



SOUTH AFRICAN TOURISM

Delivered by e-mail

Date: 17 November 2022

Dear Bidder

Subject Matter: RFQ 24-7-365 LIFT MAINTENANCE - 36 MONTHS

South African Tourism Board (SA Tourism) was established by section 2 of the Tourism Act No 72 of 1993 and continues to exist in terms of section 9 of the new Tourism Act No 3 of 2014. South African Tourism is a schedule 3 A Public Entity in terms of schedule 3 of the Public Finance Management Act 1 of 1999.

The mandate of SA Tourism in terms of the Tourism Act is to provide for the development and promotion of sustainable tourism for the benefit of the Republic, its residents and its visitors. It is common cause that tourism is a key strategic industry in terms of The National Tourism Sector Strategy documents as it supports governments' objectives of alleviating the triple challenges of unemployment, poverty and inequality.

Section 217 of the Constitution of the Republic of South Africa, 1996, prescribes that goods and services must be contracted through a system that is fair, equitable, transparent, competitive and cost-effective and also confers a constitutional right on every potential supplier to offer goods and services to the public sector when needed.

1. Scope of work

Having regard for the aforementioned SA Tourism is hereby extending an invitation to qualified and registered firm, as part of a competitive bidding process, to submit a cost proposal to enlist the servicing, repairs and maintenance of a passenger lift in compliance with the following:

The latest issue of SABS 0142: "Code of good practice for the wiring of premises".
The Occupational Health and Safety Act, 1993 (Act 85 of 1993) as amended,
The Local Government Ordinance 1939 (Ordinance 17 of 1939) as amended and the municipal by-laws and any special requirements of the local supply authority,
The Fire Brigade Services Act 1993 Act 99 of 1981 as amended,
The National Building Regulations and Building Standards Act 1977 (Act 103 of 1977) as amended and
The Electricity Act 1984 (Act 41 of 1984) as amended.

All work shall be in accordance with the requirements of the SABS1545-1; SABS1545-2; SABS1545- 5; SABS1545-10; SABS1543; "Specifications for Lifts, Escalators and Passenger Conveyors" and shall comply with the Occupational Health and Safety Act 85 of 1993 and current regulations of all other codes applicable to this work

1. The service provider shall provide proof of two (2) qualified competent lift mechanic or technical personnel who will be carrying out the work as per the project deliverables.
2. The service provider shall provide proof of registration in good standing with an accredited authority, regulatory body or association of lifts, escalators and relevant to
3. The service provider shall provide three(3) letters of reference from current or previous clients not older than five(5) years to-date on the client's letterhead confirming similar services were successfully rendered. Such work should include but not limited to a qualified competent lift mechanic or technical personnel able to carry out any works in relation to the lift repaired and

maintained (e.g. cleaning of lift pits, electrical system maintenance, etc.) at appropriate intervals or when any unforeseen need arise.

To this effect, SA Tourism wishes to procure the following:

Project Deliverables: 36 Months' 24-7-365 attend fault call, inspect, service, repair, maintain, modify, supply, install, test and commission the installed accessible lift to meet the functional requirements of the building. All materials, equipment and appliances shall be originated from the original or reputable manufacturers for KONE Lift details provided below.

Service frequency	36 months' mandatory as per the intervals in accordance to the OHS (Act 85 of 1993)
Number of units	1
Government Certificate Number	01/L1843
Manufacturer	Kone Lifts
Unit Type	Passenger lift
Usage	Carry passengers
Days usage	Monday - Friday: 08:00 - 18:00
Load	140Kg
Capacity	2 persons
Speed	0.1m/sec
Number of Floors	3
Number of Floor Entrances	3
Lights	2
Fan	1

2. Format of proposals

Bidders must complete and return all the necessary standard bidding documents (SBD's) attached to this request for financial proposals.

Bidders are advised that their proposals should be concise, written in plain English and simply presented in the same order as indicted below:-

- (a) National Treasury Centralized Supplier Database (CSD) registration summary report with a valid tax status;
- (b) Valid copy of B-BBEE certificate or Sworn Affidavit - B-BBEE Exempted Micro Enterprise;
- (c) Bidders must have specific experience and submit at least three recent references (in a form of written proof(s) on their client's letterhead including relevant contact person(s), office telephone & fax number, website and email address) where similar work were undertaken.
- (d) Financial proposal to deliver the assignment including any other cost SA Tourism should be aware off for the successful completion of the assignment;
- (e) Declaration of Interest - SBD 4;
- (f) Preference Point Claim Form - SBD 6.1; and
- (g) Certificate of Independent Bid Determination SBD 9

3. Evaluation Method

The evaluation process of bids will comprise of the following phases:

Phase 1	Phase 2	Phase 3
Mandatory and Administrative Requirements:	Functionality	Price and B-BBEE

Phase 1	Phase 2	Phase 3
Compliance with administrative and mandatory below	Bids will be evaluated in terms of functionality detailed in 3.2. below	<p>The bidders that have successfully progressed through Phase 2 will be evaluated in accordance with the 80/20 preference point system contemplated in the Preferential Procurement Policy Framework Act.</p> <p>80 points will be awarded for price while 20 points will be allocated for preference points for BBEE as prescribed in the regulations.</p>

3.1. Mandatory and Administrative Requirements

3.1.1. Mandatory Requirements:

- (a) CIDB grading SI 2 or higher for the Lifts, escalators and travellers (installation, commissioning and maintenance)
- (b) Proof of registration in good standing with an accredited authority, regulatory body or association of lifts, escalators, and relevant to lift maintenance.

3.1.2. Administrative Requirements

- (a) National Treasury Centralized Supplier Database (CSD) registration summary report with a valid tax status;
- (b) Valid certified copy of B-BBEE certificate or sworn affidavit;
- (c) Declaration of Interest - SBD 4;
- (d) Preference points claim form in terms of the PPR 2017 - SBD 6.1, and
- (e) Certificate of Independent Bid Determination SBD 9

3.2. Points awarded for functionality:

EVALUATION CRITERIA	Rating			Weight
	1	2	3	
The Bids will be evaluated on a scale of 0 - 3 in accordance with the criteria below. The rating will be as follows: 0 = None responsive 1 = unsatisfactory, 2 = acceptable, 3 = excellent.				
<p>Company track record: The bidder is required to provide recent contactable client references where its services can be verified. Recent contactable references must include relevant contact person(s), contact number, and email address) where similar works were undertaken. A reference that does not include any of the above details is invalid.</p> <p>1 reference = 1 2 references = 2 3 references = 3</p>				50
<p>The service provider shall provide proof of two (2) qualified competent lift mechanic or technical personnel who will be carrying out the work as per the project deliverables. Bidder must submit CVs and qualifications for the proposed personnel.</p> <p>No Submission = 0 One (1) qualified personnel = 1 Two (2) qualified personnel = 2 Three (3) or more qualified personnel = 3</p>				50

EVALUATION CRITERIA	Rating			Weight
	1	2	3	
TOTAL POINTS FOR FUNCTIONALITY				100
A threshold of 70% is applicable.				

“functionality” means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder.

- I. Bids will be evaluated strictly according to the bid evaluation criteria stipulated in this section.
- II. Bidders must, as part of their bid documents, submit supportive documentation for all functional requirements. The official responsible for scoring the respective bids will evaluate and score all bids based on bid submissions and the information provided.
- III. The score for functionality will be calculated in terms of the 1 - 3 rating scale as shown in the functionality criteria matrix under paragraph 3.3
- IV. The value scored for each criterion will be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for each criterion. These scores will be added and expressed as a fraction of the best possible score for all criteria.
- V. The points for functionality and the points for B-BBEE level of contribution will be added together and the proposal from the bidder which meets the highest score will be deemed the preferred proposal.

3.3 Technical Functional Evaluation Matrix

Rating	Definition	Score
Excellent	Exceeds the requirement. Exceptional demonstration by the supplier of the relevant ability, understanding, experience, skills, resources, and quality measures required to provide the goods/services. Response identifies factors that will offer potential value, with supporting evidence.	3
Acceptable	Satisfies the requirement with minor additional benefits, above average demonstration by the supplier of the relevant ability, understanding, experience, skills, resources, and quality measures required to provide the goods/services. Response identifies factors that will offer potential required services, with supporting evidence.	2
Average	Submission meets the minimum requirement with major reservations. Considerable reservations of the supplier’s relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods/services, with little or no supporting evidence.	1
Unacceptable	Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the supplier has the ability, understanding, experience, skills, resources & quality measures required to provide the goods/services, with little or no supporting evidence.	0

3.4 Awarding of Points for Price and Broad-Based Black Economic Empowerment

The bidders that have successfully progressed through to Phase 2 (bidders who meet the minimum threshold for the functionality of 70%) will be evaluated in accordance with the 80/20 preference

point system contemplated in the Preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations of 2017.

80 points will be awarded for a price while 20 points will be allocated for preference points for BBEE as prescribed in the regulations.

Points for B-BBEE level of contribution will be awarded in accordance with the below table: -

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

3.4 Adjudication and Final Award of Bid

The successful bidder will usually be the service provider scoring the highest number of points for comparative price and BBEE level of contribution or it may be a lower scoring bid on justifiable grounds or no award at all.

4. National Treasury Centralized Supplier Registration and B-BBEE Certificates

All bid submissions must include a copy of successful registration on National Treasury's Centralized Supplier Database (CSD) with a valid tax clearance status and an original or certified copy of a B-BBEE verification certificate (if you have been assessed).

Proposals which does not include these documents will not be considered.

5. Deadline for submission

All proposals must be downloaded on this link: <https://forms.gle/LK9wNga5aJVEGzxr9> no later than 12h00 on Thursday, 24 November 2022 and should remain valid for at least 45 days after the closing date.

6. Confidentiality

The request for a cost proposal and all related information shall be held in strict confidence by bidders and usage of such information shall be limited to the preparation of the bid. All bidders are bound by a confidentiality agreement preventing the unauthorized disclosure of any information regarding SA Tourism or of its activities to any other organization or individual. The bidders may not disclose any information, documentation or products to other clients without the written approval of SA Tourism.

7. Terms of Engagement

No service should be provided to SA Tourism and no amount will become due and payable by SA Tourism before an official purchase order has been issued to the supplier where service delivery will be within the specified time scale after the receipt of the official purchase order.

8. Payments

No advance payments will be made in respect of this assignment. Payments shall be made in terms of the deliverables as agreed upon and shall be made strictly in accordance with the prescripts of the PFMA (Public Finance Management Act, 1999. Act 1 of 1999).

The successful bidder shall after completion of the assignment, invoice SA Tourism for the services rendered. No payment will be made to the successful bidder unless an invoice complying with section 20 of VAT Act No 89 of 1991 has been submitted to SA Tourism.

Payment shall be made into the bidder's bank account normally 30 days after receipt of an acceptable, valid invoice.

9. Non-compliance with delivery terms

The successful bidder must ensure that the work is confined to the scope as defined and agreed to. As soon as it becomes known to the bidder that they will not be able to deliver the services within the delivery period and/or against the quoted price and/or as specified, SA Tourism's sourcing specialist must be given immediate written notice to this effect.

10. Retention

Upon completion of the assignment and / or termination of the agreement, the successful bidder shall on demand hand over to SA Tourism all documentation, information, etc. relevant to the assignment without the right of retention.

11. Cost

The bidder will bear all the costs associated with the preparation of the response and no costs or expenses incurred by the bidder will be borne by SA Tourism.

12. Cancellation of the request

SA Tourism may, prior to the award of the bid, have the right to cancel the bid if:

Due to changed circumstances, there is no longer a need for the service; or
Funds are no longer available to cover the part and/or total envisaged expenditure; or
No acceptable bids are received.

SA Tourism reserves the right to withdraw this request, to amend the term or to postpone this work by email notice to all parties who have received this request.

13. Clarification

Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning this request for technical and cost proposals, is to be requested in writing.

From: quotes@southafrica.net

Thanking you and looking forward to your proposal in this regard.

Yours in Tourism