

# REQUEST FOR TENDER (RFT)

## 1. PROVISION OF MAINTENANCE SERVICE FOR AIR-CONDITIONING & VENTILATION INSTALLATIONS; 2. PROVISION OF MAINTENANCE SERVICES FOR FIRE DETECTION & INERT GAS EXTINGUISHING SYSTEMS

The **East London Industrial Development Zone SOC Ltd** is the operator of the East London Industrial Development Zone (ELIDZ), an entity which exists to help manufacturers to become globally competitive through the development and efficient management of a modern, purpose built industrial location, which offers investing industries a streamlined business environment enhanced by a range of supporting services. The zone is already operational and currently houses a number of manufacturers that supply products for the local and international markets.

### SCOPE OF WORK:

The ELIDZ invites suitably qualified and competent service providers to respond to a Request for Tender (RFT's) for the provision of maintenance services for **1. Air-conditioning and ventilation installations**, and **2. Fire Detection and Inert Gas Extinguishing systems in the East London Industrial Development Zone**, located at our facilities within the West Bank area of the Buffalo City Metropolitan Municipality.

Tender Reference No.	Tender Description / Name	Compulsory CIDB Grading Required	Closing Date / Time
ES/16/AC/01	Provision of maintenance services for Air-conditioning and Ventilation Installations	4ME	13 May 2016 @ 12h00
ES/16/FIRE/DET/01	Provision of maintenance services for Fire Detection and Inert Gas Extinguishing systems	3SF	13 May 2016 @ 12h00

The services include the following summarised scope of work

- The provision of suitably qualified personnel as required, during normal working hours
- Scheduled and unscheduled maintenance activities required and related equipment
- The provision of urgent and emergency response services, on a 24/7/365 basis

### BRIEFING MEETING:

**Note:** A compulsory Briefing or Site Clarification Meeting with representatives of the Employer will take place at **ELIDZ Administration 1 Building on 18th April 2016 starting at 10h00**. Participants arriving more than 15 minutes late from start time will not be allowed to attend the meeting.

### BID CONDITIONS:

- Tenderers are required to submit a Valid SARS Tax Clearance Certificate with their tender or SARS PIN number
- Tenderer must be registered on Central Supplier Database (CSD) from National Treasury and MAAA number must be provided
- Tenderers should submit a Valid original or certified B-BBEE certification. Companies with annual turnover less than R10 million to submit an accountant or SARS letter confirming turnover.
- Tenderers are required to complete and sign the ELIDZ Procurement Handbook
- Tenderers to provide certified copy of Company Registration Certificate
- Tenderers to provide Letter of Good Standing from Compensation Commissioner
- Tenderers must submit technical and financial proposals in two separate envelopes clearly marked **"Envelope A - Technical Proposal"** and **"Envelope B - Financial Proposal"**. Then the financial proposal will only be opened should the technical proposal be found to be acceptable.
- Non-signed "Form of Offer" the financial proposal in "Envelope B" submission will result in the disqualification of the tender.
- Inclusion of Price Offer and/or any other price related details in "Envelope A-Technical Proposal" will result in the disqualification of the tender.
- The successful Tenderer will be required to have sufficient and competent staff available to commence full time operations in accordance with the contract with effect from the Commencement Date, failing which the contract will be awarded to the next most preferred Tender.
- Tenderers to submit proof of CIDB grading required as stipulated in table above
- A registered office within the Buffalo City municipal boundaries will be given preference

### EVALUATION:

The evaluation will be guided by the East London Industrial Development Zone procurement policy. Points will be awarded on the basis of Price and BBBEE.

### Score breakdown:

- 90 Points for Price
- 10 Points for BBBEE

### TENDER DOCUMENT & SUBMISSION:

The RFT document will be available for collection on **08 April 2016, from the Reception area of the ELIDZ Administration 1 Building situated at Lower Chester Road, Sunnyridge, East London, 5214** during normal working hours upon payment of a non-refundable cash deposit of R250.00

Alternatively, the RFT documents can be downloaded from the eTender Publication Portal ([www.treasury.gov.za](http://www.treasury.gov.za)) as well as government tender bulletin.

The tender must be placed in a sealed envelope marked "Confidential" with the name/address of submitting company and the tender reference number. They must be deposited in the tender box in **ELIDZ Administration 1 Building situated at Lower Chester Road, Sunnyridge, East London, 5214**

**ELIDZ will not be responsible for tenders placed in an incorrect tender box.**

**No late tenders will be accepted. The complete set of tender documentation must be returned with the submission and only original intact tenders will be considered. Telegraphic, telephonic, telex, facsimile and e-mail tenders will not be accepted.**

### TENDER ENQUIRIES:

Queries relating to this tender may be addressed to: Contact Person: Ms A Mgwaza, Contact number: 043 702 8200, Email: [Anathi@elidz.co.za](mailto:Anathi@elidz.co.za)

