

SBD 1: PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH MARITIME SAFETY AUTHORITY					
RFQ NUMBER:	HO -1819: MOSSELBAY AIRCONS	ISSUE DATE	23 OCTOBER 2026	CLOSING TIME:	11h00
		CLOSING DATE	09 NOVEMBER 2026		
DESCRIPTION	Refer to annexure A for detailed specification				
COMPULSORY BRIEFING SESSION	A compulsory briefing session will be held as per below details: Date: 30 October 2026 Time: 11h00 Address: SAMSA Mosselbay, Room 109 Plaza Aquada, Marsh St, Mossel Bay, 6506				
DELIVERY ADDRESS	SAMSA Mosselbay, Room 109 Plaza Aquada, Marsh St, Mossel Bay, 6506				
VALIDITY PERIOD	Price quoted should remain valid for at least sixty (60) days after the closing date.				
ALL BID RESPONSE DOCUMENTS MUST BE EMAILED TO:					
rfqresponses@samsa.org.za (EMAIL SUBJECT LINE MUST CLEARLY INDICATE THE RFQ NUMBER)					
BIDDING PROCEDURE AND TECHNICAL ENQUIRIES MAY BE DIRECTED TO:					
CONTACT PERSON	NOMFUNDO MJI				
TELEPHONE NUMBER	012 366 2600				
E-MAIL ADDRESS	nmji@samsa.org.za				
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAXCOMPLIANCE PIN:	SYSTEM	OR	CENTRAL SUPPLIER DATABASE No: MAAA	
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?

☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

SBD 1: PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE EMAILED / DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER MAY BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7), FOR LONG TERM CONTRACTS / OR WERE DEEMED NECESSARY.
1.5. PROSPECTIVE BIDDERS MUST CONSIDER THE SPECIFICATION & ADDITIONAL SUPPORTING DOCUMENTATION WHEN RESPONDING.
1.6. ALL INFORMATION SUBMITTED AS EVIDENCE MUST BE CONSISTENT WITH DECLARATIONS MADE TO BE AWARDED POINTS. INCONSISTENT INFORMATION PROVIDED MAY RESULT IN 0 POINTS AWARDED FOR THE APPLICABLE GOAL/S.
1.7. SAMSA RESERVES THE RIGHT TO DISQUALIFY BIDDERS WITH SUPPORTING DOCUMENTS THAT ARE NOT DULY SUBMITTED IN TERMS OF THE BID CONDITIONS.
1.8. DELIVERY COSTS IN THE QUOTATION WILL NOT BE CONSIDERED SEPARATELY, BUT RATHER AS PART OF THE TOTAL QUOTATION DURING THE EVALUATION.
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

TOTAL BID PRICE (INCLUDING VAT)	
SIGNATURE OF BIDDER	
DATE	

CAPACITY UNDER WHICH THIS BID IS SIGNED:

SBD 4: BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?

YES/NO

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read, and I understand the contents of this disclosure.

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.

3.3 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 consortium¹ will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.5 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.

3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.7 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE BID AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to bid:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2 Either the 90/10 or 80/20 preference point system will be applicable in this bid. The lowest/ highest acceptable bid will be used to determine the accurate system once bids are received.
- 1.3 Points for this bid (even in the case of a bid for income-generating contracts) shall be awarded for:
- (a) Price; and
 - (b) Specific Goals.
- 1.4 The preference point system application must not exceed 100 and must be applied as per below:
- 1.4.1 The 80/20 preference system:

The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS**	20
Total points for Price and SPECIFIC GOALS	100

** Point allocation break down provide below

1.4.1.1 SPECIFIC GOALS: 80/20

SPECIFIC GOAL	Points
Goal 1: Historically Disadvantaged Individuals (14)	
a) who had no franchise in national elections before the 1983 and 1993 Constitutions	7
b) who is a female	5
c) who has a disability	2
Goal 2: who is youth	3
Goal 3: Locality	3
TOTAL	20

1.4.2 The 90/10 preference system:
The maximum points for this bid are allocated as follows:

	POINTS
PRICE	90
SPECIFIC GOALS**	10
Total points for Price and SPECIFIC GOALS	100

** Point allocation break down provide below

1.4.2.1 SPECIFIC GOALS: 90/10

SPECIFIC GOAL	Points
Goal 1: Historically Disadvantaged Individuals (7)	
a) who had no franchise in national elections before the 1983 and 1993 Constitutions	4
b) who is a female	2
c) who has a disability	1
Goal 2: who is youth	1
Goal 3: Locality	2
TOTAL	10

1.5 Failure on the part of a bidder to submit proof or documentation required in terms of this bid to claim points for specific goals with the bid, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 SAMSA reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by SAMSA.

2. DEFINITIONS

- "**locality**" means the promotion of SMMEs located within the specific area;
- "**bid**" means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive bidding process or any other method envisaged in legislation;
- "**price**" means an amount of money bided for goods or services, and includes all applicable taxes less all

- unconditional discounts;
- (d) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (e) **“bid for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between SAMSA and a third party that produces revenue for SAMSA, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (f) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 or 90/10

$$P_s = 80 \left(1 - \frac{P_t - P}{P} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P}{P} \right)$$

Where

P_s = Points scored for price of bid under consideration
 P_t = Price of bid under consideration
 P_{min} = Price of lowest acceptable bid

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 or 90/10

$$P_s = 80 \left(1 + \frac{P_t - P}{P} \right) \quad \text{or} \quad P_s = 90 \left(1 + \frac{P_t - P}{P_{max}} \right)$$

Where

P_s = Points scored for price of bid under consideration
 P_t = Price of bid under consideration
 P_{max} = Price of highest acceptable bid

4. POINTS AWARDED FOR SPECIFIC GOALS

The preferential procurement point system applicable for this bid is:

Preferential Point System	Mark
80/20	X
90/10	

- 4.1. Specific goals for the bid and points claimed are indicated per the table below: 80/20 preference system.

4.1.1. EQUITY OWNERSHIP CLAIMED IN TERMS OF PARAGRAPH 1.4

	SPECIFIC GOAL (SUPPORTING DOCUMENTS FOR VERIFICATION)	Maximum points that can be scored	Points being claimed by supplier
HDI	Equity ownership by persons who had no franchise in the national elections. (ID copies of ALL listed owner/s, as per the CSD, CK1 registration document (CIPC), BBBEE certificate)	7	
	Equity ownership by women (ID copies of ALL listed owner/s, BBBEE certificate)	5	
	Equity ownership by disabled persons (Medical certificate/ Assessment)	2	
	Equity ownership by youth (ID copies of ALL listed owner/s, BBBEE certificate)	3	
	Locality (CIPC / SARS or valid proof of address utility bill, bank statement, account statement, municipal councillor's letter)	3	
	TOTAL	20	

** Claimed points can only be allocated where supporting documents have been provided.

** Ownership points will be awarded on a pro-rata using share certificates / CSD / SBD

** Specific goal points are allocated to natural persons and will be awarded in accordance with company/ consortium or joint venture ownership allocation

** Locality goal points will only be awarded to suppliers within the province of delivery

** Refer to checklist attached to ensure correct document submission

4.2. Specific goals for the bid and points claimed are indicated per the table below: 90/10 preference system.

4.2.1. EQUITY OWNERSHIP CLAIMED IN TERMS OF PARAGRAPH 1.4

	SPECIFIC GOAL (SUPPORTING DOCUMENTS FOR VERIFICATION)	Maximum points that can be scored	Points being claimed by supplier
HDI	Equity ownership by persons who had no franchise in the national elections. (ID copies of ALL listed owner/s, as per the CSD, CK1 registration document (CIPC), BBBEE certificate)	4	
	Equity ownership by women (ID copies of ALL listed owner/s, BBBEE certificate)	2	
	Equity ownership by disabled persons (Medical certificate/ Assessment)	1	
	Equity ownership by youth (ID copies of ALL listed owner/s, BBBEE certificate)	1	
	Locality (CIPC / SARS or valid proof of address utility bill, bank statement, account statement, municipal councillor's letter)	2	
	TOTAL	10	

** Claimed points can only be allocated where supporting documents have been provided.

** Ownership points will be awarded on a pro-rata using share certificates / CSD / SBD

** Specific goal points are allocated to natural persons and will be awarded in accordance with company/ consortium or joint venture ownership allocation

** Locality goal points will only be awarded to suppliers within the province of delivery

** Refer to checklist attached to ensure correct document submission

5. SUBMISSIONS BY CONSORTIUMS AND JOINT VENTURES

- 5.1. If a submission is a consortium or joint venture, the points claimed for ownership must be detailed separately, as per annexure A and sent back with the bidding documents. The information will define the following:

The percentage (%) of the contract allocated to each JV member or consortium member. This should also be included in an agreement to be made available on request by SAMSA.

The percentage ownership of each JV member or consortium member in each of the specific goals relevant to this bid, with supporting documents.

The total points claimed will be the sum of the percentage contract allocation for each partner multiplied by the percentage weighting for each category, multiplied by the percentage ownership in the relevant specific goal.

6. DECLARATION WITH REGARD TO COMPANY/FIRM

- 6.1. Name of company/firm.....
6.2. Company registration number:
6.3. Company/ firm physical address (for claiming locality points):
.....

TYPE OF COMPANY/ FIRM [Tick applicable box]

- ☐ Partnership/Joint Venture / Consortium (Please refer to Annexure C)
☐ One-person business/sole propriety
☐ Close corporation
☐ Public Company
☐ Personal Liability Company
☐ Pty) Limited
☐ Non-Profit Company
☐ State Owned Company

6.4. DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....

6.5. TOTAL NUMBER OF YEARS THE COMPANY/ FIRM HAS BEEN IN BUSINESS?

6.6. List of shareholder/s information to be used to calculate the points claimed in paragraph 4.3.

NAME	ID NUMBER	HDI** (**Yes / No)			Youth** (**Yes/ No)	% of company / firm owned
		No franchise prior to elections	Women	Disabled		

- 6.7. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the bid, qualifies the company/ firm for the preference(s) shown and I acknowledge that:
- The information furnished is true and correct;
 - The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
 - In the event of a contract being awarded as a result of points claimed as shown in paragraphs 4.1 and 5.6, the contractor may be required to furnish documentary proof to the satisfaction of SAMSA that the claims are correct;
 - If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, SAMSA may, in addition to any other remedy it may have –
 - disqualify the person from the bidding process;
 - recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....



ANNEXURE A: SPECIFICATION / DESCRIPTION OF GOODS

SPECIFICATIONS FOR THE QUARTERLY SERVICING AND MAINTENANCE OF AIR CONDITIONING UNITS

1. DESCRIPTION

The South African Maritime Safety Authority (SAMSA) hereby invites suitably qualified and experienced service providers to submit quotations for the once-off removal of 2 old aircons, supply of 3 new aircons and quarterly servicing and maintenance of 8 air conditioning units at the SAMSA Mossel Bay Office for a period of three (3) years.

2. SCOPE OF WORK

The appointed service provider will be required to supply, deliver and install 2 new air-condition units and provide quarterly servicing and preventative maintenance of the seven (8) air conditioning units located at the SAMSA Mossel Bay Office for a period of thirty-six (36) months.

3. REMOVAL, REPLACEMENT AND NEW UNIT INSTALLATION

- 3.1. Decommission 2 existing aircon units and replace with 2 units:
 - One Samsung 9,000 BTU AR6500 WindFree Inverter Midwall unit (replacement).
 - One Samsung 24,000 BTU Commercial WindFree Midwall Split Air Conditioner (replacement).
- 3.2. Install 1 new aircon unit:
 - One Samsung 9,000 BTU AR6500 WindFree Inverter Midwall unit (new installation).

All labour, materials, testing and commissioning must be included in the quoted price.

4. SERVICE REQUIREMENTS

The quarterly service shall include, but not be limited to, the following:

- Preventative Maintenance
- Cleaning of indoor and outdoor units.
- Cleaning of evaporator and condenser coils.
- Inspection and cleaning of condensate drain pans and drain pipes.
- Checking and tightening of electrical connections.
- Inspection of wiring and electrical components.
- Inspection and testing of thermostats and controls.
- Checking refrigerant pressures and gas levels.
- Inspection of compressors and fan motors.
- Lubrication of moving parts where applicable.
- Inspection of mounting brackets and unit stability.
- Testing of overall unit performance and efficiency.
- Checking for abnormal noise and vibration.

- General cleaning of the work area after servicing.

5. REPAIRS AND REPLACEMENT OF COMPONENTS

During routine servicing, should the service provider identify any defective or worn components that require replacement to ensure the proper functioning of the air conditioning units, the service provider shall:

- Inspect and diagnose the fault and provide a detailed report to SAMSA.
- Submit a separate quotation for the supply and installation of the required components or spare parts.
- Obtain written approval from SAMSA before undertaking any repairs or replacing any components.
- Ensure that all replacement parts supplied are new, genuine, and compatible with the existing air conditioning units.
- Provide a warranty on all replacement parts and workmanship in accordance with industry standards.

6. BREAKDOWN MAINTENANCE

The service provider shall:

- Attend to emergency breakdowns upon request by SAMSA.
- Provide quotations for any repairs and replacement parts identified during servicing.
- No repairs or replacement of parts may be undertaken without prior written approval from SAMSA.

7. SERVICE LEVEL REQUIREMENTS

The appointed service provider shall:

- Respond to emergency callouts within 24 hours of notification.
- Ensure that all services are conducted by qualified and competent technicians.
- Comply with all applicable occupational health and safety requirements.
- Ensure that all waste generated during servicing is disposed of responsibly.

8. CONTRACT PERIOD

- 8.1. Removal and installations:
This is a once-off service, and full payment will be made once the work is done
- 8.2. Maintenance / Service of the aircons:
The contract shall be valid for a period of three (3) years (36 months) from the date of appointment and payment will be made as and when the service has been rendered.

9. EVALUATION

9.1. Mandatory requirements:

Commented [NM1]: Updated and cleaned up .

Bidders must comply with the mandatory requirements listed below and submit the required supporting documentation with their quotation. Failure to submit any mandatory document, or to meet any of the mandatory requirements, will result in the bidder being disqualified from further evaluation.

- Bidders must submit a valid Letter of Good Standing issued by the Department of Employment and Labour, in terms of the Compensation for Occupational Injuries and Diseases Act (COIDA).

Required evidence: Valid Letter of Good Standing

Failure to submit a valid Letter of Good Standing will result in an automatic disqualification.

- The service provider must demonstrate that at least one technician assigned to perform the services is appropriately qualified and registered with a relevant professional or regulatory body for air-conditioning services.

Required Evidence:

- A) A detailed CV of the qualified technician.
- B) Copies of relevant qualifications and/or trade certifications (e.g. refrigeration/air-conditioning trade qualification).
- C) Proof of registration with a recognised professional or regulatory body (e.g. SAQCC Gas – Refrigeration, MERSETA, or equivalent applicable body).

Note: The technician whose CV, qualifications, and registration are submitted in response to this RFQ must be the technician who performs the air-conditioning service on site. Substitution of the approved technician will not be permitted without prior written approval from SAMSA. Failure to submit the required CV, qualifications, proof of registration, or to comply with this requirement will result in disqualification.

PRICING TABLE 1: ONCE OFF REMOVAL, REPLACEMENT AND NEW UNIT INSTALLATION			
Description	QTY	Unit Price per service (incl. VAT)	Total (incl. VAT)
Decommission and safely remove the existing air conditioning unit, including indoor and outdoor components	2		
Supply and installation of a Samsung 9000 BTU Midwall unit AR6500 WindFree™ Inverter (Replacement of decommissioned aircon unit)	1		
Samsung 24 000 BTU Commercial WindFree Midwall Split Air Conditioner (Replacement of decommissioned aircon unit)	1		
Supply and installation of a Samsung 9000 BTU Midwall unit AR6500 WindFree™ Inverter (New installation)	1		
Sub-Total Price (Incl. VAT)			

** All labour, materials, testing and commissioning must be included in the quoted price.

PRICING TABLE

YEAR 1

NO	AIRCON UNIT	UNIT PRICE	QTY	QUARTERLY SERVICE COST (INCL. VAT)	TOTAL COST (INCL. VAT)
1	Unit 1		1		
2	Unit 2		1		
3	Unit 3		1		
4	Unit 4		1		
5	Unit 5		1		
6	Unit 6		1		
7	Unit 7		1		
8	Unit 8		1		
9	Call-out fee outside of scheduled maintenance / service intervals		12	As and when required	
10	Hourly Rate for services outside of scheduled maintenance / service intervals		12	As and when required	
TOTAL (INCL. VAT)					

****Call-out fee & hourly technician rate for repairs labour outside of unscheduled maintenance on a quarterly basis have been provision for at a limited cost above. The cost must be quoted for 12 quantities each per annum. Their usage will be managed through SAMSA and the cost can be allocated to replacement parts as approved by SAMSA.**

YEAR 2

NO	AIRCON UNIT	UNIT PRICE	QTY	QUARTERLY SERVICE COST (INCL. VAT)	TOTAL COST (INCL. VAT)
1	Unit 1		1		
2	Unit 2		1		
3	Unit 3		1		
4	Unit 4		1		
5	Unit 5		1		
6	Unit 6		1		
7	Unit 7		1		
8	Unit 8		1		
9	Call-out fee outside of scheduled maintenance / service intervals		12	As and when required	
10	Hourly Rate for services outside of scheduled maintenance / service intervals		12	As and when required	
TOTAL (INCL. VAT)					

****Call-out fee & hourly technician rate for repairs labour outside of unscheduled maintenance on a quarterly basis have been provision for at a limited cost above. The cost must be quoted for 12 quantities each per annum. Their usage will be managed through SAMSA and the cost can be allocated to replacement parts as approved by SAMSA.**

YEAR 3

NO	AIRCON UNIT	UNIT PRICE	QTY	QUARTERLY SERVICE COST (INCL. VAT)	TOTAL COST (INCL. VAT)
1	Unit 1		1		
2	Unit 2		1		
3	Unit 3		1		
4	Unit 4		1		
5	Unit 5		1		
6	Unit 6		1		
7	Unit 7		1		
8	Unit 8		1		
9	Call-out fee outside of scheduled maintenance / service intervals		12	As and when required	
10	Hourly Rate for services outside of scheduled maintenance / service intervals		12	As and when required	
TOTAL (INCL. VAT)					

****Call-out fee & hourly technician rate for repairs labour outside of unscheduled maintenance on a quarterly basis have been provision for at a limited cost above. The cost must be quoted for 12 quantities each per annum. Their usage will be managed through SAMSA and the cost can be allocated to replacement parts as approved by SAMSA.**

SUPPLIER / BIDDER NAME	
------------------------	--

Pricing Summary (Including VAT) of the above pricing tables

All prices must be quoted inclusive of VAT.

Commented [NM2]: Check changes - Irene

Description	Year 1 (Incl. VAT)	Year 2 (Incl. VAT)	Year 3 (Incl. VAT)
Servicing over 3 years	R _____	R _____	R _____
Sub-total of the 3 years			

Summary of Cost	Amount (Incl. VAT)
Three-Year Servicing Contract Value	R _____
Once-Off Removal and Installation (Pricing Table 1)	R _____
Total Contract Value	R _____

** The call outs and hourly technician rates per annum are an estimate for evaluation purposes only and does not constitute a commitment by SAMSA. The associated contract value may be utilised, on an as-and-when-required basis, for emergency callouts, services outside the scheduled quarterly maintenance visits, and the supply of replacement parts. Replacement parts shall be subject to a maximum supplier mark-up of twenty-five percent (25%) from market value prices. All additional work outside the scheduled quarterly maintenance services, including emergency callouts, repairs, and the supply and installation of replacement parts, shall require SAMSA's prior approval before any work is undertaken. SAMSA reserves the right to utilise the allocated value interchangeably between ad hoc call-out services and replacement parts, subject to operational requirements and available budget.

REQUIRED SUPPORTING DOCUMENTS & CHECKLIST

No.	Document description	Submitted (Yes / No)
1	Quotation	
2	Signed SBD (RFQ) Forms	
3	Recent CSD, not older than 3 months	
4	Tax pin certificate	
5	Valid B-BBEE	
6	CK1 registration document (CIPC)	
7	ID copies of ALL listed owner/s as per CSD report	
8	Proof of address not older than 3 months	
9	Medical certificate/ Assessment (if applicable)	
10	Consortiums and Joint Ventures Form (if applicable)	

****ALL INFORMATION SUBMITTED WILL BE TREATED AS EVIDENCE FOR AWARDED POINTS FOR THE SAMSA GOALS AND MUST BE CONSISTENT WITH DECLARATIONS MADE. INCONSISTENT INFORMATION PROVIDED MAY RESULT IN 0 POINTS AWARDED FOR THE APPLICABLE GOAL. SAMSA RESERVES THE RIGHT TO DISQUALIFY BIDDERS WITH SUPPORTING DOCUMENTS THAT ARE NOT DULY SUBMITTED IN TERMS OF THE BID CONDITIONS.**

GUIDELINES FOR DOCUMENTS REQUIRED FOR THE VERIFICATION OF THE SAMSA GOALS

SPECIFIC GOAL	DOCUMENTS THAT WILL BE USED TO VERIFY THE INFORMATION SUPPLIED
Equity ownership by persons who had no franchise in the national elections <i>Points for persons or categories of persons historically disadvantaged on the basis of race (black people)</i>	ID copies of all listed owner/s as per CSD report CK1 registration document (CIPC) BBBEE certificate
Equity ownership by women <i>Points for persons or categories of persons historically disadvantaged on the basis of gender (women)</i>	ID copies of all listed owner/s as per CSD report BBBEE certificate
Equity ownership by disabled persons <i>Points for persons or categories of persons historically disadvantaged on the basis of disability (persons living with disabilities).</i>	Medical certificate/ Assessment
Equity ownership by youth	ID copies of all listed owner/s as per CSD report
Locality	Address listed on the company registration CIPC / SARS document is acceptable for claiming locality points. Should you want to claim locality points, for an address not listed on the CIPC / SARS document, that address must be listed on the CSD, accompanied by a valid proof of residence, reflecting one of the listed owners' names and physical address. e.g. Utility bill, bank/ account statement, Municipal councillor's letter.

ANNEXURE C: Only if selected Partnership/Joint Venture / Consortium"
6.4 (TYPE OF COMPANY/ FIRM)

APPLICABLE FOR CONSORTIUMS AND JOINT VENTURES (JV)

CONSORTIUMS AND JOINT VENTURES OWNERSHIP FORM

(This form is only applicable for consortiums & JVs only)

- a) The percentage (%) of the contract allocated to each JV member or consortium member. This should also be included in an agreement to be made available on request by SAMSA, should a need arise.

NO	JV or consortium company name	PERCENTAGE FOR EACH MEMBER
1		
2		
3		
	TOTAL	100%

** Additional lines can be added for more

- b) The percentage ownership of each JV member or consortium member in each of the specific goals relevant to this bid, with supporting documents. The total points claimed will be the sum of the percentage contract allocation for each partner multiplied by the percentage weighting for each category, multiplied by the percentage ownership in the relevant specific goal.

JV or consortium: 1

NAME	ID NUMBER	HDI** (**Yes / No)			Youth** (**Yes/ No)	% of company / firm owned
		No franchise prior to elections	Women	Disabled		

JV or consortium: 2

NAME	ID NUMBER	HDI** (**Yes / No)			Youth** (**Yes/ No)	% of company / firm owned
		No franchise prior to elections	Women	Disabled		

** Additional lines / tables may be added if necessary