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Old Government Printers
No. 5 Textile Road
Vulindlela Heights
Mthatha
5099

Postal Address
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Email : info@ntinga.org.za

Website : www.ntinga.org.za

Request For Quotations **Notification date: 28/11/2024**

ADVERTISEMENT: RFQ NO – 04/11/2024

SERVICE AND MAINTANANCE OF BACK-UP GENERATOR AT (KEI FRESH PRODUCE MARKET FOR A PERIOD NOT EXCEEDING ONE (1) YEAR

Ntinga O.R. Tambo Development Agency seeks the services of a suitably qualified service provider/s to provide expertise in the service and maintenance of the Kei Fresh Produce Market Back-up Generator on an ad-hoc basis for a period not exceeding one (1) year. The service provider should have a suitably qualified technician/team of people with the following knowledge or skills:

- **400kV (kilo volt) Generator** – we use this diesel engine as the backup power supply to the Kei Fresh Produce Market.

- Please note that the appointed service provider will only be responsible for repairs, routine maintenance and emergency repairs of the generator. Should there be any parts needed to do scheduled maintenance all parts will be ordered by the Agency in accordance with the specification of the requirement of the repair. In emergency situations Ntinga may request that the appointed service provider procure the materials needed on an invoice/cost basis. (Note: such arrangement will be pre-approved by an official designated by the Agency. Quotations submitted must have a mark-up for materials sourced by the service providers.

- Service providers will be required to indicate **lead time/response time** in terms of emergency situations as this will be considered when evaluating quotations received.

- **Service providers are to only required to provide a written quote on a labour per hour basis.**
- **The second component of your written price quotation must be a mark-up percentage on all parts that the successful bidder will bill to the Agency for any routine maintenance to be carried out on the generator. As supporting documentation all items procured by the bidder in a repair will be re-imbursed on the invoiced amount plus markup percentage. (to be indicated in the quotation provided by the service provider.)**
- The successful bidder will be required to perform an audit of the genset in order to ensure that frequency of service is per the manufacturer's specifications.

FUNCTIONALITY CRITERIA		MAXIM TO BE AWARDED
FUNCTIONALITY		**100 points**
1. Capability:		**20 points**
a) References where company has offered mechanical services and maintenance (Attach contactable references):		
• 3 references attached (20) • 2 references attached (10) • Less than 2 bidder scores (0)		
2. Capacity of Vehicles and Equipment to service the genset:		**40 points**
a) Suitable and reliable service/maintenance bakkie: Vehicle to be used to respond to call outs (30 points)		
b) Service and Maintenance plan as per the generator to be development by the service provider (10 points)		
3. Suitably qualified mechanics/technicians on site:		40 points
a) Attach CV's of mechanics which will be used during the contract period for verification and identification: Attach proof of trade test certificate or artisan certificate		

Bidders must score a minimum of 70 points to be eligible for price and preference.

2. **Price and Preference**

Quotations will be evaluated according to the **80/20**-point system in compliance with **Preferential Procurement Policy Framework Act (5/2000). And preferential procurement regulations 2022.**

Points	Preferential Procurement Goals		Proof to be Attached to claim full points
80	Price		Quotation
20	Specific goal		
Bidders are to score specific goals as follows:			
5	**Women**		**Attach ID copies of all directors of directors claiming specific goals; for bidders to obtain full points the percentage of equity held must be 51% or more. suppliers or entities holding less, then will be apportioned points in line with the percentage held**
5	**Youth**		**Attach ID copies of all directors of directors claiming specific goals; for bidders to obtain full points the percentage of equity held must be 51% or more. suppliers or entities holding less, then will be apportioned points in line with the percentage held**
5	**Disabled**		**Attach proof from a registered doctor/physician for a bidder to obtain full points the percentage of equity held must be 51% or more. suppliers or entities holding less, then will be apportioned points in line with the percentage held**
5	**Rural**		**Attach proof of residence of the business/lease agreement: Village. Settlement/Semi-town**
100			**Total**

Bidders should take note of the following conditions (Failure to provide mandatory information in this proposal may result in the submission considered as non-responsive.

1. Bids will be evaluated according to the compliance with Preferential Procurement Policy Framework Act.
2. The bids should include company registration number, tax reference number, Central Supplier Database (CSD) Report, valid tax clearance certificate or tcc code, certified copy of ID document, vat registration no, quotation validity period, delivery period, signature. FAILURE TO SUPPLY **ALL THE ABOVE REQUESTED INFORMATION WILL RENDER YOUR BID INVALID / NON RESPONSIVE**
3. Ntinga O.R. Tambo Development Agency Supply Chain Management Policy will apply available for download www.ntinga.org.za
4. A letter of confirmation from the local municipality where the bidder pays rates must be attached confirming that all rates and taxes are no more than 3 months in arrears.
5. Ntinga O.R. Tambo Development Agency does not bind itself to accept the lowest price bid or any other bid and reserves the right to award the whole or part of the bid.
6. Original or certified copy of Broad Based Black Economic Empowerment Certification should be attached if not attached your bid will score zero for preference points.

Quotations clearly marked **"RFQ 04/11/2024 "SERVICE AND MAINTANAMCE OF GENERATOR"** may be emailed to rfq@ntinga.org.za. and/or deposited in a bid box placed in the Ntinga O. R Tambo reception at the following address: OLD GOVERNMENT PRINTERS, No.05 Textile Road, Vulindlela Heights, Southernwood, Mthatha, 5099Late quotations will not be considered. **Closing Date Friday, 06 December 2024 at 12:00. For enquiries, please contact Ms. Giwu 0662305896 or email address: anelag@ntinga.org.za**

Approved by;

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S.Sentwa

Chief Finance Officer

28/11/2024

Date