



UNIVERSITY OF  
KWAZULU-NATAL<sup>™</sup>  
INYUVESI  
YAKWAZULU-NATALI

**RESEARCH FINANCIAL  
SERVICES - PROCUREMENT**

**REQUEST FOR QUOTATION (RFQ):**

**RFQ-UKZN-RFS 44/2024 - REFURBISHMENT OF BUILDINGS AT BISHOPSTOWE  
(MAIN BUILDING)**

QUOTE REQUEST DATE : 02 February 2024

BID CLOSSING DATE : 13 February 2024

TENDER VALIDITY : 60 working days

TENDERER'S NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, supplies or equipment and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid.

\_\_\_\_\_  
AUTHORISED SIGNATURE

\_\_\_\_\_  
PRINT NAME

**Completed documents are to be emailed to: [RFSProcurement@ukzn.ac.za](mailto:RFSProcurement@ukzn.ac.za) before stipulated date and time**

**INVITATION TO SUBMIT QUOTATION**

The University of Kwa-Zulu Natal hereby invites quotations from service providers, with demonstrable experience in the required and relevant discipline and duly registered with the relevant authority for the following scope of works. Service providers are required to be familiar with, and in compliance with the University's Procurement and Finance Policy and Procedures.

Queries relating to the issue of these documents shall be addressed to the Employer's Agent(s):

<b>UKZN Representative/s to whom Procurement Enquiries must be addressed</b>	Name: Mr. Lungisani Khatheni Address: University of KwaZulu-Natal, Procurement Office Telephone Number: 031 260 7620 Email address: <a href="mailto:RFSProcurement@ukzn.ac.za">RFSProcurement@ukzn.ac.za</a> <b>(All enquires must be in writing.)</b>
<b>UKZN Representative to whom Technical Enquires must be addressed to</b>	Name: Ndoda Zondo Address: University of KwaZulu-Natal, PMB Campus Email address: <a href="mailto:Ndvodza1@gmail.com">Ndvodza1@gmail.com</a> <b>(All enquires must be in writing.)</b>

**Tender Offers shall be submitted to:**

Place: [RFSProcurement@ukzn.ac.za](mailto:RFSProcurement@ukzn.ac.za)

Closing date: 13 February 2024

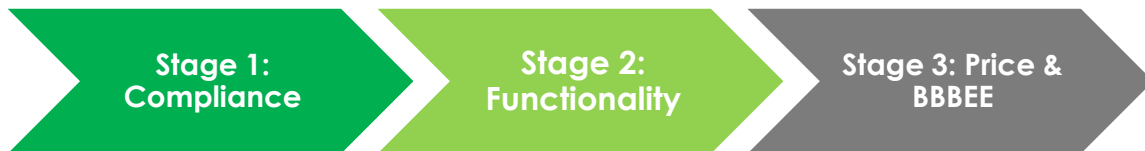
Time: 16h00

## SPECIFICATION

**See attached Scope of work/ Specification**

### 1. Tender evaluation processes

UKZN will apply the three-stage process of evaluating bids, namely Compliance, Functionality, and then Price/BBBEE component, using the preferential procurement mechanism of the 80/20 rule.



#### EVALUATION STAGE 1: COMPLIANCE

All tenders duly lodged as specified in this document will be examined to determine compliance with tender requirements and conditions. Bids with deviations from the requirements/conditions will be eliminated from further consideration.

**\*The bidder is required to submit the following mandatory documents\*:**

- The Tender document fully completed and signed.
- The Tenderers to submit **Valid Tax Compliance Status Pin** Printout before closing date and time. Failure to submit a valid TCC Pin will lead to the invalidation of the bid.
- General Building Works (GB) – Contractor Grading Designations level **1 ONLY**.
- Electrical Engineering Works – Building (EB): Contractor Grading Designations level **1 ONLY**.
- Company registration document, Director's ID, Share Certificates
- Valid Public Insurance Liability of a minimum cover of **R 5 000 000.00**
  - Cover must still be in effect
  - Period of cover must be indicated on the document
  - The policy document/ confirmation of cover should not be older than 1 year.
- Workman's Compensation/ Letter of Good Standing (COID).

**EVALUATION STAGE 2: Functionality Evaluation**

Bidders are to provide the following documentation:

- Previous experience (three reference letters and three purchase orders, each reference letter must correspond with each purchase order from **R200 000,00** and above).
- Delivery lead time confirmation – letter must be on company letter head.
- Confirmation letter to empower community – at least 15% workforce must be community (e.g. unskilled and semi-skilled labour).

**EVALUATION STAGE 3: Price & B-BBEE (80/20)**

Thereafter, only the qualifying bids will be evaluated in terms of the 80/20 preference mechanism, where 80 points will be used for price and 20 points are allocated to Broad-Based Black Economic Empowerment, in line with the grading per the BBBEE Act in place at the time of the advertisement.

A maximum of 80 points is allocated for price on the following basis: **80/20**

$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where:

$P_s$  = Points scored for comparative price of bid under consideration

$P_t$  = Comparative price of bid under consideration

$P_{min}$  = Comparative price of lowest acceptable bid

<b>BBBEE Level</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>Non-compliant</b>
Contracts up to R50 million	20	18	14	12	8	6	4	2	0
Contracts exceeding R50 million	10	9	6	5	4	3	2	1	0

**\*B-BBEE Status Level Certificate or affidavit to confirm status in order to claim preference points. If no BBBEE certificate or affidavit is provided, bidder will score zero points. \***

## 2. LIST OF ALL RETURNABLE & COMPULSORY DOCUMENTS

Description	Compulsory (Yes / No) Non-Submission will render to Tenderer non-responsive	Compulsory (Yes / No) For Tender Evaluation Purposes	Tenders Check
<b>Documents Required for Eligibility to proceed to next Phase of Evaluation</b>			
Tender document fully completed and signed.	<b>Yes</b>		
Tax Clearance Status Pin Printout.	<b>Yes</b>		
Company registration document, Certified Copies of Director's IDs, Share Certificate	<b>Yes</b>		
General Building Works (GB) – Contractor Grading Designations level <b>1 ONLY</b> .	<b>Yes</b>		
Electrical Engineering Works – Building (EB): Contractor Grading Designations level <b>1 ONLY</b> .	<b>Yes</b>		
Public Insurance Liability of a minimum cover of R 5 000 000.00	<b>Yes</b>		
Workman's Compensation/ Letter of Good Standing (COID)	<b>Yes</b>		
Previous Experience Reference letters not list		<b>Yes</b>	
Delivery Lead Time Confirmation		<b>Yes</b>	
Confirmation letter to empower community		<b>Yes</b>	
<b>Documents Required for Evaluation of BBBEE</b>			
B-BBEE Status Level Certificate or Affidavit		<b>Yes</b>	

### 3. Pricing schedule/ Bill of Quantities summary

A pricing must be included that covers all the components that make up the total price for supply and delivering.

All amounts must be in South African Rands.

See bill of Quantities below:

ITEM NO	PAYMENT REF.	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
<b>A</b>		<b><u>PRELIMINARY AND GENERAL</u></b>				
<b>A1</b>		<b>GENERAL (SMALL WORKS)</b>				
		<i>Fixed Cost Items</i>				
A1.1		Contractual Requirements	sum	1		
<b>A2</b>		<b>TIME-RELATED ITEMS</b>				
A2.1		Contractual Requirements	sum	1		
<b>A3</b>		<b>QS FUNCTION</b>				
A3.1	PPS1	Provisional sum	sum	1		
<b>B</b>		<b><u>BUILDING RENOVATIONS</u></b>				
<b>B1</b>		<b>CLASSROOMS, CONFERENCE ROOM AND OFFICE</b>				
		-				
B1.1	PPS3	Replace damaged ceilings	m <sup>2</sup>	9,2		

B1.2	PPS4	Painting of ceilings	m <sup>2</sup>	90,1		
B1.3	PPS5	Crack filling, painting of walls	m <sup>2</sup>	72,8		
B1.4	PPS6	Floor (patching, crack filling and painting)	m <sup>2</sup>	90,1		
B1.5	PPS7	Replace missing window handles and stays	no.	25		
B1.6	PPS8	Fix broken window panes (200 x 200)	no.	30		
B1.7	PPS8	Fix and repaint doors	sum	2		
B1.8		Gutters	m	6		
B1.9		Fascias and Barge Boards	m	12		
B1.10		Downpipes	no.	4		
<b>C</b>		<b><u>ADDITIONAL WORK</u></b>				
<b>C1</b>		<b>Sundry items</b>				
C1.1		CCTV Camera, solar powered - Provisional Sum	no.	1		

C1.2		Sink, counter top and cupboard - Provisional Sum	no.	1		
C1.3		Tables and chairs - Provisional sum	sum	30 T + 30 C		
<b>D</b>		<b><u>BUILDING RENOVATIONS</u></b>				
<b>D1</b>		<b>CARETAKER'S HOUSE</b>				
D1.1	PPS2	Rewiring, install distribution box (provisional sum)	sum	1		
D1.2	PPS3	Replace damaged ceilings	m <sup>2</sup>	3,6		
D1.3	PPS4	Painting of ceilings	m <sup>2</sup>	40		
D1.4	PPS5	Crack filling, painting of walls	m <sup>2</sup>	124,5		
D1.5	PPS6	Floor (patching, crack filling and painting)	m <sup>2</sup>	40		
D1.6	PPS7	Replace missing window handles	no.	5		
D1.7	PPS8	Fix broken window panes (200 x 200)	no.	6		



D1.8	PPS8	Fix broken doors and repaint them	sum	4		
D1.9		Xpanda security doors - supply and fit	sum	2		
D1.10		Replace or fix broken doors and paint them	sum	4		
D1.11		Down pipes - supply and fit	no.	2		
D1.12		Clean and paint fascias	sum	1		
<b>E</b>		<b><u>FURNITURE</u></b>				
<b>E1</b>		<b>CARETAKER'S HOUSE</b>				
E1.1		Provisional allowance for kitchen sink and cupboard	sum	1		
<b>Subtotal</b>						
Contingencies						
<b>Subtotal</b>						
VAT				15%		
<b>TOTAL</b>						

#### 4. TAX COMPLIANCE STATUS REQUIREMENTS

*[Tax Clearance Pin obtained from SARS to be inserted here]*

## 5. MANDATORY COMPANY REGISTRATION CERTIFICATES

*[CIPC Registration documents to be inserted here]*

## 6. B-BBEE Status Level Certificate or Affidavit

*[B-BBEE Status Level Certificate or Affidavit to be inserted here]*

## 7. General Building Works (GB) – Contractor Grading Designations level 1 ONLY

*[ CIDB Certificate confirmation to be inserted here ]*

## 8. Electrical Engineering Works – Building (EB): Contractor Grading Designations level 1 ONLY.

*[ CIDB Certificate confirmation to be inserted here ]*

## 9. Valid Public Insurance Liability

*[ Public Liability confirmation to be inserted here ]*

**10. Workman's Compensation/ Letter of Good Standing (CIOD).**

*[ CIOD Certificate confirmation to be inserted here]*



## 11. Previous Experience

*[ Reference Letter/s with confirmation of order to be inserted here ]*

## 12. Delivery Lead Time

*[ Delivery Lead Time confirmation to be inserted here]*

### 13. Confirmation letter to empower community

*[ confirmation letter to be inserted here]*