

REQUEST FOR QUOTATION (RFQ)
PROVISION TO PROVIDE ELECTRICAL MAINTENANCE SERVICES TO INSETA AS AND WHEN
REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS

RFQ	RFQ/INS/2024/105
RFQ ISSUE DATE	20/01/2025
BRIEFING SESSION	24/01/2025 @ 11:00
RFQ DESCRIPTION	PROVISION TO PROVIDE ELECTRICAL MAINTENANCE SERVICES TO INSETA AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.
CLOSING DATE & TIME	31/01/2025 @ 16h00
LOCATION FOR SUBMISSIONS	rfqs@inseta.org.za

Bidders must submit responses via e-mail at: rfqs@inseta.org.za, before on the stipulated date and time.
For any queries or questions, please use above mentioned email address.

The INSETA requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME: _____

POSTAL ADDRESS: _____

TELEPHONE NO: _____

FAX NO: _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF BIDDER: _____

DETAILED SPECIFICATION

PROVISION FOR PROVIDE MAINTENANCE SERVICES (ELECTRICAL AND GENERAL BUILDING) AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS (AS AND WHEN REQUIRED).

1. BACKGROUND

The Insurance Sector Education and Training Authority (INSETA) is a public entity listed in Schedule 3A of the PFMA and was established in March 2000. The INSETA must, in accordance with any prescribed requirements to perform in accordance with the Skills Development Act (SDA), the Skills Development Levies Act (SDLA), the Public Finance Management Act (PFMA), any other relevant legislation, and the Constitution.

The objective of this request is to appoint the service provider to render maintenance services (Electrical) as and when required for a period of (36) thirty-Six.

2. SCOPE OF WORK

Provision to provide electrical maintenance services to INSETA as and when required for a period of thirty-six (36) months.

2.2 Electrical maintenance services (EB)

- Installation
- Extension
- Modification or repair of electrical installation
- extension modification or repair of electrical installation in or any premises used for the transmission of electricity from a point of control to a point of consumption, including any article forming part of such an installation.

2.3 Annual Preventative maintenance of both services (electrical)

- 2.3.1 Testing and inspecting conditions.
- 2.3.2 Recommending action measures
- 2.3.3 Providing certificates of compliance when necessary

3. PREQUALIFICATION CRITERIA

- 3.1 Bidder must submit proof of registration on CSD (**Central Supplier Database**)
- 3.2 Bidder must submit proof and must be an EME, QSE, Generic (**level 1 or level 2 BBBEE contributor**) status will be considered.

Note: noncompliance with the pre-qualification criteria will result in automatic disqualification.

4. MANDATORY REQUIREMENT

CIDB Classification - Electrical Engineering Works- Building (EB)

- 4.1.1 Electrical Trade test certificate (**Red Seal**)
- 4.1.2 Submit recently certified proof of the Electrician registrations as an installation (IE) with Department of Labour and Employment (**This can be subcontracted**) (**If subcontracting, the signed subcontracting agreement should be submitted**)
- 4.1.3 Registered with CIDB-Electrical
- 4.1.4 Company profile indicating three or more years of experience in electrical repairs and maintenance
- 4.1.5 Attach 3 reference letters.
- 4.1.6 Company Public Liability Insurance (more than 3 million in cover at any insurance
- 4.1.7 Bidder must provide letter confirming registration /Certificate of Registration with the Department of Labour COIDA

Note: noncompliance with the mandatory criteria will result in automatic disqualification.

5. PRICING AND CONTRACTUAL OBLIGATION:

5.1 Pricing schedule

5.1.1 Service providers must ensure that the price quotations are inclusive of all applicable taxes **(including VAT)**. Costing must comprise of all the relevant services proposed in the bidder's submission. *(But not limited to)*

Electrical description		Rate per hour	Possible parts needed
		R	R
1.	Power poles installation		
2.	Repairing and installation of Switches		
3.	Repairing and installing new plugs		
4.	Removing potential electrical hazard		
5.	Supply and installation of a breaker:		
6.	20a		
7.	40a		
8.	60a		
9.	80a		
10	Supply and Replacement of 1,5m light tube		
11	Supply and Replacement of 60cm light tube		
12	Addition of a new electrical power point		
13	Annual electrical inspection and recommendations		
14	Other: Job specific		
SUB TOTAL			
VAT @ 15%			
TOTAL			

1 CONTRACT DURATION

6.1 The contract will be for a period of a maximum of three (3) months.

2 ABSENCE OF OBLIGATION & CONFIDENTIALITY

2.1 No legal or other obligation shall arise between the service provider and INSETA unless/until both parties have signed a formal contract or Service Level Agreement in place.

2.2 The Contract site is at INSETA (as and when required).

3 WORKMEN AND SUPERVISION ON SITE

3.1 The service provider shall be held responsible for the conduct of his employees and the conduct of his sub-contractor's employees for the full duration of the contract.

4 CONTRACTUAL OBLIGATION

The bidder will be required to comply with the following:

4.1 Signatory to SBD 7.2 contract form with the bidders approved submission as annexure to the contract.

4.2 Compliance with the general conditions of contract.

4.3 Bidders are required to fully comply with the relevant SCM Legislative Framework as well as applicable applications of regulatory prescripts.

4.4 In the case of the service provider using sub-contractors, the former will be responsible for ensuring delivery of services from any such sub-contractors and for making any payments to such sub-contractors.

4.5 The successful bidder will be required to have adequate professional indemnity as well liability insurance in place (**upon parties contracting**).

4.6 **Bidder must adhere to Protection of Personal Information (POPI) Act.**

5 SPECIFIC GOALS POINTS

Evidence to be submitted by Emerging Micro Enterprise (EME) and Qualifying Small Enterprise (QSE) – sworn affidavit (DTI or CIPC Template, Generic entities – SANAS accreditation.

5.1.1 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

5.1.2 The organ of state reserves the right to require a tenderer, either before a tender is



adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

- 5.1.3 Bidders who qualify as EME's and QSE's in terms of the B-BBEE Act must submit a Sworn affidavit. Misrepresentation of information constitutes a criminal offence.
- 5.1.4 Bidders other than EME's or QSE's must submit their original and valid B-BBEE status level verification certificate and BBEE Scorecard, substantiating their B-BBEE rating and black ownership issued by SANAS.
- 5.1.5 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

5.2 Consortium

- 5.2.1 A consortium is an association of two or more individuals, companies, organisations or governments (or any combination of these entities) with the objective of participating in a common activity or pooling their resources for achieving a common goal.
- 5.2.2 A consortium requires that each participant retains its separate legal status and the consortium's control over each participant is generally limited to activities involving the joint endeavour, particularly the division of profits. A consortium is formed by contract, which delineates the rights and obligations of each member.
- 5.2.3 In a consortium, only the lead bidder's credentials both in terms of financial and technical qualifications are considered. Therefore, the interpretation and application to a RFQ/Bid process is such that the lead partner is identified and the following requirements are required as follows:

- **Lead Partner**
 - All administrative documents (consortium agreement between the lead partner and the partner)
 - Technical requirements (which will show in the proposal and other requirements why the need for the consortium, which for all intent and purpose fulfils the requirements of the bid through combination of skills)
- **Partner**
 - Proof of CSD registration.
 - Tax Pin.
 - BBEE Sworn-Affidavit.
 - SBD 4

- 5.2.4 It should be taken into cognisance that although the lead partner is the qualifying entity, the partner should prove that it can do business with state-owned entities, through CSD registration, proof that the taxes are compliant, its level of BBEE status in order to align

with the specific goals required by the BID, declare interest and answer questions that it is not a disqualified entity with the National Treasury. The foregoing ensures compliance from an SCM process perspective that the consortium is in order.

5.2.5 Of importance is that in a consortium, each individual team members retain their identities.

5.3 A joint venture

5.3.1 A joint venture is a business entity created by two or more parties, generally characterized by shared ownership, returns and risks and shared governance.

5.4 Unincorporated joint venture:

5.4.1 All SCM documents are filled in by the joint venture in the name of the joint venture, although the submission of administrative documents (partnership agreement between parties) will be completed in the name of the joint venture, and the following will be required from both parties, amongst others

- SBD 4
- SBD 6
- Tax pin
- CSD registration.
- The JV agreement will direct which bank account of the two entities will be used.
- Consolidated Joint BBBEE Certificate.

5.5 Incorporated joint venture

5.5.1 This aligned to a registered entity or company. A registered entity/ company with a consolidated BBBEE certificate and a bank account in the name of the Joint venture.

The required compliance documents must be complete by the entity/ company the name of the joint venture, and the following will be required amongst others

- SBD 4
- SBD 6
- Tax pin
- CSD registration.
- The JV agreement will direct which bank account of the two entities will be used.
- Consolidated Joint BBBEE Certificate.

6 COMMUNICATION

6.1 Respondents are warned that a response will be disqualified should any attempt be made by a bidder either directly or indirectly to canvass any officer(s) or employees of INSETA in respect of BID process, between the closing date and the date of the award

of the business.

All enquiries relating to this BID should be emailed **three days before the closing date.**

7 CONDITIONS TO BE OBSERVED WHEN BIDDING

The organization does not bind itself to accept the lowest or any BID, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of his BID submission. The organization also reserves the right to withdraw or cancel the BID at any stage.

No BID shall be deemed to have been accepted unless and until a formal contract / letter of award is prepared and executed.

The competitive shall remain open for acceptance by the Organization for a period of **120 days** from the closing date of the BID Enquiry.

INSETA reserves the right to:

- 7.1 Not evaluate and award a bid that do not comply strictly with this BID document.
- 7.2 Make a selection solely on the information received in the Bid Document and Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the terms of reference.
- 7.3 Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders. During the evaluation process, no change in the content of the BID shall be sought, offered or permitted.
- 7.4 Cancel this BID at any time as prescribed in the PPPFA.
- 7.5 Should bidder(s) be selected for further negotiations, they will be chosen on the basis of the of cost effectiveness and the principal of value for money not necessarily on the basis of the lowest costs.

8 COST OF BIDDING

- 8.1 The bidder shall bear all costs and expenses associated with preparation and submission of its BID submission and the INSETA shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

9 NOTE TO BIDDERS:

- 9.1 Due diligence to be conducted by INSETA prior to the award of the contract – where applicable.

END OF DOCUMENT