

REQUEST FOR PROPOSALS (RFP)

PROVISION OF MAINTENANCE AND ROOF REPAIR SERVICES TO ELIDZ BUILDINGS

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 Maintenance and Roof Repair Services to ELIDZ Buildings, located at the ELIDZ within the West Bank area of the Buffalo City Metropolitan Municipality

The successful tenderer will be required to enter a Three - year Contract for the Provision of Maintenance and Roof Repair Services to ELIDZ Buildings with the East London Industrial Development Zone SOC Ltd.

Reference No.	Description / Name	CIDB Category	Closing Date
ES/24/ROOF/01	PROVISION OF MAINTENANCE AND ROOF REPAIR SERVICES TO ELIDZ BUILDINGS	6SN	13 June 2024 at 12h00

The Services include the following summarized scope of work:

- The provision of a small, permanent on-site crew during normal working hours
- Scheduled and unscheduled maintenance activities required for Roof Structures, Rainwater Goods and Waterproofing.
- The provision of urgent emergency response services related to Roofs works, on a 24/7/365 basis.

BRIEFING MEETING:

Note: There will be a Compulsory briefing session with representatives of the Employer that will take place Virtually via Microsoft Teams on **28 May 2024 starting at 12h00**. Participants will be required to use the following details to join **Meeting ID:** 340 627 702 094 and **Passcode:** pucZAA.

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.
- 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 an 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”**. Then the financial proposal will only be opened should the technical proposal be found to be acceptable.
- A non-signed “Form of Offer” in the financial proposal in the “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 CIDB in the category **6SN** is compulsory for companies wishing to submit tenders.

EVALUATION:

The evaluation will be guided by the ELIDZ procurement policy. Points will be awarded on the basis of Price and Specific goals

Score breakdown:

- 80 Points for Price
- 20 Points for Specific goals

All tenders not providing compulsory responsive documentation and with functionality scoring less than 75% will not be considered for the next stage of tender evaluation.

PROPOSAL DOCUMENT & SUBMISSION:

The RFP documents will be available for download on **17 May 2024 at 12h00 (Noon)** at www.elidz.co.za under **Opportunities >> Tenders**.

To make a tender submission for an open tender you must have completed the registration process before and have an active login account. Navigate to <https://tenderportal.elidz.co.za> and login with your credentials captured as part of the registration process.

It will be the responsibility of the respondent to ensure that the tender/bid reaches the ELIDZ. All tender/bids documents are to be submitted online at <https://tenderportal.elidz.co.za> before the closing date and time of 12h00, 13 June 2024. Only PDF documents must be uploaded with a maximum size limit of 2GB per file. No tenders are to be submitted at the ELIDZ premises and No late tenders will be accepted. Hard copy document submission will not be considered.

TENDER ENQUIRIES:

Questions relating to the RFP will be accepted until **13h00 pm on 07 June 2024 with responses by 08 June 2024**.

Queries relating to this tender may be addressed to:

Ms A Mzantsi

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