



NATIONAL HEALTH LABORATORY SERVICE

REQUEST FOR QUOTATION (RFQ)

RFQ NO: 1940623

DESCRIPTION: SUPPLY AND DELIVER A 500KVA MOBILE GENERATOR FOR A PERIOD OF SIX (06) MONTHS AT NHLS SANDRINGHAM CAMPUS

ISSUED BY:

SUPPLY CHAIN MANAGEMENT
NATIONAL HEALTH LABORATORY SERVICE
1 MODDERFONTEIN ROAD
SANDRINGHAM
2092

PREPARED BY:

SUPPLY CHAIN MANAGEMENT
NATIONAL HEALTH LABORATORY SERVICE
NO.1 MODDERFONTEIN ROAD
SANDRINGHAM
2092

Quotation Queries:

CONTACT NAME: PROCUREMENT OFFICE

E-MAIL ADDRESS:

procurementcorporate@nhls.ac.za

Technical Queries:

CONTACT NAME: PROCUREMENT OFFICE

E-MAIL ADDRESS:

procurementcorporate@nhls.ac.za

NAME OF A BIDDER:.....

CLOSING DATE: 06 JULY 2026 AT 11:00

QUOTATION VALIDITY PERIOD: The quotation validity period is 90 days.



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RFQ NO:1940623-SUPPLY AND DELIVER A MOBILE 500KVA GENERATOR FOR A PERIOD OF SIX (06) MONTHS AT NHL SANDRINGHAM CAMPUS

1. PART A INVITATION TO BID

SBD 1

PART A INVITATION TO BID

| | | | | | |
|---|--|-----------------------------------|--|---------------------------------|--|
| YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE NATIONAL HEALTH LABORATORY SERVICE (NHL) | | | | | |
| BID NUMBER: | RFQ NO:1940623 | CLOSING DATE: 06 JULY 2026 | | CLOSING TIME: | 11:00AM |
| DESCRIPTION | SUPPLY AND DELIVER A MOBILE 500KVA GENERATOR FOR A PERIOD OF SIX (06) MONTHS AT NHL SANDRINGHAM CAMPUS | | | | |
| BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS) | | | | | |
| NHL RECEPTION: RFQ BOX: NO.1 MODDERFONTEIN ROAD, SANDRINGHAM, JOHANNESBURG | | | | | |
| | | | | | |
| BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO | | | TECHNICAL ENQUIRIES MAY BE DIRECTED TO: | | |
| CONTACT PERSON | PROCUREMENT OFFICE | | CONTACT PERSON | PROCUREMENT OFFICE | |
| E-MAIL ADDRESS | procurementcorporate@nhls.ac.za | | E-MAIL ADDRESS | procurementcorporate@nhls.ac.za | |
| 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: | | O R | CENTRAL SUPPLIER DATABAS E No: | MAAA |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE | TICK APPLICABLE BOX] Yes No | | B-BBEE STATUS LEVEL SWORN AFFIDAVIT | | [TICK APPLICABLE BOX] Yes No |
| [A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE] | | | | | |

| | | | |
|---|--|---|--|
| <p>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</p> <p>Yes No</p> <p>[IF YES ENCLOSE PROOF]</p> | | <p>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[IF YES, ANSWER THE QUESTIONNAIRE BELOW]</p> |
|---|--|---|--|

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

| | |
|---|---|
| <p>IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTHAFRICA (RSA)?</p> | <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> |
| <p>DOES THE ENTITY HAVE A BRANCH IN THE RSA?</p> | <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> |
| <p>DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</p> | <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> |
| <p>DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?</p> | <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> |
| <p>IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?</p> | <p>YES NO</p> |

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 BIDDOCUMENT. |
| 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 / CSDNUMBER. |
| 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:

2. TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ)

- a) This document may contain confidential information that is the property of the NHLS and the Client.
- b) No part of the contents may be used, copied, disclosed or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a proposal in response to this RFQ, without prior written permission from NHLS and the Client.
- c) All Copyright and Intellectual Property herein vests with NHLS and its Client.
- d) Late and incomplete submissions will not be accepted.
- e) SDB 7 (form of offer) must be completed, and should the total RFQ prices differ, the one indicated on the form of offer shall be considered the correct price.
- f) Any bidder who has reasons to believe that the RFQ specification is based on a specific brand must inform NHLS before RFQ closing date
- g) Bidders are required to submit a valid Tax Clearance Certificate and Tax clearance verification PIN, Failure to submit the Tax Pin and valid Tax Clearance Certificate will result in the invalidation of this RFQ.
- h) It is the responsibility of the bidder to ensure that NHLS is in possession of the bidder's valid Tax Clearance certificate. The onus is on the bidder to ensure that NHLS receives a valid Tax Certificate as soon as the validity of the said certificate expires.
 - A compulsory clarification site meeting or briefing session will be conducted at: N/A
The tenderer shall inspect and examine the Site and its surroundings and shall satisfy himself/herself before submitting his/her quotation. The bidder must be represented at the site inspection by a person who is suitably qualified and experiences to comprehend the implications of the work involved.
 - The contractor will be responsible for final measurements.
- i) Writing must be in block letters and black ink.
- j) Quotation procedure using the two (2) stage system will apply: **Not applicable**.
- k) Respondents arriving after the allocated time of the briefing session and failing to attend the compulsory RFQ/Site briefing will be disqualified
- l) No services must be rendered or goods delivered before an official NHLS Purchase Order form has been received.
- m) This RFQ will be evaluated in terms of the 80/20 preference point system prescribed by the Preferential Procurement Regulations, 2022.
- n) All questions regarding this RFQ must be forwarded to the procurementcorporate@nhls.ac.za 24 hours prior the RFQ closing date.
- o) The General Conditions of Contract (GCC) issued by National Treasury are applicable.
- p) In case of bids where Consortia / Joint Ventures, Consortia/Joint Venture agreement signed by both parties must be submitted with bid proposal. Each JV partner must submit all their mandatory documentation.

Quotation must be All-Inclusive

- i. The Supplier shall allow in the quotation for all deliverables as stipulated in the scope, Labour, material, consumables, accessories, software, supervision, overhead costs, profit, royalties, all taxes, levies, duties, variations in exchange rates (if applicable), disbursements and everything necessary for the execution and completion of the works in accordance with the quotation documents.
- ii. Value Added Tax (VAT) shall be excluded from the rates and prices and provided for as the total VAT on the cost of the Works in the Summary of Schedule of Rates and Prices.
- iii. The Supplier rates and prices shall be fixed for the duration of the contract and not

- subject to adjustment except as provided for in the conditions of contract.
- iv. The offer must be in ZAR currency.
- v. The NHLS reserves the right to do due diligence on the quotations and to benchmark prices quoted.
- vi. Quotes should be submitted on an official letterhead and duly signed.

Delays in the supplier's performance

- i. Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- ii. If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding time delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration, and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- iii. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- iv. Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the application of penalties.
- v. Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar Functionality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

Penalties

- i. Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

FOR HAND DELIVERIES OF RESPONSES, PLEASE SUBMIT THE RFQ DOCUMENT TO NHL RFQ BOX, NO:1 MODDERFONTEIN ROAD, SANDRINGHAM.

| | | |
|--|----------------------|-----------------------------|
| <p>The Bidder accepts the above terms and conditions and the General Conditions of Contract on NHLS website as per hyperlink GCC Document or visit NHLS website https://www.nhls.ac.za/supply-chain/, click on supply chain management tab then select General Conditions of Contract</p> | <p>Accept</p> | <p>Do not accept</p> |
|--|----------------------|-----------------------------|

RE-ADVERT-RFQ NO: 1922102- SUPPLY AND INSTALL FIRE ALARM SYSTEM AT THE MAIN BUILDING AT NHLS SANDRINGHAM

3. SCOPE OF WORKS

FORM OF QUOTATION SUPPLIERNAME: _____

RFQ NO: 1940623

DESCRIPTION: SUPPLY AND DELIVER A 500KVA MOBILE GENERATOR FOR A PERIOD OF SIX (06) MONTHS AT NHLS SANDRINGHAM CAMPUS

**NATIONAL HEALTH LABORATORY SERVICE (NHLS)
TERMS OF REFERENCE**

SUPPLY, DELIVERY, RIGGING, INSTALLATION, TESTING AND COMMISSIONING OF A 500 KVA SILENT CANOPY DIESEL GENERATOR WITH AUTOMATIC TRANSFER SWITCH (ATS)

NHLS Sandringham Campus / NICD Prozesky Park

Including disconnection and relocation of the existing generator, disconnection of the rental generator, standard warranty, and five-year service and maintenance plan

| | |
|--------------------------|---|
| Project title | Supply and installation of 500 kVA silent canopy generator with ATS |
| Site | NHLS Sandringham Campus / NICD Prozesky Park |
| Client / End user | National Health Laboratory Service (NHLS) |
| Document type | Terms of Reference / Scope of Work |
| Revision | Draft |
| Date | 22 June 2026 |

1. Background

NHLS requires a reliable standby power solution for the NHLS Sandringham Campus / NICD Prozesky Park site. The site houses critical laboratories and support operations that require continuity of electrical supply during municipal or utility power interruptions. The required work includes the supply and installation of a 500 kVA silent canopy diesel generator with an Automatic Transfer Switch (ATS), safe disconnection and relocation of the existing generator, safe disconnection of the rental generator, commissioning, training, warranty support and a five-year service and maintenance plan.

2. Objective

The objective of this Terms of Reference is to appoint a competent and suitably qualified service provider to supply, deliver, ring into position, install, test, commission and hand over a fully functional 500 kVA silent canopy diesel generator system with ATS, including all associated electrical, mechanical, civil, safety, compliance and documentation requirements.

3. Site Information

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| Item | Requirement / Information |
|-----------------------|---|
| Site name | NHLS Sandringham Campus / NICD Prozesky Park |
| Location | Sandringham, Johannesburg, Gauteng |
| Operating environment | Critical laboratories, research and services support environment. Works must minimize disruption to site operations. |
| Site access | The contractor must verify access routes, crane positioning, offloading points, rigging requirements, work areas and any restrictions during the compulsory site assessment/site briefing. |
| Existing equipment | Existing permanent generator to be disconnected, made safe, removed from its current position and delivered/offloaded at the NHLS workshop area on campus as directed by NHLS. Rental generator to be disconnected, made safe and left as is on site unless otherwise instructed by NHLS. |

4. Scope of Works

4.1 General Scope

Conduct a detailed site assessment and confirm all site conditions, load requirements, cable routes, termination points, control interfaces, access restrictions and rigging requirements before pricing and commencement.

Supply, deliver, offload, rig into position, install, test and commission one complete 500 kVA silent canopy diesel generator set with ATS and all associated accessories.

Provide all Labour, supervision, tools, plant, materials, consumables, transport, lifting equipment, crange, rigging, permits and safety arrangements required to complete the work.

Disconnect the existing permanent generator safely from the electrical installation, isolate and make safe all cables and services, load/transport it within the campus and deliver/offload it at the NHLS workshop area as directed by NHLS.

Disconnect the rental generator safely from the NHLS electrical installation, isolate and make all connections safe and leave the rental generator as is on site for collection or further instruction by NHLS or the rental supplier.

Integrate the new generator with the existing standby power system, ATS, distribution boards and control circuits as approved by NHLS.

Carry out all testing, commissioning, load testing, ATS functional testing and handover procedures.

Provide standard OEM warranty and a five-year service and maintenance plan for the complete generator installation.

4.2 Supply of 500 kVA Silent Canopy Generator

The generator set shall be new, unused, fit for purpose and rated at a minimum of 500 kVA standby rating at 0.8 power factor unless otherwise approved by NHLS.

The unit offered shall be a diesel-driven, three-phase, 400/230 V, 50 Hz generator set suitable for automatic standby operation.

The generator shall be supplied complete with engine, alternator, control panel, base frame, anti-vibration mountings, radiator, exhaust silencer, batteries, battery charger, jacket water heater where required, fuel tank, bunding/leak containment, sound attenuated canopy, emergency stop and all standard accessories required for full operation.

The bidder must state the generator standby rating, prime rating, engine make/model, alternator make/model, fuel consumption at 50%, 75% and 100% load, sound level, tank capacity, warranty terms and service intervals.

4.3 Automatic Transfer Switch (ATS)

Supply and install a suitably rated ATS/changeover system, with the final current rating confirmed by the contractor's design calculations and NHLS approval. For a 500 kVA three-phase generator at 400 V, the ATS shall typically be not less than 800 A unless the approved design requires a higher rating.

The ATS shall be suitable for automatic mains failure operation, utility sensing, generator start command, changeover to generator supply, re-transfer to utility supply and generator cool-down/shutdown sequence.

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MAIN BUILDING AT NHLS SANDRINGHAM**

The ATS shall include mechanical and electrical interlocking to prevent parallel utility and generator supplies unless specifically designed and approved.

Manual operation, test operation, bypass/isolator requirements, indication lamps, alarms, control fuses, surge protection and safe access for maintenance shall be provided as applicable.

The contractor shall interface the ATS with the generator controller, existing distribution system, protection devices and any remote alarms as required by NHLS.

4.4 Electrical Installation and Integration

Provide all required power cables, control cables, glands, lugs, cable trays, supports, sleeves, ferrules, labels, isolators, circuit breakers, protection devices and terminations required for the complete installation.

Confirm existing cable sizes, condition, route and suitability. Any cable or protection device that is undersized, damaged or not compliant must be reported to NHLS before connection.

Complete earthing, bonding, neutral-earth arrangements and protection coordination in accordance with the approved design and applicable standards.

Label all cables, panels, breakers, isolators, controls and emergency stop devices clearly and permanently.

Issue an Electrical Certificate of Compliance and test report for the new installation/alteration by a suitably registered electrical contractor/person as required by South African electrical installation regulations.

4.5 Civil, Mechanical and Ancillary Works

Inspect and confirm the suitability of the existing plinth/foundation. Where required, design and construct or modify the concrete plinth/foundation to safely support the generator weight, vibration and operational loads.

Provide weatherproofing, drainage, bunding/leak containment, access clearance and housekeeping around the installation area.

Install or modify exhaust arrangements so that fumes are discharged safely away from personnel, air intakes, doors, windows and occupied areas.

Ensure sufficient ventilation, cooling air flow and maintenance access around the generator in accordance with OEM requirements.

Reinstate any surfaces, paving, walls, fencing, cable trenches or areas disturbed during the works to the satisfaction of NHLS.

4.6 Rigging, Offloading and Positioning

The contractor shall be fully responsible for rigging, craning, lifting, positioning and securing the generator and all associated equipment. A rigging plan/method statement shall be submitted to NHLS before work commences, including crane location, lifting points, load path, exclusion zones, traffic control, communication arrangements and emergency measures.

All lifting equipment, slings, shackles, crane and rigging equipment shall have valid inspection/test certificates.

Only competent, trained and certified riggers/crane operators may carry out lifting operations.

The contractor shall protect NHLS property, roads, kerbs, paving, services, buildings and underground infrastructure during delivery and rigging.

4.7 Disconnection and Relocation of Existing Generator

The existing permanent generator shall be isolated, disconnected, made electrically and mechanically safe, and removed from its current position.

The contractor shall protect disconnected cables, terminations, panels and services and shall not leave exposed live conductors or unsafe openings.

The generator shall be transported within the campus and delivered/offloaded at the NHLS workshop area as directed by the NHLS representative.

Any damage noted before removal shall be recorded with photographs and submitted to NHLS before relocation.

The contractor shall provide a relocation completion note confirming the condition, disconnection and location of the existing generator after delivery to the workshop area.

4.8 Disconnection of Rental Generator

The rental generator shall be disconnected from the NHLS installation, isolated and made safe.

The contractor shall ensure that all temporary cables, changeover arrangements and control connections are safely disconnected and labelled where applicable.

The rental generator shall be left as is on site unless NHLS gives written instructions to move it. The contractor shall not remove the rental generator from site.

A disconnection completion notes and photographs shall be submitted to NHLS.

4.9 Testing, Commissioning and Handover

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Carry out pre-commissioning checks including insulation resistance, polarity, continuity, earthing, phase rotation, protection settings, battery condition, fuel system integrity, coolant/oil levels, emergency stop, alarms and controller settings.
 Carry out no-load testing, load testing and functional ATS testing, including simulated utility failure and utility restoration.
 Conduct a load bank test or approved site load test for a minimum duration agreed with NHLS, with readings recorded at intervals for voltage, current, frequency, oil pressure, coolant temperature, battery voltage and alarms.
 Demonstrate automatic start, changeover, re-transfer and cool-down/shutdown sequence to NHLS representatives.
 Provide a commissioning report, test results, load test results, ATS test report, snag list closure and handover pack before final acceptance.

4.10 Training

Provide operational and basic maintenance training to NHLS nominated staff.
 Training shall cover safe start/stop procedures, automatic/manual modes, ATS operation, emergency stop, alarms, daily/weekly checks, fuel checks, battery checks, escalation procedures and safety precautions.
 Provide signed training attendance registers and training material as part of the handover pack.

5. Minimum Technical Requirements

| Component | Minimum Requirement | Bidder to Confirm / Complete |
|----------------------------|--|------------------------------|
| Generator rating | Minimum 500 kVA standby rating at 0.8 power factor. Prime rating to be stated. | |
| Voltage / frequency | 400/230 V, three-phase, 50 Hz. | |
| Engine speed | 1500 rpm preferred for standby application. | |
| Fuel type | Diesel, suitable for locally available diesel fuel. | |
| Canopy | Silent, weatherproof, lockable, corrosion-protected canopy suitable for outdoor installation. | |
| Sound level | Bidder to state guaranteed dB(A) at 7 m and confirm compliance with site/municipal noise requirements. | |
| Fuel tank | Integrated or approved external/day tank with capacity stated bunding/leak containment and safe filling arrangement. | |
| Controller | Digital generator controller with auto/manual modes, alarms, event log and remote start interface. | |

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| | | | |
|----------------------|--|--|--|
| ATS | | Suitably rated automatic transfer switch/changeover panel, typically not less than 800 A for 500 kVA at 400 V, subject to final approved design. | |
| Protection | | Appropriate MCCB/ACB protection, over/under voltage, over/under frequency, overload, earth fault where applicable and emergency stop. | |
| Batteries | | Starting batteries, battery charger and battery isolator are supplied and installed. | |
| Earthing | | Complete earthing and bonding in accordance with approved design and applicable standards. | |
| Documentation | | O&M manuals, drawings, certificates, warranty, service schedule and as-built documentation. | |

6. Five-Year Service and Maintenance Plan

The bidder shall provide a comprehensive six-months service and maintenance plan for the complete generator system, commencing from the date of practical completion/commissioning or as agreed by NHLS. The plan must include routine inspections, preventative maintenance, corrective support, ATS testing, callouts, consumables, reporting and annual pricing. The Six months maintenance costs must be priced separately from the supply, delivery, installation, commissioning and warranty costs, and must be submitted in the dedicated maintenance pricing schedule.

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| Frequency / Trigger | Minimum Activity | Report / Deliverable |
|---|---|--|
| Monthly or as agreed with NHLS | Visual inspection, oil/coolant/fuel leak checks, battery checks, battery charger checks, controller/alarm check, heater check, canopy/locks, fuel level, housekeeping and no-load test were approved. | Monthly inspection report with readings and recommendations. |
| Quarterly | Functional run test, ATS test where operationally permissible, inspection of cables, terminations, earthing, ventilation, exhaust and protection devices. | Quarterly maintenance report and defect list. |
| Every OEM service interval or running-hour trigger | Service in accordance with OEM requirements, including oil, filters, coolants, belts, hoses and other consumables as required. | Service job card, parts list and updated service log. |

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| | | |
|------------------------------|--|---|
| Annually | Major inspection, protection/ATS functional testing, battery capacity/condition assessment, fuel system inspection, load bank test or approved load test, thermal inspection where required. | Annual condition report with recommendations and compliance status. |
| Breakdown / emergency | Respond to generator failure, ATS failure, alarms or standby power incident within the agreed response time. | Callout report, root cause, corrective action and parts recommendation. |

The Six months maintenance plan shall clearly state:
 annual cost for each of the Six months, including VAT treatment as required by SCM;
 what is included and excluded from the maintenance price;
 Labour rates, travelling, standby/callout rates and after-hours rates;
 service intervals and running-hour triggers;
 minimum response time for critical breakdowns;
 availability of spares and consumables;
 whether load bank testing is included annually;
 warranty support arrangements during the warranty period; and
 escalation process and contact details for emergency support.

7. Warranty Requirements

The generator, ATS and all supplied components shall carry the standard OEM/maker warranty, with a minimum warranty period to be stated by the bidder and clearly included in the pricing.
 The warranty shall commence from the date of successful commissioning and practical completion, unless otherwise agreed in writing by NHLS.
 The warranty shall cover defects in materials, workmanship, installation and commissioning attributable to the contractor or manufacturer.
 Warranty exclusions, limitations and service conditions must be clearly stated in the bid.
 The contractor shall attend to warranty defects within the agreed response times and without additional cost to NHLS where defects fall within warranty conditions.

8. Compliance, Standards and Statutory Requirements

All works shall comply with the latest applicable South African legislation, regulations, standards and municipal requirements, including but not limited to:
 Occupational Health and Safety Act, 85 of 1993 and applicable regulations.
 Electrical Installation Regulations, 2009, including requirements for Electrical Certificate of Compliance and test reports for electrical installation additions or alterations.
 SANS 10142-1: Wiring of Premises / Low Voltage Electrical Installations, latest applicable edition.
 ISO/SANS 8528 series for reciprocating internal combustion engine driven alternating current generating sets, where applicable.
 Applicable municipal by-laws, fire safety requirements, environmental requirements and noise control requirements.
 OEM installation, operation and maintenance requirements.
 NHLS site safety, security, access control and permit-to-work requirements.

9. Contractor Competency Requirements

The bidder must have proven experience in supply, installation and commissioning of diesel generator systems of similar size and complexity.
 Electrical works must be performed and certified by a suitably registered electrical contractor and competent persons as required by South African regulations.
 The bidder must provide proof of manufacturer/OEM support or authorised dealer/installer status or demonstrate access to OEM spares and technical support.
 The bidder must provide CVs/qualifications of key personnel, including project manager, electrician, commissioning technician and rigging supervisor.

**RE-ADVERT-RFQ NO: 1922102- SUPPLY AND INSTALL FIRE ALARM SYSTEM AT THE
MAIN BUILDING AT NHLS SANDRINGHAM**

The bidder must provide references for at least three similar generator installations, preferably in critical services, healthcare, laboratory, data Centre or industrial environments.

CIDB grading/class, where required by NHLS SCM based on the final procurement route and scope classification, must be provided.

10. Health, Safety and Environmental Requirements

Submit a site-specific health and safety file before commencement, including risk assessments, method statements, safe work procedures, appointments, proof of training, medical fitness, PPE arrangements and emergency procedures.

Submit specific method statements for electrical isolation, generator disconnection, crane/rigging operations, fuel handling, hot works if applicable, and commissioning/testing.

Comply with NHLS site access, induction, permit-to-work, lockout/tagout, working at heights, lifting operations and security requirements.

Provide fire extinguishers, spill kits, barricading, signage and exclusion zones during work.

Prevent fuel, oil, coolant, dust, debris and waste from contaminating the site. All waste shall be removed and disposed of lawfully.

Works shall be planned to minimize disruption to critical NHLS operations. Any shutdowns or changeovers must be approved in advance by NHLS.

11. Deliverables

| Stage | Deliverables |
|---------------------|---|
| Before commencement | Site assessment report, project Programme, safety file, risk assessments, method statements, rigging plan, insurance, personnel competencies and proposed design. |
| Before installation | Approved drawings, single line diagram, cable schedules, ATS layout, foundation/plinth confirmation, equipment data sheets and warranty statement. |
| During works | Progress updates, photographs, inspection records, delivery notes, isolation records and quality control checklists. |
| Commissioning | Pre-commissioning checklists, electrical test results, ATS functional test, load test report, phase rotation confirmation, protection settings, commissioning report and snag list. |
| Handover | Electrical Certificate of Compliance and test report, as-built drawings, O&M manuals, service manuals, spare parts list, warranty certificates, five-year maintenance schedule, training register and completion certificate. |

12. Programme and Working Arrangements

The bidder shall provide a detailed project Programme showing procurement, delivery, shutdown/changeover dates, rigging, installation, testing, commissioning, training and handover.

Any electrical shutdowns, changeovers or interruptions to critical services shall be planned with NHLS and may only proceed after written approval.

Work that may disrupt laboratory operations may be required after hours, over weekends or during approved maintenance windows.

The contractor must provide a dedicated site supervisor and maintain communication with the NHLS representative throughout the project.

13. Pricing Schedule Requirements

Bidders shall price the works in sufficient detail to enable NHLS to evaluate cost completeness. The pricing must be split into two separate schedules: Pricing Schedule A for supply, delivery, rigging, installation, testing and commissioning, and Pricing Schedule B for the five-year service and maintenance plan. Bidders must show a Sub Total excluding VAT, VAT amount and Grand Total including VAT for

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each line item and for the total of each schedule. A consolidated Pricing Schedule C must also be completed to show the combined total of Pricing Schedule A and Pricing Schedule B. Maintenance costs must not be included in the supply and installation total.

13.1 Pricing Schedule A: Supply, Delivery, Rigging, Installation, Testing and Commissioning

Note: This schedule excludes the five-year service and maintenance plan. Standard OEM warranty support related to the supply and installation must be included or clearly priced as indicated below.

| No. | Description | Unit | Sub Total (Excl. VAT) | VAT | Grand Total (Incl. VAT) |
|--------------|--|----------------|-----------------------|-----|-------------------------|
| 1 | 500 kVA silent canopy diesel generator, complete with controller, fuel tank, batteries and standard accessories. | Sum | | | |
| 2 | ATS/changeover panel, protection, controls and integration. | Sum | | | |
| 3 | Electrical installation: cables, glands, lugs, isolators, cable trays, supports, labelling and terminations. | Sum | | | |
| 4 | Civil/mechanical works include plinth/foundation modifications, exhaust, ventilation and reinstatement. | Sum | | | |
| 5 | Rigging, crange, delivery, offloading and positioning. | Sum | | | |
| 6 | Disconnection, removal and delivery of existing permanent generator to NHLS workshop area. | Sum | | | |
| 7 | Disconnection and safe isolation of rental generator; leave as is on site. | Sum | | | |
| 8 | Testing, commissioning, load testing, training and handover documentation. | Sum | | | |
| 9 | Standard OEM warranty support included in supply and installation. | Included / Sum | | | |
| Total | Total for Pricing Schedule A: Supply, delivery, rigging, installation, testing and commissioning. | Sum | | | |

13.2 Pricing Schedule B: Five-Year Service and Maintenance Plan

Note: This schedule must be priced separately from Pricing Schedule A. It must include planned services, inspections, labour, travel, reports, ATS functional checks, emergency response arrangements and any exclusions clearly stated by the bidder.

Commented [SS2]: This is an RFQ for hiring for 6 months why is a 5 years warranty relevant . Engage user if you delete

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| No. | Description | Unit | Sub Total (Excl. VAT) | VAT | Grand Total (Incl. VAT) |
|--------------|--|------------|-----------------------|-----|-------------------------|
| 1 | Six Months service and maintenance plan - Month 1. | Month-1 | | | |
| 2 | Six Months service and maintenance plan - Month 2. | Month-2 | | | |
| 3 | Six Months service and maintenance plan - Month 3. | Month-3 | | | |
| 4 | Six Months service and maintenance plan - Month 4. | Month-4 | | | |
| 5 | Six Months service and maintenance plan - Month 5. | Month-5 | | | |
| 6. | Six Months service and maintenance plan - Month 6. | Month-6 | | | |
| Total | Six Months service and maintenance plan - | Sum | | | |

13.3 Pricing Schedule C: Consolidated Total Bid Price

This schedule combines the total of the generator supply, delivery, rigging, installation, testing and commissioning price with the total Six-Months service and maintenance plan price.

| No. | Pricing Component | Sub Total (Excl. VAT) | VAT | Grand Total (Incl. VAT) |
|-----|--|-----------------------|-----|-------------------------|
| 1 | Total from Pricing Schedule A: Supply, delivery, rigging, installation, testing and commissioning. | | | |
| 2 | Total from Pricing Schedule B: Six months service and maintenance plan. | | | |
| 3 | Combined Total Bid Price: Schedule A + Schedule B. | | | |

Commented [SS3]: This is an RFQ for hiring for 6 months why is a 5 years warranty relevant . Engage user if you delete

Bidders that are not VAT registered must indicate this clearly and should show VAT as R0.00 or "Not applicable".

14. Mandatory Requirements

The requirements below are mandatory and must be completed by the bidder. Bidders must tick either the Comply or Do Not Comply box for each item and attach the required supporting evidence. Failure to comply with any mandatory requirement, or failure to submit the required evidence, may render the bid non-responsive subject to NHLS SCM evaluation and applicable procurement rules.

| No. | Mandatory Requirement | Required Evidence / Returnable | Comply <input type="checkbox"/> | Do Not Comply <input type="checkbox"/> |
|-----|---|---|------------------------------------|---|
| 1 | Bidder must supply a new, unused 500 kVA silent canopy diesel generator suitable for automatic standby operation. | Generator technical data sheet confirming rating, voltage, frequency, canopy and fuel tank details. | <input type="checkbox"/> | <input type="checkbox"/> |

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| No | Mandatory Requirement | Required Evidence / Returnable | Comply <input type="checkbox"/> | Do Not Comply <input type="checkbox"/> |
|----|--|---|------------------------------------|---|
| 2 | Bidder must supply and install a suitably rated ATS/changeover system compatible with the generator and existing electrical installation. | ATS technical data sheet, proposed single line diagram and integration methodology. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | Electrical installation must be carried out by a registered electrical contractor and competent electrical personnel. | Proof of electrical contractor registration, qualifications/registrations of responsible electrical personnel and commitment to issue CoC/test reports. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | Bidder must include delivery, offloading, rigging, crange, positioning and all associated lifting requirements. | Rigging methodology/plan, proof of competent rigging personnel and valid lifting equipment/crane certificates where applicable. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 | Bidder must safely disconnect the existing permanent generator and deliver/offload it at the NHLS workshop area as directed. | Method statement for isolation, disconnection, relocation and handover confirmation. | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 | Bidder must safely disconnect, isolate and make safe the rental generator and leave it as is on site unless NHLS instructs otherwise in writing. | Method statement for rental generator disconnection, isolation and photographic completion record. | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 | Bidder must include testing, commissioning, ATS functional testing, load testing and handover documentation. | Commissioning methodology, test plan and sample handover documentation/report template. | <input type="checkbox"/> | <input type="checkbox"/> |
| 8 | Bidder must provide the standard OEM/manufacture warranty for the generator, ATS and supplied components. | Warranty statement confirming duration, coverage, exclusions and response arrangements. | <input type="checkbox"/> | <input type="checkbox"/> |
| 9 | Bidder must provide a separate five-year service and maintenance plan with annual pricing. | Completed Pricing Schedule B and maintenance plan showing service intervals, inclusions, exclusions, response times and reporting. | <input type="checkbox"/> | <input type="checkbox"/> |
| 10 | Bidder must comply with applicable legislation, standards, OEM requirements and NHLS site safety/security requirements. | Compliance statement referencing OHS Act requirements, Electrical Installation Regulations, SANS 10142-1, applicable ISO/SANS 8528 requirements and NHLS site requirements. | <input type="checkbox"/> | <input type="checkbox"/> |
| 11 | Bidder must have relevant experience with generator installations of similar size and complexity. | At least three similar references, completion certificates or appointment letters for comparable generator works. | <input type="checkbox"/> | <input type="checkbox"/> |
| 12 | Bidder must submit a complete price offer using Pricing Schedules A, B and C. | Completed pricing schedules showing Sub Total excluding VAT, VAT and Grand Total including VAT. | <input type="checkbox"/> | <input type="checkbox"/> |

Commented [SS4]: This is an RFQ for hiring for 6 months why is a 5 years warranty relevant . Engage user if you delete

Commented [SS5]: This is an RFQ for hiring for 6 months why is a 5 years warranty relevant . Engage user if you delete

Note: The mandatory requirements table is intended for responsiveness/compliance assessment. Price and preference evaluation must be confirmed by NHLS SCM in line with the applicable procurement policy and RFQ/tender process.

15. Acceptance Criteria

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The generator is delivered, installed, commissioned and fully operational in automatic mode through the ATS.
The installation passes all electrical tests, and the contractor submits a valid Electrical Certificate of Compliance and test report for the installation/alteration.
The generator successfully completes functional testing, ATS testing and load testing to NHLS satisfaction.
The existing permanent generator is safely disconnected and delivered to the NHLS workshop area.
The rental generator is safely disconnected, isolated and left as is on site.
All snags are closed and signed off by NHLS.
NHLS receives complete handover documentation, warranty documentation, O&M manuals, as-built drawings, service schedule and training records.
The five-year service and maintenance plan is submitted and accepted by NHLS.

16. Exclusions and Clarifications

The contractor shall not remove the rental generator from site unless written instruction is issued by NHLS.
Any additional works discovered during the site assessment, including non-compliant existing infrastructure, damaged cables, undersized protection or major civil alterations, must be reported to NHLS for approval before proceeding.
No change to the approved scope, cost, equipment or Programme may be made without written approval from NHLS.
The successful contractor remains responsible for ensuring that the completed installation is safe, compliant, fit for purpose and suitable for automatic standby operation.

17. Recommended Mandatory Returnable Documents

Completed and signed quotation/tender document.
Proof of company registration and tax compliance as required by SCM.
Proof of electrical contractor registration and competent electrical personnel.
Generator and ATS technical data sheets.
OEM/dealer/technical support confirmation.
Relevant project references and completion certificates.
Preliminary method statement, project Programme and rigging approach.
Health and safety plan or preliminary safety file index.
Warranty statement.
Six-Months service and maintenance plan with Monthly pricing.
Completed pricing schedule.
Completed mandatory requirements compliance table.

Commented [SS6]: This is an RFQ for hiring for 6 months why is a 5 years warranty relevant . Engage user if you delete

4. FORM OF OFFER (SBD 7)

The employer, identified in the acceptance signature block, has solicited offers to enter into a

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contract for the procurement of:

.....
.....

The tenderer, identified in the offer signature block, has examined the documents listed in the submission data and addenda.

There to as listed in the returnable schedules, and by submitting this offer has accepted the condition of tender.

By the representative of the tenderer, deemed to be duly authorized, signing this part of this form offer and acceptance, the tenderer offers to perform all of the obligations and liabilities of the contractor 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 contract data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS:

Rand.
.....
..... (in words);

R..... (in figures)

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 to the tenderer before the end of the period of validity stated in the submission data, whereupon the tenderer becomes the party named as the contractor in the conditions of contract identified in the contract data.

Signature(s)

Name(s)

Capacity

for the tenderer

(Name and
address of organization/)

Name and signature of witness Date

5. RFQ EVALUATION PROCESS AND CRITERIA

The RFQ will be evaluated by the Cross Functional Evaluation Team (CFET) and the successful

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service provider will be selected based on a two-phased approach (3- Stages)
Substantiation: The Bidder must provide the CSD (Central Supplier Database) Registration number (MAAA number) / Attach the updated CSD Summary Report.

Stage 1: Administrative Compliance

All incomplete submissions and respondents who do not meet the compliance requirements at quotation submission will be eliminated from further evaluation.

Stage 2: Mandatory Requirements

All incomplete submissions and respondents who do not meet the mandatory requirements at quotation submission will be eliminated from further evaluation.

Stage 3: Price and specific goals

The final evaluation phase will be based on **Price and Specific Goals**.

Determination of Percentage for Price – 80 percentage, & Determination of level for Specific Goals – 20 percentage.

Stage 1: Administrative Compliance

- Administrative compliance/responsiveness will be tested based on returnable documents submitted and signatures on the bid documents.
- At this stage, it must be determined what documents are required to be returned by Bidders. Returnable documents are categorized as follows:

a) Mandatory Returnable Documents (to be returned by Bidders)

(NOTE: Failure to provide the below listed documents WILL lead to disqualification)

| | | |
|--|---------------|----------------------|
| The Service Providers to have to agree with all NHLS General Conditions of Bid, RFQ and Conditions of Contract (GCC) | Comply | Do Not Comply |
|--|---------------|----------------------|

Substantiation: The Bidder must submit and attach to the bid response the signed and accepted NHLS General Conditions of Bid, RFQ and Conditions of Contract (GCC).

| | | |
|--|---------------|----------------------|
| Fully completed and signed Declaration of Interest SBD 4 | Comply | Do Not Comply |
|--|---------------|----------------------|

Substantiation: The Bidder must submit and attach to the bid response the signed Declaration of Interest SBD 4

| | | |
|---|---------------|----------------------|
| Bidder <i>must</i> complete the pricing Schedule. | Comply | Do Not Comply |
|---|---------------|----------------------|

Substantiation: The Bidder must submit and attach to the bid response fully completed pricing Schedule.

| | | |
|---|---------------|----------------------|
| 4. Tax Clearance Certificate and/or TAX verification Pin and/or TAX Compliance Status Letter. | Comply | Do Not Comply |
|---|---------------|----------------------|

Substantiation: The Bidder must submit and attach to the bid response a valid TAX Clearance Certificate and/or TAX verification Pin and/or TAX Compliance Status Letter issued by the South African Revenue Services (SARS).

| | | |
|--|---------------|----------------------|
| 5. The Bidder must provide the CSD (Central Supplier Database) Registration number (MAAA number) / Attach the CSD Summary Report | Comply | Do Not Comply |
|--|---------------|----------------------|

Commented [SS7]: Why stage 1 after stage 3?

Commented [SS8]: This cannot be a mandatory requirement since if the bidder is non-tax compliant they must be given 7 working days to fix the tax matters.

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B. Essential Returnable Documents (to be returned by Bidders) Not a disqualification factor

| | | |
|---|---------------|----------------------|
| 6. B-BBEE Certificate and/or Affidavit. Fully completed and signed preferential points claim form SBD 6.1. | Comply | Do Not Comply |
| Substantiation: The bidder must submit and attach to the bid response a copy of B-BBEE Certificate issued by an authorised body or person, or a sworn Affidavit prescribed by the B-BBEE Codes of Good Practice. | | |

Stage 2: Mandatory Requirements

| | | |
|-------------------------------|---------------|----------------------|
| Letter of good standing COIDA | Comply | Do Not Comply |
| | | |

| | | |
|---|---------------|----------------------|
| Be registered with CIDB and should have a minimum CIDB contractor grading of 2EP/2ME or higher. | Comply | Do Not Comply |
| | | |

| | | |
|--|---------------|----------------------|
| Submit a certified copy (not older than 6 months) of Electrical Generating systems Association (EGSA) certification or equivalent certification demonstrating proficiency in servicing and maintaining generators or performing electrical work in generators. | Comply | Do Not Comply |
| | | |

| | | |
|-------------------|---------------|----------------------|
| Wireman's License | Comply | Do Not Comply |
| | | |

Stage 3: Price And Specific Goals Criteria

Bid will be evaluated based on the PPPFA 80/20-point system as presented in the Preferential Procurement Regulations 2022, for this purpose, SBD 6.1 form should be scrutinized, completed and submitted together with your quotation. The 80/20-point system will be as follows:

| | |
|-------------------------|------------------|
| Price Assessment | 80 Points |
| Specific Goals | 20 Points |

6. SCHEDULE OF WORK CARRIED OUT BY THE BIDDER

The bidder must indicate in the spaces provided below a complete list of similar contracts awarded over the years, including the current contract (if any). This information shall be deemed to be material to the award of this bid.

| Company Name | Nature of work | Value of the work | Contact person & contact number | Duration of the project (Start and end date) |
|--------------|----------------|-------------------|---------------------------------|--|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Signature of person authorized to sign the bid: _____

Date: _____

7. DECLARATION OF INTEREST

SBD4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offer 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 |
|-----------|-----------------|---------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

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**

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.

2.2.1 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:

- 31 I have read and I understand the contents of this disclosure;
- 32 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 33 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.
- 34 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.
- 34 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.
- 35 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.
- 36 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.

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



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I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

| | |
|-----------|----------------|
| | |
| Signature | Date |
| | |
| Position | Name of bidder |

**SBD 6.1
PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT
REGULATIONS 2022**

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
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

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

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).
- (f) **“Historically Disadvantaged Individual (HDI)”**
- i. Means a South African citizen who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No. 110 of 1983) or the Constitution of the Republic of South Africa, 1993 (Act No. 200 of 1993) (“The Interim Constitution”) and /or
 - ii. Who is a female; and/or
 - iii. Who has a disability
- (g) **“Disability”** means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.
- (h) **“Youth”** Has the meaning assigned to it in section 1 of the National Youth Development Agency Act, 2008 (Act No. 54 of 2008)
- (i) **“Specific goals”** means specific goals as contemplated in section 2(1)(d) of the PPPFA which may include contracting with persons, or group of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994.

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:

80/20

$$PPPP = 8888 \left(11 - \frac{PPPP - PP \text{ mmmmm}}{PP \text{ mmmmmm}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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:

80/20

$$PPPP = 8888 \left(11 + \frac{PPPP - P \text{ P mmmmm}}{PP \text{ mmmmmm}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = 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—

(a) 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

(b) 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.

Points awarded for historically disadvantaged individuals

Preference points for HDI's are calculated on their percentage shareholding in a business, provided that they are actively involved in and exercise control over the enterprise. The following formula is prescribed

$$NEP = NOP \times \frac{EP}{100}$$

Where

NEP = Points awarded for equity ownership by an HDI

NOP = The maximum number of points awarded for equity by an HDI in that specific category

EP = The percentage of equity ownership by an HDI within the enterprise or business, determined in accordance with the definition of HDI's.

A consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Status Level Verification certificate for every separate tender

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) (To be completed by the organ of state) | Percentage Owned (To be completed by the tenderer) | Number of points claimed (80/20 system) (To be completed by the tenderer) |
|---|---|--|---|
| HDI | 6 | % | |
| Woman | 6 | % | |
| Disabled | 1 | % | |
| Youth | 2 | % | |
| Locality <ul style="list-style-type: none"> • City of Johannesburg = 5 • Gauteng Province = 2 • National = 0 | 5 | | |
| | | | |
| Total Points | 20 | | |

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 acknowledgethat:

- 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: | |
| | |
| | |
| | |



RE-ADVERT-RFQ NO: 1922102- SUPPLY AND INSTALL FIRE ALARM SYSTEM AT THE MAIN BUILDING AT NHLS SANDRINGHAM