TENDER DATA

Project title:	**Appointment of Guy Rope Greasing Contractors into a Panel of Pre- Qualified Service Providers to Render Services to Sentech SOC Ltd for a Period of Five (5) Years**
Bid no:	**SENT/011/2026-27**

1 BACKGROUND

1.1 Sentech SOC Ltd ("Sentech") is a Schedule 3B State-Owned Company in terms of the Public Finance Management Act 1 of 1999 (PFMA) and is the largest broadcasting signal distributor in South Africa.

1.2 Sentech is a licensed Electronic Communications Network Service provider and operates satellite, television, radio, broadband and digital infrastructure networks.

1.3 Sentech currently operates various telecommunication networks for Satellite, Television, Radio, Internet and more. As such, Sentech is a global enabler of broadcasting and digital content IT delivery.

1.4 Sentech's mast structures are critical for efficient and effective broadcasting signal distribution. These structures must be in good condition at all times to ensure an excellent service provision to customers and the community at large. Preventative maintenance of these assets is very critical and this is carried out according to the Mast Maintenance Policy and Standard Operating Procedures (SOPs). The primary objective of carrying out maintenance on these assets is to prolong their life span; to protect the image of Sentech and also; to ensure that service to customers and the community does not get interrupted due to maintenance backlog/challenges.

Without a proper or clearly outlined maintenance approach, these assets will deteriorate and eventually collapse, thus posing a danger to Sentech employees, image and facility sharers, or any other third party.
Therefore, the intention is to appoint a panel of pre-qualified service providers to render guy rope greasing services to Sentech for a period of five (5) years, whereby qualified bidders will be allocated work via a Request for Quotation (RFQ) process. Sentech promises no quantum of work to any successful bidder.

2 LEGAL FRAMEWORK

This tender is issued in accordance with:

- Section 217 of the Constitution of the Republic of South Africa, 1996
- Public Finance Management Act, 1 of 1999
- Preferential Procurement Policy Framework Act, 5 of 2000
- Preferential Procurement Regulations, 2022
- Broad-Based Black Economic Empowerment Act, 53 of 2003
- National Treasury Regulations and SCM Instructions
- Promotion of Administrative Justice Act, 3 of 2000
- Protection of Personal Information Act, 4 of 2013

3 SUBMISSION OF BIDS AND CLOSING OF BIDS

3.1 This Bid closes on the date and time stipulated on the Notice and Invitation to Bid (SBD1). Bids can be submitted electronically via the eTender Portal and/or by hand to the tender box at Sentech Offices, Octave Road, Radiokop Ext 3, Honeydew, Johannesburg.

3.2 Bidders that opt to deposit their bid documents in the tender box must do so on or before the closing date and time, during working hours only (08:30-15:30). No late submissions will be accepted.

3.3 Bidders who opt to submit via the Sentech eTender Portal ("the eTender Portal") are advised that the eTender Portal has a files size limit of 30MB. Bidders must upload their tender documents timeously. The eTender Portal is available 24hrs a day. No late submissions will be accepted.3

3.4 It is incumbent on the bidder to ensure that their bids are submitted timeously via the selected method before the closing date and time. Sentech will not take any responsibility of any incomplete submissions or late tenders, for any reason whatsoever.

3.5 Telegraphic, telephonic, telex, facsimile, e-mail and late Bids will not be accepted.

3.6 This is a two-envelope system for Bid Evaluation. Bidders must submit their proposal and all supporting documentation in a sealed envelope, clearly marked as follows:

a) For manual submissions, Envelope One must consist of "Original Technical Proposal together with a soft copy in PDF format of an electronic medium e.g. USB etc. The soft copy will consist of a single PDF document containing the complete response. The envelope must contain all information and documents relating to the Bid. (Refer to list of returnable documents).

b) No Financial Information must be included in Envelope One.

c) Envelope Two "Original Financial Proposal" (Contract Date and Pricing schedule/schedule of rates as applicable) together with 1 copy of "Financial Proposal" together with a soft copy in PDF format of an electronic medium e.g. Compact Disk (CD), USB etc. The soft copy will consist of a single PDF document containing the complete Financial Proposal.

d) Bidders are required to place the sealed Envelope One together with the sealed Envelope Two into one sealed envelope or container. The sealed envelope or container must be marked with the following information:

For Attention:

- **HEAD OF SUPPLY CHAIN MANAGEMENT**
- **BID REFERENCE NO: SENT/011/2026-27**
- **TECHNICAL AND FINANCIAL PROPOSALS**
- **INSERT CLOSING DATE AND TIME**
- **BIDDER'S NAME AND ADDRESS**

e) Bidders that combine their Technical Proposal with the Financial Proposal (or any financial information) will be automatically disqualified and not be evaluated further.

f) The financial proposal will only be opened and evaluated should the technical proposal be found to be responsive, being that the technical proposal has met the minimum technical evaluation criteria that are set out in the Bid Documents.

g) The Bidders shall insert a table of contents and bind (ring bind or similar method) the proposal documents and verify the page numbers, as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.

h) Bidders are required to complete and sign all the returnable documentation (refer to list of returnable documents) and initial all pages, drawings and brochures which are included in the reply as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.

i) Late submissions will not be considered.

j) For online submissions via the e-Tender portal, submission requirements are directed by the system. Bidders must follow instructions in the Bidder's manual.

4. SIGN AND INITIAL

Bidders are required to complete and sign the Bid Forms where required and initial the bottom of all pages, drawings and brochures which are included in the submission as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.

Both original signatures and electronic signatures will be accepted.

5. COMPLETION OF BID DOCUMENTS

Bidders must ensure that they complete all sections of the Bid Documents as per the requirements in the Bid.

Bidders must use only the Bid documents provided by Sentech. Photocopying of the Bid document is permitted however Bidders must not retype or redraft the Bid documents.

6. BID VALIDITY

This Bid shall remain valid for a period of 90 days only. An extension of the Bid validity, if justified in exceptional circumstances, shall be requested in writing from all Bidders before the expiration of the 90-day period.

7. COSTS OF PREPARING THE BID SUBMISSION

Bidders shall bare all costs associated with the preparation and submission of the proposals. Sentech shall under no circumstances be held responsible or liable for any costs incurred during the bidding process.

8. ADMINISTRATIVE RESPONSIVENESS CRITERIA

Bidders are required to ensure that they meet all the Administrative Responsiveness Criteria.

9. BBBEE CODES AT SENTECH

Sentech complies with the codes of good practice as prescribed by the DTI, to advance Broad Based Black Economic Empowerment.

10. SUBCONTRACTING AS A CONDITION OF BID

The successful Bidder must subcontract a minimum of _____N/A_____% of the value of the contract to _____ (specify the designated group targeted).

11. TRANSFORMATION PLAN

A transformation plan is a record of activities an entity intends to undertake to improve its BBBEE Level through Ownership, Management and Control; Skills Development; Enterprise and Supplier Development and Socio-Economic Development.

Sentech reserves the right to request a BBBEE transformation plan with clearly defined timelines and milestones if the recommended Bidder does not meet Sentech's transformation goals. These milestones must be achieved over the term of the contract. This transformation plan must be submitted within 10 working days from the written request, failing which Sentech reserves the right to withdraw its appointment of the preferred recommended Bidder.

12. LOCAL PRODUCTION AND CONTENT

In the case of designated sectors, where in the award of Bids, local production and content is of critical importance, such Bids will contain a specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.

Does this requirement fall under any designated sector as prescribed by the DTI?	Yes	No
If yes, specify the sector		
Specify minimum threshold applicable		

***Bidders must fill in the SBD6.2 for Local Content and Production**

13. EVALUATION CRITERIA

The evaluation criteria are stipulated in 18 below. It is the Bidder's responsibility to ensure that it has responded to the evaluation criteria. Failure to meet the evaluation criteria will result in the Bidder not being evaluated further. Bidders must ensure that they have included all supporting documentation required to support their response to the Bid.

14. OBJECTIVE CRITERIA

14.1 Sentech reserves the right not to award this tender to any Bidder or any of its directors or subcontractors who during the preceding five (5) years –

14.1.1 failed to perform satisfactorily on a previous project with Sentech or any other organ of state; or

14.1.2 wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract.

14.2. Sentech further reserves the right not to award this Tender to any Bidder or any of its directors or subcontractors who have been blacklisted by any organ of state or committed and/or charged in any court of law or similar tribunal or forum with any act of tax non-compliance, fraud, corruption and/or dishonesty of whatsoever nature.

15. AWARD OF BID/S

Sentech may appoint one or more suppliers, in whole or in part, or not appoint any supplier/s at all, and/or cancel the Bid in its entirety, at Sentech's sole and exclusive discretion, in order to satisfy various needs which may be identified, and to manage certain risks associated with the supply of goods or services specified in respect of the Bid.

16. ALTERNATIVE/SUBSTITUTE PRODUCTS

In the case of contracts and/or panels, Sentech shall be entitled to consider and accommodate product upgrades during the tenure of the contract and/or panel. Bidders are required to bring all such developments to the attention of Sentech for approval.

17. BRIEFING SESSION

Should there be a compulsory briefing session for this Bid, Bidders must ensure that they attend the briefing session and sign the attendance register, as non-attendance or failure to sign the attendance register will automatically disqualify a Bidder from submitting a proposal for this Bid.

All questions raised by Bidders post the briefing session will be consolidated and shared with all Bidders at least seven (7) calendar days prior to closing.

18. CLARIFICATION

Enquiries related to Bid documents may be addressed to the Bid Administrator and Supply Chain Official as stated in SBD 1 Notice and Invitation to Bid.

19. BID EVALUATION METHOD

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

An 80/20 system will be followed for Technical and Price offer	**1. Stage 1 – Administrative Responsiveness Evaluation** All the Technical Proposals will be evaluated against the **Administrative responsiveness requirements** as set out in the list of returnable documents. **2. Stage 2 –Technical Evaluation** **<u>Mandatory Evaluation Criteria</u>** All Proposals that qualify based on the administrative responsiveness requirements will be evaluated against the Mandatory Evaluation Criteria. Bidders must COMPLY TO ALL the Mandatory Evaluation Criteria in order to qualify for further evaluation. Sentech reserves the right to request clarification on any aspect of the tender in line with its policies. **<u>Functional Evaluation Criteria</u>** Bidders qualifying in Mandatory criteria will be evaluated against the Functional Criteria. Bidders must score 60 points or more out of a total of 80 points allocated. Bidders who score less than 60 points will not be evaluated further. Bidders who obtain the required threshold points of 60 points or more will qualify for further evaluation. **3. Stage 3 – Risk Assessment** Bidders that have qualified on the basis of achieving the required evaluation score may undergo a further risk assessment and may be disqualified from being evaluated further should the risk assessment so warrant or there are compelling and justifiable reasons to disqualify a bidder. The risk assessment will be based on any identified risks that arise out of the bidder's responses and any other risks that Sentech may identify. **4. Appointment onto the Panel** Bidders who obtain the minimum threshold points in the Functional Criteria and qualify based on the risk assessment can be appointment on to a panel of pre-qualified service providers for a period of five (5) years.

20. <u>ADMINISTRATIVE RESPONSIVENESS REQUIREMENTS</u>

To be administratively responsive, Bidders must ensure that they meet all the below mentioned criteria. Bidders that do not meet all the below mentioned criteria may not qualify to be awarded the Bid. Sentech reserves its rights in respect of the below criteria.

- Complete and return all documentation stipulated in the LIST OF RETURNABLE DOCUMENTS.
- All correspondence must be in English.
- Bidders must fill in all sections of this document (where applicable).
- **BLACK INK** must be used when completing the Bid documents.
- Bidders must use only the Bid documents provided by Sentech. Photocopying of the Bid document is permitted however Bidders must not retype or redraft the Bid documents.
- All corrections must be initialled. The use of corrective fluid is strictly prohibited.
- Bidders are required to fill in and sign the Bid Forms and initial all pages, drawings and brochures which are included in the reply as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.

- Bidders must complete an attendance register at each compulsory site meeting attended.
- Appointment of a Bidder will be subject to signing, declaration and submission of SBD 1, 3.1, 3.2, 3.3, 4, 5, 6.1, and 6.2 depending on applicability.
- Complete and sign the Contract Data.
- Should this be a 2 envelope or 2 stage system, Bidders MUST separate the technical proposal from their financial proposal. The technical and financial proposals must be placed in two separate sealed envelopes.

21. AUTOMATIC DISQUALIFICATION

Sentech reserves the right to automatically disqualify Bidders from being awarded this Bid. The following will lead to automatic disqualification:

- Failure to submit a financial proposal, if required.
- The Bidder is or has been involved in any act of corruption or fraud or bribery or collusion or attempt to influence any employee of Sentech to award this Bid or any other Bid to it.

22. TECHNICAL RESPONSIVENESS COMPLIANCE

The Technical Evaluation will encompass evaluation of:

- Mandatory Criteria
- Functional / Technical Criteria

23. TECHNICAL EVALUATION CRITERIA

23.1 Mandatory Eligibility Criteria

The following criteria are mandatory to ALL BIDDERS:

Mandatory Eligibility Criteria	Attach evidence	Provide reference page number in your proposal
1.) 5 x Certified Fall Arrest and Tower Rescue OR level 1 Rope Access Certificate (as a minimum) rope access personnel.	Attach valid certificates from accredited institutions	
2.) One of the team members above should be a qualified rigger in accordance to Section 13 or 26 of the OHS Act 85 of 1993.	Attach valid Red Seal (Trade Certificate), SAQA (South African Qualifications Authority) or QCTO (Quality Council for Trades and Occupations) certificate	
3.) Proof of compliance with the Compensation of Occupational Injuries and Diseases Act in line with tower/mast work.	Attach a valid Letter of Good Standing from the Department of Labour/FEM/RMA	

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

23.2 Functional Criteria

Functionality criteria	Proof Required	Points
1.) Overall company experience The company must provide names and number of completed Guy Rope Greasing Projects at a minimum height of 80m. • 5 or more Guy Rope Greasing Projects…….30 • 3-4 Guy Rope Greasing Projects ……..20 • 1-2 Guy Rope Greasing Projects ……10 • 0 Guy Rope Greasing Projects ……..…0	Complete attached Table 1 and provide the reference letters	30
2.) Guy Rope Greasing methodology Mast Guy Rope Greasing methodology to cover the following items: a) Health and safety procedure preparation b) Preparation of tools and equipment c) Preparation of the guy rope by cleaning and inspection d) Application of the greasing the rope • The methodology adequately covers all items listed above in a methodological approach showing an outstanding knowledge of guy rope greasing ……..20 • The methodology adequately covers three (3) out of four (4) items listed above including item (a) in a methodological approach under each item ……15 • The methodology adequately covers two (2) out of four (4) items listed above including item (a) in a methodological approach under each item ……10 • The methodology covers one (1) out of four (4) of the above-listed items in a methodological approach ……5 • Guy Rope Greasing methodology does not address any of the above items; methodology too generic in that the content under each of the above items lacks basic understanding of Guy Rope Greasing OR no Guy Rope Greasing methodology submitted ……0	Attach a Guy Rope Greasing Methodology	20
3.) Personnel experience Proof of suitable qualified Rigger. Company to attach a valid certificate accompanied by a detailed CV showing the Riggers's relevant experience, i.e. working on guy rope greasing projects successfully executed. • Valid Rigger Certificate with more than 5 years of experience on guy rope greasing of mast structures ……30 • Valid Rigger Certificate with 3-4 years of experience on guy rope greasing of mast structures …….....20 • Valid Rigger Certificate with 1-2 years of experience on guy rope greasing of mast structures ……10 • Valid Rigger Certificate with less than 1 year of experience on guy rope greasing of mast structures OR CV and/or certificate not provided …….....0	Attach a detailed CV and a valid Rigger Certificate	30
Total Points:		**80 Points**

Table 1: Functional Criteria

Total minimum qualifying functional score is 60 points.

24. Risk assessment

All bids that pass the technical evaluation in 23 will undergo a risk assessment based on the following framework:

Criteria	Comments
e.g. Dishonesty in information presented	
Any additional information received from past references	

Background Checks i.e.: (PEP and adverse media screenings)	
Restriction of suppliers or directors by National Treasury	
Any other information that Sentech may deem important	

NB: Sentech may disqualify Bidders based on the outcome of the risk assessment.

25. Evaluation of Price and Preference (NOT 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). Accordingly, either the 80/20 or 90/10 preference point system will apply and the highest acceptable Bid will be used to determine the applicable preference point system.

26. Preference Point allocation – 80/20 or 90/10 (NOT APPLICABLE)

Price / Preference	Weighting (80/20)	Weighting (90/10)
Preference:	**20**	**10**
Price:	**80**	**90**
Total must equal:	**100**	**100**

Sentech will award preference points according to the following table:

Goal	Points (80/20)	Points (90/10)	Evidence required
Historically disadvantaged by unfair discrimination on the basis of Race	10	5	A valid BBBEE Certificate showing at least 51% black ownership
	5	3	A valid BBBEE Certificate showing at least 25.1 – 50% black ownership
	3	2	Black owned company showing at least 5 – 25% black ownership
	0	0	Below 5%
Historically disadvantaged by unfair discrimination on the basis of Gender (women)	8	4	A valid BBBEE Certificate showing at least 51% women ownership
	4	2	A valid BBBEE Certificate showing at least 25.1 – 50% women ownership
	2	1	A valid BBBEE Certificate showing at least 5-25% women ownership
	0	0	A valid BBBEE Certificate showing at less than 5% women ownership
Historically disadvantaged by unfair discrimination on the basis of disability	2	1	A doctor's note confirming disability or confirmation of disability from the Department of labour (EEA1 form) or equivalent
Total Points	**20**	**10**	

27. Price Calculation 80/20 (NOT APPLICABLE)

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

$$Ps = 80 \left[1 - \frac{(Pt - Pmin)}{Pmin} \right]$$

Where:

Ps	=	Points scored for price of bid under consideration
Pt	=	Rand value of bid under consideration
Pmin	=	Rand value of lowest acceptable bid

28. Price Calculation 90/10 (NOT APPLICABLE)

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

$$Ps = 90 \left[1 - \frac{(Pt - Pmin)}{Pmin} \right]$$

Where:

Ps	=	Points scored for price of bid under consideration
Pt	=	Rand value of bid under consideration
Pmin	=	Rand value of lowest acceptable bid

29. Declaration of Authority

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this Bid Data is understood and all requirements will be adhered to.

Name of Bidder	Signature	Date	Designation

TABLE 1: REFERENCES

Please complete the customer reference table and relevant Contact telephone number and attach reference letters.

Customer		Service Provided	Contact Person	Contact tel. no.	Contractual Commencement date	Contractual completion date
1						
2						
3						
4						
5						

Name of Tenderer	**Signature**	**Date**