

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

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| DATE REQUESTED | 17 th November 2020 |
| DEPARTMENT | Operations |
| DETAILED DESCRIPTION AND / SPECIFICATIONS | <p>The Mandela Bay Development Agency (MBDA), a municipal entity of the Nelson Mandela Bay Municipality (NMBMM) and acting as its development agent, hereby calls for interested parties to submit proposals for the provision of lift and escalator repairs and maintenance services for MBDA managed sites and in particular the following facilities: Campanile and Athenaeum lifts.</p> <p>The contract period shall be for a period of three (3) months and renewal for a further 3 months period at the sole discretion of the MBDA.</p> <p><u>The services shall Include:</u></p> <p>Lift repairs and maintenance services – Lifts at the Campanile (1) and Athenaeum Building (2) and any other MBDA managed sites. The Lifts are KONE lifts.</p> <p>Applicants should submit easily understood work maintenance schedules/program for each of the two lifts, including the parts that are to be serviced. The Lift Maintenance schedules/program shall contain a breakdown program of when major and minor services, inspections etc will be carried out.</p> <p>Maintenance Schedules/Program</p> <p>Maintenance in this instance shall be understood to mean maintenance and repairs of escalators and lifts in the respective facilities, whilst ensuring that they are kept and always remain in a safe and good running order as per the Lift, Escalator and Passenger Conveyance Regulations, consistently ensuring that the down time is limited to 72 hours except for exceptional cases.</p> <p>Note: Service Provider should adhere to the following:</p> <p>1.1 Safe and Quality servicing of the Equipment in terms of the Occupational, Health and Safety act, 1993 and applicable Regulations as amended; 1.2 Planned repairs for reliability of the equipment Escalators and Lifts;</p> |

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- 1.3 Committed response time in the event of a breakdown;
- 1.4 Communication and the technical assistance;
- 1.5 Timeous response to breakdowns;
- 1.6 Repairs and Maintenance Services shall be rendered on a 24-hour basis from Monday to Saturday.

Lift Maintenance Plan (The successful bidder must provide a Maintenance Plan / Schedule for each site being Campanile and Athenaeum within a week of appointment.)

The proposal must take into consideration the following:

Staff Capacity

At any given point in time a fully trained and qualified Escalator and/or Lift Technician or competent Operator (as defined in the (Lift, Escalator and Passenger Conveyor Regulations) will be deployed to attend to any Escalator or Lift breakdown. Repairs and maintenance will be affected with genuine manufacturer recommended parts/components. This is to be accompanied by a guarantee.

Lift Maintenance Reports

The service provider(s) will be expected to provide the MBDA with monthly statistics in comprehensive report the form of a monthly report. This means a data base will be created by the service provider(s) where all the occurrences/breakdowns will be logged in. The service provider(s) will meet regularly with MBDA to review the plan as and when necessary.

Relevant accreditation required for the rendering of services

Applicants submitting proposals, must have the relevant accreditation to repair and maintain Lifts. I.e.: **(Lift, Escalator and Passenger Conveyor Regulations).**

NOTE:

The applicant must employ suitably trained and qualified personnel who will be rendering the services to the MBDA.

Note 2:The facilities namely:

1. Campanile and
2. Athenaeum

are open daily and relevant service providers may go and evaluate/assess in terms of the requirements in this RFQ.

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| | |
|-----------------------------|--|
| | <p>Lift Specifications</p> <p>Lift Specifications are to be determined upon lift inspection at the relevant facilities.</p> |
| EVALUATION CRITERIA | The quotes will be evaluated on the 80/20 preferential point system as well as on functionality (if applicable) |
| 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> |
| | <ol style="list-style-type: none"> 1.1. All prices shall be must exclusive of Value Added Tax (VAT). 1.2. All prices will be evaluated exclusive of VAT. 1.3. It is compulsory for all potential suppliers to be registered on the Nelson Mandela Bay Municipality Supplier Database. 1.4. It is compulsory for all potential suppliers to be registered on the Central Supplier Database. 1.5. The municipality reserves the right not to accept the lowest or any quotation. 1.6. Quotations to be valid for 60 days from closing date 1.7. The MBDA SCM policy will apply. |
| CONTACT PERSON | <p>Name: Donovan Crause Tel: 041 811 8200/082 967 9786 Email: formalquotes@mbda.co.za</p> |

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ANNEXURE "A1"

FUNCTIONALITY CRITERIA SCORE SHEET
The Lifts are KONE lifts.

| FUNCTIONALITY CRITERIA | |
|---|---|
| <p>1. Relevant experience</p> <p>The Main applicant must demonstrate having relevant experience in respect of Repairs and Maintenance of Lifts</p> <p>a) Greater than 10 years b) 5 to 10 years c) Less than 5 years</p> <p>Proof or name(s) of traceable reference(s) and contact details must be provided failing which this functionality criteria will not be considered, and zero points scored. Please complete Annexure B.1 or alternatively</p> <p>please submit reference letters or appointment letters clearly indicating start date and end date of services rendered per reference. For example, if your relevant experience is greater than 10 years reference letters or appointment letters would need to be dated from 2010 or earlier etc.</p> | <p>15</p> <p>15 10 5</p> |
| <p>4. Locality</p> <p>a) Based within Nelson Mandela Bay (local office / branch) b) Based within Eastern Cape c) Other provinces</p> | <p>15</p> <p>15 10 5</p> |
| Total | 30 |

Pass 20/30

ANNEXURE "B"

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INFORMATION REQUIRED FOR FUNCTIONALITY EVALUATION

The information required **must** be submitted in the following format:

COMPANY EXPERIENCE:

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

No of years

- List of relevant or similar provision of lift repairs and maintenance services rendered by the Main Applicant PLEASE USE CURRENT FORMAT FOR INSERTION OF INFORMATION

| | 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 | | | | | |
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | | | | |
| 8. | | | | | |
| 9. | | | | | |
| 10. | | | | | |

3. Locality

Where is the applicants business premises located (that will be dealing directly with the MBDA)

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**PART 4 – PRICING SCHEDULE
FIRM PRICES (PURCHASES) (MBD 3.1)**

| | |
|-----------------------|---------------|
| Name of Bidder: | Bid Number: |
| Closing Time: | Closing Date: |

TENDER WILL BE VALID FOR 60 DAYS

BID PRICE IN RSA CURRENCY

** (ALL APPLICABLE TAXES INCLUDED)

Lift repairs and maintenance services – Lifts at the Campanile (1) and Athenaeum Building (1) and any other MBDA managed sites

| | Cost monthly (Excl. VAT) | Total Annual Cost (Year 1) |
|--|---------------------------------|-----------------------------------|
| Monthly fixed cost | | |
| After hours hourly rates (if applicable) | | Rate per hour |
| | | |
| Parts (if required, will be cost plus mark-up) | | Mark-up |
| | | |

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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

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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.

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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

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