Historically disadvantaged by unfair discrimination on the basis of Gender (women)	8	BBBEE Certificate showing at least 30% women ownership
Historically disadvantaged by unfair discrimination on the basis of disability	2	A doctor's note confirming disability

##### 4.5.1.2. Price Calculation 80/20



The following formula will be used to calculate the points for price.

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

Where:

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Rand value of bid under consideration

$P_{min}$  = Rand value of lowest

# Scope of Works

SENTECH requires the supply of grass cutting and alien vegetation removal at on of its Platinum sites in Durban.

## 1. Background

Sentech Durban is calling on organisations to supply grass cutting and vegetation removal on one of its Alverstone site situated in Assagay Kraal .

The clearing of alien vegetation and cutting of grass is required to ensure that the area is kept in a clean and manageable state. It is also required as part of the fire control systems employed on this Platinum site.

## Scope of Works

Supply and delivery of :

- Cutting of 7 hectares of grass.
- Fire break of 10m to be established and cut accordingly inside outer perimeter fence and 1m outside the inner perimeter fence.
- Treatment of alien vegetation patches to prevent them resporing.
- Remove everything that has be cut and dispose it properly
- Quotation to be inclusive of labour, transport and tip (waste disposal) site fees.

### **INFORMATION FOR BIDDERS:**

#### **Site location/Address**

Sentech Durban

217 Umhlanga Rocks Drive

Broadway

DURBAN

4051



## 2.1 Compulsory Site Visit

<b>Compulsory Site Visit</b>	Yes	X	No	
<b>Indicative Date(s)</b>	<b>12/03/2024</b>			
<b>Venue (Address)</b>	Assagay Kraal <b>29°46' 12,69" S</b> <b>30°42' 59,78" E</b>			

## 2. Mandatory criteria (if applicable)

Scoring Criteria	YES	NO	REQUIRED
N/A			

### 3. Functional / Quality criteria (if applicable)

Applicable for acquisitions between R 30 000 and R 500 000 and if no Functional Criteria, indicate "N/A"  
 (Applicable where Evaluation Method 3 or 4 is used.)

Scoring Criteria	Points	Weighting factor	Proof
N/A			

### 4. Minimum Score to Qualify (applicable to Functional Criteria)

If no Functional Criteria, indicate "N/A"

Minimum Score to Qualify for Further Evaluation	[Insert Minimum functional/ quality score]
N/A	

### 5. Pricing

The pricing should indicate a once-off fee for the entire service.


Thank you and kind regards,



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**M A Mofokeng**  
**MANAGER : SENTECH DURBAN (ACTING)**

### Other Requirements:

Please submit with your quote CSD report, Tax Pin, BBBEE Certificate and signed SBD4 form.