REQUEST FOR QUOTATION

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS OF THE SOUTH AFRICAN NATIONAL PARKS

QUOTATION NUMBER: TMNP 07/2019-20

DESCRIPTION: SUPPLY LOCKSMITH SERVICES – FOR TABLE MOUNTAIN NATIONAL PARK

IT IS A REQUIREMENT OF THIS QUOTATION THAT ONLY CONTRACTORS REGISTERED WITH THE CIDB ARE ELIGIBLE TO TENDER. IT IS ESTIMATED THAT TENDERERS SHOULD HAVE A CIDB CONTRACTOR GRADING DESIGNATION OF 1GB AND HIGHER.

ALL QUOTATIONS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THE INVITATION TO PROVIDE A WRITTEN QUOTE DOCUMENT ISSUED COMPRISES:

- Company Information
- SBD Forms
  - SBD 6.1 – Preferential Points Claim Form
- Technical specifications
- Drawings / Measurements

Other Documents that MUST be submitted together with quote:

- Addendum A; B-BBEE Level of Contribution certificate – original or certified copy.
- Addendum B; Valid Tax Clearance Certificate
<table>
<thead>
<tr>
<th>Attention</th>
<th>To whom it may concern</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Company</td>
<td></td>
</tr>
<tr>
<td>CSD Supplier Code</td>
<td></td>
</tr>
<tr>
<td>CSD Unique Code</td>
<td></td>
</tr>
<tr>
<td>Supplier Telephone / Cell Number</td>
<td></td>
</tr>
<tr>
<td>Supplier Fax &amp; E-mail address</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>Supply of Locksmith services for Table Mountain National Park</td>
</tr>
<tr>
<td>Validity period of the quotation</td>
<td>60 days</td>
</tr>
<tr>
<td>Date of issuance</td>
<td>24 July 2019</td>
</tr>
<tr>
<td>Deadline for submission of quote &amp; Time</td>
<td>02 August 2019 at 11h00</td>
</tr>
<tr>
<td>RFQ number</td>
<td>TMNP 07/2019-20</td>
</tr>
</tbody>
</table>

You are requested to quote on the goods or services as detailed in the Specification / Scope of service as listed overleaf.

<table>
<thead>
<tr>
<th>Contact persons</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>For commercial questions</td>
<td>Meagan Du Plessis</td>
</tr>
<tr>
<td>For technical questions</td>
<td>Mathabatha Matjila</td>
</tr>
</tbody>
</table>

**Terms**

<table>
<thead>
<tr>
<th>Delivery period upon receipt of purchase order?</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Other terms</td>
<td>Refer to General Conditions of Contract (GCC)</td>
</tr>
</tbody>
</table>

**Quality requirements**

| SABS or other sample quality verification |                          |
| Warranty/ guarantee period                |                          |

**Logistical Information**

| Name of the Park                          | Table Mountain National Park |
| Contact Person                            | Mathabatha Matjila          |
| Contact Telephone Number                  | 021 422 1601                |
| Fax Number and E-mail address             | Mathabatha.matjila@sanparks.org |
| Physical street address                   | 8 Signal hill drive, Kloofnek |
| City and Province                         | Cape Town, Western Cape Province |
NB:
- Please indicate on your quotation the lead-time (delivery period) which is required for delivery of the ordered goods/services.
- Service provider must have been registered on National Treasury Central Supplier Database (CSD). Proof must be submitted with the quotation submission. No award will be made to a service provider whose tax matters are not in order with SARS. To claim for preference points, please submit together with this RFQ your valid BBBEE Certificate or BBBEE Sworn Affidavit
- Due to the needs of this service required, only Cape Town based suppliers will be considered.

RFQ NUMBER: TMNP 07/2019-20

DESCRIPTION: SUPPLY LOCKSMITH SERVICES – FOR TABLE MOUNTAIN NATIONAL PARK

SCOPE OF WORK

1. Description

Table Mountain National Park has infrastructure that requires access control management. Services for locksmith will include supply of keys and locks, repair of locks and access control infrastructure and programming of the access control electronics. The area in question encompasses the geographic area from Signal hill to Cape Point.

2. Scope of work

2.1. Work call out procedures:
Work Callout procedures: These steps are to be followed without exception
- The Section or Senior Section Ranger will notify the contractor of an electrical fault/emergency repair/problem.
- Contractor dispatches staff to assess and cost the electrical fault/emergency repair/problem.
- The quotation for materials is to be submitted to the Section Ranger for approval. Time and travel is at a set rate and to be logged and signed off by the Senior/Section Ranger prior to invoicing.

2.2. Site safety
Site safety
Note: Please note that the Table Mountain National Park is a public facility and as such the utmost care needs to be taken to ensure public safety at all times.

2.3. Site inspections:
A. Evaluate the site and condition and maintenance needs before undertaking work
B. Do planning before work can be done
C. Assess the risks involved before performing the work
D. Assess the scope of the work to ensure public safety throughout the repairs/maintenance
E. Establish the work needs and components required to be done before quoting

2.4. Access
Access via Cape Of Good Hope Main Gate to be coordinated with the Section and Senior Section Ranger before entry. Access to the other sites will be opened as per arrangement with operational staff in terms of locked gates, accommodation units, offices etc. Approval from the Senior Section Ranger is required

3. SPECIAL CONDITIONS TO THE REQUEST FOR QUOTATION (RFQ)
Special Instruction
- Be available to provide a service 365 days a year (including weekends, public holidays and outside of normal working hours)
- Work according to the OHS Act
- Provide proof of registration with The Electrical Contractors Association of South Africa
- No subcontracting is allowed

4. **Period of Contract**
The contract shall be for a period 36 months

5. **Quotation price**
- These requirements are only minimum requirements. It is required that Service provider familiarise himself/herself with the details of the sites to be serviced for him/her to quote accordingly
- The quoted price must be in South African Rands and be inclusive of 15% Vat, if VAT registered vendor.

6. **Pricing Schedule**

1. **SPECIFICATION**

<table>
<thead>
<tr>
<th>Supply</th>
<th>Item no</th>
<th>Item description</th>
<th>Pricing</th>
<th>Unit Price</th>
<th>Total price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supply</td>
<td>1</td>
<td>Viro (or similar) lock with 2 keys</td>
<td>Per item</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supply</td>
<td>2</td>
<td>CISA (or similar) lock</td>
<td>Per item</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supply</td>
<td>3</td>
<td>Abloy (or similar) lock</td>
<td>Per item</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supply</td>
<td>4</td>
<td>Motor lock</td>
<td>Per item</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supply</td>
<td>5</td>
<td>Remote control</td>
<td>Per item</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cutting of keys</td>
<td>6</td>
<td>Standard key</td>
<td>Per item</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cutting of keys</td>
<td>7</td>
<td>Motice lock</td>
<td>Per item</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cutting of keys</td>
<td>8</td>
<td>Safe keys</td>
<td>Per item</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cutting of keys</td>
<td>9</td>
<td>Abloy (or similar) keys</td>
<td>Per item</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cutting of keys</td>
<td>10</td>
<td>Latch key</td>
<td>Per item</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cutting of keys</td>
<td>11</td>
<td>CISA (or similar) key</td>
<td>Per item</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance</td>
<td>12</td>
<td>Repair of motor gate and electronic security gates (materials must be included)</td>
<td>Per hour</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance</td>
<td>13</td>
<td>Programming of remote control</td>
<td>Per hour</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance</td>
<td>14</td>
<td>Repair access control (digital pad, biometric and tag reader, update of software)</td>
<td>Per hour</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
15 | Labour Call out fee | Per hour |
---|---|---
16 | Transport Call Out fee | Per Km |

Sub total
Vat
Total

7. General Conditions of Contract

General Conditions of Contract (GCC) as per National Treasury will be applied. Service providers must familiarised themselves with these conditions as they will be applicable throughout the process and during contracting.

8. Evaluation Criteria

Quotation submissions will be evaluated according to the prescriptions of the Preferential Procurement Policy Framework Act no 5 of 2000, the Procurement Regulations of 2017 pertaining to the Act and SANParks Procurement Policy determined within the framework of the act. The 80/20 preference point system will apply. Please refer to SBD 6.1 for allocation of preference points.

9. Contract Management

Successful service provider will be issued with an official purchase order which will form a contract between SANParks and the service provider.

________________________________________________________
Authorised Bidder’s Signature                                                                         Date

NOTE
1. All quotations must be sent by Fax OR e-mailed in a pdf format and NOT in Word or Excel format.
2. Any quotation submitted after the closing date and time shall NOT be considered.
3. Ensure that your quotation clearly covers ALL the above aspects of the RFQ.
4. DO NOT includes insurance to your quote as SANParks provides its own insurance.
5. ALL QUOTATIONS and ENQUIRIES are to be addressed to sender of the Request for Quotation in Supply Chain Management.
6. SANParks reserves the right to cancel the procurement process at any time without notice, and not issue the order.
7. Conditional quotations will be subject to SANParks acceptance.
8. It is no longer compulsory for bidders to submit SBD 4, 8 & 9 together with this RFQ on the stipulated closing date. SANParks shall request the preferred bidder to complete and submit SBD 4, 8 & 9 before any awards are finalised. The SBD form shall be valid for a period of twelve (12) months from the date submitted. The onus is with the awarded bidder to inform SANParks of any changes to the information provided on such SBD forms. Failure to inform SANParks of such changes on the forms in possession of SANParks and valid for 12 months will result in misrepresentation of facts or information and may results in SANParks terminating the service or contract.
9. Payment of compliant invoice will be effected within 30 days after receipt.
SBD 6.1
PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution.


1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:
   - 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 The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.

1.3 Preference points for this bid shall be awarded for:
   (a) Price; and
   (b) B-BBEE Status Level of Contribution.

1.4 The maximum points for this bid are allocated as follows:
1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 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.

2. DEFINITIONS

(a) “B-BBEE” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

(b) “B-BBEE status level of contributor” means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

(c) “bid” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;

(d) “Broad-Based Black Economic Empowerment Act” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

(e) “EME” means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

(f) “functionality” means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.

(g) “prices” includes all applicable taxes less all unconditional discounts;

(h) “proof of B-BBEE status level of contributor” means:

1) B-BBEE Status level certificate issued by an authorized body or person;

2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;

3) Any other requirement prescribed in terms of the B-BBEE Act;

(i) “QSE” means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

(j) “rand value” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

<table>
<thead>
<tr>
<th>POINTS</th>
<th>PRICE</th>
<th>B-BBEE STATUS LEVEL OF CONTRIBUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>80</td>
<td>20</td>
</tr>
</tbody>
</table>

Total points for Price and B-BBEE must not exceed 100.
\[ P_s = 80 \left( 1 - \frac{P_t - P_{\text{min}}}{P_{\text{min}}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{\text{min}}}{P_{\text{min}}} \right) \]

Where

- \( P_s \) = Points scored for price of bid under consideration
- \( P_t \) = Price of bid under consideration
- \( P_{\text{min}} \) = Price of lowest acceptable bid

### 4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

<table>
<thead>
<tr>
<th>B-BBEE Status Level of Contributor</th>
<th>Number of points (90/10 system)</th>
<th>Number of points (80/20 system)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>9</td>
<td>18</td>
</tr>
<tr>
<td>3</td>
<td>6</td>
<td>14</td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td>12</td>
</tr>
<tr>
<td>5</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>6</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>8</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Non-compliant contributor</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### 5. BID DECLARATION

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

### 6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: \( \ldots \ldots \text{……..}(\text{maximum of 10 or 20 points}) \)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

### 7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

\( \text{(Tick applicable box)} \)

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

7.1.1 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 or QSE  

\( \text{(Tick applicable box)} \)

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:
### Designated Group: An EME or QSE which is at last 51% owned by:

<table>
<thead>
<tr>
<th>Designated Group</th>
<th>EME</th>
<th>QSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black people</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black people who are youth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black people who are women</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black people with disabilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black people living in rural or underdeveloped areas or townships</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cooperative owned by black people</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black people who are military veterans</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any EME</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any QSE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8. **DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/firm: .................................................................

8.2 VAT registration number: ..............................................................

8.3 Company registration number: ...........................................................

8.4 **TYPE OF COMPANY/ FIRM**

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

8.5 **DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

........................................................................................................................................................................
........................................................................................................................................................................
........

8.6 **COMPANY CLASSIFICATION**

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

8.7 Total number of years the company/firm has been in business: .........................

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction
of the purchaser that the claims are correct;

iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

(a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

Addendum A;
B-BBEE Level of Contribution certificate – original or certified copy.
Addendum B;
Valid Tax Clearance Certificate.