

RFQ – For procurement of goods and services up to R1m including 15% VAT



REQUEST FOR QUOTATION [RFQ]: ES/ELEC/RFQ/01

**ACQUISITION OF EIGHT MONTHS CONTRACT FOR PROVISION OF ELECTRICAL
INSTALLATION MAINTENANCE, REPAIRS AND SUPPLY MATERIAL FOR ELIDZ
ESTATE FACILITIES.**

**SERVICE FOR THE EAST LONDON INDUSTRIAL DEVELOPMENT ZONE SOC Ltd
(ELIDZ)**

ISSUE DATE:	04 September 2026
SITE MEETING:	N/A
CLOSING DATE:	21 September 2026
CLOSING TIME:	12H00 PM

COMPANY NAME: _____

COMPANY ADDRESS:

Section 1

NOTICE TO BIDDERS

Quotations, which must be completed as indicated in Section 2 of this RFQ, are to be submitted as follows:

METHOD: E-mail

email to: anathi@elidz.co.za

1 RESPONSES TO RFQ

Responses to this RFQ [**Quotations**] must not include documents or reference relating to any other quotation or proposal. Any additional conditions must be embodied in an accompanying letter.

2 Broad-Based Black Economic Empowerment [B-BBEE]

The East London Industrial Development Zone SOC Ltd (ELIDZ) supports national transformation goals and strives to target its procurement to create opportunities for Historically Disadvantaged suppliers and service providers. In awarding this tender, preference will be given to companies with a better rating in terms of contributions towards Broad Based Black Economic Empowerment (B-BBEE).

The “tender” will be evaluated in accordance with the ELIDZ Procurement Policy using the 80/20 preference point system i.e. 80 of evaluation points will be based on price competitiveness and 20 will be based on Specific Goals scoring.

The following formula is used:

Calculation of the points for Price:

$$Ps = R \times \left[\frac{1 - \frac{Pt}{Pmin}}{1 - \frac{Pmax}{Pmin}} \right]$$

Where:

Ps = Points scored for price of tender under consideration

R = Percentage of the price
 Pt = Rand value of tender under consideration
 Pmin = Rand value of lowest acceptable tender
 R must be up to a maximum of 80

Score Breakdown:

Price (R) = 80 points

Specific goals = 20 points

A maximum of 20 points may be awarded to a tenderer for the specific goal specified for the tender. The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.

Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

Preferential and specific goals shall be as per below may include:

- (a) Historically disadvantaged individuals' companies (51% Black owned)
- (b) Women (51% Black Women Owned) companies.
- (c) Persons with disability owned companies
- (d) SMMEs
- (e) Service providers located in Eastern Cape Province
- (f) Youth
- (g) Any other RDP goal or preference points in favor of historically disadvantaged individuals, may be added

The tender documents shall stipulate—

- (a) the applicable preference point system as envisaged in regulations
- (b) the specific goal in the invitation to submit the tender for which a point may be awarded, and the number of points that will be awarded to each goal, and proof of the claim for such goal.

Failure to submit a valid B-BBEE certificate and/or sworn affidavit may result in zero points being awarded for preference.

A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

2.1 B-BBEE Scorecard and Rating

The following table shall be used to convert the Specific goals criteria into points.

Table: Specific Goals Points Conversion

Estimated Rand Value inclusive of Vat	Specific Goals and Point allocation
Up to R2000	Not applicable

Above R2000 up to R1 000 000	80 points for price
	10 points - 51% and above Black owned suppliers
	5 points - 25% up to 50% Black owned suppliers
	0 points below 25% Black owned suppliers
	5 points for Eastern Cape Based suppliers
	0 points outside Eastern Cape
	2 points for 51% and above Youth owned suppliers
	2 points for 51% and above Black Women owned suppliers.
	1 point for persons with disabilities

Specific Goals returnable Documents

Evaluation Criteria	Returnable document
51% and above Black owned suppliers	SANAS accredited BBBEE Certificate/Affidavit
Eastern Cape Based suppliers	Municipality Bill or Lease agreement
51% and above Youth owned suppliers	CSD report
51% and above Black Women owned suppliers.	CSD report
persons with disabilities	BBBEE Certificate/Affidavit/CSD report

The tender will be awarded to the bid with the highest number of points. A tender may be awarded to a bidder that did not score the highest number of points if reasonable and justifiable grounds exist.

Any contract offered by the ELIDZ will be based on the correctness of information submitted by the service providers. Any misrepresentation of facts by a service provider may lead to disqualification. Should such misrepresentation be uncovered after the commencement of the contracted work, the ELIDZ reserves the right to terminate the contract and recover all payments made to that service provider and any costs that may have been incurred in the process.

ELIDZ reserves the right to have the tenderer's Black Economic Empowerment Credentials verified by an independent agency. (Procurement Handbook – Annexure: 1 must be fully completed and supplementary information may be completed by service providers with a

turnover of less than R10m and be accompanied by letter from an accounting firm or SARS confirming the company's or sworn affidavit turnover is less than R10m).

3 COMMUNICATION

Respondents are warned that a response will be liable for disqualification should any attempt be made by a Respondent either directly or indirectly to canvass any officer(s) or employee of ELIDZ in respect of this RFQ between the closing date and the date of the award of the business.

A Respondent may, however, before the closing date and time, direct any written enquiries relating to the RFQ to the following ELIDZ employee:

Name: Anathi Mzantsi

Email: anathi@elidz.co.za

Respondents may also, at any time after the closing date of the RFQ, communicate with the Procurement officer of the ELIDZ Acquisition Council on any matter relating to its RFQ response:

Telephone: 043 702 8258

Email: anathi@elidz.co.za

4 TAX CLEARANCE

The Respondent's original and valid Tax Clearance Certificate or SARS PIN must accompany the Quotation. Note that no business shall be awarded to any Respondent whose tax matters have not been declared by SARS to be in order.

Tax Requirements

- Bidders must ensure compliance with their Tax obligations;
- Bidders are required to submit their unique personal ID number (PIN) issued by SARS to enable the ELIDZ to view the tax payer's profile and tax status;
- Application for tax compliance status (TCS) or PIN may also be made via e-filing;
- Bidders may also submit a printed TCS together with the bid;
- In Bids where consortia/joint venture/ sub-contractors are involved, each party must submit a separate proof of TCS/PIN/CSD number;
- Where no TCS is available but the bidder is registered on the CSD database, a CSD number must be provided.
- Bidders must note that in addition to being tax compliant at the time of award of the contract, which will be verified with SARS or the CSD, it is incumbent upon the successful bidder/s to

ensure that they are at all times tax compliant over the entire duration of the contract. Failure to ensure tax compliance may prevent the Department/Public Entity from issuing orders when goods/services are required. In such instances, the Department/Public Entity reserves the right to procure outside of the contract. Furthermore, if the Department/Public Entity is prevented from obtaining the relevant goods/services on the contract, such constitutes a breach of contract and will be dealt with accordingly, including the recovery of damages/adverse costs where applicable

5 VAT Registration

The valid VAT registration number must be stated here: _____ [if applicable].

6 Legal Compliance

The successful Respondent shall be in full and complete compliance with any and all applicable national and local laws and regulations.

7 SHERQ Compliance

Before starting work, service providers must undergo ELIDZ SHE induction and produce the following for approval:

1. Project specific Safety, Health & Environmental (SHE) Risk assessments,
 - a. SHE Risk assessments to include activity specific risks (example risk of injury, risk of operating machinery, risk of pollution, etc.), service providers risk to the ELIDZ and the ELIDZ risk to them;
2. SHE plans and safe work procedures must be developed to respond to project specific activities as well as to identified risks: for example (waste management plans, fall protection plans etc.);
3. Emergency preparedness plans – including relevant emergency contact information (example, emergency services and contacts for those with information on dealing with snake bites);
4. List of applicable PPE required;
5. PPE issue register;
6. List of chemicals and related Material Safety Data Sheets;
7. Letters of Good standing with workman's compensation where applicable;
8. Applicable legal appointments - as required;
9. Requisite training / competency certificates where applicable;
10. Medicals as applicable to the nature of the work (for example, there must be medicals for employees who will be working at heights to confirm that they are fit to work at heights);

11. Applicable certifications and / or registrations with / from the relevant authorities as required;

All of the above must be included in a SHE file for approval, together with:

1. Copy of scope of work;
2. Copy of appointment;

8 INDEMNITY

- a. The SERVICE PROVIDER hereby undertakes to indemnify the CLIENT and hold it harmless against:
 - i. any loss or damage to the CLIENT'S own property, whether movable or immovable;
 - ii. liability in respect of any loss of or damage to the property whether movable or immovable of third parties;
 - iii. liability in respect of death and or injury to any third party; or
- b. any claims or legal costs or expenses incurred in connections with claims or actions arising out of any of the foregoing, whenever loss, damage, injury, death, referred to above is due or arises out of the use of the CLIENT'S property by the SERVICE PROVIDER, provided that such loss, damage or liability is not due to the willful misconduct of the CLIENT or any of its employees whilst performing duties allocated to them by the CLIENT.
- c. The CLIENT shall notify the SERVICE PROVIDER forthwith upon receipt of information of any occurrence of any loss, damage, or the receipt of any claim or demand for or against, which the SERVICE PROVIDER is prima facie liable to indemnify the CLIENT for in terms of the above, and shall in respect of such claim or demand abide by the directions of the CLIENT as to what terms it shall be settled, compromised or contested, it being agreed that whatever action may be taken by the SERVICE PROVIDER pursuant to such directions of the CLIENT, but not in so far as acting in a principle / agent relationship, and shall be at the risk and expense of the SERVICE PROVIDER.
- d. The CLIENT reserves the right to institute civil proceedings to recover any damages occasioned by the negligence of the SERVICE PROVIDER, his employees, sub-contractors or agents.
- e. The SERVICE PROVIDER shall not be liable to the CLIENT for any loss or damage of whatsoever nature suffered by the CLIENT as a result of the performance of the services in accordance with this Agreement, save where such loss or damage is as a direct result of the negligence of the SERVICE PROVIDER, its employees or agents, performing the services.
- f. The SERVICE PROVIDER AND ITS SUBCONTRACTORS further indemnifies the CLIENT against Section 37(2) of the Occupational Health and Safety Act, if applicable:
 - i. The SERVICE PROVIDER and its subcontractors shall bear full responsibility for ensuring that the provisions of the Occupational Health and Safety Act and its regulations are properly

implemented in the areas designated for contractual work in respect of all aspects of the work to be undertaken and that all other laws that pertain to that work will also be complied with and hereby indemnifies the CLIENT from any responsibility legally for injury or claim

- ii. The SERVICE PROVIDER and its subcontractors shall be responsible for the well-being in relation to the health and safety of all persons coming upon/into such area in accordance with the Occupational Health and Safety Act, subject to any directives issued by the CLIENT.
- iii. The SERVICE PROVIDER and its subcontractors undertakes to report to the CLIENT any hazard to health, safety or the environment that exists or arises during the contract work in the area concerned.
- iv. This Agreement is supplementary and additional to any health and safety specifications issued to the SERVICE PROVIDER and its subcontractors.

SERVICE PROVIDER SIGNATURE: _____

WITNESS 1: _____

WITNESS 2: _____

9 Changes to Quotations

Changes by the Respondent to its submission will not be considered after the closing date and time.

10 Pricing

All prices must be quoted in South African Rand on a fixed price basis, including VAT.

11 Prices Subject to Confirmation

Prices quoted which are subject to confirmation will not be considered.

12 Negotiations

ELIDZ reserves the right to undertake post-tender negotiations with selected Respondents or any number of shortlisted Respondents.

13 Binding Offer

Any Quotation furnished pursuant to this Request shall be deemed to be an offer. Any exceptions to this statement must be clearly and specifically indicated.

14 Disclaimers

ELIDZ is not committed to any course of action as a result of its issuance of this RFQ and/or its receipt of a Quotation in response to it. Please note that ELIDZ reserves the right to:

- modify the RFQ's service(s) and request Respondents to re-bid on any changes;
- reject any Quotation which does not conform to instructions and specifications which are detailed herein;
- disqualify Quotations submitted after the stated submission deadline;
- not necessarily accept the lowest priced Quotation;
- reject all Quotations, if it so decides;
- place an order in connection with this Quotation at any time after the RFQ's closing date;
- award only a portion of the proposed service which are reflected in the scope of this RFQ;
- split the award of the order/s between more than one Service Provider; or
- make no award at all.
- ELIDZ reserves the right to award business to the highest scoring bidder/s unless objective criteria justify the award to another bidder.
- Where the SERVICE PROVIDER has incurred any liability to the CLIENT, whether arising from or under this Agreement or otherwise howsoever arising, the CLIENT may, without notice to the SERVICE PROVIDER set-off the amount of such liability against any liability of the CLIENT to the SERVICE PROVIDER arising from or under this Agreement, whether either such liability is liquidated or unliquidated, present or future, accrued or contingent, unless otherwise agreed to in writing by the CLIENT.

15 Validity Period

ELIDZ desires a validity period of 60 [Sixty] days from the closing date of this RFQ.

This RFQ is valid until _____.

ELIDZ shall be entitled to extend the validity period on notice to all before the period expires.

16 Banking Details

BANK: _____

BRANCH NAME / CODE: _____

ACCOUNT HOLDER: _____

ACCOUNT NUMBER: _____

17 Returnable Documents

Returnable Documents means all the documents, Sections and Annexures, as listed in the tables below.

- a) Respondents are required to submit with their Quotations the **Compulsory Returnable Documents**, as detailed below.

Failure to provide all these Returnable Documents at the Closing Date and time of this RFQ will result in a Respondent's disqualification. Respondents are therefore urged to ensure that all these Documents are returned with their Quotations.

All Sections, as indicated in the footer of each page, must be signed, and dated by the Respondent. Please confirm submission of these compulsory Returnable Documents by so indicating [Yes or No] in the table below:

- a) In addition to the requirements of section (a) above, Respondents are further required to submit with their Quotations the following **Supporting Returnable Documents** as detailed below.

Compulsory Returnable Documents	Submitted [Yes or No]
- Notice to Bidders	
- SBD 4	
- CSD Report/ MAAA number	
- In the case of Joint Ventures, a signed Joint Venture Agreement or written confirmation of the intention to enter into a Joint Venture Agreement. Companies submitting through joint venture/ consortia/ sub-contractors must each submit a separate proof of TCS/PIN/CSD MAAA number and a consolidated BBBEE rating.	
- Pricing proposal	
- Provide a proof of installation electrician registration card/or confirmation letter by D.O.L, in terms of regulation 11 section 2.	
- CIDB grading 2EP or 2EB and higher	

Please confirm submission of these **Essential Returnable Documents** by so indicating [Yes or No] in the table below:

Essential Returnable Documents	Submitted [Yes or No]
Notice to Bidders	
- Valid and original B-BBEE Verification Certificate for Generic Companies, Sworn Affidavit for QSE' and EME's.	
- Bidders are required to submit their unique personal ID number (PIN) issued by SARS to enable the ELIDZ to view the taxpayer's profile and tax status	
- Valid and original B-BBEE Verification Certificate for Generic Companies, Sworn Affidavit for QSE' and EME's.	
- - Bidders are required to submit their unique personal ID number (PIN) issued by SARS to enable the ELIDZ to view the taxpayer's profile and tax status	
- Proof of Office Location (lease agreement, statement of account from the municipality and/or confirmation of address/clearance from the municipal councillor)	
Evaluation/ Functionality Criteria Returnable	
- Criteria 1: Technical Merit	
- Criteria 2: Applicant's Expertise and Resources	
- Criteria 3: Relevant Company Experience	
- Criteria 4: Implementation Methodology	
- Criteria 5: Occupational Health and Safety (OHS)	

18 EVALUATION CRITERIA

Quality/Functionality Evaluation

The score achieved for quality/functionality will be assessed using the following criteria, each of which will be scored individually up to the maximum number of points indicated (failure to submit the relevant information will result in zero scores for that section):

DETAILED BREAKDOWN OF FUNCTIONALITY POINTS -ELECTRICAL ESTATE BUILDING		
Details	Points Scoring	Points Allocation
Criteria 1. Technical Merit		35
1.1 Provide Certificate for Health and Safety Training – 1. Hazardous Identification and Risk Assessment (HIRA); 2. Working at heights and use of fall arrest and Rescue. (eight points each training)		16
1.2 Provide training certificate for installation, Joint and Termination of LV cables (in accordance with SANS 10198)		13
1.3 Provide training certificate for Cherry picker or Nifty Operator		6
Criteria 2. Applicant's Expertise and Resources		30
2.1. Staffing Levels (full CVs of proposed persons with relevant experience including duties assigned on similar projects to be provided with 3 contactable referees).		
2.1.1. Senior Electrician		
Experience on similar projects with equal/greater than 10 years		10
Experience on similar projects with less than 10 years or equal/greater than 5 years		6
Experience on similar projects with less than 5 years or equal/greater than 3 years		4
Experience on similar projects with less than 3 years, CV with no duties to show experience, references, and no Trade Test Certificate.		0
2.1.2. Assistant Electrician		

Experience on similar projects with equal/greater than 10 years		10
Experience on similar projects with less than 10 years or equal/greater than 5 years		6
Experience on similar projects with less than 5 years or equal/greater than 3 years		4
Experience on similar projects with less than 3 years, CV with no duties to show experience and contactable references and, no Trade test certificate		0
2.1.3. Project Manager –(ECSA registered, N Dip and above)		
Experience on similar projects with equal/greater than 10 years		10
Experience on similar projects with less than 10 years or equal/greater than 5 years		6
Experience on similar projects with less than 5 years or equal/greater than 3 years		4
Experience on similar projects with less than 3 years, CV with no duties to show experience and references, no ECSA registration.		0
Criteria 3. Relevant Company Experience		15
3.1. Relevant Experience		
Similar project experience – Score 5 points for each confirmed similar project or in progress carried out within the past 5 years (Three referees to complete Annexure P06-1 to score a maximum 15 points and the satisfactory score must be appraised; this form must be backup/accompanied with the client referral letter on a company letterhead).		15
Criteria 4. Implementation Methodology		15
4.1. Company required to provide detailed method statements, which demonstrate the manner in which work is carried out typically on a maintenance contract of this nature and should cover a minimum of five core activities (two points scored per activity)		
Electrical Maintenance on Buildings,		3
urgent/emergency response services,		3

	contract management,		3
	site supervision,		3
	OHS/CEMP compliance envisaged.		3
	Criteria 5. Occupational Health and Safety (OHS)		5
	5.1 Service provider to submit a copy of a CV of the appointed OHS Officer and accompanied by proof of relevant OHS training certificates (preferably SAMTRAC)		5
		Total Points Scored	Maximum Points
	TOTAL EVALUATION SCORE FOR FUNCTIONALITY		100
	PERCENTAGE POINTS SCORED	%	100%
	Tender offers scoring less than 70 points out of 100 points for quality/functionality will be regarded as non-responsive and not considered further.		

19. POPIA

By submitting this tender, the bidder hereby consents to providing the ELIDZ with personal information as provided in the Protection of Personal Information Act 2013 (POPIA).

The ELIDZ undertakes to:

1. It will take all reasonable steps and precautions to preserve the integrity of bidders Personal Information and to prevent any corruption or loss of such data.
2. It will not do any of the following: copy, compile, collect, collate, process, store, transfer, alter, delete, interfere with or in any other manner use the bidders Personal Information as described in the Act for any purpose other than with the express prior written consent of the bidder.

3. Utilize the personal information provided for the purposes of assessment of the tender submitted by the bidder and contracting with the successful bidder as the case may be.
4. It will immediately inform the bidder in writing if any Personal Information relating to it has been compromised. The ELIDZ undertakes to immediately inform the bidder in writing as to how it will manage such compromise and what steps will be taken to rectify the situation.
5. Due and reasonable care of the bidders personal information and not to share the said personal information with any third party unless you have authorised such disclosure or the release of such information is required by law.
6. At all times strictly comply with its obligations under Data Protection Legislation.
7. Subject to legislative, regulatory, contractual and other legitimate conditions, the respective bidder has certain rights in terms of how their information is processed. The bidder can request access to information or guidance on how to lodge a complaint from or direct a request to exercise afforded rights to the ELIDZ Information Officer, or his/her deputy/ies, or the Information Regulator.
8. It will maintain guidelines, policies or procedures for the retention or destruction of data and will retain it only as long as necessary for the identified purposes or to meet legal requirements or policies.
9. It shall implement and maintain, at its cost and expense, appropriate, reasonable technical and organisational measures to prevent loss of, damage to or unauthorised destruction of Personal Information and unlawful access to or Processing of Personal Information.

The ELIDZ shall not incur any liability for costs, loss or damage arising from the use of inaccurate or incomplete data provided by or on behalf of the bidder.

SCOPE OF WORK:

- This specification is for the systematic annual servicing, maintenance, general and ad-hoc repairs and replacement of electrical installation of various facilities used for ELIDZ.
 - The service responsibilities stipulated below shall not be construed as an exhaustive list and the contractor should be required to provide additional services or to comply with ancillary responsibilities, to the extent that this may be required for the effective compliance with the stipulated responsibilities:
- Ensure all facilities and buildings the electricity installation comply with Occupational health and safety act in accordance with electrical installation regulation requirements as per SANS 10142.
 - Attend faults and repair Electrical installation on an ad-hoc basis as and when instructed by the ELIDZ representative.
 - Preparation and approval of weekly routine repair and replacement program.
 - Respond to callouts for attending to electrical faults and defective equipment where necessary.
 - Report any additional repairs and shortcomings to electrical installation not previously listed but required to ensure compliance.
 - Prepare equipment asset register with serial numbers, sizes, services and test dates for inclusion in a database for use as an asset register.
 - Locate electrical cable faults and replace electrical wiring where necessary.
 - Undertake necessary repairs to Light switches, Area lighting, Security lighting, Hydro boilers, and UPS's as necessary.
 - Preparation of monthly reports.
 - Allow all the use of specialist contractors to repair, service and/or replace lighting protection. Pressure test cables and infrared scanning.
 - Repair or replace all damaged, lose or missing escape and appliance signage in accordance with the agreed schedule.
 - Ensure the disposal of erupted bulbs are disposed in accordance with the environmental regulations.

Bidders take cognizance and make allowance for the fact that continuity and sequence of work is likely to occur but cannot be guaranteed. Claims arising from such instances will not be entertained

2. Contractors Responsibility

- The contractor shall draw up the necessary Job Cards from the maintenance program, or in response to emergency call outs, or equipment failure, and hand the completed cards to the ELIDZ for verification and acceptance that the work has been duly executed.
- Obtaining and recording quotations for materials or equipment, selecting the most competitive supplier, obtaining approval from the client before placing orders.
- **The service provider should ensure resources assigned to this project have adequate skills and competent. In cases where additional resources will be required, he/she shall in writing request the approval of the extra staff for the specific task.**
- **Should they be replacement of the initial assigned resource based on RFQ submission. The service provider must make sure that the replacement resources match or better the qualification and experience as per the RFQ submission. Failure on the part of the Contractor to do so, shall permit the Client, without prejudice to its other**

rights, to summarily, and on such terms and notice as it may be deeming fit terminate the agreement.

- Record complaint's date, time, and details of the faults detected, and corrective action taken.
- Provide and maintain an up-to-date equipment inventory.
- Implement a system whereby each item of equipment's history of maintenance and repairs are recorded and retrievable at all times.

3. Call outs

- The contractor shall have a 24/7/365 callout facility
- The maximum period within which the contractor must respond to an emergency call is two (2) hours from notification.
- The Contractor shall ensure that standby arrangements for emergency callouts are in place at all times.
- A callout list with technicians' names and numbers must be provided to the ELIDZ as soon as the Contractor starts work on site.

4. Meetings

- The Contractor shall attend monthly Service Level Agreement (SLA) review and maintenance co-ordination meetings and any other meetings as called by the ELIDZ representative, Electrician or Electrical Engineer.

5. The appointed Contractor shall ensure the following:

- The safety of users of the equipment.
- All regulations as per the Occupational, Health and Safety (OHS) act are adhered to.
- The accuracy and reliability of the equipment performance.
- That preventative maintenance is carried out at all times.
- The equipment and associated spaces are kept clean and presentable at all times, and
- The maintenance is carried out in a programmed sequence in accordance with the maintenance programme.

6. Maintenance Programme

- All required maintenance activities for the duration of contract shall be performed within the required time limits as per the Maintenance schedule and within the contractual period.
- The frequency of maintenance activities shall be in accordance with the maintenance schedule.
- The Maintenance programme shall be in the format as indicated by the ELIDZ.
- In the event of any delays against the programme the contractor shall expedite the maintenance work to make up for any delays.
- The contractor shall deploy sufficient staff on the contract to ensure completion of the works within the programme and within normal working hours.
- Normal working hours will be from **09h00 to 14h00** Monday to Friday (5 hours) excluding weekends and public holidays.

7. Travelling

Travel costs shall be included in the pricing schedule.

TIME FRAME

The service provider must be able to provide the service at all times for the duration of the SLA/ as per acceptance letter.

FINANCIAL IMPLICATIONS

The service provider shall provide a clear cost summary for the work to be done. Payment will only be processed once delivering the material is received and within upon 30 working days after submitting all documentation.

All relevant costs should be included in the project cost and cannot be billed separately.

Time Constraints

The East London Industrial Development Zone would like the SLA to commence to commence on the date of the acceptance

Section 3
QUOTATION FORM

I/We _____ hereby offer to supply the services at the prices quoted in the Price Schedule below, in accordance with the conditions related thereto from the scope of work in section 2 above.

I/We accept that unless ELIDZ should otherwise decide and so inform me/us, this Quotation [and, if any, its covering letter and any subsequent exchange of correspondence], together with ELIDZ's acceptance thereof shall constitute a binding contract between ELIDZ and me/us.

I/We further agree that if, after I/we have been notified of the acceptance of my/our Quotation, I/we fail to deliver the said goods/service/s within the delivery lead-time quoted, ELIDZ may, without prejudice to any other legal remedy which it may have, cancel the order and recover from me/us any expenses incurred by ELIDZ in calling for Quotations afresh and/or having to accept any less favourable offer.

PRICE SCHEDULE

I/We quote as follows for the goods required, on a “delivered nominated destination” basis, including VAT:

EAST LONDON IDZ HEAD OFFICE BUILDING LOWER CHESTER ROAD SUNNYRIDGE EAST LONDON 5201 Contact Name: ...Anathi Mzantsi..... Telephone: ...043 702 8258.....	
Company Name..... Total Price inclusive of Value Added Tax Amount in words..... Signature	
The RFQ (Request for Quote) deadline for submission is 12h00 on the 21 September 2026 via email to: anathi@elidz.co.za NO LATE SUBMISSIONS WILL BE CONSIDERED!	

NB: Should the price in figures not agree with the price in words the EL IDZ will only consider the price as valid.

Item No	Description	Qty	Rate	Amount
	CONTRACT DOCUMENTS			
	These schedule of rates, together with any documents annexure, will constitute the agreement			
	TRADE PREAMBLES			
	The Contractor is to comply with the requirements set out in the construction regulations, 2003 issued under the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) and any amendments thereto			
	ALL ASPECTS OF THE HEALTH AND SAFETY ACT NEED TO BE ADHERED TO			
	<u>ELECTRICAL WORKS</u>			
	Items that are in repairs to existing and prices are to include for taking out damaged items, safely disposing thereof, preparing and installing new items.			
	All repairs/servicing are to conform to the relevant SANS			
	Building codes and any amendments thereto			

	SECTION A			
	<u>HEALTH AND SAFETY</u>			

	The Contractor is to comply with the requirements set out in the Construction Regulations, 2003 issued under the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) and any amendments thereto.				
1	A Health & Safety Plan needs to be submitted to the Department for approval prior to site handover and commencing any work.	NO	1	R	R
	Routine maintenance (inclusive of all labour, equipment, transport, and related costs)				
2	Complete monthly inspection & submit report in electronic format, recording works carried out, findings requiring attention and costs to resolve – This line item is for carrying out monthly inspection as per the days allocated to be site.	NO	8	R	R
	SECTION B: Sub-total				R
	SECTION B				
	<u>PROVISIONAL LABOUR COST</u>				
	Please note that these labour provisions are only going to be claimed as per approval of the site instruction by the ELIDZ Representative/ Electrical Engineer for Planned & Un-Planned repairs and emergencies. (After hours include, after 15pm to 8am, weekends and public holidays). Any additional employees must be communicated with ELIDZ Representative/ Electrician prior coming to site.				
1	Artisan labour rate per hour.	HRS	320	R	R
2	General assistant labour rate per hour	HRS	320	R	R

	MATERIAL COSTS				
	Original invoices for material used must be submitted with the application for payment, i.e costs must be proven				
	The percentage mark-up quoted below is to apply to all material cost irrespective of value. No extra claims for waste will be entertained				
6	Budgetary allowance for materials (Four Hundred Thousand Rands)	Sum	1	R300 000	R300 000
	PROFIT MARK-UP ON MATERIALS - Percentage markup on budgetary allowances of R (Fill in % and rand value)	%	%		R
	SECTION B: Sub-total				R
	TOTAL – SECTION A & B (excl VAT 15%)				R
	VAT 15%				R
	TOTAL AMOUNT				R

ANNEXURE 1 – SUPPLY MATERIALS PRICE RATE

	ELIDZ	Provisional for ELIDZ Estate Buildings Spare List
QTY	DESCRIPTION	UNIT PRICE
	MATERIAL	
1	5ftLED58W tube	R
1	T5LED54W tube	R
1	4ftLED36W tube	R
1	2ft18WFluorescenttube	R
1	PL36W4Pin straight bulbs	R
1	PL26W 4Pin Cross Pins bulbs	R
1	PL26W 2Pin cross Pins bulbs	R
1	PL18W 4Pin cross pins bulbs	R
1	PL18W 2Pin cross pins bulbs	R
1	PL13W 2Pin cross pins bulbs	R
1	PL9 2Pin cross pins bulbs	R
1	11W Edison screw Energy saver	R
1	14W Edison Energy saver	R
1	PIR36 Sensor surface mount	R
1	Décor wall/ ceiling fan	R
1	12v 50w Down Lights	R
1	220v Down lights	R
1	20A Mini rail circuit breaker	R
1	10A Mini rail circuit breaker	R
1	63A Earth leakage unit	R
1	15A Daynight switch	R
1	CBI Time switch	R
1	1x18-40/220-2400sramba Ballast	R
1	Fit8 3x36W/220-240 Ballast	R
1	Fit8 2x36W/220-240 Ballast	R
1	Fit PL2x 26W/220-240v Dali Ballast	R
1	Fit5/2x54/58/220-240 Ballast	R
1	QTI Dali3x36 Dim Ballast	R
1	QTI Dali2x28/54 Dim Ballast	R
1	QTI Dali3x18 Dim Ballast	R
1	Dali T/E2x26W-42DimOsram	R
1	Eco1x18-24W220-240 Ballast	R
1	Dali T/E2x18-42DimOsram	R

1	Parrot105/230-240	R
1	Parrot70/230-240	R

FUNCTIONALITY RETURNABLES

Response Format

1. Technical Merit

- The bidder must ensure all competencies certificates are attached as listed in the functionality table.

2. Applicant's Expertise and Resources

- The bidder must ensure all CVs attached include list of previous employment and period of employment.

3. Relevant Company experience

- Bidders must attach a company profile with a list of relevant projects completed. Each completed project must have a contract start date and contract end date and the details of the scope of work completed.
- If CV has no duties to show the experience, period of employment and no contactable referees there will be no score given

4. Implementation Methodology

- Bidders must attach method statements that indicate how the work will be carried out. The methodology must show how the bidder will complete the following: -
 - How will the bidder complete a basic replacement service,
 - How will the bidder respond to an emergency or equipment failure
 - How will the bidder manage contract, how they will ensure that the terms and conditions of the contract are complied with
 - How will the site be monitored and the submission of inspection reports. The bidder must also indicate how they manage live environments (the real world operational production setting.)
 - How will the bidder access outdoor units located above ground level

5. References

- Bidders must attach project experience in electrical maintenance service and installation in facilities – Score 5 points for each confirmation on completed projects or in progress carried out within the past 5 years (Three referees to be complete including delivery services satisfaction scoring of Annexure B of form P06-1 to score a maximum 15 points supported by the client's referral letter on a company letterhead).

CRITERIA 1. TECHNICAL MERIT

1.1 Tenderer to attach proof of training for technical in

- **Hazardous Identification and Risk Assessment (HIRA);**
- **Working at heights and use of fall arrest and Rescue.**
- **Installation, Joint and Termination of LV cables**
- **Cherry picker or Nifty Operator**

CRITERIA 2– INSERT/ATTACH UNDER THIS PAGE

APPLICANT'S EXPERTISE AND RESOURCES

2.1 Tenderer to attach CV for Senior Electrician

2.2 Tenderer to attach CV of Assistant Electrician

2.3 Tenderer to attach CV of a Project Manager

CRITERIA 3– INSERT/ATTACH UNDER THIS PAGE

RELEVANT COMPANY EXPERIENCE

**Tenderer's referees to complete, stamp and signed
P06-1 (Reference forms X 3)**

CRITERIA 4 – INSERT/ATTACH UNDER THIS PAGE

IMPLEMENTATION METHODOLOGY

- **Building Electrical maintenance services,**
- **Urgent/emergency response services,**
- **Contract management,**
- **Site supervision,**
- **OHS/CEMP compliance is envisaged**

**CRITERIA 5 – INSERT/ATTACH UNDER
THIS PAGE**

OCCUPATIONAL HEALTH AND SAFETY (OHS)