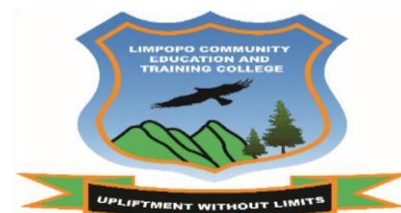




## higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



### LIMPOPO CETC (LCETC) IN COLLABORATION WITH THE PURCHASING CONSORTIUM SOUTHERN AFRICA (PURCO SA)

#### REQUEST POTENTIAL BIDDERS FOR PROPOSALS (RFP) FOR SUPPLY, INSTALLATION OF GRID TIED ROOFTOP SOLAR PANELS – ESTIMATED CIDB GRADING 3EB/EP OR HIGHER

#### MAPELOANA, TIVUMBENI AND MAKWARELA

#### TENDER NO: PU2611/021

Prospective Suppliers who are interested in participating in the aforementioned tender are invited to submit a proposal in full compliance to the requirement of this tender document. Completed documents with all attachments must be signed and submitted on the **PURCO SA Website**.

The closing time and date for receipt for online tender **PU2611/021** is at 23h59 on Tuesday, 03 October 2023.

|                                           |                                                        |               |                         |
|-------------------------------------------|--------------------------------------------------------|---------------|-------------------------|
| <b>Tender number</b>                      | <b>PU2611/021</b>                                      |               |                         |
| <b>Date issued</b>                        | <b>06 September 2023</b>                               |               |                         |
| <b>Tender closing date</b>                | <b>03 October 2023</b>                                 | <b>Online</b> | <b>23h59 on Tuesday</b> |
| <b>Compulsory<br/>Information Session</b> | <b>21 September 2023</b>                               |               | <b>11h00-13h00</b>      |
|                                           | <b>Unit 5,CJC Building,2 Biccard Street, Polokwane</b> |               |                         |

|                        |                    |        |  |
|------------------------|--------------------|--------|--|
| <b>Company Name</b>    |                    |        |  |
| <b>Address</b>         |                    |        |  |
| <b>Contact person</b>  | Mr/Mrs/Ms/Dr/Prof. |        |  |
| <b>Contact numbers</b> | (w)                | (cell) |  |
| <b>Email address</b>   |                    |        |  |

## 1.1 DELIVERY INSTRUCTIONS

All Bidders must submit their responses in the following format:

| Appendix Number | Description of Appendix                                                            | Requirement                                                                                                   |
|-----------------|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| Appendix A      | RFP Document                                                                       | Each page of the RFP document to be <b>initialled</b> 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 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 3EB/EP or Higher                                                      | Submit valid proof of CIDB grading 3EB/EP or higher                                                           |

The response deadline is **03 October 2023 at 23h59**. Only responses to this RFP received by due date and time will be considered. No exceptions will be considered.

Please see table below for the list of mandatory requirements and tick yes if documentation is submitted and no if not submitted.

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

|            |                                         |                                                                                                 |     |    |
|------------|-----------------------------------------|-------------------------------------------------------------------------------------------------|-----|----|
| Appendix K | Registration on National Treasury (CSD) | Provide a copy of the full report of registration on National Treasury Central Bidder Database. | Yes | No |
| Appendix L | CIDB grading 3EB/EP or Higher           | Submit valid proof of CIDB grading 3EB/EP or higher                                             | Yes | No |

***NB: No points will be allocated to this phase; however, tenders that do not meet the pre-qualification requirements will not advance to the next phase of the evaluation process.***

#### **1.1.1 STAGE 1: EVALUATION OF FUNCTIONALITY**

|           | <b>FUNCTIONALITY</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1.</b> | <p><b>Schedule of previous experience</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• No references is zero (0) points</li> <li>• The above mentioned references should be aligned to electrical engineering projects.</li> <li>• No letter of appointment or completion certificates will be accepted as previous experience.</li> </ul>                                                                                     |
| <b>2.</b> | <p><b>Email reference verification</b></p> <ul style="list-style-type: none"> <li>• Bidders to provide contactable references for previous electrical works including solar panel installation projects completed</li> <li>• The reference provided will be contacted via email for verification</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>3.</b> | <p><b>Locality or Local labour</b></p> <ul style="list-style-type: none"> <li>• Maximum points will be given to bidders/tenderers within Capricorn, Mopani and Vhembe district Municipalities.</li> <li>• Tenderers will be required to submit proof of residence either from the municipality or traditional authority</li> <li>• No affidavit as proof of residence will be accepted.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>4.</b> | <p><b>Project Execution Plan (PEP) / Methodology</b></p> <ul style="list-style-type: none"> <li>• 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:</li> </ul> <p><b>Tasks</b> = 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><b>Duration</b> = How long the contractor intends to complete task, to reach a set milestone. Congruency with the project schedule will also be examined.</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.

**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.

5.

**Technical capability/Capability of the proposed team**

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 3 - 5 years' experience post registration.

The following information must therefore be provided in the CV as evidence of the above mentioned requirements in order to obtain the points:

- 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)

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 70% 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 installation.

| Item No.                     | Criteria Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                     |                  |                     |             |                              |             |                        |             |               |             |                       |            |           |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|------------------|---------------------|-------------|------------------------------|-------------|------------------------|-------------|---------------|-------------|-----------------------|------------|-----------|
|                              | Tender bids scoring less than a minimum of 70% in respect of the total evaluation points for quality criteria will <b>NOT</b> be considered for further evaluation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                     | <b>Weighting</b> |                     |             |                              |             |                        |             |               |             |                       |            |           |
|                              | <b>FUNCTIONALITY</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                     |                  |                     |             |                              |             |                        |             |               |             |                       |            |           |
| 1.                           | <p>Experience, Skills, and Ability of Service Provider to fulfil LCETC requirements, experience in electrical works including solar panel installation:</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"><li>• 3-5 valid reference letters of projects completed:</li></ul> <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>= 05 Points</td></tr><tr><td>No references</td><td>= 00 Points</td></tr><tr><td>Irrelevant references</td><td>=00 Points</td></tr></table> <p>LCETC 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 | = 05 Points | No references | = 00 Points | Irrelevant references | =00 Points | <b>25</b> |
| 3 Reference letters          | = 15 Points                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                     |                  |                     |             |                              |             |                        |             |               |             |                       |            |           |
| 4 Reference letters          | = 20 Points                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                     |                  |                     |             |                              |             |                        |             |               |             |                       |            |           |
| 5 and more Reference letters | = 25 Points                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                     |                  |                     |             |                              |             |                        |             |               |             |                       |            |           |
| Less than 3 references       | = 05 Points                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                     |                  |                     |             |                              |             |                        |             |               |             |                       |            |           |
| No references                | = 00 Points                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                     |                  |                     |             |                              |             |                        |             |               |             |                       |            |           |
| Irrelevant references        | =00 Points                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                     |                  |                     |             |                              |             |                        |             |               |             |                       |            |           |
| 2.                           | <p><b>Email reference verification</b></p> <ul style="list-style-type: none"><li>• 3 references verified = 05 Points</li><li>• 4 references verified = 07 Points</li><li>• 5 references verified = 10 Points</li></ul> <p>Verification invalid or unverifiable = 00 Points</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>10</b>           |                  |                     |             |                              |             |                        |             |               |             |                       |            |           |
| 3.                           | <p><b>Locality or Local labour</b></p> <ul style="list-style-type: none"><li>• Maximum points will be given to bidders/tenderers within the Capricorn, Mopani and Vhembe district Municipalities. Minimum points to be given to bidders/tenderers from outside Capricorn, Mopani and Vhembe district Municipalities.</li><li>• Tenderers will be required to submit proof of residence either from the municipality or traditional authority</li><li>• No affidavit as proof of residence will be accepted</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>15</b>           |                  |                     |             |                              |             |                        |             |               |             |                       |            |           |
| 4.                           | <p><b>Project Execution Plan (PEP)</b></p> <ul style="list-style-type: none"><li>• Provide a detailed project execution plan and Construction methodology including summary of major milestone deliverables - detailed programme plan including:</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                     |                  |                     |             |                              |             |                        |             |               |             |                       |            |           |

|                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
|                                                                                                                                                           | <ul style="list-style-type: none"> <li>- Tasks = 10 Points</li> <li>- Duration and Milestones = 05 Points</li> <li>- Responsibilities = 05 Points</li> <li>• Non-compliance with the above = 00 Points</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>20</b>  |
| <b>5.</b>                                                                                                                                                 | <p><b>Technical capability</b></p> <p>Bidder to provide the CVs and qualifications for the number of construction supervisor/contracts manager that will be deployed for the duration of the project.</p> <p>Construction Supervisor: Must have electrical engineering works at least 3 - 5 years' experience or more, with ECSA professional registration (electrical engineering)</p> <p>5 years or more experience with ECSA professional registration = 25 Points</p> <p>4 years' experience with ECSA professional registration = 20 Points</p> <p>3 year experience with ECSA professional registration = 15 Points</p> <p>Less than 3 years with ECSA Professional registration = 10 Points</p> <p>No experience = 0 Points</p> <p>Occupational Health and safety practitioner professionally registered (NOSA or related) = 5 Points</p> | <b>30</b>  |
|                                                                                                                                                           | <ul style="list-style-type: none"> <li>• <b>TOTAL</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>100</b> |
| <p><b>Note:</b> Employment of Local Contractors/Subcontractors</p> <p>Employment of local unskilled labour promoted and advised at appointment stage.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |            |