

REQUEST FOR TENDER (RFT)

MAINTENANCE SERVICES FOR AIR-CONDITIONING AND VENTILATION INSTALLATIONS

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:

Tenders are hereby invited from suitably qualified and experienced service providers for the Provision of Air-conditioning and Ventilation Maintenance Services in the East London Industrial Development Zone, located at our facilities within the West Bank area of the Buffalo City Municipality.

The successful tenderer will be required to enter into a 3 (Three) year Contract for the provision of Maintenance Services for Air-conditioning and Ventilation Services with the East London Industrial Development Zone SOC Ltd

Tender Reference No.	Tender Description / Name	Closing Date / Time	Compulsory CIBD GRADE
ES/17/AC/01	Provision of Air Conditioning and Ventilation Maintenance Services	01 December 2017 at 12h00	5ME

The services include the following summarised scope of work

1. The provision of suitably qualified personnel as required, during normal working hours
2. Scheduled and unscheduled maintenance activities required for the Air-conditioning and Ventilation System and related equipment
3. The provision of urgent and emergency response services related to Air-conditioning and Ventilation System, 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 17 November 2017 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 the relevant SARS pin code which will allow the ELIDZ to confirm the tenderers tax status on-line.
- Tenderers 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 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”**. 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.
- Registration with the CIBD (Construction Industry Development Board) in the category **5ME** is compulsory for companies wishing to submit tenders
- Tenderers are advised that preference will be given to those companies which have local (East London) operational office in place at the time of the contract award.

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:

- 80 Points for Price
- 20 Points for BBBEE

All tenders with functionality less than 70% of the total functional requirements will not be considered for the next stage of tender evaluation.

TENDER DOCUMENT & SUBMISSION:

The RFT document will be available for collection on **10 November 2017, 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

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. The ELIDZ and ELIDZ representative will not be held responsible for the receipt of tenders via courier services and the like. No late tenders will be accepted. Only original tenders will be accepted. Telegraphic, telephonic, telex, facsimile and e-mail will not be accepted.

TENDER ENQUIRIES:

Queries relating to the issue of these documents may be addressed to Ms. Anathi Mgwaza, by email at **E: anathi@elidz.co.za, T: +27 43 702 8200.**