

REQUEST FOR QUOTATION (RFQ) AUTHORISATION FORM FOR GOODS/SERVICES

MBDA 05585 STEELWORKS	
DATE REQUESTED	24 th March 2021
DEPARTMENT	Operations
DETAILED DESCRIPTION AND / SPECIFICATIONS	<p>The MBDA wishes to appoint <u>a service provider</u> for the Repairs and Maintenance services in the field of Metal and Steel Works. Contract Duration is for 3 Months, renewable for a further 3 months at the sole discretion of the MBDA.</p> <p>1.1 The Scope of Works involves supply, repairs, maintenance and manufacturing of the following:</p> <ul style="list-style-type: none"> 1.1.1 Bollards (Steel & PVC) + Telescopic Bollard Automation, etc.; 1.1.2 Access doors; 1.1.3 Metal Security Safe; 1.1.4 Informal trader's kiosk maintenance under the MBDA's management and control; 1.1.5 Road signs; 1.1.6 Burglar proofing; 1.1.7 Stone guards; 1.1.8 Servicing of flag poles, including hoisting mechanisms, pulleys, cables, ropes, truck assembly, motors, including cleaning of flag poles and gearing systems etc. (all MBDA mandated areas); 1.1.9 Repairs to existing flags and the manufacturing of new flags for all (MBDA Mandated Areas); 1.1.10 Must be available after hours for emergency relates services; 1.1.11 General steel work; 1.1.12 Any other related steel works. <p>1.2 Component requirements:</p> <ul style="list-style-type: none"> 1.2.1 Must have relevant knowledge in Steelworks; 1.2.2 ME CIBD grading but this is not compulsory or similar certification;

	<p>1.2.3 Demonstrate knowledge and skills of different welding procedures, Tig, Mig and Arc etc.</p> <p>1.2.4 Must be able to understand technical drawing plans;</p> <p>1.2.5 Must have the relevant equipment and machinery to execute the required works including:</p> <p>1.2.6 Suitable vehicle to transport, delivery of materials, equipment and machinery;</p> <p>1.2.7 Cherry-picker (if the applicant does not own a Cherry-picker, arrangements for the hiring of the equipment <u>must be submitted</u>, the MBDA will not pay any mark-up on the hiring cost for this item);</p> <p>1.2.8 The Main Applicant must have a suitable work premises with relevant equipment and machinery (evidence in the form of photos to be submitted);</p> <p>1.2.9 Qualified in welding and manufacturing (fabrication) - (provide such proof);</p> <p>1.2.10 Must have working at heights qualification.</p> <p>1.2.11 The successful service provider (Main Applicant) will be required to take out Public Liability insurance R 500,000.00.</p> <p>Where the Main Applicant will be sub-contracting for these services, they need to ensure that they provide proof of the above items (1.2.1 – 1.2.10) for their sub-contractor, failing which they will be deemed non-responsive.</p> <p>Service providers will be expected to provide quotations as and when required for specific needs identified by the MBDA during the contract period.</p> <p>Please refer to Annexure: B1 for functionality requirements</p>
EVALUATION CRITERIA	The quotes will be evaluated on the 80/20 preferential point system as well as on functionality.
PAYMENT FOR SERVICES	<p>Payment will be issued after the goods have been delivered or the service has been rendered and deemed to be satisfactory.</p> <p>Payments will be made within 30 days from receipt of a valid invoice, accompanied by a statement of account.</p>
GENERAL CONDITIONS	1.1. All prices shall be must exclusive of Value Added Tax (VAT).

	<p>1.2. All prices will be evaluated exclusive of VAT.</p> <p>1.3. It is compulsory for all potential suppliers to be registered on the Nelson Mandela Bay Municipality Supplier Database or meet the listing criteria of the MBDA SCM policy of 2017.</p> <p>SCM Listing Criteria</p> <ul style="list-style-type: none"> ✓ Tax Clearance Certificate ✓ Declaration for service of the state ✓ Municipal Billing clearance certificate or Municipal Statement of account or a lease agreement. ✓ Registered on the CSD <p>1.4. It is compulsory for all potential suppliers to be registered on the Central Supplier Database.</p> <p>1.5. The municipality reserves the right not to accept the lowest or any quotation.</p> <p>1.6. Quotations to be valid for 60 days from closing date.</p> <p>1.7. The MBDA SCM policy will apply.</p>
CONTACT PERSON	<p>Name: Donovan Crause</p> <p>Tel: 041 811 8200/082 967 9786</p> <p>Email: formalquotes@mbda.co.za</p>

ANNEXURE "B"

FUNCTIONALITY CRITERIA SCORE SHEET **METAL AND STEELWORKS**

	CRITERIA	POINTS
	1. Demonstrate knowledge and skills in the following disciplines: <ul style="list-style-type: none"> • Welding – 5 points • Manufacturing (Fabrication) – 4 points • Site Work – 3 • Installation (off-site) work Steelworks projects <ul style="list-style-type: none"> 1. Project values over R400,000 2. Project value between R201,000 and R400,000 3. Project value under R200,000 <p>For applicants to be allocated the above points proof of previous works done must be provided relating to the above services. Projects to be listed on Annexure B1, with supporting documents provided. Company profile, CV's, photos and contactable references to previous works within these disciplines. Failure to submit the above result in zero (0) points scored by the Applicant.</p>	15 5 4 3 3 10 10 5 1
2	Staff Requirements: <ul style="list-style-type: none"> 1. A minimum of 3 qualified personnel who are welders (certification required and CV's). 2. Please include company's organogram 3. Failure to submit above will result in zero (0) points being scored. 	10 5 5 0
3	Suitable vehicles <ul style="list-style-type: none"> 1. Must have a suitable vehicle to transport equipment/materials and workers to site or multiple sites. 2. No proof of suitable vehicle provided. 	5 5 0
4	Must have own suitable work premises. <ul style="list-style-type: none"> 1. Applicant has submitted photos of workshop and address of premises. 2. Applicant has not submitted proof of suitable work premises. 	5 5 0
5	Demonstrate the ability to work at heights. <ul style="list-style-type: none"> 1. Supply relevant certification i.e.: working at height certification and rescue certificate. 2. No relevant certification provided 	5 5 0
	TOTAL	50

Pass 30/50

INFORMATION REQUIRED FOR FUNCTIONALITY EVALUATION
















The information required must be submitted in the following format:

COMPANY EXPERIENCE: **COMPONENT METAL AND STEELWORKS**

























1. Number of years' service provider has been operating and providing similar services as requested by the MBDA

No of years (Please include your company profile)










2. List of relevant or similar projects completed by the Main Applicant, specific to the following areas

	Project Name and Description of services provided	Project Value in R	Contract period (Start – end date)	Institution	Contact person and number for reference purposes
RELATED SERVICES RENDERED - WELDING PROJECTS					
1.					  
2.					  
3.					  
4.					  
5.					  

Annexure B - Continued

	Project Name and Description of services provided	Project Value in R	Contract period (Start – end date)	Institution	Contact person and number for reference purposes
RELATED SERVICES RENDERED - MANUFACTURING (FABRICATION) PROJECTS					
1.					<div></div> <div></div> <div></div>
2.					<div></div> <div></div> <div></div>
3.					<div></div> <div></div> <div></div>
4.					<div></div> <div></div> <div></div>
5.					<div></div> <div></div> <div></div>
RELATED SERVICES RENDERED - ON-SITE WORK					
1.					<div></div> <div></div> <div></div>
2.					<div></div> <div></div> <div></div>
3.					<div></div> <div></div> <div></div>

Annexure B continued

RELATED SERVICES RENDERED - OFF-SITE WORK					
1.					
					
					
2.					
					
					
3.					
					
					

4 Staff requirements

- Does the applicant have a minimum of 3 welders _____
- Did the applicant submit an organogram _____

5. Other functionality requirements

- Does the applicant have a minimum of one vehicle as required? _____
- Does the applicant have a cherry picker as required? _____
- If NO: have suitable arrangements for the hiring of the cherry picker been made? _____
- Does the applicant have the ability to work at heights? _____

For all of the above elements, relevant proof must be submitted in order for the points to be allocated, in the event that no proof has been submitted no points will be allocated during the evaluation of this functionality.

IN THE SERVICE OF THE STATE DISCLOSURE FORM (juristic person)

I, the undersigned

duly authorised by

(the Applicant)

do hereby disclose and confirm the following:

1. No Director, Member, Manager, Principal, Shareholder or Stakeholder of the Applicant is:
 - 1.1 a member of –
 - 1.1.1 any municipal council;
 - 1.1.2 any provincial legislature; or
 - 1.1.3 the Parliament of the Republic of South Africa (the National Assembly or the National Council of Provinces);
 - 1.2 a member of the board of directors of any municipal entity;
 - 1.3 an official of any municipality or municipal entity;
 - 1.4 an employee of 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);

- 1.5 a member of the accounting authority of any national or provincial public entity; or
- 1.6 an employee of Parliament or a provincial legislature;

Should any statement in 1 above be incorrect, the incorrect provision is to be deleted in ink and reasons are to be recorded below:

2. The Applicant is not an advisor or consultant contracted with the NMBMM or the MBDA.

Should the statement in 2 above be incorrect, the clause is to be deleted in ink and reasons are to be recorded below:

SIGNED at _____ on this _____ day of _____ 20____

WITNESSES:

1. _____

2. _____

*For and on behalf of the Applicant, the
 signatory being duly authorised and
 warranting such authority.*

CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD9)

I, the undersigned, in submitting the accompanying Proposal in relation to

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

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

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying Proposal will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the Applicant to sign this Certificate, and to submit the accompanying proposal, on behalf of the Applicant;
4. Each person whose signature appears on the accompanying Proposal has been authorized by the Applicant to determine the terms of, and to sign, the Proposal, on behalf of the Applicant;
5. For the purposes of this Certificate and the accompanying Proposal, I understand that the word "competitor" shall include any individual or organization, other than the Applicant, whether or not affiliated with the Applicant, who:
 - (a) has been requested to submit a Proposal in response to this RFP;
 - (b) could potentially submit a proposal in response to this RFP, based on their qualifications, abilities, or experience; and
 - (c) provides the same goods and services as the Applicant and/or is in the same line of business as the Applicant.
6. The Applicant has arrived at the accompanying Proposal independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium 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) methods, factors or formulas used to calculate prices;
 - (c) the intention or decision to submit or not to submit, a Proposal;

- (d) the submission of a Proposal which does not meet the specifications and conditions of the Proposal; or
 - (e) submitting a Proposal with the intention not to win the award.
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 improvements to which this Proposal relates.
9. The terms of the accompanying Proposal have not been, and will not be, disclosed by the Applicant, directly or indirectly, to any competitor, prior to the date and time of the official opening of proposals or the awarding of the contract.
10. The Applicant (including any individual Applicant), and no member of the Applicant (if the Applicant is a Close Corporation), and no director and/or shareholder of the Applicant (if the Applicant is a Company), and no Trustee and/or beneficiary of the Applicant (if the Applicant is a Trust), and no person, including juristic persons (and including such juristic person's members, directors and/or shareholders, trustees and/or beneficiaries) having an interest in any Joint Venture Vehicle or Consortium constituting the Applicant has any interest in any competitor.
11. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids, proposals and contracts, proposals 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

Name of Applicant