

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

<b>DATE REQUESTED</b>	08th June 2020
<b>DEPARTMENT</b>	Operations
<b>DETAILED DESCRIPTION AND / SPECIFICATIONS</b>	<p>The MBDA wishes to invite service providers to submit a quote for the <b>“REPAIRS AND MAINTENANCE OF THE ESCALATORS AT TITTERTON LANE”, THE LIFT AT THE CAMPANILE AND THE LIFT AT THE ATHENEAUM,”</b> together with adhoc services and repairs of escalators and/or lifts at any of the MBDA maintained facilities, for a period of 12 months.</p> <p>The MBDA requires a proposal for the method that will be used in the implementation of and the servicing/maintenance of lifts and escalators for the Campanile{Lift}, Titterton Lane {Escalators} and the Athenaeum{Lift} facilities respectively. Maintenance in this instance shall be understood to mean maintenance and repairs of the Lift and/or escalators in the facility, ensuring that they are kept and always remain in a safe and good running order as per the Lift, Escalator and Passenger Conveyance Regulations whilst ensuring that the down time is limited to 72 hours except for exceptional cases.</p> <p><b>1. Scope of Services required for the Titterton Lane Escalators, Campanile and Athenaeum Lifts, providing a preventative maintenance, servicing, repairs and communication programme, which delivers:</b></p> <ul style="list-style-type: none"> <li>1.1 Safe and Quality servicing of the Equipment in terms of the Occupational, Health and Safety Act, 1993 and applicable Regulations as amended</li> <li>1.2 Planned repairs for reliability of the equipment i.e.: Escalators &amp; Lifts</li> <li>1.3 Committed response time in the event of a breakdown.</li> <li>1.4 Communication and the technical assistance</li> <li>1.5 Timeous response to breakdowns.</li> </ul>

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	<p>1.6 Replacement of genuine parts as and when required.</p> <p>1.7 Repairs and Maintenance Services shall be rendered on a 24-hour basis from Monday to Saturday.</p> <p><b>2. Other requirements</b></p> <p><b>2.1 Programme (Escalator &amp; Lift Maintenance Plan)</b></p> <p>The Escalator &amp; Lift Maintenance Plan shall contain a breakdown programme of when major and minor services, inspection etc. will be carried out. Programme to be inserted under <b>Annexure “A”</b> by the applicant.</p> <p>The proposal must also take into consideration the following:</p> <p><b>2.2 Staff Capacity</b></p> <p>At any given point in time a fully trained and qualified Lift Technician or competent Operator (as defined in the Lift, Escalator and Passenger Conveyor Regulations) will be deployed to attend to any escalator breakdown. Repairs and maintenance will be affected with genuine manufacturer recommended parts/components. This is to be accompanied with a guarantee.</p> <p><b>2.3 Escalator &amp; Lift Maintenance Reports</b></p> <p>The service provider will be expected to provide the MBDA with monthly statistics in comprehensive report the form. This means a data base will be created by the service provider where all the occurrences/breakdowns will be logged in. The service provider will meet regularly with MBDA to review the plan as and when necessary.</p> <p><b>2. Public Liability Insurance</b></p> <p>The successful service provider within 14 days of appointment must submit proof of having public liability insurance of not less than R 5 million.</p> <p><b>Applicant must complete Annexure “C1” and D (Pricing Schedule)</b></p>
<b>EVALUATION CRITERIA</b>	The quotes will be evaluated on the 80/20 preferential point system as well as on functionality (if applicable)
<b>PAYMENT FOR SERVICES</b>	<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>

<b>GENERAL CONDITIONS</b>	<p>1.1. All prices shall be must exclusive of Value Added Tax (VAT).</p> <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.</p> <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>
<b>CONTACT PERSON</b>	<p><b>Name:</b> Donovan Crause  <b>Tel:</b> 041 811 8200/082 967 9786  <b>Email:</b> formalquotes@mbda.co.za</p>
<b>ANY ADDITIONAL REQUESTS/ COMMENTS</b>	<p>Tender closes on Friday, 10 July 2020 at 16h00.</p>

**ANNEXURE "A"**

**APPLICANT TO INSERT ESCALATOR & LIFT MAINTENANCE PROGRAMME**

## FUNCTIONALITY CRITERIA SCORE SHEET

<b>FUNCTIONALITY CRITERIA</b>		
<b>1. Relevant experience –</b>		<b>30</b>
<b>1.1 Main Applicant</b>		<b>15</b>
The applicant must demonstrate having relevant experience in respect of Lift and Escalator Repairs and Maintenance		
a) Greater than 10 years		15
b) 5 to 10 years		10
c) Under 5 years		5
<b>Proof or name(s) of traceable reference, company profiles and contact details must be provided failing which this functionality criterion will not be considered and zero points scored. Please complete Annexure C.1</b>		
<b>1.2 The Main applicant must have the relevant accreditation/certifications for Lift/Escalator Repairs. I.e.: KONE, OTIS etc.</b>		<b>15</b>
a) Main applicant submitted accreditations/certifications (15 points)		15
b) Main applicant did not submit accreditations/certifications (0 points)		0
<b>1.3 Programme /Understanding Services required</b>		<b>30</b>
a) Lift & Escalator Repairs and Maintenance programme demonstrates a detailed and comprehensive understanding of the scope of work as outlined in RFQ		30
b) Lift & Escalator Repairs and Maintenance programme demonstrates a good understanding of scope of work as outlined in the RFQ		20
c) Lift & Escalator Repairs and Maintenance programme demonstrates no understanding of the scope of work as outlined in the RFQ		0
<b>1.4 Locality</b>		<b>15</b>
a) Based within Nelson Mandela Bay (local office / branch)		15
b) Based within Eastern Cape		10
c) Other provinces		5
<b>Total</b>		<b>75</b>

**MINIMUM FUNCTIONALITY SCORE: 60/75**

**ANNEXURE “D”**

**INFORMATION REQUIRED FOR FUNCTIONALITY EVALUATION**

The information required must be submitted in the following format:

**COMPANY EXPERIENCE:**

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

**No of years .....**

2. List of relevant or similar projects completed by the Main Applicant

	<b>Project Name and Description of services provided</b>	<b>Project Value in R</b>	<b>Contract period (Start – end date)</b>	<b>Institution</b>	<b>Contact person and number for reference purposes</b>
<b>RELATED PROJECTS</b>					
<b>1.</b>					
<b>2.</b>					
<b>3.</b>					
<b>4.</b>					
<b>5.</b>					
<b>6.</b>					
<b>7.</b>					
<b>8.</b>					
<b>9.</b>					
<b>10.</b>					

**3. Locality**

Where is the applicant’s business premises located (that will be dealing directly with the MBDA) \_\_\_\_\_

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**ANNEXURE “D”**

**PRICING SCHEDULE**

Name of Bidder:.....	Bid Number:
Closing Time: 16:00 (NOON)	Closing Date: 10 July 2020

OFFER TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE OF BID.

BID PRICE IN RSA CURRENCY

\*\* (ALL APPLICABLE TAXES INCLUDED)

**Pricing Proposal - Escalators**

	Cost monthly (Excl. VAT)	TOTAL ANNUAL COST
Maintenance / servicing fixed cost - Lifts		

**Pricing Proposal - Lifts**

	Cost monthly (Excl. VAT)	TOTAL ANNUAL COST
Maintenance / servicing fixed cost – Lifts		

After hours hourly rates (if applicable)	Rate per hour

Parts (if required, will be cost plus mark-up)	Mark-up

- 1. Prices are to be quoted exclusive of VAT.**
- 2. MBDA may require 3<sup>rd</sup> party quotes if parts are to be replaced or sourced from 3<sup>rd</sup> parties.**
- 3. Please note payment shall be within 30 days of receipt of a valid invoice.**

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M Odayar, G Perumal, MR Skefile.  
**Company Secretary:** M Matiwane

**IN THE SERVICE OF THE STATE DISCLOSURE FORM (juristic person) MBD4**

I, the undersigned

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duly authorised by

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(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;

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

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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:

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**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***

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## CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD9)

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

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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.

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**Signature Date**

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**Name of Applicant**

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