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Request for Quotation (RFQ) for the supply and installation of carpet tiles at Midridge Office Estate (South), cnr Pioneer and Atlantis Ave, Building A, Ground Floor, Midrand

RFQ No 01/07/02/2020

Date of issue	Thursday, 23 January 2020
Closing Date and Time	Friday, 07 February 2020 at 11h00. <i>(Late Quotations will not be considered)</i>
Contact details	For submission of quotations or any other enquiries: Email info@asb.co.za <i>(Please use RFQ No. as subject reference)</i>

1. INVITATION FOR QUOTATION

Quotations are hereby invited from suitably qualified and experienced contractors for the supply and installation of carpet tiles at *Midridge Office Estate (South), cnr Pioneer and Atlantis Ave, Building A, Ground Floor, Midrand*

2. SCOPE OF WORK AND QUOTATION REQUIREMENTS

The supplier is required to quote on the supply and installation of Carpet tiles,

The scope of work involves the removal of old carpet tiles and laying of new carpets tiles.

- Lift and remove existing carpets tiles

Board Members: Mr V Ngobese (chair), Ms F Abba, Ms L Bodewig, Mr C Braxton,
Mr K Hoosain, Ms I Lubbe, Mr K Makwetu, Ms P Moalusi, Ms N Themba
Alternate: Ms M Sedikela
Chief Executive Officer: Ms E Swart, Technical Director: Ms J Poggiolini

- Prepare surfaces for new carpets tiles (if required)
- Lay new carpets tiles

The supplier must quote as per the below Bill of Quantities (BOQ):

Item	Description	Unit	Qty	Rate	Amount
	Lift and remove existing carpet tiles and prepare floors where needed by apply self-levelling screed "Tal Screed Master" or similar approved screed on primed floor in accordance with the manufacturer's specifications. (Quote for 1 (one) m ² . Final Quantities to be determined)	m ²	1		
	Supply and install Belgotex 500 x 500mm "Hard Graft" Shaded Edge tiles in reception area, boardroom and offices. Carpet tiles to be laid in accordance with SANS 10186 fitting code of practice	m ²	180		
	<u>Safety file.</u> Ensure all insurance including public liability and workmen's compensation is in place prior to commencement of works. Provide copies of proof to be kept on site at all times				

Additional Requirements:

- The supplier must submit quotation on their official company letterhead.
- The supplier must quote on all the items/services listed in the above BOQ or scope of work.
- The pricing must be firm and inclusive of all costs required to render the required services to the ASB.

Mandatory documents required / returnables:

- Current company profile clearly showing the company's core activities. The profile must highlight the expertise of the contractor in building maintenance and flooring. It must also include a minimum of three carpeting/flooring projects done in the last 2 to 5 years.
- The service provider must provide a minimum of three (3) written testimonial letters for similar work or services done in the last 2 to 5 years. The letters must include telephone numbers and email addresses of the referees. **NB- (Similar Building maintenance and flooring contracts)**
- Proof of compliance with the Compensation for Occupational Injuries and Disease Act (COID). Please submit proof.
- SBD 1 – Invitation to bid

- SBD 4 – Declaration of interest

Experience required:

- The contractor must have proven experience of supplying and installing the following flooring solutions:
 - Carpets

This must be highlighted in the company profile and testimonial letters from the contractor's previous clients in the last 2-5 years

3. PRE-QUALIFICATION CRITERIA TO ADVANCE CERTAIN GROUPS

3.1 Only Qualifying Small Enterprises (QSEs) that are B-BBEE Level 1 and 2, will be considered. A valid certified copy of a B-BBEE Certificate or letter of exemption must be submitted to be considered for this tender

4. EVALUATION CRITERIA

- 4.1 Selection of suppliers will be based on the 80/20 preference point system.
- 4.2 Provide a B-BBEE Certificate, or letter of exemption indicating the B-BBEE Status level.
- 4.3 No B-BBEE status will equal zero points.
- 4.4 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use www.csd.gov.za to register.
- 4.5 No contract will be signed without a valid CSD number.

4.6 Elimination Criteria:

Suppliers will be eliminated under the following conditions:

- Late submission of Quotes;
- If supplier does not quote on all items in the BOQ;
- If supplier does not have any experience in the supply and installation of the above-mentioned flooring solutions- meaning if they have **NOT** rendered such services in the past as the **main** contractor.
- Submission at wrong location or incorrect email address (***Please submit electronically to Info@asb.co.za***);
- Non-submission of relevant company profile;
- Non-submission of at least a minimum of three (3) testimonial letters on similar work done;
- Non-submission of official documentary proof for compliance with COID Act; and
- If the supplier fails to submit any of the mandatory/returnable documents.

NB: Previous or some of the work done must be in Gauteng region to be accessible for site visits to verify quality of supplier's workmanship. If the quality of workmanship is not satisfactory, ASB reserves the right not to appoint the supplier with the highest number of preferential procurement points

5. PRICING QUOTATION

- 5.1 Price needs to be provided in South African Rand (incl. VAT), with details on price elements that are subject to escalation and exchange rate fluctuations clearly indicated.
- 5.2 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.
- 5.3 Payment will be according to the ASB Payment Terms and Conditions.

The price should be firm and inclusive of costs and all services required to complete the project.

6. SUB-CONTRACTING

- 6.1 A supplier will not be awarded points for B-BBEE status level if it is indicated in the quotation documents that such a supplier intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a supplier qualifies for, unless the intended sub-contractor is an exempted micro enterprise that has the capability and ability to execute the sub-contract.
- 6.2 A supplier awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an exempted micro enterprise that has the capability and ability to execute the sub-contract.
- 6.3 If the supplier intends to sub-contract, they must indicate the value of the work in Rands to be sub-contracted in relation to the total quoted amount. The supplier must also indicate the name(s) of the company / contractor.
- 6.4 All BBBEE certificates of the sub-contractors must also be submitted. Non-submission will result in 0 points being awarded for BBBEE.
- 6.5 In case of proposal from a joint venture, the following must be submitted together with the proposal/Quotation:
 - Joint venture agreement including split of work signed by both parties;
 - The original or certified copy of the B-BBEE certificate of the joint venture;
 - The Tax Clearance Certificate of each joint venture member;
 - Proof of ownership/shareholder certificates/copies; and
 - Company registration certificates.

7. OTHER TERMS AND CONDITIONS

- 7.1 The supplier shall under no circumstances offer, promise or make any gift, payment, loan, reward, inducement, benefit or other advantage, which may be construed as being made to solicit any favour, to any ASB employee or its representatives.
- 7.2 Such an act shall constitute a material breach of the Agreement and the ASB shall be entitled to terminate the Agreement forthwith, without prejudice to any of its rights.