



**higher education
& training**
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



SEDIBENG TVET COLLEGE
"GROW WITH THE FLOW"

**SEDIBENG TVET COLLEGE (SEDCOL) IN COLLABORATION WITH THE PURCHASING
CONSORTIUM SOUTHERN AFRICA (PURCO SA)**

**REQUEST POTENTIAL BIDDERS FOR PROPOSALS (RFP) FOR SUPPLY, INSTALLATION
AND COMMISSIONING OF SOLAR PV SYSTEM AT**

HEIDELBERG CAMPUS – CIDB GRADING 4EB/EP OR HIGHER

TENDER NO: PU2611/018 (RFP 4 of 4)

Prospective bidders who are interested in participating in the afore-mentioned tender are invited to submit their proposal in full compliance to the requirement of this tender document. The completed document with all attachments must be signed and submitted in a clearly labelled sealed envelope together with one (1) USB per tendered project and deposited in the tender box at the following address:

**SEDIBENG TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COLLEGE
37 VOORTREKKER STREET
VEREENIGING
1930**

Tender number	PU2611/018 (RFP 4 of 4)	
Date issued	02 April 2023	
Tender closing date	24 April 2023	Time: 11h00
Compulsory Information Session	12 April 2023 1 Fraser Avenue, Heidelberg – Heidelberg Campus	Time:12h00

Company Name		
Address		
Contact person	Mr/Mrs/Ms/Dr/Prof.	
Contact numbers	(w)	(cell)
Email address		

1.1 DELIVERY INSTRUCTIONS

All Bidders must submit their responses in the following format:

- **One signed hard copy in a sealed envelope together with ONE (1) USB, containing the appendixes in the following order:**

Appendix Number	Description of Appendix	Requirement
Appendix A	RFP Document	Each page of the RFP document to be initialled by a delegated representative
Appendix A1	Proof of Payment	Attach Payfast proof of payment and include the company tendering for, if purchased by a different company
Appendix B	Completed technical specifications and pricing	A signed copy of the print out of each page of the electronic document
Appendix B1	USB x1/No CD acceptable	Fully scanned tender document and all returnables
Appendix C	Proof of Bank Account	Signed or stamped letter from bank
Appendix D	Company registration documents	Company registration documents
Appendix E	ID documents	Certified copies ID documents for directors/shareholder/senior managers (not be older than 6 months)
Appendix F	Board resolution	Attach copy of board resolution. Unless sole proprietor
Appendix G	Tax Pin	An original valid Tax Pin (must be valid on tender closing)
Appendix H	B-BBEE certification	A valid B-BBEE certificate from a SANAS accredited agency or Auditor registered with the IRBA sworn Affidavit
Appendix I	Fully signed Audited Financial Statements/ Annual Financial Statements (2020/2021)	Provide fully signed recent Audited Financial Statements / Annual Financial Statements
Appendix J	Declaration of Interest	Please sign point 9 of this tender document
Appendix K	Registration on National Treasury (CSD)	Provide a copy of the full report of registration on National Treasury Central Bidder Database.

Appendix L	CIDB grading 4EB/EP or Higher	Submit valid proof of CIDB grading 4EB/EP or higher
Appendix M	Local labour - Heidelberg	Bidders must show commitment of using local labour in Heidelberg, if awarded.
Appendix N	Accreditation by the Original Equipment Manufacturer (OEM)	The bidder must provide with an accredited certification / competency certificate and/or recommendation letter from the original equipment supplier (OEM) stating that the bidder has in the past 12 months successfully supplied, installed, and commissioned the supplier's equipment
Appendix O	Specification and/ or Brand confirmation	Bidder to submit letter confirming the specification as per the tender documentation also to confirm the brand that they will supply and install pertaining to specification, further the bidder to complete the schedule of material on the specification document – Part 3 of Annexure C (Specification)

Additional Information (mandatory at contracting stage):

- OHS Plan.
- Procurement Plan inclusive of Materials and Labour.
- Detailed Programme of works.
- Works, Liability and Support Insurance on award.
- JV agreement (where applicable).
- Sub-contract a portion of work to companies based and owned by people from communities within and where the campus is located.
- Workmanship guarantee letter for your bid price from bank or insurance company,
- COIDA – electrical.

1.1.1 STAGE 1: EVALUATION OF FUNCTIONALITY

	FUNCTIONALITY
1.	<p>Schedule of previous experience</p> <ul style="list-style-type: none"> The bidder will receive five (5) points when they provide less than three (3) references, upon provision of three (3) references fifteen (15) points will be allocated, at provision of four (4) references 20 points will be allocated and a maximum of twenty-five (25) points will be allocated when five (5) references are provided. No references is zero (0) points The above mentioned references should be aligned to Electrical engineering projects. No letter of appointment or completion certificates will be accepted as previous experience.
2.	<p>Email reference verification</p> <ul style="list-style-type: none"> Bidders to provide contactable references for previous Electrical works projects completed The reference provided will be contacted via email for verification
3.	<p>Locality or Local labour</p> <ul style="list-style-type: none"> Maximum points will be given to bidders/tenderers within the Sedibeng District Municipality, minimum points to be given to bidders/tenderers from outside the Sedibeng district municipality Tenderers will be required to submit proof of residence either from the municipality or traditional authority No affidavit as proof of residence will be accepted.
4.	<p>Project Execution Plan (PEP) / Methodology</p> <ul style="list-style-type: none"> The tenderer/bidder shall include as an attachment to their submission the detailed Methodology Statement or PEP for the works which details amongst other the following: <p>Tasks = The contractors to demonstrate on their submission the understanding of the tasks and/or the activities that will be required of them upon being appointed. The contractors must be able to demonstrate on their methodology how they intend to execute the works with specific to the proposed works</p> <p>Duration = How long the contractor intends to complete task, to reach a set milestone. Congruency with the project schedule will also be examined.</p> <p>Milestones = The tool used to mark specific points along a project timeline, these may signal anchors such as project start date and project end date. The contractors must demonstrate in their submission the measures that they will use to reach an ultimate goal.</p> <p>Responsibilities = The manner in which the contractor intends to allocate the resources. This describes people and their roles in completing tasks or deliverables for a project.</p>

5.	<p>Technical capability/Capability of the proposed team</p> <p>Points will only be allocated to contracts manager/construction supervisor who is ECSA certificate, which is in line with electrical professional registered and has a minimum of 5 - 8 years' experience post registration.</p> <p>The following information must therefore be provided in the CV as evidence of the above mentioned requirements in order to obtain the points:</p> <ul style="list-style-type: none"> • Name and description of the project/s • Value of the project/s • Role played • Year (start to end) • ECSA certificate must be attached (the member must be in good standing)
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The evaluation criterion for functionality aims to assess the capability of the tenderer to execute and maintain a tender and/ or contract. Tenderers need to obtain a minimum percentage score of 75% and above in order to progress to the next stage of evaluation.

Client's referral letters for work done in the work past five (5) years, for similar Electrical Engineering projects including supply and installation of Solar Panel.

Item No.	Criteria Description													
	Tender bids scoring less than a minimum of 75% in respect of the total evaluation points for quality criteria will NOT be considered for further evaluation.		Weighting											
	FUNCTIONALITY													
1.	<p>Experience, Skills, and Ability of Service Provider to fulfil SEDIBENG TVET College's requirements, experience in Electrical engineering:</p> <p>The valid reference letter must be on a client letterhead, indicating Site Name, the scope of work conducted, cost of the project and duration of the project, date of the project and duly signed by the client with contact details including email addresses and telephone numbers, the client to rate the quality of the work executed by the supplier.</p> <ul style="list-style-type: none">3-5 valid reference letters of projects completed: <table><tr><td>3 Reference letters</td><td>= 15 Points</td></tr><tr><td>4 Reference letters</td><td>= 20 Points</td></tr><tr><td>5 and more Reference letters</td><td>= 25 Points</td></tr><tr><td>Less than 3 references</td><td>= 5 points</td></tr><tr><td>No references</td><td>= 0 points</td></tr><tr><td>Irrelevant references</td><td>= 0 points</td></tr></table> <p>SEDIBENG TVET College has right to verify the company reference</p>	3 Reference letters	= 15 Points	4 Reference letters	= 20 Points	5 and more Reference letters	= 25 Points	Less than 3 references	= 5 points	No references	= 0 points	Irrelevant references	= 0 points	25
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Irrelevant references	= 0 points													
2.	<p>Email reference verification</p> <ul style="list-style-type: none">3 references verified = 5 points4 references verified = 7 points5 references verified = 10 points <p>Verification invalid or unverifiable = 0 points</p>	10												
3.	<p>Locality:</p> <ul style="list-style-type: none">15 Points within Sedibeng district10 Points outside Sedibeng	15												
4.	<p>Project Execution Plan (PEP)</p> <ul style="list-style-type: none">Provide a detailed project execution plan and Construction methodology including summary of major milestone deliverables - detailed programme plan including:<ul style="list-style-type: none">Tasks = 10 PointsDuration and Milestones = 5 PointsResponsibilities = 5 PointsNon-compliance with the above = 0 points	20												

