

**APPOINTMENT OF SUITABLY QUALIFIED 7ME OR HIGHER (CIDB GRADE) CONTRACTOR TO UPGRADE, INSTALL, REPAIR AND MAINTAIN THE HVAC AT LEHAE LA SARS**

**Briefing Session** : 07 June 2018 at 11h00  
**Tender Number** : RFP 24/2018  
**Closing Date** : 20 August 2018 at 11h00  
**Presented by** : Zamokuhle Latha

# Table of Contents

1. Welcome & Introduction
2. RFP Timelines
3. Purpose & Scope
4. Bid Evaluation Process
5. Technical
6. Pricing Requirements
7. B-BBEE Requirements
8. Financial Analysis
9. Rules of Engagement
10. Questions & Answers

# RFP Timelines

No.	Activity	Date
1.	Clarification of Queries	28 May 2018 – 16 August 2018
3.	RFP Closing Date	20 August 2018 @ 11:00 am
4.	Notice to Bidders	21 – 22 August 2018
5.	Contract Finalisation	September 2018

# Purpose & Scope

## PURPOSE

APPOINTMENT OF  
SUITABLY QUALIFIED 7ME  
OR HIGHER (CIDB  
GRADE) CONTRACTOR  
TO UPGRADE, INSTALL,  
REPAIR AND MAINTAIN  
THE HVAC AT LEHAE LA  
SARS

## Scope

- The service will include upgrading, repairing & maintenance of the HVAC for a period of 5 years.

# Bid Evaluation Process

Gate 0

Pre-Qualification Evaluation

- **Invitation to Bid SBD 1**
- Central Registration Report (Central Database System) from National Treasury
- SARS Oath of Secrecy
- Declaration of interest SBD 4
- **Preference Point Claim form- SBD 6.1**
- Declaration of Bidder's Past SCM Practices – SBD 8
- Certificate of Independent Bid Determination – SBD 9
- Supplier Risk Assessment Questionnaire
- Draft Service Level Agreement
- JBCC



Gate 1

Technical Evaluation

100 points

Achieve overall score of 65 out of 100 points to proceed to Gate 2

Mandatory Requirements

- Attendance of compulsory briefing session.
- CIDB Grade 7ME or Higher .
- Proof of registration with professional body/bodies (e.g South African Institute of Refrigeration and Air Conditioning (SAIRAC) )
- **Valid B-BBEE certificate with Level 1-3**

Technical Requirement

- Qualifications - 45 points
- Experience - 30 points
- Project Plan & Maintenance Plan – 15 points
- Health & Safety Plan – 10 points

**Qualifying Threshold of 65 points**

Gate 2

**B-BBEE – 20 Points**

Price & BEE Evaluation

**Pricing – 80 Points**

# TECHNICAL REQUIREMENTS

# Technical Specification

- **OBJECTIVE & SCOPE OF WORKS**
- The objective of this bid is for the Upgrade and maintenance of the HVAC system at LeHea La SARS for 5 years
- . The project comprise the following main work groups:
  - Upgrade of entire HVAC system and the Fresh Air ventilation of blocks E F G and H
  - Demolishing of the fresh air ventilation and current system
  - Installation of new equipment
  - Chill water piping and fittings
  - Electrical installation
  - Maintenance of system,
- The groups are detailed further in the Technical specification document
- Provisional Bills of Quantities
- Technical bid Specification and annexures form part of the information pack .

# Technical Specifications

- Maintenance of old and new equipment
- Contractors will take over site holistically from date of appointment
- By ensuring they do the maintenance and as per required for a HVAC system i.e 1 major 11 Minor services .
- This will also include water treatment and testing as per recommendations
- All quotes for repairs will be send to Mechanical Engineer for approval prior to commencement of work
- All invoices will be certified by mechanical engeneer prior to payment released by SARS.
- Detailed inventory of asset register will be submitted by supplier and updated.
- Maintenance pricing schedule template will have to be completed
- Contractor to make provision for year on year price escalation as per industry norms



# Technical Specification

- Technical evaluation criteria of contractors
- Contractors are urged to ensure all supporting documents and qualifications are attached as per Technical evaluation criteria
- Qualifications
- Work experience
- Work knowledge
- Rating documents
- The full responsibility for the provision of an adequate labour force that is sufficient to perform the works will rest entirely with the contractor and no claim made during the course of the works for extras, to provide incentives, to induce outside labour to go to the works will be entertained. Ensure you take every cost into consideration as per BOQ.

# PRICING REQUIREMENTS



- Presented by Faradh Khan

# National Treasury Preferential Procurement Regulation

## Preference Point Systems

In the second stage of the evaluation, Tenders that have submitted all the required mandatory documents will be evaluated in terms of the 80/20 preference points system under section 2 of the Preferential Procurement Policy Framework Act, 2000, read with the Preferential Procurement Regulations, 2017

- The 80/20 preference point system is applicable to bids\* with a Rand value equal
- to, or above R30 000 and up to a Rand value of R50 million (all applicable taxes included).

# Price Evaluation

## Stage 1: Price Evaluation (80 points)

Adjudication Criteria		Points
Price Evaluation	$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	80

# Notes to Price Submission

Only Bidders that have achieved the minimum technical threshold of **65** will be considered for price evaluation

## Stage 1: Price Evaluation (80 points)

- Bidders should input their company name on each page of the Bill Of Quantities (BOQ).
- The price validity for this bid is for a maximum period of 180 days from the closing date.
- Bidders are required to complete all relevant fields ONLY.
- Bidders must provide the rate (Excluding VAT) for ALL sections of the BOQ.
- Bidders **MUST NOT** change the Bill Of Quantities (BOQ). SARS may at its sole discretion disqualify your bid in the event that the BOQ has been changed.
- Bidders must complete the BOQ, print the spreadsheet, initial each page, sign and submit **TWO** copies of their price proposal. The two (2) documents – **the original & the copy** - **MUST** be identical.
- The quoted rates **MUST** be inclusive of all SARS' requirements as per the Specifications document. No additional costs will be considered post award.
- All relevant fields must be populated and if no rate is inserted it will be regarded as Zero.

# B-BBEE REQUIREMENTS

# B-BBEE Mandatory

The Preferential Procurement Regulations 2017 (PPR) allows SARS to exercise its discretion to issue Tenders with mandatory B-BBEE requirements:

- **The Mandatory B-BBEE Level for this Tender is Level 3, 2 or 1**

# BEE = 20 points

B-BBEE points may be allocated to Bidders on submission of documentation or evidence as follows:

ADJUDICATION CRITERIA	POINTS
A duly completed Preference Point Claim Form: SBD 6.1 and a B-BBEE Certificate.	20

Bidders **MUST** complete and sign the SBD 6.1 form to claim the Bidder's B-BBEE preference points.



# BEE Certificate

The table below indicates the specific B-BBEE certification documents that must be submitted for this tender. Failure to submit the required certification documents will also result in Bidders being disqualified.

Classification	Turnover	Submission Requirement
<b>Exempted Enterprise ( EME)</b>	<b>Micro</b> Below R10 million p.a.	A DTI Affidavit or Certificate from CIPC
<b>Qualifying Enterprise (QSE)</b>	<b>Small</b> Between R10 million and R50 million p.a.	Certified copy of B-BBEE Rating Certificate from a SANAS Accredited rating.  A DTI Affidavit – Only 51% BO and above
<b>Large Enterprise (LE)</b>	Above R50 million p.a.	Certified copy of B-BBEE Rating Certificate from a SANAS Accredited rating agency.

# USE AND ACCEPTANCE OF AFFIDAVITS

Section 1.6 SBD 6.1 states.. The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

**SARS reserves the right to request that bidders submit their Black ownership and turnover information in support of their Affidavits.**

# B-BBEE KEY SECTIONS TO COMPLETE IN SBD

## BID DECLARATION

6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

### 7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

7.1 B-BBEE Status Level of Contribution: ..... = .....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

## 8 SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 If yes, indicate:

- (i) what percentage of the contract will be subcontracted? .....
- (ii) the name of the sub-contractor? .....
- (iii) the B-BBEE status level of the sub-contractor? .....
- (iv) whether the sub-contractor is an EME? YES / NO (delete which is not applicable)

## JOINT VENTURES

Incorporated JVs must submit the B-BBEE status of the entity. Unincorporated JVs must submit a consolidated B-BBEE certificate as if they were a group structure for every separate Bid.

## SUB-CONTRACTING

- Bidders who want to claim preference points will have to comply fully with regulations 11(8) and 11(9) of the Preferential Procurement Regulations, 2011 with regard to sub-contracting:
- A person must not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for, unless the intended sub-contractor is an Exempted Micro Enterprise that has the capability and ability to execute the sub-contract.

## **Proof of Existence: Joint Ventures and/or Sub-Contracting**

- Bidders must submit concrete proof of the existence of joint ventures and/or sub-contracting arrangements. SARS will accept signed agreements as acceptable proof of the existence of a joint venture and/or sub-contracting arrangement.
- The joint venture and/or sub-contracting agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or sub-contracting party. The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or sub-contracting arrangement.

# FINANCIAL ANALYSIS

# Background

## Public Finance Management Act (PFMA)

- Fair
- Equitable
- Transparent
- Competitive
- Cost Effective

# Purpose

- Financially Stable
- Financially Viable
- Identify financial risks
- Apply Appropriate Mitigating Strategies



# FINANCIAL REQUIREMENTS

- **Complete Sets of Audited/ Independently Reviewed Annual Financial Statements**
  - ✓ Signed Auditors / Accounting Officers Opinions
  - ✓ Statement Of Comprehensive Income (*Income Statement*)
  - ✓ Statement of Financial Position (*Balance Sheet*)
  - ✓ Statement of Cash Flows (*Cash Flow Statement*)
  - ✓ Accompanying Unabridged Notes for ALL of the above documents
- **Less than 3 Financial Periods**  
Explanatory Letter
- **Joint Ventures**  
Unincorporated JVs must submit separate F/S for each party to the JV.  
Signed JV legal agreement.
- **Financial statements in Bidding Companies Name**  
Subsidiary submitting holding company's F/S must also furnish a Performance Guarantee

# RFP Submission

- Bidders must submit copies of each file (Original and Duplicate) and a CD-ROM with content of each file



## TENDER BOX

SARS Brooklyn Bridge, 570 Fehrsen Street, Linton House, Brooklyn

# Rules of Engagement

- Bidders may not contact SARS personnel directly
- All contact relating to RFP matters are only to be addressed to SARS Procurement at [tenderoffice@sars.gov.za](mailto:tenderoffice@sars.gov.za)
- Tender office contact number : 012 647 9569

