

## REQUEST FOR QUOTATION

**To:** Prospective Bidders  
**From:** Supply Chain Department  
**Date:** Thursday, 11 April 2024  
**Subject:** **TERMS OF REFERENCE: TO APPOINT A SERVICE PROVIDER FOR THE PROVISION OF TECHNICAL ASSESSMENT SERVICE OF ELECTRICITY METERS**

### TERMS OF REFERENCE

#### 1. PURPOSE OF THE SPECIFICATION

- 1.1. Khula Business Premises (Pty) Ltd (KBP) a wholly owned subsidiary of the Small Enterprise Finance Agency (**sefa**) wishes to appoint a **Professional Electrical Contracting Service Provider** who is registered with relevant authorities to provide the above service at its property as indicated below. The bidder shall comply with all relevant government legislation as well as comply with **sefa**'s terms and conditions.
- 1.2. Bidders are invited to submit RFQs for Electrical installation at Gelvendale Facturama, 3 Liebenberg Road, Gelvendale, Gqeberha, Eastern Cape.

#### 2. BACKGROUND

- 2.1. Following a Cabinet decision and the State of the Nation address of 2011, the Small Enterprise Finance Agency (SOC) Limited (**sefa**), was established on 01 April 2012 in terms of section 3 (d) of the Industrial Development Corporation Act, No. 22 of 1940 (IDC Act). **sefa** is a wholly owned subsidiary of the Industrial Development Corporation (IDC) and brings together the activities of the three previous structures (Khula, **samaf** and the IDC small business activities).
- 2.2. **sefa** operates as a Development Finance Institution (DFI) to foster the establishment, development, and growth of Small, Micro and Medium Enterprises (SMMEs) and contributes toward poverty alleviation, job creation and economic growth. **sefa** provides products and services to qualifying SMMEs as defined in the National Small Business Act of 1996, as amended in 2004, through a hybrid of wholesale and direct lending channels.



RFQ No.	<b>RFQ/KBP/0093 (Re-advert)</b>
Issue Date	11/04/2024
Closing Date and Time	<b>19/04/2024 @11:00 am</b>
Compulsory Briefing session	None
Closing date for questions and answers	18/04/2024 @11:00 am
RFQ validity	<b>60 days</b>
Method of submission.	Responses should be submitted electronically to: <b>tebogos@sefa.org.za</b>
Complaints	<b>procurement_complaints@sefa.org.za</b>
General enquiries	<b>procurement@sefa.org.za</b>

### 3. SCOPE OF WORK

- 3.1. The services required are for properties situated in the following locations: Johannesburg, Pretoria, and Ekurhuleni.
- 3.2. Electricity in the properties is supplied by Eskom and the respective municipalities where the properties are located.
- 3.3. The service provider is required to conduct an intensive technical assessment of the properties' electrical reticulation to determine the compatibility of the smart prepaid electrical system where applicable.
- 3.4. The service provider should advise or recommend the appropriate prepaid meters and metering equipment that can be installed to enable compatibility.
- 3.5. The service provider will be required to assess usage and establish/or advise if the correct tariffs are charged.
- 3.6. The service provider is expected to submit a comprehensive assessment report including the specifications of the material and compatible smart prepaid meters on a BOQ format.

### 4. LIST OF PROPERTIES

No:	Property Name	Physical Address	Municipality	Units	GLA m <sup>2</sup>
1	Eldorado Park Industrial	20 Industrial Crescent, Eldorado Park, Jhb	Johannesburg	9	3 079
2	Geluksdal	725 Uittog Avenue Geluksdal, Brakpan	Ekurhuleni	8	1 110
3	Klipspruit West	70 St Helena Street, Klipspruit West Klipspruit	Johannesburg	4	1 120
4	Lenasia Industrial	38 Tugela Street, Lenasia Ext10, Lenasia	Johannesburg	12	4 000
5	Pennyville Hive	114 New Canada Road, Pennyville, Jhb	Johannesburg	131	10 557
6	Emndeni Industrial	Cnr. Tshangisa (16) & Masango Roads, Emndeni, Soweto	Johannesburg	11	4 362



7	Orlando West Industrial	Klipvalley Drive, Orlando West, Orlando, Soweto	Eskom	81	11 390
8	Vuka Tsoga Industrial	Tshipi Road, Vosloorus Ext1, Vosloorus, Boksburg	Ekurhuleni	34	3 871
9	Garankuwa Industrial Park	Zone 15, South Street, Garankuwa, Pretoria	Tshwane	8	1 550
10	Hennospark Industrial Park	167 Edison Crescent, Hennospark Ext 7, Centurion	Tshwane	8	3 080
11	Rosslyn 20	6630 (7) Piet Pretorius Street, Rosslyn, Pretoria	Tshwane	1	1 693
12	Rosslyn 21, 22 & 23	6618 Piet Pretorius Street, Rosslyn, Pretoria	Tshwane	3	2 356
13	Atteridgeville Industrial Park 1	49 Malebye Street, Saulsville, Pretoria	Tshwane	22	1 758
14	Atteridgeville Industrial Park 2	23 Mammogale Street, Saulsville, Pretoria	Tshwane	19	1 521
15	Mamelodi Industrial Park	19159 Tsamaya Road, Mamelodi, Pretoria	Tshwane	30	3 021

## 5. EVALUATION CRITERIA

5.1. This RFQ will be evaluated in three (3) stages as follows:

- **Stage 1**- Administrative Compliance Requirements (Initial Screening Process)
- **Stage 2** – Mandatory Requirements
- **Stage 3** - Price and Preference (Specific Goals).

### 5.2. Stage 1 - Administrative Compliance

- a) The Standard Bid Document (SBD 4 & 6.1) forms must be fully completed and signed by the authorized company representative.  
The bidder must submit proof of registration on CSD (Central Supplier Database) in the form of CSD Report.
- b) Submission of valid Tax Compliance Status (TCS) Certificate with a unique security personal, Identification (PIN) issued by the South African Revenue Services certifying that the taxes of the bidder are in the order must be submitted at the closing date and time of the RFQ.
- (d) The bidder must submit a certified valid B-BBEE certificate; in the event of submission of a B-BBEE Sworn Affidavit, the bidder must ensure that the Affidavit is stamped by the Commissioner of Oath and indicate the ownership percentages and or specific goals of the Bidding entity;



- (e) The bidder must submit Companies & Intellectual Property Commission (CIPC) company registration documents listing all Directors or Shareholders and certified ID copies for directors/shareholders/members/partners.

**Note:**

- If the bidder is listed on the National Treasury List of Restricted Suppliers shall result in disqualification of the bid
- If any of its Directors are Listed on the Register of Defaulters shall result in disqualification of the bid.
- If the status of the bidder is reflecting deregistered on CIPC and or CSD shall result in disqualification of the bid.

**Note: All bidders who do not comply with the items listed above may be disqualified and not be evaluated further.**

**5.3. Stage 2: Mandatory Requirements Evaluation**

No	Mandatory requirements	Comply / Not Comply
1.	The bidder must provide at least three (3) contactable reference letters demonstrating their experience in electricity meters and related services in the past three (3) years. Alternatively, a list of contactable references with client name, project description, contract value, duration, date of appointment, contact person, telephone numbers, email. (sefa reserves the right to contact any of the references).	
2.	The bidder must be an Electrical Engineer registered with the Engineering Council of South Africa (ECSA) proof of registration must be provided.	
3.	Only bidders who reside in Gauteng - should attach Proof of Presence (Municipal bill, lease agreement etc).	

**Bidders who fail to comply with all the mandatory requirements will not be considered for further evaluation, and they will be automatically disqualified.**

**5.4. Stage 3: Price and Specific Goals**

5.4.1. This RFQ will be evaluated based on price and specific goals in line with the provisions of the Preferential Procurement Policy Framework Act 5 of 2000, Regulation 2022. As the RFQ price is estimated to be less than R 50 00 000.00, RFQ responses will be evaluated on the 80/20 price & and specific goals.



**5.4.2. The price quotations must be inclusive of all applicable taxes (including VAT):**

**Pricing Schedule**

Description	Units	Price per unit	Price excl VAT
Technical assessment fee (per property)			

*NB: Tax matters for the recommended bidder will be verified on Central Supplier Database (CSD) or SARS eFiling prior to awarding. If the bidders' tax matters are non-compliant in terms of clause 4.2 & 4.3 will be exercised from National Treasury Instruction No. 09 of 2017/2018 (Tax Compliance Status Verification).*

This tender's applicable preference point system is the 80/20 preference point system. Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

CRITERIA	POINTS
Price	80
Specific Goals	20
<b>TOTAL</b>	<b>100 points</b>

Specific Goals for this tender and points that may be claimed are indicated in table below:

Criteria	POINTS
	(80/20 system)
Black ownership	10
30% Black Women's Ownership	5
Any % of ownership by Black Designated Groups >0	3
Reconstruction Development Programme Objective: Promotion of SMMEs (Entities that are EME or QSE)	2
<b>Total Points</b>	<b>20</b>

Black ownership: 100% Black owned entities will score 10 points, and between 51% - 99% black-owned entities will score 4 points.



### **Supporting Document for Claiming of Specific Goals:**

The bidder must submit proof of either a BBBEE Certificate accredited by SANAS or a BBBEE Certificate issued by the Department of Trade and Industry (DTI) or a Sworn Affidavit.

### **Black Designated Group means:**

- a) Unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution.
- b) Black people who are youth as defined in the National Youth Commission Act of 1996.
- c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act.
- d) Black people living in rural and underdeveloped areas.
- e) Black military veterans qualify to be called military veterans in terms of the military veteran Act 18 of 2021.

## **6. TERMS AND CONDITIONS OF THE CONTRACT**

6.1. The service provider must submit a written proposal, which should address the following aspect:

6.1.1. Fee for the duration of the contract.

6.2. The service provider undertakes:

6.2.1. To treat all relevant and available data and/or information provided by **sefa** strictly confidential;

6.2.2. Not to discuss or make any information available to any members of the public, press, other tenderer or any other unauthorized person(s) except as authorized by the CEO of **sefa** or his delegate;

6.2.3. Not to copy or duplicate any software or documentation for private use; and

6.2.4. To give back to **sefa** all documentation, reports, programs, etc.

## **7. COMMUNICATION**

7.1. **sefa** may communicate with bidders where clarity is sought after the closing date of the bid and prior to the award of the contract, or to extend the validity period of the bid, if necessary.

7.2. Any communication to any **sefa** official or a person acting in an advisory capacity for the State in respect of this bid between the closing date and the award of the bid by the bidder is discouraged.

7.3. All communication between the bidder and the Supply Chain Management office must be done in writing.



## 8. ENQUIRIES

8.1. For the duration of this BID until the eventual appointment of the service provider and Contracting, **ALL** inquiries regarding this tender **MUST** be addressed to Supply Chain Office per below: **CONTACT DETAILS**

**Email:** tebogos@sefa.org.za

**Telephone Number:** 012 748 9685

### Please note:

1. Quotations should be e-mailed to reach **sefa** by no later than the closing date specified on page 1.
2. Quotation should be valid for at least **60 days**.
3. Please indicate your delivery period: \_\_\_\_\_
4. Is the delivery period firm for the duration of the contract? 

Yes	No	N/a
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5. Is/are the price(s) firm for the duration of the contract? 

Yes	No	N/a
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6. Is the offer strictly to specification? 

Yes	No	N/a
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7. If not to specification, state deviation(s). \_\_\_\_\_
8. All Prices must be **VAT inclusive if the Service Provider is VAT vendor**, if no indication is given, prices will be evaluated as inclusive.
9. **No quotations received after the closing time and date will be accepted.**
10. It is the responsibility of the **tenderer to verify the receipt** of any email forwarded to this office.
11. If you are unable to quote, please email this page back to the sender and state the reason below  
Reason for no quote: \_\_\_\_\_
12. This quotation is subject to the general conditions of contract, unless otherwise stated by issuer

**I / we agree that the offer herein shall remain binding upon me / us and open for acceptance by sefa during the validity period indicated and calculated from the closing time stated above.**

\_\_\_\_\_  
Signature of Tenderer

\_\_\_\_\_  
Name and Capacity

\_\_\_\_\_  
Date



## BIDDER'S DISCLOSURE

SBD 4

### 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 interest<sup>1</sup> 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.

2.2

Full Name	Identity Number	Name of State institution

Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

<sup>1</sup> 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.





2.2.1 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 consortium<sup>2</sup> 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.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

**I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.**

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<sup>2</sup> 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.





The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

- 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.

## 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:

$$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right) \quad \text{or} \quad Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration





	(80/20 system) (To be completed by the organ of state)	(To be completed by the tenderer)
<b>Black Ownership</b>	<b>10</b>	
<b>30% Black women ownership</b>	<b>5</b>	
<b>Any % of ownership by Black Designated Group &gt;0</b>	<b>3</b>	
<b>Reconstruction Development Programme Objective: Promotion of SMMEs (Entities that are EME or QSE)</b>	<b>2</b>	

### 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:** .....

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Please note that under no circumstances will **sefa** ever require any payment to secure an award of an RFQ or a tender. Individuals that claim that an upfront payment to an individual, third party or a **sefa** official, is a blatant attempt at defrauding suppliers and such a scam must immediately be reported to the **sefa** Anti-Corruption line. **sefa** follows a fair, competitive and transparent procurement process in evaluating and awarding bids.

Should you or anyone wish to report any suspected fraud, corruption or bribery, you can BLOW the whistle by calling a free hotline on 0800 000 663.

**FRAUD ALERT!**

sefa warns the public of a scam on social media (LinkedIn) in which some individual claims to be a representative of sefa.

Please note that sefa does not charge any admin fee for application and we wont conduct business on social media.

PLEASE REPORT ANY SUSPICIOUS ACTIVITY TO **sefa** 0800 000 663 **sefa**