

NATIONAL ECONOMIC DEVELOPMENT AND LABOUR COUNCIL

P.O.BOX 1775, SAXONWOLD, 2132 – 14A JELICOE AVENUE, ROSEBANK 2196
TELEPHONE +27(0) 11 328 4200 WEBSITE: WWW.NEDLAC.ORG.ZA

REQUEST FOR QUOTATIONS OF A QUALIFIED SERVICE PROVIDER TO REPAINT THE NEDLAC HOUSE	
RFQ NUMBER:	RFQ10518
RFQ ISSUE DATE:	15 SEPTEMBER 2022
CLOSING DATE AND TIME:	26 SEPTEMBER 2022 at 11h00
RFQ VALIDITY PERIOD	N/A
DESCRIPTION OF SERVICES	APPOINTMENT OF A QUALIFIED SERVICE PROVIDER TO REPAINT THE NEDLAC HOUSE
SUBMISSION ADDRESS	Submissions to be sent electronically
PROCUREMENT ENQUIRIES	Name: JOYCE TONGWANE 060 771 0485 Email: joyce@nedlac.org.za

TECHNICAL ENQUIRIES

Name : Sharlotte van Rooyen

060 771 2029

Email : sharlotte@nedlac.org.za

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COMPANY REGISTRATION NUMBER:.....

CSD NUMBER :.....

ADDRESS:
.....
.....

CONTACT PERSON :

TEL:

FAX:

E-Mail :

Mobile:

TOTAL RFQ PRICE R(VAT Incl.)

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BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

..... Signature Date
..... Position Name of bidder

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

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids/quotations:

- 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

a) The value of this bid/quotations is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or

1.3 Points for this bid/quotation shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

1.5

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20

- 1.6 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.
- 1.7 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:

80/20

or

90/10

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\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:

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

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: . =(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?
 (*Tick applicable box*)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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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
 (*Tick applicable box*)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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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:	EME	QSE
	√	√
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

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

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

8.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

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:

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- 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.

WITNESSES

1.

2.

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SIGNATURE(S) OF BIDDERS(S)

DATE:



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REQUESTS FOR QUOTATIONS

APPOINTMENT OF A QUALIFIED SERVICE PROVIDER TO REPAINT THE NEDLAC HOUSE

1. INTRODUCTION

The National Economic Development and Labour Council (Nedlac) is a statutory body that was established through the Nedlac Act No. 35 of 1994 and operates under the terms of the Nedlac Constitution. Nedlac's vision is to promote growth, equity and participation through social dialogue.

2. PURPOSE

- 2.1 Nedlac requires services of a reputable and experienced service provider with expertise in painting of commercial buildings, to paint the external and internal walls of the Nedlac House. The objective of this exercise is to ensure the restoration and beautification of the Nedlac house as well as preservation of the value of the property.

3. BACKGROUND

Nedlac has one office nationally with an employee compliment of +-thirty- seven (37) staff members and external stakeholders/social partners. Before the Covid-19 pandemic, on average +- sixty (60) people would use the facilities on a daily basis. The office is situated at 14A Jellicoe Avenue in Rosebank, Johannesburg.

4. SCOPE OF WORK

4.1 Nedlac requires services of a reputable and experienced commercial building painting service provider to perform the following:

- a) Inspect the Nedlac building both internally and externally for water damage;
- b) Address/repair water damage both on the interior and exterior of the building, including basement storerooms and roof;
- c) Repair cracks and any other damage found on the external and internal walls;
- d) Waterproof all areas that require waterproofing, including basement storerooms and basement roof;
- e) Paint all interior and exterior walls and trimmings;
- f) Waterproof all water damaged areas and vulnerable areas;
- g) Paint all internal and external doors, door frames, gutters, stairway railing and external emergency evacuation stairway, balustrades and gates;
- h) Paint the guardhouse internally and externally;
- i) Tile the guardhouse floor, slab counter and backsplash above the handwashing basin.
- j) Paint the basement area including the storerooms and server room;
- k) Remark the parking bay markings and pillars at basement;
- l) Supply all required products and equipment;
- m) Ensure use of quality industry approved and SABS approved paint and materials relevant to painting of commercial properties (i.e. SANS 1227, etc.)

4.2 Service provider to conduct a site visit prior to quoting.

4.2 Service provider to issue Nedlac with warranty for work done and guarantee on spare part and related components installed.

5. REQUIREMENTS OF THE SERVICE PROVIDER

5.1 The successful service provider must meet the following mandatory requirements:

- a) Be a registered contractor for painting and damp proofing for commercial buildings.
- b) Provide accredited proof of a minimum of three (3) years of apprenticeship in painting.
- c) Provide proof of a national certificate/equivalent qualification stating that they have completed a painting course (Competence certificate).
- d) Have a minimum of five (5) years relevant work experience in the field of painting and damp proofing of commercial buildings.
- e) Ensure to have a competent team that will be dedicated to this project.
- f) Provide Nedlac with a project plan outlining the project deliverables, timelines and projected costs.
- g) Provide certified copies of trade certificates, and relevant training certificates.
- h) Provide a list of similar projects completed in the last five (5) years.
- i) Provide at least five (5) reference letters and contactable references for similar projects completed in the last five (5) years.
- j) Provide a company profile, including CVs of painters and project team, which must clearly demonstrate the necessary skills and experience in the area of expertise required for this project.

6. SUBMISSION OF DOCUMENTS

Service providers must submit the following documents:

- 6.1 BBBEE certificate or affidavit.
- 6.2 Company registration.
- 6.3 Proof of CSD registration.

7. SELECTION AND EVALUATION CRITERIA

7.1. Evaluation criteria

The evaluation criteria to be utilised will be the following:

5= Excellent, 4 = Good, 3 = Satisfactory, 2 = Poor, 1= Unacceptable

The below matrix will be used in scoring the proposals.

The below matrix will be used in scoring the proposals: Description of Quality Criteria and Sub-criteria	Scoring	Weight
Total Functionality	Total Score	100%
A. Approach and methodology in managing this project which should include:		
Interpretation of Terms of Reference to demonstrate understanding of what is required:		
5. Excellent understanding of what is required in the terms of reference; innovative and practical approach to developing an application; proposed action plan including milestones and timeframes; and a project monitoring and evaluation mechanism to ensure that all project deliverables are achieved.	5 = Excellent	20%
4. Good understanding of what is required in the terms of reference; practical approach and methodology; proposed action plan including milestones and timeframes; and a project monitoring and evaluation mechanism to ensure that all project deliverables are achieved.	4 = Good	
3. Satisfactory understanding of what is required in the terms of reference; proposed action plan including milestones and timeframes; and a project monitoring and evaluation mechanism to ensure that all project deliverables are achieved.	3 = Satisfactory	
2. Poor understanding (wrong interpretation) of what is required in the terms of reference and missing one of the of the following critical components: approach and methodology; action plan; and project monitoring and evaluation mechanism.	2 = Poor	
1. No action plan submitted.	0 = Not Acceptable	
B. Relevant Expertise		
Service providers (contractors) must be a registered contractor for painting and damp proofing of commercial buildings, have a minimum of five (5) years relevant work experience in the field and provide accredited proof of a minimum of three (3) years of		

The below matrix will be used in scoring the proposals: Description of Quality Criteria and Sub-criteria	Scoring	Weight
Total Functionality	Total Score	100%
apprenticeship in painting and a national certificate/equivalent qualification stating that they have completed a painting course.		
Team member/s have a minimum of five (5) years relevant work experience in the field and provide accredited proof of a minimum of three (3) years of apprenticeship in painting and a national certificate/equivalent qualification stating that they have completed a painting course.	5 = Excellent	30%
Team member/s have a minimum of three (3) years relevant work experience in the field and provide accredited proof of a minimum of two (2) years of apprenticeship in painting and a national certificate/equivalent qualification stating that they have completed a painting course.	3 = Satisfactory	
Team member/s not in possession of a minimum of five (5) or three (3) years relevant work experience in the field and provide accredited proof of a minimum of three (3) or two (2) years of apprenticeship in painting and a national certificate/equivalent qualification stating that they have completed a painting course.	1 = Not Acceptable	
C. Relevant experience		
To evaluate each of the above components, the following criteria will apply:		20%
5 or more years of relevant experience	5 = Excellent	
4 years' relevant experience	4 = Good	
3 years' relevant experience	3 = Satisfactory	
2 years' experience	2 = Poor	
0 to 1-year experience	1 = Not Acceptable	
D. Similar Projects Completed (supply reference letters with contactable references)		
Number of Completed Similar Projects:		30%
5 or More Completed Similar Projects	5 = Excellent	
4 Completed Similar Projects	4 = Good	
3 Completed Similar Projects	3 = Satisfactory	
2 Completed Similar Projects	2 = Poor	
1 Completed Similar Projects	1 = Not Acceptable	

The below matrix will be used in scoring the proposals: Description of Quality Criteria and Sub-criteria	Scoring	Weight
Total Functionality	Total Score	100%

7.2 The minimum score for Functionality Evaluation

Service providers that attain a minimum score of 70 in the technical evaluation will be evaluated for price and BBBEE.

7.3 The final decision and successful appointment will be made by Nedlac and no correspondence will be entered into thereafter. Nedlac reserves the right to ultimately decide not to appoint any service provider in terms of this call for quotations.

7.4 The successful applicant must be ready and available to commence work immediately after appointment.

8. SUBMISSION

8.1 Service providers should send their quotation and accompanying relevant documentation to joyce@nedlac.org.za and copy procurement@nedlac.org.za by **28 September 2022 at 11 noon.**

8.2 Service providers to perform a site visit prior to quoting. Site visit is scheduled for the **23 September 2022 from 11h00 – 12h00 and 13h00 – 14h00. Sam or Sharlotte will be on site for briefing.**

8.3 Nedlac reserves the right to cancel this RFQ should such be deemed necessary.

9. ENQUIRIES

9.1 Technical enquiries regarding these Terms of Reference should be emailed to Ms Sharlotte Kopano van Rooyen at sharlotte@nedlac.org.za and copy Dineo Modika dineo@nedlac.org.za

9.2 Procurement enquiries regarding these Terms of Reference should be emailed to Joyce@nedlac.org.za and copy procurement@nedlac.org.za.

10. PAYMENT TERMS

10.1 Payments will be made monthly, against presentation of satisfactory deliverables as will be agreed upon on appointment with the successful bidder/service provider.

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