



**MICT SETA Head Office**  
Supply Chain Management  
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E-mail: [rfqs@mict.org.za](mailto:rfqs@mict.org.za)

<b>RFQ NUMBER</b>	<b>RFQ/MICT/84/2022</b>
<b>RFQ DESCRIPTION</b>	<b>APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE PARTITIONING SERVICES FOR THE CAPE TOWN REGIONAL OFFICE</b>
<b>RFQ ISSUE DATE</b>	<b>16 JANUARY 2023</b>
<b>NON-COMPULSORY BRIEFING SESSION</b>	<b>19 JANUARY 2023 @ 10:00 am to 14:00 pm</b> (suppliers to call/email before coming to the office) <b>Location:</b> The Boulevard Office Park Block B Ground Floor Searle Street Woodstock
<b>CLOSING DATE &amp; TIME</b>	<b>23 JANUARY 2023 @ 11:00 AM RFQ submitted after the stipulated closing date and time will not be considered.</b>
<b>LOCATION FOR SUBMISSIONS</b>	<a href="mailto:rfqs@mict.org.za">rfqs@mict.org.za</a>
<b>NO: OF DOCUMENTS</b>	<b>1 SOFT COPY</b>

For queries, please contact [rfqs@mict.org.za](mailto:rfqs@mict.org.za) before the closing date of this RFQ.

The MICT SETA requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME: \_\_\_\_\_

NATIONAL TREASURY (CSD) SUPPLIER NUMBER: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

E MAIL ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CELL NO: \_\_\_\_\_

SIGNATURE OF BIDDER: \_\_\_\_\_

**SUPPLIER REGISTRATION ON CSD**

Prospective suppliers must register on the National Treasury Central Supplier database in terms of National Treasury circular no 4A of 2016/17. The bidder shall register prior submitting a proposal/bid.



**RETURNABLE DOCUMENTS CHECKLIST**

**Quotation invitation document must be completed, signed, and submitted as a whole**, by the authorised Company representative. All forms must be properly completed, list below serve as a checklist of your RFQ submission.

(Tick in the relevant block below)

DESCRIPTION	YES	NO
<b>CSD</b> Central Supplier Database (CSD) Registration Report		
CIPC registration documents		
Pricing Schedule		
Valid Tax Clearance Certificate (S) and or proof of application endorsed by <b>SARS</b> and/or <b>SARS</b> issued verification pin		
<b>SBD 4</b> – Bidder’s Disclosure		

**Note: This RFQ must be completed and signed by the authorised company representative**

## MICT SETA –QUOTATION CONDITIONS

### 1. QUOTATION CONDITIONS

NOTE: Quotation for the supply of goods or services described in this document are invited in accordance with the provision of Government Procurement: General Conditions of Contract available for download from <http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/>

- a. **MICT SETA** does not bind itself to accept the lowest or any RFQ, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of the RFQ.
- b. No RFQ shall be deemed to have been accepted unless and until a formal contract/letter of intent is prepared and executed.

#### 1.1 **MICT SETA** reserves the right to:

- a. Not evaluate and award RFQ that do not comply strictly with the requirements of this RFQ.
- b. Make a selection solely on the information received in the RFQs and Enter into negotiations with any one or more of the preferred bidder(s) based on the criteria specified in the evaluation of this RFQ.
- c. Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders, and no change in the content of the RFQ shall be sought, offered, or permitted.
- d. Award a contract to one or more bidder(s).
- e. Withdraw the RFQ at any stage
- f. Accept a separate RFQ or any RFQ in part or full at its own discretion.
- g. Cancel this RFQ or any part thereof at any stage as prescribed in the PPPFA regulation.
- h. Select the bidder(s) for further negotiations on the basis of the greatest benefit to MICT SETA and not necessarily on the basis of the lowest costs

### 2. COST OF BIDDING

The bidder shall bear all costs and expenses associated with the preparation and submission of its RFQ or RFQ, and the MICT SETA shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection processes.

## TERMS OF REFERENCE

### **1. Background Information**

The Media, Information and Communication Technologies Sector Education and Training Authority, the "MICT SETA", was established in terms of the Skills Development Act, 1998 (Act No. 97 of 1998). Is responsible for skills development for its respective sub-sectors. The MICT sector is made up of five sub-sectors that are interconnected but also quite distinct and identifiable. These are Advertising, Film and Electronic Media, Electronics, Information Technology and Telecommunications.

### **2. Objective**

MICT SETA is seeking to appoint a service provider for building fabric alterations at the Western Cape regional office of the MICT SETA which is located at the Boulevard Office Park, Block B, Ground Floor, Searle Street, Woodstock, Cape Town.

### **3. Scope of Work / Terms of Reference**

1. Demolishing on drywall to open space to the reception
2. Partitioning of the following:
  - Dividing 1 big boardroom into 2 meeting rooms
  - Partitioning of a new main boardroom
  - Partitioning of sickbay
  - Partitioning of the staff dining area
3. Refurbishing of kitchen cabinets
4. Installation of skirting
5. Removal of existing tiles
6. Supply and installation of doors for the new spaces
7. Glazing of the front door
8. Painting of Walls
9. Flooring
  - Berber Point Carpet Tile - Polish
  - Floornet Patch Carpet Tile – Anchor
10. Ensure air circulation
11. Branding of the Office as per MICT SETA image
12. Pre-occupation cleaning

\*\* Service provider to provide the certificate of occupation from the municipality once work is completed.

**PRICING SCHEDULE**

Name of bidder \_\_\_\_\_

RFQ number: \_\_\_\_\_

Closing date \_\_\_\_\_

RFQ shall remain valid for acceptance for a period of **90 days** counted from the closing date.

Bidders are to provide further cost breakdown where necessary under each line item, and the sub-total and the overall RFQ price (Total) should be included. The below table is for illustration only:

Item	Requirement Description	Quantity	Unit Cost (Excl. VAT)	Total Cost (Excl. VAT)
1.	Demolition		R	R
2.	Drywalling/Partitioning		R	R
3.	Doors and Glazing		R	R
4.	Plumbing		R	R
5.	Joinery		R	R
6.	Painting		R	R
7.	Flooring		R	R
8.	Labour		R	R
9.	Office Branding		R	R
<b>Sub-Total</b>			R	
<b>VAT@15%</b>			R	
<b>TOTAL PRICE (INCLUDING VAT)</b>			R	

Complete below:

1. Delivery Address: **MICT SETA Cape Town Regional Office, The Boulevard Office Park Block B Ground Floor; Searle Street; Woodstock; Cape Town.**
2. Indicate Delivery period after order receipt.....
3. Is delivery period fixed? **Yes/No**
4. Is the price(s) fixed? **Yes/No**
5. Is the quote strictly to specification? **Yes/No**

I/We, the undersigned, agree that this bidding price shall remain binding on me/us and open for acceptance for the period stipulated above.

Authorised Company Representative: .....

Capacity under which this quote is signed.....

Signature: .....

Date: .....

## EVALUATION CRITERIA

### **EVALUATION CRITERIA**

RFQs received will be evaluated on mandatory criteria, and Price & Preference.

#### **1. MANDATORY EVALUATION CRITERIA**

Bids submitted will be evaluated on mandatory criteria

##### **a) Bidder must be registered with NHBC**

**Proof of evidence:**

Bidder must submit valid proof of registration with NHBC (National Home Builders Registration Council)

##### **b) Bidder must be registered with CIDB**

**Proof evidence:**

Bidder to provide valid proof of registration that is current with CIDB

##### **c) Track Record**

**Proof of evidence:**

Bidder to provide a minimum of three reference letters from previous clients for conducting office partitioning or office designing/re-designing services in the last 4 years.

##### **d) Bidder must demonstrate experience in the required field and provide qualifications**

**Proof of evidence:**

Bidder must submit CVs and certified copies of qualifications for the project manager, and supervisor.

##### **e) Project Plan Implementation**

**Proof of evidence:**

The bidder must provide its implementation plan for the project. The plan must include but not be limited to the following:

- Activities and Tasks
- Timeframes Deliverables
- Project Initiation Document
- Project- Kick-off meeting
- Weekly Project Report

Only bidders that have met all set mandatory requirements will qualify to be evaluated for price preference

**Note:** All bidders not meeting the set evaluation criteria will be declared non-responsive.

## **PRICE AND PREFERENCE EVALUATION**

Bidders who meet all evaluation criteria will be evaluated on price. The Lowest price selection will apply.

**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 interest<sup>1</sup> 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

1.2 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:  
 .....  
 .....

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



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 consortium<sup>2</sup> 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.
- 3.4 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.
- 3.5 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.
- 3.6 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.

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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

