

MAINTENANCE DEPARTMENT
INVITATION TO QUOTE

An invitation is hereby issued to suitably qualified and experienced service providers to provide services as described on the table below:

Quote number	Quote description	Price and BBEE	Closing date & Time	Mandatory requirements
RFQ MUT 872/2024	Appointment of a suitably qualified and experienced HVAC&R systems service provider for Maintenance, Repairs and Replacements of Air-conditioning Units and Refrigeration's at MUT-Wide on a contract period not exceeding 6-months.	80/20	19 November 2024, Time: 11:00	Refer to a document

Mangosuthu University of Technology is committed to the implementation of its Procurement Policy on Broad-based Black Economic Empowerment (BBBEE).

For Procurement Related Enquiries: Mr. Sikhulile Thusi, email thusi.sikhulile@mut.ac.za (031) 819 9535

For Technical Enquiries: Mr Silindile Mchunu; email mchunu.silindile@mut.ac.za (031) 907 7119

Bid documents can be downloaded from MUT website <https://www.mut.ac.za/tenders-procurement/>.

Completed documents should be emailed back to thusi.sikhulile@mut.ac.za no later than the date and time specified on the advertisement.

The University does not bind itself to accept the lowest bid and reserves the right to accept the whole or part of any bid. If you are not contacted within 180 working days after the closing date of the tender, consider your tender unsuccessful. The University does not bind itself to accept the lowest bid and reserves the right to accept the whole or part of any bid.



REQUEST FOR QUOTATION / RFQ: MUT 872/2024

Appointment of a Suitably Qualified & Experienced 2ME (or Higher) HVAC&R Systems Contractor for the Provision of Ad-hoc, Routine, Risk- & Condition-Based, PPM as well as Emergency Maintenance Services MUT Wide:

<ul style="list-style-type: none"> ▪ Business Unit: Maintenance – Electrical Unit 	<ul style="list-style-type: none"> ▪ RFQ Number: RFQ MUT 872/2024
<ul style="list-style-type: none"> ▪ End-user: (Technical Enquiries): Mr Silindile Mchunu Mchunu.silindile@mut.ac.za 	<ul style="list-style-type: none"> ▪ Procurement Buyer (SCM Enquiries): Mr Sikhulile Thusi 031 819 9535 & Thusi.sikhulile@mut.ac.za
<ul style="list-style-type: none"> ▪ Invite Date: 11 November 2024 	<ul style="list-style-type: none"> ▪ Closing Date: 19 November 2024
<ul style="list-style-type: none"> ▪ Briefing Session: N/A. Enquiries must be e-mailed to the End-user & Buyer (ONLY). 	<ul style="list-style-type: none"> ▪ Closing Time: 11h00 a.m.
<p>Submit this RFQ via e-mail (ONLY), to: thusi.sikhulile@mut.ac.za & state RFQ MUT 872/2024 in the e-mail subject line.</p>	
<ul style="list-style-type: none"> ▪ RFQ Validity Period: 90-days 	<ul style="list-style-type: none"> ▪ Payment Terms: 30 days in arrears after receipt of a valid tax invoice.
<ul style="list-style-type: none"> ▪ NB: Clarification questions to be directed by e-mail to both the MUT End-user & Buyer (ONLY). 	

Bidder's Information:

<ul style="list-style-type: none"> ▪ Bidder's Name: 	
<ul style="list-style-type: none"> ▪ Contact Number: 	
<ul style="list-style-type: none"> ▪ Name & Surname of Authorized Person: 	
<ul style="list-style-type: none"> ▪ E-mail: 	
<ul style="list-style-type: none"> ▪ Company Registration Number: 	

RFQ TERMS OF REFERENCE:

1. Bidders must submit all necessary documents and complete all forms and questionnaires contained in this RFQ in full. MUT applies the two-stage process of evaluating tenders, namely functionality and price/B-BBEE component.
2. Pricing: do not show separately.
3. Bidders responding to this quotation are deemed to do so, on the basis that they acknowledge and accept all Terms of Reference of this quotation.
4. The 90-day validity period may not be extended unless otherwise stated by the bidder.
5. Incomplete or late submissions will not be evaluated.
6. Return quotations to the email address provided herein before closing date and time.

Instruction:

The bidder's information block must be filled out in full, signed by authorized personnel adhering to the closing date. The supplier must carefully read the instructions and the terms of reference of this document. Failure to adhere to these instructions and terms of reference may result in the disqualification of the submission.

WHAT IS MUT LOOKING FOR?

The MUT Maintenance Department seeks to appoint one suitably qualified & experienced specialist 2ME (or higher) CIDB graded HVAC&R systems contractor to carry out ad-hoc, routine, PPM, risk & condition based as well as emergency HVAC&R maintenance services as and when required, MUT-wide. Consequently, the required maintenance services will include HVAC&R asset repairs & replacements (inclusive of new installations), hence OPEX & CAPEX budgets apply.

Specification:

Reference is made to the "Mandatory Criteria", "Functionality Criteria" & "Pricing Schedule" & "B-BBEE Criteria" pertaining the procurement of performance driven ad-hoc, routine, PPM, risk & condition based as well as emergency HVAC&R maintenance & installation (replacement assets) services. The CIDB Act 38 of 2000 refers i.r.o tender thresholds for 2ME (or higher) graded contractors (R500 000.00 – R1 000 000.00) v/s the budget for this rate-based & fixed-fee contract.

Scope of Work:

Pertaining to the outsourced ad-hoc, routine, PPM, risk & condition based as well as emergency HVAC&R maintenance services' contract scope of work; the appointed HVAC&R contractor will be required to:

- Replace, install & maintain all HVAC&R equipment in accordance with the original or revised design specifications / parameters, O&M manuals & applicable SANS codes.
- Ensure that work of a technical nature is performed by "Competent Persons", as defined by the OH&S Act, who are experienced & skilled in installing & maintaining HVAC&R infrastructure similar to which are the subject matter of this agreement. The referred "Competent Persons" must be employed & supervised by the appointed contractor.

- Provide call-out services twenty-four (24) hours a day, seven (7) days per week. The call-out service must be carried out at the cost as provided for in the pricing schedule.

NB: The contractor's staff must be equipped with adequate communication equipment and requisite tools to perform the required services and to ensure a minimum delay in the response to emergency call-outs.

- Provide MUT, on an ongoing basis, with technical reports of every HVAC&R asset & system that has been inspected detailing the assets' & system's condition assessment findings, recommendations, full cost implications & associated timelines.
- Supply, repair and replace all parts of every HVAC&R infrastructure made necessary through normal wear & tear and system failure when such system replacements or repairs are deemed necessary in accordance with this agreement, the manufacturer's requirements & applicable SANS codes. Only parts that are certified by the original equipment manufacturer (OEM) with agreed warrantee periods, in all respects, must be used, unless not immediately available & agreed with MUT in writing.
- Replace all parts timeously, thereby limiting incidences of breakdowns (asset & system downtime), unplanned maintenance & consequent damage to HVAC&R infrastructure. Consequently, the appointed contractor must maintain maximum HVAC&R system uptime.
- The appointed contractor must provide MUT with a written guarantee or warranty of three months on all work done together with the OEM warranties of all parts provided, which will be filed in the appropriate contract management register.
- Provide monthly technical reports (computer-generated) detailing the history of all inspections, callouts, audits, un/scheduled maintenance activities & costs (inclusive of HVAC&R infrastructure breakdowns, repairs & replacements).
- NOT assume ownership or control (in part nor in full) of the HVAC&R infrastructure, all of which must exclusively remain the property of MUT. MUT payment terms & SLA shall refer.
- Inform MUT in writing of any repair, replacement, or modification required to the existing infrastructure deemed necessary. No repair, replacement, or modification work must be undertaken without the written consent / approval of MUT's duly appointed representative.
- Provide comprehensive monthly Audit / Asset Condition Assessment Reports, Asset Registers & Expenditure Reports for all HVAC&R infrastructure at MUT.
- Provide MUT will a comprehensive HVAC&R Maintenance Master Plan (for all MUT HVAC&R infrastructure) outlining the below – for MUT approval:
 - Ad-hoc Maintenance Plan
 - Routine Maintenance Plan
 - Risk Based Maintenance Plan
 - Condition Based Maintenance Plan
 - Emergency Maintenance Plan.
 - OSHERQ Compliance Management Plan

NB. The bidder is encouraged to arrange a walkabout with the End-user & Buyer (by e-mail) for a visual inspection of MUT's HVAC&R infrastructure prior to this RFQ's closing date. However, the aforesaid comprehensive HVAC&R Maintenance Master Plan (for all MUT HVAC&R infrastructure) shall be compiled by the appointed contractor & provided to MUT within 14 calendar days of the commencement of this contract.

- Assume the applicable full legal responsibilities of all current manufacturers' warranties for 200+ newly installed HVAC units. Same shall apply for all new installations & extended warrantees. Warranty cards shall be made available to the successful bidder. All

HVAC&R assets & systems remain the property of MUT, with all related warranties. Conducting warranty related claims from manufacturers for qualifying MUT Infrastructure will remain the sole & full responsibility of the successful bidder as the appointed specialist HVAC&R contractor.

Legend:

- ME = Mechanical Engineering
- CIDB = Construction Industry Development Board
- HVAC&R = Heating, Ventilation, Air-conditioning, Cooling & Refrigeration
- OPEX = Operating Expenditure
- CAPEX = Capital Expenditure
- OH&S Act = Occupational Health and Safety Act 85 of 1993
- OSHERQ = Occupational, Safety, Health, Environmental, Risk & Quality [Management]

Compliance Management:

The bidder should take note of the requirements of the OH&S Act, the Construction Regulations 2003 issued in terms of Section 43 of the Act & all applicable SANS standards for HVAC&R systems (installation & maintenance services – inclusive of the associated electrical wiring requirements & standards. This being a specialized HVAC&R services contract, the bidder is deemed to have acquainted themselves and fully understands the comprehensive requirements of the referred Act, Regulations & SANS standards. As a result, the bidder is deemed to have allowed for all cost implications in compliance therewith.

THE BIDDER:

STAGE 1: MANDATORY EVALUATION CRITERIA

PLEASE NOTE:

- Failure to submit and meet the mandatory evaluation criteria in full will lead to disqualification.
- The successful CIDB graded 2ME bidder will be required to submit a contract specific & comprehensive OSHER File (for MUT's approval) within 5 workdays of receiving a letter of award for this HVAC&R contract, prior to any work being carried out.

The below valid & verifiable documents are required:

- Signed RFQ Document
- Completed Pricing Schedule
- Company Registration Documents / CIPC Certificate
- SARS Tax Pin
- Certified ID Copies of all Company Directors
- Board/Directors Resolution or Proxy (If not Sole Proprietor)
- Proof of Bank Account.
- Public liability cover to the value of R2 000 000.00.
- 2ME (or higher) CIDB grade certificates ONLY.

The following tables set out the evaluation & scoring matrix for the functionality criteria, for each outsourced resource.

NB: The bidder must submit comprehensive CVs (further to filling in – in full, the abridged CV forms below), Certified / Verifiable Membership & Professional Registration Certificates as well as all Certified / Verifiable Relevant Qualifications of all key personnel that will be assigned to this HVAC&R contract.

THE BIDDER & THEIR CONTRACT RESOURCES:

STAGE 2: FUNCTIONALITY EVALUATION CRITERIA	SCORING
<p>PLEASE NOTE:</p> <ul style="list-style-type: none"> ▪ Failure to submit and meet: <ul style="list-style-type: none"> - The functionality evaluation criteria's <u>mandatory</u> requirements will lead to the disqualification of the bidder. - The functionality evaluation criteria's conditional criteria will lead to zero points being awarded to the bidder. Minimum qualifying points refer, i.e., 26 points of the total 53 points score card. ▪ The bidder must fill in (in full) & submit the <u>mandatory</u> abridged CV forms below for all their contract resources. This includes the bidder's Company Profile. Furthermore, <ul style="list-style-type: none"> - Certified / Verifiable Membership & Professional Registration Certificates as well as all Certified / Verifiable Relevant Qualifications of all key contract personnel that will be assigned to this HVAC&R contract must be submitted. This is <u>mandatory</u>. - Any additional information that may assist MUT to further assess the bidder's technical & service delivery capacity for this specialized HVAC&R contract will be advantageous. ▪ Whilst it's not stated herein that it's mandatory for HVAC&R Maintenance Assistants to undergo formal & accredited OH&S training i.r.o safe work procedures, the bidder will be required to provide proof that they have undergone internal training (including but not limited to Tool-Box Talks for each task that will be performed under this contract). ▪ Whilst it's NOT mandatory for the successful bidder to source any/all HVAC&R Maintenance Assistants for this contract from Umlazi Wards 88 & 89, MUT would like to encourage the bidder to do so (where possible) for the purposes of enhancing local participation on this contract. <ul style="list-style-type: none"> - Should the successful bidder source any/all HVAC&R Maintenance Assistants from Umlazi Wards 88 & 89, the successful bidder will be required to provide MUT with letters issued by the Ward 88 & 89 Councillors, only this will serve as proof of residency by the HVAC&R Maintenance Assistants in these two Wards. 	
<p><u>Mandatory Qualification/s (1 x Specialist HVAC&R Technician):</u> The following clear & certified copies are required for this resource:</p> <ul style="list-style-type: none"> ▪ RSA ID ▪ Relevant accredited Mechanical Engineering / HVAC&R related diploma / degree ▪ Certificate of registration as professional Mechanical Engineer with ECSA <p>NB: Bidders' Specialist HVAC&R Technicians that don't meet the above 3 criteria will be disqualified.</p> <p><u>Advantageous Industry Registration/s and Conditional qualifications (1 x Specialist Technician):</u> In line with industry best practices, the following clear & certified / verifiable copy is required for this resource:</p> <ul style="list-style-type: none"> ▪ SARACCA and/or SAIRAC and/or SAQCC Gas certificate/s of membership <p>The following clear & certified / verifiable copies are required for this resource:</p>	<p style="text-align: center;">1 Point 1 Point 1 Point</p>

<ul style="list-style-type: none"> ▪ DoL, QCTO, HWSeta & SAIOSH accredited & endorsed OH&S certificates, based on the SAQA curriculum, i.r.o all safe work procedures that relate to the full provision of this contract's deliverables, e.g., working at heights, first aid, firefighting, etc. If not already acquired, the bidder must provide a Pro-forma Invoice from an accredited training provider verifying that this resource will complete the requisite training within 5 workdays of receiving a letter of award. This forms part of the required OSHER File. <p>NB: Should there be an impasse in the evaluation of the total functionality criteria, this certificate of registration will be used by MUT to elevate a bidder/s whose Specialist Technician possess one.</p> <p>Mandatory Experience (1 x Specialist HVAC&R Technician): The following verifiable experience is required for this resource:</p> <ul style="list-style-type: none"> ▪ 5+ years' service experience in the installation and maintenance of HVAC&R systems ▪ 3+ years' service experience in the installation and maintenance of HVAC&R systems ▪ 1+ years' service experience in the installation and maintenance of HVAC&R systems <p>NB: Bidders whose Specialist HVAC&R Technicians don't meet any of the above 3 criteria will be disqualified.</p>	<p>0 Points</p> <p>3 Points</p> <p>2 Points</p> <p>1 Point</p>
<p>Mandatory Qualification/s (1 x Wireman's Licensed Electrician): The following clear & certified copies are required for this resource:</p> <ul style="list-style-type: none"> ▪ RSA ID ▪ Electrical Trade Test Certificate & Wireman's License Card issued by the DoL <p>NB: Bidders' Wireman's Licensed Electrician's that don't meet the above 3 criteria will be disqualified.</p> <p>Advantageous Industry Registration/s and Conditional qualifications (1 x Wireman's Licensed Electrician): In line with industry best practices, the following clear & certified / verifiable copy is required for this resource:</p> <ul style="list-style-type: none"> ▪ Certificate of registration issued by the DoL <p>The following clear & certified / verifiable copies are required for this resource:</p> <ul style="list-style-type: none"> ▪ DoL, QCTO, HWSeta & SAIOSH accredited & endorsed OH&S certificates, based on the SAQA curriculum, i.r.o all safe work procedures that relate to the full provision of this contract's deliverables, e.g., working at heights, first aid, firefighting, etc. If not already acquired, the bidder must provide a Pro-forma Invoice from an accredited training provider verifying that this resource will complete the requisite training within 5 workdays of receiving a letter of award. This forms part of the required OSHER File <p>NB: Should there be an impasse in the evaluation of the total functionality criteria, this certificate of registration will be used by MUT to elevate a bidder/s whose Wireman's Licensed Electrician possess one.</p>	<p>1 Point</p> <p>1 Point</p> <p>0 Points</p>

<p>Mandatory Experience (1 x Wireman's Licensed Electrician): The following verifiable experience is required for this resource:</p> <ul style="list-style-type: none"> ▪ 5+ years' service experience pertaining to the electrical wiring of premises i.r.o HVAC&R infrastructure & issuing of electrical COCs (i.e., after acquiring their wireman's license). ▪ 3+ years' service experience pertaining to the electrical wiring of premises i.r.o HVAC&R infrastructure & issuing of electrical COCs (i.e., after acquiring their wireman's license). ▪ 1+ years' service experience pertaining to the electrical wiring of premises i.r.o HVAC&R infrastructure & issuing of electrical COCs (i.e., after acquiring their wireman's license). <p>NB: Bidders' Wireman's Licensed Electrician's that don't meet the above 3 criteria will be disqualified.</p>	<p>3 Points</p> <p>2 Points</p> <p>1 Point</p>
<p>Mandatory Qualification/s (4 x HVAC&R Artisans): The following clear & certified copies are required for each of the 4 resources:</p> <ul style="list-style-type: none"> ▪ RSA IDs ▪ Refrigeration Mechanic (Industrial) Trade Test Certificates ▪ Certificates of training, certification & registration under the Pressure Equipment Regulations (PER), with SAQCC Gas <p>NB: Bidders' HVAC&R Artisans that don't meet the above 3 criteria will be disqualified.</p> <p>Advantageous Industry Registration/s Conditional Qualification/s (4 x HVAC&R Artisans): In line with industry best practices, the following clear & certified / verifiable copies are required for each of the 4 resources:</p> <ul style="list-style-type: none"> ▪ SARACCA and/or SAIRAC and/or SAQCC certificate/s of membership ▪ HVAC&R Artisan-Drivers <p>The following clear & certified / verifiable copies are required for each of the 4 resources:</p> <ul style="list-style-type: none"> ▪ DoL, QCTO, HWSeta & SAIOSH accredited & endorsed OH&S certificates, based on the SAQA curriculum, i.r.o all safe work procedures that relate to the full provision of this contract's deliverables, e.g., working at heights, first aid, firefighting, etc. If not already acquired, the bidder must provide a Pro-forma Invoice from an accredited training provider verifying that this resource will complete the requisite training within 5 workdays of receiving a letter of award. This forms part of the required OSHER File. <p>NB: Should there be an impasse in the evaluation of the total functionality criteria, this certificate of registration will be used by MUT to elevate a bidder/s whose HVAC&R Artisans possess one.</p>	<p>1 Point each (x4)</p> <p>1 Point each (x4)</p> <p>1 Point each (x4)</p> <p>0 Points</p>

<p>Mandatory Experience (4 x HVAC&R Artisans): The following verifiable experience is required for each of the 4 resources:</p> <ul style="list-style-type: none"> ▪ 5+ years' service experience in the installation and maintenance of HVAC&R systems ▪ 3+ years' service experience in the installation and maintenance of HVAC&R systems ▪ 1+ years' service experience in the installation and maintenance of HVAC&R systems <p>NB: Bidders whose HVAC&R Artisans don't meet any of the above 3 criteria will be disqualified.</p>	<p>3 Points each (x4) 2 Points each (x4) 1 Point each (x4)</p>
<p>Mandatory Equity Target (1 x HVAC&R Artisan): To promote diversity within the institution & the service providers we partner with, particularly in the MUT Maintenance Department's high-paced work environment which is dominated by males from the Baby Boomer Generation to Generation X, to bridge the generational & equity gaps preference will be given to resources that meet the below criteria:</p> <ul style="list-style-type: none"> ▪ 1 x Female HVAC&R Artisan (of any productive age). <p>PLEASE NOTE:</p> <ul style="list-style-type: none"> ▪ Failure to meet this <u>mandatory</u> equity target criterion will lead to the disqualification of the bidder unless the bidder can submit written proof that this criterion will be met within 2 months of contract commencement. 	<p>1 Point</p>
<p>Mandatory Qualification/s (1 x Health & Safety Compliance Management Officer): The following clear & certified copies are required for this resource:</p> <ul style="list-style-type: none"> ▪ RSA ID ▪ Relevant accredited diploma / degree and a minimum of 6 years' experience <p>NB: Bidders' Specialist Health & Safety Compliance Management Officers that don't meet the above criteria's will be disqualified.</p> <p>▪ .</p> <p>Advantageous Industry Registration/s and Conditional Qualification/s (1 x Health & Safety Compliance Management Officer): In line with industry best practices, the following clear & certified / verifiable copy is required for this resource:</p> <ul style="list-style-type: none"> ▪ SACPCMP certificate of membership <p>The following clear & certified / verifiable copies are required for this resource:</p>	<p>1 Point 1 Point</p>

<p>DoL, QCTO, HWSeta & SAIOSH accredited & endorsed OH&S certificates, based on the SAQA curriculum, i.r.o all safe work procedures that relate to the full provision of this contract's deliverables, e.g., working at heights, first aid, firefighting, etc. If not already acquired, the bidder must provide a Pro-forma Invoice from an accredited training provider verifying that this resource will complete the requisite training within 5 workdays of receiving a letter of award. This forms part of the required OSHER File</p> <p>NB: Should there be an impasse in the evaluation of the total functionality criteria, this certificate of registration will be used by MUT to elevate a bidder/s whose Health & Safety Compliance Management Officer's possess one.</p> <p><u>Mandatory Experience (1 x Health & Safety Compliance Management Officer):</u> The following verifiable experience is required for this resource:</p> <ul style="list-style-type: none"> ▪ 5+ years' OSHERQ compliance management service experience on contracts / projects pertaining to the installation and maintenance of HVAC&R systems. 3 Points ▪ 3+ years' OSHERQ compliance management service experience on contracts / projects pertaining to the installation and maintenance of HVAC&R systems. 2 Points ▪ 1+ year's OSHERQ compliance management service experience on contracts / projects pertaining to the installation and maintenance of HVAC&R systems. 1 Point <p>NB: Bidders whose Health and Safety Compliance Management Officer don't meet any of the above 3 criteria will be disqualified.</p>	<p style="text-align: center;">0 Points</p>
<p><u>Mandatory Qualification/s (4 x HVAC&R Assistants):</u> The following clear & certified copies are required for each of the 4 resources:</p> <ul style="list-style-type: none"> ▪ RSA IDs 1 Point <p>NB: Bidders' HVAC&R Assistants that don't meet the above criteria will be disqualified.</p> <p><u>Mandatory Experience (4 x HVAC&R Assistants):</u> The following verifiable experience is required for this resource:</p> <ul style="list-style-type: none"> ▪ 5+ years' service experience in the installation and maintenance of HVAC&R systems, i.e., assisting HVAC&R Artisans. 3 Points ▪ 3+ years' service experience in the installation and maintenance of HVAC&R systems, i.e., assisting HVAC&R Artisans. 2 Points ▪ 1+ years' service experience in the installation and maintenance of HVAC&R systems, i.e., assisting HVAC&R Artisans. 1 Point <p>NB: Bidders whose HVAC&R Assistants don't meet any of the above 3 criteria will be disqualified.</p>	<p style="text-align: center;">1 Point</p>
<p><u>Mandatory Equity Target (1 x HVAC&R Assistant, from the 4 noted above):</u> To promote diversity within the institution & the service providers we partner with, particularly in the MUT Maintenance Department's high-paced work environment which is dominated by males from the Baby Boomer Generation to Generation</p>	

<p>X, to bridge the generational & equity gaps preference will be given to resources that meet the below criteria:</p> <ul style="list-style-type: none"> ▪ 1 x Female HVAC&R Assistant (of any productive age). <p>PLEASE NOTE:</p> <ul style="list-style-type: none"> ▪ Failure to meet this <u>mandatory</u> equity target criterion will lead to the disqualification of the bidder unless the bidder can submit written proof that this criterion will be met within 2 months of contract commencement. 	<p>1 Point</p>
<p>Bidder's Geographical Location (Business Premises):</p>	
<ul style="list-style-type: none"> ▪ Umlazi 	<p>4 Points</p>
<ul style="list-style-type: none"> ▪ eThekweni Municipality 	<p>3 Points</p>
<ul style="list-style-type: none"> ▪ KZN Province 	<p>2 Points</p>
<ul style="list-style-type: none"> ▪ Outside of the KZN Province 	<p>1 Point</p>
<p>PLEASE NOTE:</p> <ul style="list-style-type: none"> ▪ Failure to submit proof of business address in the prescribed format as indicated will lead to zero points being awarded to the bidder for this evaluation criteria, i.e.: <ul style="list-style-type: none"> - Municipal bill not older than 3 months. - Title deed of property. - Copy of a Lease agreement. - Affidavit confirming proof of address. 	

Bidder's Experience:	
<ul style="list-style-type: none"> ▪ 3 client reference letters for completed HVAC&R installation & maintenance contracts / projects valuing R500 000.00 – R1 000 000.00 (as per the CIDB Works Capability criteria for 2ME graded contractors) 	3 Points
<ul style="list-style-type: none"> ▪ 2 client reference letters for completed HVAC&R installation & maintenance contracts / projects valuing R500 000.00 – R1 000 000.00 (as per the CIDB Works Capability criteria for 2ME graded contractors) 	2 Points
<ul style="list-style-type: none"> ▪ 1 client reference letter for completed HVAC&R installation & maintenance contracts / projects valuing R500 000.00 – R1 000 000.00 (as per the CIDB Works Capability criteria for 2ME graded contractors) 	1 Point
<p>PLEASE NOTE:</p> <ul style="list-style-type: none"> ▪ Failure to submit clients' reference letters as proof of equivalent service duration & value for each client stated on the Company Profile Template will lead to zero points being awarded to the bidder for this evaluation criteria. <ul style="list-style-type: none"> - Signed reference letters (on letterheads of the organizations, with contactable personnel) of contracts / projects similar to this HVAC&R maintenance & installation contract's scope of work and nature must be provided. This is <u>mandatory</u>, therefore bidders that don't submit any client reference letter will be disqualified. - Letters of Agreement / Award, Purchase Orders and existing HVAC&R maintenance / installation service contracts that haven't exceeded the 1/2/3-year duration of the required service experiences may not replace the relevant & required bidder's experience for these reference letters. - Bidders are encouraged to submit their full company profiles as well for additional information that may assist MUT to further assess their capacities. 	

GRAND-TOTAL: FUNCTIONALITY EVALUATION CRITERIA	Out of 53 Points
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PLEASE NOTE:

- The functionality criterion aims to assess the capability of the bidder to plan, execute and deliver upon this specialized HVAC&R installation & maintenance services contract's expectations.
- Bidders must obtain a minimum percentage score of 33 out of the 61 total points, for the functionality criterion to progress to the next stage (Stage 3: Pricing) of this RFQ's evaluation process.
 - Reference is made to Mandatory v/s Conditional v/s Advantageous Criteria for the Functionality Stage.

CV TEMPLATE: SPECIALIST HVAC&R TECHNICIAN (x1)

▪ Full Name:		▪ Nationality:			
▪ Gender:		▪ ID No.:			
Formal Qualifications:					
Qualification/s	Name of Institution/s			Year Obtained	
Name of Employer (1):	Full Time:	Yes		No	
Current/Recent Position:	Years of Experience:				
Name of Employer (2):	Full Time:	Yes		No	
Previous Position:	Years of Experience:				
Name of Employer (3):	Full Time:	Yes		No	
Previous Position:	Years of Experience:				
Name of Employer (4):	Full Time:	Yes		No	
Previous Position:	Years of Experience:				
Specific Experience Record Pertinent to this HVAC&R Contract:					

CV TEMPLATE: WIREMAN'S LICENSED ELECTRICIAN (x1)

▪ Full Name:		▪ Nationality:			
▪ Gender:		▪ ID No.:			
Formal Qualifications:					
Qualification/s	Name of Institution/s			Year Obtained	
Name of Employer (1):	Full Time:	Yes		No	
Current/Recent Position:	Years of Experience:				
Name of Employer (2):	Full Time:	Yes		No	
Previous Position:	Years of Experience:				
Name of Employer (3):	Full Time:	Yes		No	
Previous Position:	Years of Experience:				
Name of Employer (4):	Full Time:	Yes		No	
Previous Position:	Years of Experience:				
Specific Experience Record Pertinent to this HVAC&R Contract:					

CV TEMPLATE: FEMALE HVAC&R ARTISAN (1 OF 4)

▪ Full Name:		▪ Nationality:			
▪ Gender:		▪ Age:			
Formal Qualifications:					
Qualification/s	Name of Institution/s			Year Obtained	
Name of Employer (1):	Full Time:	Yes		No	
Current/Recent Position:	Years of Experience:				
Name of Employer (2):	Full Time:	Yes		No	
Previous Position:	Years of Experience:				
Name of Employer (3):	Full Time:	Yes		No	
Previous Position:	Years of Experience:				
Name of Employer (4):	Full Time:	Yes		No	
Previous Position:	Years of Experience:				
Specific Experience Record Pertinent to this HVAC&R Contract:					

CV TEMPLATE: HVAC&R ARTISAN (2 OF 4)

▪ Full Name:		▪ Nationality:			
▪ Gender:		▪ Age:			
Formal Qualifications:					
Qualification/s	Name of Institution/s			Year Obtained	
Name of Employer (1):	Full Time:	Yes		No	
Current/Recent Position:	Years of Experience:				
Name of Employer (2):	Full Time:	Yes		No	
Previous Position:	Years of Experience:				
Name of Employer (3):	Full Time:	Yes		No	
Previous Position:	Years of Experience:				
Name of Employer (4):	Full Time:	Yes		No	
Previous Position:	Years of Experience:				
Specific Experience Record Pertinent to this HVAC&R Contract:					

CV TEMPLATE: HVAC&R ARTISAN (3 OF 4)

▪ Full Name:		▪ Nationality:			
▪ Gender:		▪ Age:			
Formal Qualifications:					
Qualification/s	Name of Institution/s			Year Obtained	
Name of Employer (1):	Full Time:	Yes		No	
Current/Recent Position:	Years of Experience:				
Name of Employer (2):	Full Time:	Yes		No	
Previous Position:	Years of Experience:				
Name of Employer (3):	Full Time:	Yes		No	
Previous Position:	Years of Experience:				
Name of Employer (4):	Full Time:	Yes		No	
Previous Position:	Years of Experience:				
Specific Experience Record Pertinent to this HVAC&R Contract:					

CV TEMPLATE: HVAC&R ARTISAN (4 OF 4)

▪ Full Name:		▪ Nationality:			
▪ Gender:		▪ Age:			
Formal Qualifications:					
Qualification/s	Name of Institution/s			Year Obtained	
Name of Employer (1):	Full Time:	Yes		No	
Current/Recent Position:	Years of Experience:				
Name of Employer (2):	Full Time:	Yes		No	
Previous Position:	Years of Experience:				
Name of Employer (3):	Full Time:	Yes		No	
Previous Position:	Years of Experience:				
Name of Employer (4):	Full Time:	Yes		No	
Previous Position:	Years of Experience:				
Specific Experience Record Pertinent to this HVAC&R Contract:					

CV TEMPLATE: HEALTH & SAFETY COMPLIANCE MANAGEMENT OFFICER (x1)

▪ Full Name:		▪ Nationality:			
▪ Gender:		▪ ID No.:			
Formal Qualifications:					
Qualification/s		Name of Institution/s		Year Obtained	
Name of Employer (1):		Full Time:	Yes		No
Current/Recent Position:		Years of Experience:			
Name of Employer (2):		Full Time:	Yes		No
Previous Position:		Years of Experience:			
Name of Employer (3):		Full Time:	Yes		No
Previous Position:		Years of Experience:			
Name of Employer (4):		Full Time:	Yes		No
Previous Position:		Years of Experience:			
Specific Experience Record Pertinent to this HVAC&R Contract:					

CV TEMPLATE: FEMALE HVAC&R ASSISTANT (1 of 4)

▪ Full Name:		▪ Nationality:			
▪ Gender:		▪ ID No.:			
Formal Qualifications:					
Qualification/s	Name of Institution/s			Year Obtained	
Name of Employer (1):	Full Time:	Yes		No	
Current/Recent Position:	Years of Experience:				
Name of Employer (2):	Full Time:	Yes		No	
Previous Position:	Years of Experience:				
Name of Employer (3):	Full Time:	Yes		No	
Previous Position:	Years of Experience:				
Name of Employer (4):	Full Time:	Yes		No	
Previous Position:	Years of Experience:				
Specific Experience Record Pertinent to this HVAC&R Contract:					

CV TEMPLATE: HVAC&R ASSISTANT (2 of 4)

▪ Full Name:		▪ Nationality:			
▪ Gender:		▪ ID No.:			
Formal Qualifications:					
Qualification/s		Name of Institution/s		Year Obtained	
Name of Employer (1):		Full Time:	Yes		No
Current/Recent Position:		Years of Experience:			
Name of Employer (2):		Full Time:	Yes		No
Previous Position:		Years of Experience:			
Name of Employer (3):		Full Time:	Yes		No
Previous Position:		Years of Experience:			
Name of Employer (4):		Full Time:	Yes		No
Previous Position:		Years of Experience:			
Specific Experience Record Pertinent to this HVAC&R Contract:					

CV TEMPLATE: HVAC&R ASSISTANT (3 of 4)

▪ Full Name:		▪ Nationality:			
▪ Gender:		▪ ID No.:			
Formal Qualifications:					
Qualification/s	Name of Institution/s			Year Obtained	
Name of Employer (1):	Full Time:	Yes		No	
Current/Recent Position:	Years of Experience:				
Name of Employer (2):	Full Time:	Yes		No	
Previous Position:	Years of Experience:				
Name of Employer (3):	Full Time:	Yes		No	
Previous Position:	Years of Experience:				
Name of Employer (4):	Full Time:	Yes		No	
Previous Position:	Years of Experience:				
Specific Experience Record Pertinent to this HVAC&R Contract:					

CV TEMPLATE: HVAC&R ASSISTANT (4 of 4)

▪ Full Name:		▪ Nationality:			
▪ Gender:		▪ ID No.:			
Formal Qualifications:					
Qualification/s	Name of Institution/s			Year Obtained	
Name of Employer (1):	Full Time:	Yes		No	
Current/Recent Position:	Years of Experience:				
Name of Employer (2):	Full Time:	Yes		No	
Previous Position:	Years of Experience:				
Name of Employer (3):	Full Time:	Yes		No	
Previous Position:	Years of Experience:				
Name of Employer (4):	Full Time:	Yes		No	
Previous Position:	Years of Experience:				
Specific Experience Record Pertinent to this HVAC&R Contract:					

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this data correctly describes me, my qualifications, experience & expertise.

Signature: **Date:**
[of key personnel who confirms the details on the CV as recorded above]

Signature: **Date:**
[of person authorised to sign on behalf of the Bidder]

COMPANY PROFILE TEMPLATE:

<ul style="list-style-type: none"> ▪ Bidder's Company Name: 	
<p>Experience in Proving Specialized HVAC&R Infrastructure Installation & Maintenance Services:</p>	
<p>Name of Client (1):</p>	
Duration of Service:	Contract Value (as per the CIDB Works Capability criteria):
Assigned OSHERQ personnel (if any):	
<p>Relevance of the Client's Contract's Scope of Services v/s this HVAC&R RFQ's Service Scope:</p>	
<p>Name of Client (2):</p>	
Duration of Service:	Contract Value (as per the CIDB Works Capability criteria):
Assigned OSHERQ personnel (if any):	
<p>Relevance of the Client's Contract's Scope of Services v/s this HVAC&R RFQ's Service Scope:</p>	
<p>Name of Client (3):</p>	
Duration of Service:	Contract Value (as per the CIDB Works Capability criteria):

Assigned OSHERQ personnel (if any):	
Relevance of the Client's Contract's Scope of Services v/s this HVAC&R RFQ's Service Scope:	
Name of Client (4):	
Duration of Contract:	Contract Value (as per the CIDB Works Capability criteria):
Assigned OSHERQ personnel (if any):	
Relevance of the Client's Contract's Scope of Services v/s this HVAC&R RFQ's Service Scope:	

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this data correctly describes our company's service experience.

Signature: **Date:**
 [of key personnel who confirms the details on the Company Profile as recorded above]

Signature: **Date:**
 [of person authorised to sign on behalf of the Tenderer]

STAGE 3: PRICING EVALUATION CRITERIA

PRICING SCHEDULE / BILL OF QUANTITIES 1: CATEGORY A - HUMAN CAPITAL & GENERAL CONTRACT COSTS

PLEASE NOTE:

1. This is a Firm & Fixed Pricing Model
2. Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange variations) will not be considered.
3. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
4. This is a rate-based & fixed fee specialized HVAC&R installation & maintenance services contract. Therefore, the quantities noted below are for evaluation & adjudication purpose ONLY per asset. The bidder's offered unit rates v/s total amounts noted below will be utilized to calculate the actual total contract costs for the stated contract duration.

No	Description	Location	Unit	Quantity	Rate	Total Amount (Qty x Rate)
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1.	Cost of Technical Human Capital Resources:					
1.1	Specialist HVAC&R Technician	MUT wide	Per/Hour	1		
1.2	Wireman's Licensed Electrician	MUT wide	Per/Hour	1		
1.3	HVAC&R Artisans	MUT wide	Per/Hour	4		
1.4	Health & Safety Compliance Management Officer	MUT wide	Per/Hour	1		
1.5	HVAC&R Assistants	MUT wide	Per/Hour	4		
2.	General Contract Costs:					

2.1	Administration (Technical Inspection Reports, Quotations, Service Sheets / Job Cards, Credit Notes, Invoices & Monthly Statements - combined)	MUT wide	Per/Hour	1		
2.2	Call-out Fee	MUT wide	Per/Call-out	1		
2.3	Transportation Charge	MUT wide	Per/KM	1	N/A (the current mandated AA R/KM will apply)	N/A (the current mandated AA R/KM will apply)
2.4	Monthly Audit / Asset Condition Assessment Report Fee	MUT wide	Per/Hour	1		
2.5	Monthly Asset Register Fee	MUT wide	Per/Hour	1		
2.6	Monthly Expenditure Report Fee	MUT wide	Per/Hour	1		
2.7	OSHER File	MUT wide	Per/Complete File	1		
Sub-total						
Mark-up on Material Fee (percentage @____% & monetary value relative to R1.00)						
Profit Margin Fee (indicate percentage @____% & monetary value)						
VAT @15% (where applicable ONLY)						
Total Bid Price (Category A: Human Capital & General Contract Costs) in RSA Currency						

[All applicable taxes included]

PRICING SCHEDULE / BILL OF QUANTITIES 2: CATEGORY B – HVAC&R SCHEDULED MAINTENANCE SERVICE RATES

PLEASE NOTE:

1. This is a Firm & Fixed Pricing Model
2. Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange variations) will not be considered.
3. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
4. This is a rate-based & fixed fee specialized HVAC&R installation & maintenance services contract. Therefore, the quantities noted below are for evaluation & adjudication purpose ONLY per asset. The bidder's offered unit rates v/s total amounts noted below will be utilized to calculate the actual total contract costs for the stated contract duration.
5. All new installations rates must include power cabling (maximum 10m long) and all appurtenances necessary for a complete installation. New installations must include an Electrical COC (including costing thereof) and should conform to all applicable SASA standards (including but not limited to the below):
 - SANS 0142 wiring of premises
 - SANS 10147
 - OH&S Act 85 of 1993

No	Description	Service Intervals	No. of Services	Quantity	Unit Rate (Per Service)	Total Amount (No. of Services x Qty x Rate)
1.1	Chillers up to 256 kW	Monthly	6	1		
		Quarterly	2	1		
		Bi-Annual	1	1		
		Annual	1	1		
1.2	Cooling Towers up to 195000Kcal/hr	Monthly	6	1		
		Quarterly	2	1		
		Bi-Annual	1	1		
		Annual	1	1		
1.3	Centrifugal Belt Driven Fans up to 700mm	Monthly	6	1		
		Quarterly	2	1		
		Bi-Annual	1	1		
		Annual	1	1		
1.4	Air Handling Units up to 20m ³ /s	Monthly	6	1		
		Quarterly	2	1		
		Bi-Annual	1	1		
		Annual	1	1		
1.5	Chilled, Condenser & Hot Water	Monthly	6	1		
		Quarterly	2	1		
		Bi-Annual	1	1		

	Pumps up to 10kW	Annual	1	1		
1.6	VRV Ducted Split Units	Monthly	6	1		
		Quarterly	2	1		
		Bi-Annual	1	1		
		Annual	1	1		
1.7	Unifiliar Units up to 48000	Monthly	6	1		
		Quarterly	2	1		
		Bi-Annual	1	1		
		Annual	1	1		
1.8	Axial Extractor Fans up to 300mm	Monthly	6	1		
		Quarterly	2	1		
		Bi-Annual	1	1		
		Annual	1	1		
1.9	Chilled Water Fan Coil Units (with electrical heating) up to 24000BTU	Monthly	6	1		
		Quarterly	2	1		
		Bi-Annual	1	1		
		Annual	1	1		
1.10	Split Package Units up to 36000BTU	Monthly	6	1		
		Quarterly	2	1		
		Bi-Annual	1	1		
		Annual	1	1		
1.11	Window-Wall HVAC Units up to 18000BTU	Monthly	6	1		
		Quarterly	2	1		
		Bi-Annual	1	1		
		Annual	1	1		
1.12	Ceiling Mounted Extractor Fans up to 300mm	Monthly	6	1		
		Quarterly	2	1		
		Bi-Annual	1	1		
		Annual	1	1		
1.13	Water-Cooled Console Units up to 18000BTU	Monthly	6	1		
		Quarterly	2	1		
		Bi-Annual	1	1		
		Annual	1	1		
1.14	Water-Cooled In-Ceiling Cassette Units up to 48000BTU	Monthly	6	1		
		Quarterly	2	1		
		Bi-Annual	1	1		
		Annual	1	1		

1.15	Air-Cooled In-Ceiling Cassette Units up to 48000BTU	Monthly	6	1		
		Quarterly	2	1		
		Bi-Annual	1	1		
		Annual	1	1		
1.16	Air-Cooled Under-Ceiling Cassette Units up to 60000BTU	Monthly	6	1		
		Quarterly	2	1		
		Bi-Annual	1	1		
		Annual	1	1		
1.17	In-Ceiling Rooftop Air Handling Units up to 10 000CFM	Monthly	6	1		
		Quarterly	2	1		
		Bi-Annual	1	1		
		Annual	1	1		
Sub-total						
Mark-up on Material Fee (i.e., for repairs): Percentage @ ____% & monetary value relative to R1.00						
Profit Margin Fee: Percentage @ ____% & monetary value)						
VAT @15% (where applicable ONLY)						
Total Bid Price (Category B: HVAC&R Scheduled Maintenance Service Rates) in RSA Currency						

[All applicable taxes included]

PRICING SCHEDULE / BILL OF QUANTITIES 2: CATEGORY C – RATES FOR NEW / REPLACEMENT HVAC&R ASSET INSTALLATIONS & CONTROLS

PLEASE NOTE:

6. This is a Firm & Fixed Pricing Model
7. Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange variations) will not be considered.
8. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
9. This is a rate-based & fixed fee specialized HVAC&R installation & maintenance services contract. Therefore, the quantities noted below are for evaluation & adjudication purpose ONLY per asset. The bidder's offered unit rates v/s total amounts noted below will be utilized to calculate the actual total contract costs for the stated contract duration.
10. All new installations rates must include power cabling (maximum 10m long) and all appurtenances necessary for a complete installation. New installations must include an Electrical COC (including costing thereof) and should conform to all applicable SASA standards (including but not limited to the below):
 - SANS 0142 wiring of premises
 - SANS 10147
 - OH&S Act 85 of 1993

No..	Description	Asset Capacity	Unit Rate (Per Service)
1.1	Mid-Wall Split Units	9 000 BTU	
		12 000BTU	
		18 000BTU	
		24 000BTU	
		30 000BTU	
		36 000BTU	
1.2	In-Ceiling Cassette Units	12 000BTU	
		18 000BTU	
		24 000BTU	
		36 000BTU	
		44 000BTU	
		48 000BTU	
1.3	Under-Ceiling Split Units	36 000BTU	
		48 000BTU	
		60 000BTU	
1.4	Air-Cooled Console Units	9 000BTU	
		12 000BTU	
		18 000BTU	
1.5	Water-Cooled Console Units	9 000BTU	

		12 000BTU	
		18 000BTU	
1.6	Water-Cooled Fan Coil Units	9 000BTU	
		12 000BTU	
		18 000BTU	
		24 000BTU	
1.7	Window-Wall Units	9 000BTU	
		12 000BTU	
		18 000BTU	
Sub-total			
Mark-up on Material Fee (i.e., new & replacement units): Percentage @ ____% & monetary value relative to R1.00			
Profit Margin Fee: Percentage @ ____% & monetary value)			
VAT @15% (where applicable ONLY)			
Total Bid Price (Category C: Rates for New / Replacement HVAC&R Asset Installations & Controls) in RSA Currency			

[All applicable taxes included]

PRICING SCHEDULE / BILL OF QUANTITIES 3: CATEGORY D - HVAC&R ASSEST CONTROLS | RATES FOR NEW HVAC&R UNIT TIMERS

PLEASE NOTE:

11. This is a Firm & Fixed Pricing Model
12. Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange variations) will not be considered.
13. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
14. This is a rate-based & fixed fee specialized HVAC&R installation & maintenance services contract. Therefore, the quantities noted below are for evaluation & adjudication purpose ONLY per asset. The bidder's offered unit rates v/s total amounts noted below will be utilized to calculate the actual total contract costs for the stated contract duration.
15. All new installations rates must include power cabling (maximum 10m long) and all appurtenances necessary for a complete installation. New installations must include an Electrical COC (including costing thereof) and should conform to all applicable SASA standards (including but not limited to the below):
 - SANS 0142 wiring of premises
 - SANS 10147
 - OH&S Act 85 of 1993

No	Description	Asset Capacity	Unit Rate (Per Service)
1.1	Mid-Wall Split Units	9 000 BTU	
		12 000BTU	
		18 000BTU	
		24 000BTU	
		30 000BTU	
		36 000BTU	
1.2	In-Ceiling Cassette Units	12 000BTU	
		18 000BTU	
		24 000BTU	
		36 000BTU	
		44 000BTU	
		48 000BTU	
1.3	Under-Ceiling Split Units	36 000BTU	
		48 000BTU	
		60 000BTU	
1.4	Air-Cooled Console Units	9 000BTU	
		12 000BTU	
		18 000BTU	
1.5	Water-Cooled Console Units	9 000BTU	

		12 000BTU	
		18 000BTU	
1.6	Water-Cooled Fan Coil Units	9 000BTU	
		12 000BTU	
		18 000BTU	
		24 000BTU	
1.7	Window-Wall Units	9 000BTU	
		12 000BTU	
		18 000BTU	
Sub-total			
Mark-up on Material Fee: Percentage @ ____% & monetary value relative to R1.00			
Profit Margin Fee: Percentage @ ____% & monetary value)			
VAT @15% (where applicable ONLY)			
Total Bid Price (Category D: HVAC&R Asset Controls – Rates for HVAC&R Unit Timers) in RSA Currency			

[All applicable taxes included]

SUMMARY PRICING SCHEDULE:

PLEASE NOTE:

1. MUT reserves the right to appoint or not appoint a contractor for this contract. MUT will not necessarily accept the lowest quotation, in part nor in full. It will be MUT's sole discretion to appoint the most suitable contractor who will add technical service value to MUT as per the functionality criteria outlined herein. Therefore, a bidder that scores the most functionality points will receive preference over all bidders whose pricing are lower.
2. MUT reserves the right to negotiate the shortlisted / recommended bidder to competitive market related rates as one of the conditions of awarding this contract.

No	Description	Location	Unit	Quantity	Total Bid Price
1.1	Category A: Human Capital & General Contract Costs	MUT wide	Item	1	
1.2	Category B: HVAC&R Scheduled Maintenance Service Rates	MUT wide	Item	1	
1.3	Category C: Rates for New / Replacement HVAC&R Asset Installations & Controls	MUT wide	Item	1	
1.4	Category D: HVAC&R Asset Controls – Rates for HVAC&R Unit Timers	MUT wide	Item	1	
GRAND TOTAL: Bid Price in RSA Currency					

[All applicable taxes included]

Important Notes:

1. The intent of this RFQ is to procure the services of one 2ME (or higher) CIDB graded SMME HVAC&R installation & maintenance specialist contractor that will provide the MUT Maintenance Department with outsourced technical services (on a rate-based & fixed-fee contract).
2. The Unit price (Rate P/H) is indicative of the total costs for the provision of each outsourced resource. The bidder must provide (in a separate pricing schedule) a detailed/descriptive cost breakdown of all contract disbursements for the full provision of the required services. The total cost for all monthly disbursements must be included in the Pricing Schedule above, which will be deemed to be an exhaustive list & total amount. The mark-up fee & profit margin fee must be indicated separately in the Pricing Schedule.
3. Any & all services that will be provided on an ad-hoc/emergency basis outside of MUT working hours must be submitted by the contractor to, then pre-authorized in writing by the MUT Maintenance Department's authorized official prior to any services being provided. Standard after hours, weekend & public holiday rates shall apply.
4. The contents of a Task Order Form will be agreed upon & pre-signed by the two parties to regulate the scope, deliverables, milestones & timelines for each task under this contract. This will form part of the SLA for this specialized HVAC&R contract.
5. The successful bidder cannot change any of the resources outsourced to MUT for the entire duration of the contract, unless otherwise approved in writing by the MUT Maintenance Department's authorized official. The service providers' personnel will be issued with access cards.
6. At any point for the duration of this contract, the MUT Maintenance Department's authorized official reserves the right to instruct the appointed contractor to immediately change any & all resources outsourced to MUT due to (including but not limited to):
 - Poor performance / incapacity / delayed services / poor workmanship quality / unacceptable behavior.
7. An OSHER File must be submitted by the appointed contractor & approved by MUT as aforesaid. Failure to comply with this & all applicable statutory requirements will result in the appointed contractor not being permitted to carry out any work on MUT premises. Failure by the appointed contractor to always maintain a compliant OSHER file will lead to the contractor being instructed to immediately leave the MUT premises, reported to the necessary regulatory body/ies and be penalized accordingly.
8. Penalties for these service deficiencies will be charged to the appointed contractor for each service deficiency that is pending. Hereunder the applicable penalties which will form part of this contract's SLA:

Minimum Service Level	Targets (Response & Turnaround Times)	Applicable Penalties
On-campus response to normal call-outs (within 1 hour of each call-out being logged)	100% Response Time	10% of the billable labour costs, per reported incident.
*On-campus resolution of normal call-outs (within 4 hours of each call-out being logged)	100% Turnaround Time	10% of the billable labour costs, per reported incident.
On-campus response to emergency call-outs (within 1 hour of each call-out being logged)	100% Response Time	15% of the billable labour costs, per reported incident.

*On-campus resolution of emergency call-outs (within 2 hours of each call-out being logged)	100% Turnaround Time	15% of the billable labour costs, per reported incident.
Compliance with any & all applicable statutory regulations	100% Compliance	To be cascaded in the SLA
Compliance with any & all contract agreements	100% Compliance	To be cascaded in the SLA

*= "On-campus resolution of normal & emergency call-outs (within the aforesaid hours of each call-out being logged)": where delays are beyond the control of the appointed bidder, it is the contractor's responsibility to inform MUT (prior / timeously) and provide comprehensive details, i.e., nature of the delay & expected response / turnaround time.

THE BIDDER:

STAGE 4: B-BBEEE

PLEASE NOTE:

- This is a mandatory requirement. Therefore, failure to submit the below and meet the B-BBEE criteria in full will lead to the bidder being disqualified.

The below valid & certified / verifiable documents are required:

- SANAS accredited B-BBEE certificate / an Affidavit for Exempted Micro Enterprises & Qualifying Small Enterprises (as per the B-BBEE Act) / an Affidavit signed by a Commissioner of Oaths

- Required By : Mr Silindile Mchunu
- At : Mangosuthu University of Technology / MUT

- Brand and Model :
- Country of Origin :
- Does the offer comply with the specifications : ***YES/NO**

- If not to specification, indicate all deviations :
-
-
-
-

- Period required for delivery :
- *Delivery: Firm / Not Firm?

- Delivery basis :

NB: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

**All applicable taxes include VAT / Value Added Tax, PAYE / Pay As You Earn, Income Tax, UIF / Unemployment Insurance Fund contributions and Skills Development Levies.
Legend: * = Delete if not applicable.

RFQ FORM:

1. I/We hereby render to supply all or any of the supplies and/or to render all or any of the services described in the attached documents to on the items and conditions and in accordance with the specifications stipulated in the RFQ documents (and which shall be taken as part of, and incorporated into, this RFQ) at the prices and on the terms regarding time for delivery and/or execution inserted therein.
2. I/We agree that the offer herein shall remain binding upon me/us and open for acceptance by during the validity period indicated and calculated from the closing time of the RFQ.
3. If I/we withdraw my/our RFQ within the period for which I/we have agreed that the RFQ should remain open for acceptance or fail to fulfil the contract when called upon to do so, may without prejudice to its other rights, agree to the withdrawal of my/or RFQ or cancel the contract that may have been entered into between me/us and and I/we will then pay to any additional expense incurred by having either to accept any less favourable RFQ or fresh RFQs have to be invited, the additional expenditure incurred by the invitation of fresh RFQ and by the subsequent acceptance of any less favourable RFQ,shall also have the right to recover such additional expenditure by set-off against moneys which may be due or become to me/us under this or any other RFQ or contract or against any guarantee or deposit that have been furnished by me/us or on my/our behalf for the due fulfilment of this or any other RFQ or contract and pending the ascertainment of the amount of such additional expenditure to retain such moneys, guarantee or deposit as security for any loss may sustain by reason of my/our default.
4. If my/our RFQ is accepted the acceptance may be communicated to me/us by letter or ordinary post or registered post and that SA Post Office Ltd shall be regarded as my/our agent. Delivery or such acceptance to SA Post Office Ltd shall be treated as delivery to me/us.
5. The law of the Republic of South Africa shall govern the contract created by the acceptance of my/our RFQ and that I/we choose domicilium citandi et executandi in the Republic (full address).
6. I/We furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our RFQ, that the price(s) and rate(s) quoted cover all the work/items(s) in these documents; and that the price(s) and rate(s) cover all my/our obligations under a resulting contract. I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.
7. I/we hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this agreement as the Principal(s) liable for the due fulfilment of this contract.
8. I/We agree that any action from this contract in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence or judgment which may be pronounced against me/us as a result of such action.

9. I/We declare that I/we have participation /no participation in the submission of any other offer for the supplies/service described in the attached documents. If in the affirmative, state name(s) or RFQ(s) involved.

10. _____

Are you duly authorized to sign for this the RFQ? ***YES / NO**

11. Has the Declaration of Interest been duly completed and included with the other RFQ forms? ***YES / NO**

DECLARATION:

I, the undersigned (full names):

Certify that the information furnished above is correct. I accept that, in addition to cancellation contract, action may be taken against me should this declaration prove to be false.

Signature:

Ensure that all pages are completed in full before returning this document.

Name & Surname of Authorized Person / Representative:	Date:
.....	
Signature of Bidder's Representative:	

DECLARATION OF INTEREST:

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where:

- The bidder is employed by the state; and/or
- The legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (Director, Trustee, Shareholder²):

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"State" means:

- (a) Any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) Any municipality or municipal entity;
- (c) Provincial legislature;
- (d) National Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state?

YES / NO

2.7.1 If so, furnish the following particulars:

- Name of person / Director / Trustee / Shareholder/ Member:
.....
- Name of state institution at which you or the person connected to the bidder is employed:
.....
- Position occupied in the state institution:
.....
- Any other particulars:
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attach proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid).

2.7.2.2 If no, furnish reasons for non-submission of such proof:
.....
.....

2.8 Did you or your spouse, or any of the company's Directors / Trustees / Shareholders / Members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars:
.....

.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

YES / NO

2.10.1 If so, furnish particulars:

.....

.....

2.11 Do you or any of the Directors / Trustees / Shareholders / Members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES/NO

2.11.1 If so, furnish particulars:

.....

.....

3. Full details of Directors / Trustees / Members / Shareholders:

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

4. DECLARATION

The bidder:

- I, THE UNDERSIGNED (NAME):
CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
- I ACCEPT THAT MANGOSUTHU UNIVERSITY OF TECHNOLOGY MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES:

1. This Standard Bidding Document must form part of all bids invited.
2. It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be disregarded if that bidder, or any of its Directors have:
 - (a) Abused the institution's supply chain management system;
 - (b) Committed fraud or any other improper conduct in relation to such system; or
 - (c) Failed to perform on any previous contract.
4. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its Directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		

4.3	Was the bidder or any of its Directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION:

The bidder:

- I, THE UNDERSIGNED (FULL NAME)
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.
- I ACCEPT THAT, IN ADDITION TO THE CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION:

1. This document must form part of all bids¹ invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - (a) Disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - (b) Cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
4. This form serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids, and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices, or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES:

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate.
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect.
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder.
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder.
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) Has been requested to submit a bid in response to this bid invitation.
 - (b) Could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities, or experience; and
 - (c) Provides the same goods and services as the bidder and/or is in the same line of business as the bidder.
6. 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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) Prices
 - (b) Geographical area where product or service will be rendered (market allocation)
 - (c) Methods, factors, or formulas used to calculate prices.
 - (d) The intention or decision to submit or not to submit, a bid.
 - (e) The submission of a bid which does not meet the specifications and conditions of the bid;
or
 - (f) Bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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 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.

10. 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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CHECKLIST TO BE COMPLETED BY THE BIDDER:

<ul style="list-style-type: none"> ▪ Does this offer comply with the specifications? State the brand where applicable. 	
<ul style="list-style-type: none"> ▪ Does the bidder have the required experience? State period. 	
<ul style="list-style-type: none"> ▪ Can this order be delivered within the specified period? State delivery period. 	
<ul style="list-style-type: none"> ▪ Do you intend sub-contraction/Partner? 	
<ul style="list-style-type: none"> ▪ Pricing Schedule (Recalculate to ensure accuracy). Indicate whether prices are firm or non-firm). 	
<ul style="list-style-type: none"> ▪ Declaration of Interest (Read, Understand and Sign). 	
<ul style="list-style-type: none"> ▪ Declaration of Bidder's Past Supply Chain Management Practices (Read, Understand and Sign). 	
<ul style="list-style-type: none"> ▪ Certificate of Independent Bid Determination (Read, understand and Sign). 	
<ul style="list-style-type: none"> ▪ CSD Registration Number (MAAA.....) / CSD Report 	