



26th November 2015

Request for Quotation Lighting Demonstration Unit

1 Purpose

The purpose of this Request for Quotation (RFQ) is to outline the scope of work for an independent service provider to design and construct an Energy Demonstration Display Unit with functions as outlined in this document. The project is a marketing initiative that forms part of the cities drive to increase the use of energy efficient and energy saving technologies.

2 Description

This device will be utilized to demonstrate the difference in energy consumption of different lighting options. The lighting technologies featured in this demonstration will be technologies in everyday use by the public. The Municipality aims to Emphasize the importance of switching to more energy saving and showcase some of the options that are available to the public.

3 Scope of work

The scope of works for the Lighting Demonstration Unit is as following:

- 1) Design and construction and delivery of a lighting power consumption comparison metered display unit.
- 2) Provide basic technical training on meter use.

3.1 Design elements of the case

The demonstration unit shall be designed and constructed in accordance to the specifications outlined below; The display should be encased within insulated, aluminum casing (Similar to a briefcase, including dimensions). The energy office may however consider reasonable and compliant proposals brought forward by the service provider. The top side of the case should carry the eThekweni logo. The branding shall be full original color, the size shall be one third ("1/3") of the briefcase size and the shape shall be rectangular in proportion to the briefcase and centred on the briefcase accordingly.

The inside of the briefcase shall be partitioned into two (2) sections, (Top and bottom section), with the inside, bottom section of the case designed to securely house one of each lamp selected, thus the case will house a total of 5 lamps. The lamp housing should include sufficient padding and individual sections of each light bulb to minimize damage to the bulbs.

The Top section should be designed with the 5 different connection points to plug in the different light bulbs that will be measure against each other. The meter will also be housed in the top part of the case.

The inside, top section of the case should house the various light fittings, with individual switches, immediately below/above the relevant light fitting.

Those fittings and switches should be connected to a central watt meter that comes fitted with an LED display; the final positioning of all components will be discussed in consultation with the supplier for optimum operation. . The meter supplied should be programmable with accuracy class of 0.5 or better.

The displayed figure on the meter should be expressed in accordance with the range of consumption over a certain period of time i.e. Watt/sec

Figure 1 below shows a diagram of different light bulbs their corresponding codes. The display unit and the fitting supplies to hold the bulbs should be fed from the standard 220V domestic supply. The display unit should include one of each of the following fittings;

1. A Series Lamp
2. CA series lamp
3. R series lamp
4. MR series lamp
5. PS series lamp

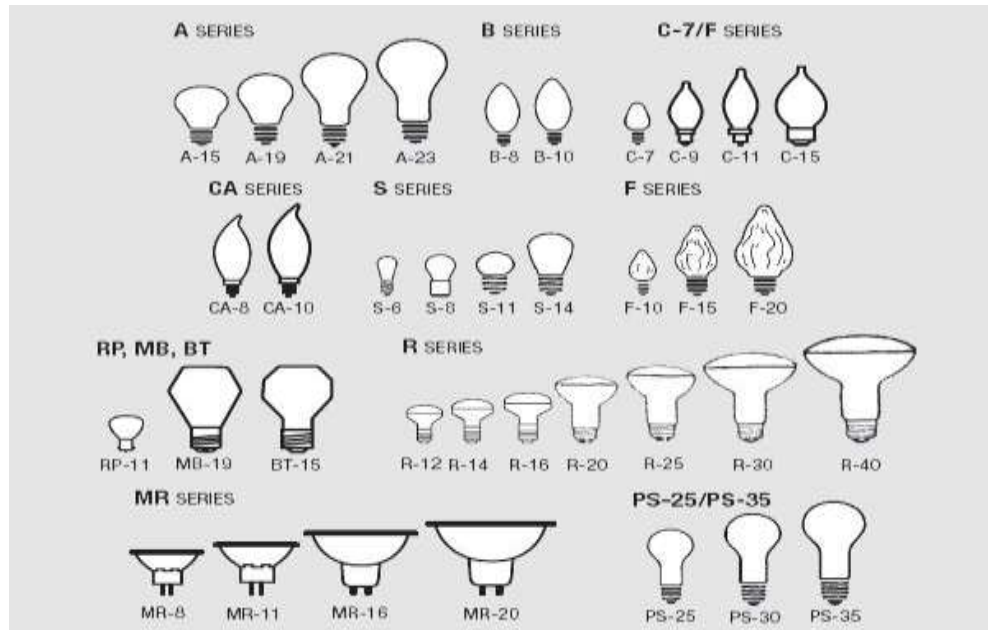


Figure 1: light fittings to be incorporated (Source: bulborama, Image by unknown)

The service provider will also need to supply and deliver 5 pare lamps for each lamp type.

3.2 Casing description

The case should have a removable connection point at the back when it is open for display and be configured to connect directly onto a standard power socket.

A 5m and 2m electrical cable should be included terminated with a male connection point at the one end and electrical 3 pin plug point at the other end.

An unobtrusive supporting arm should be incorporated to stabilize the case when it is open.

Before construction begins, the designs must be approved by the Energy Office.

A protective cover is also needed.

All components should be SABS approved.

4 Proposal Submission

This contract will be adjudicated in terms of the eThekweni Municipality Supply Chain Management rules and policies and will follow the 80:20 rule. The procurement will be done in terms of the Section 18 of approved Supply Chain Management Policy, “Procedures for procuring goods or services through written or verbal quotations and formal written price quotations¹” (i.e. formal written price quotations for procurements of a transaction value over R30 000 up to R200 000 (VAT included)).

4.1 Proposal Adjudication criteria

The adjudication of proposals will be conducted in two phases in terms of the following Scoring System:

4.1.1 Step 1: Functionality (100 Points)

Service providers will be judged on relevant project experience and ability to carry out the job successfully.

Companies/Individuals must score a minimum of 70 points for “Step 1: Functionality” in order to be evaluated for “Step 2: Price and Preferential Procurement”.

The adjudication of proposals will be conducted in two phases in terms of the following Scoring System:

Criteria	0%	40% (poor)	70% (satisfactory)	90% (good)	100% excellent)
1	0 points	18 points	31.5 points	40.5 points	45 points
2	0 points	12 points	21 points	27 points	30 points
3	0 points	10 points	17.5 points	22.5 points	25 points

Criteria	Description	0%	Poor (40%)	Satisfactory (70%)	Good (90%)	Very good (100%)
Experience in electrical/ electronic simulation panel or similar product development.	Do the service provider and the proposed team have the necessary experience in electrical/ electronic simulation panel or similar product development?	No response	The team has some experience in electrical/electronic simulation panel or similar product development but have not completed similar projects	The team has completed at least one project of similar size and complexity	The team has completed more than one project of similar size and complexity	The team has completed more than one project of similar size and complexity with a specific focus on programmable scroll displays.
Warranties and guaranties	Has the service provider specified the component, product or system warranty or guarantee in the submission document.	No Response	The service provider has specified manufacture warranties and guarantees only.	The service provider has specified manufacturer warranties and guarantees as well as a system warranty of up to 12 months	The service provider has specified manufacturer warranties and guarantees as well as a system warranty of up to 18 months	The service provider has specified manufacturer warranties and guarantees as well as a system warranty of more than 24months
Supplier location	Is the supplier located in the eThekwini Municipal Area?	Not located in the eThekwini Municipal Area	Not applicable	Not applicable	Not applicable	The supplier is located (i.e. has office space) in eThekwini Municipality

4.1.2 Step 2: Price and preferential procurement (100 points)

- Price [80 points]
- Preferential Procurement [20 Points] Broad Based Black Economic Empowerment Points will be awarded to bidders in accordance with the table below:

B-BBEE Status Level of Contributor	80/20 Point System
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

4.2 Total Scores

The total adjudication score will be recorded as follows

Criteria	Max.Points Scoring
Phase1: Functionality	100 Points
Team member's experience	45points
Warranties & Guaranties	30 points
Location	25 points
TOTAL Phase 1:	100
Phase 2: Price and Preferential Procurement	100 Points
Price	80
Preferential Procurement	20
TOTAL Phase 2:	100

5. Proposal Requirements

Proposals need to be structured as follows:

- 1) A chapter outlining the company history and background.
- 2) A chapter clearly outlining Team member's experience in electronic product development with examples of previous work. Please indicate team member's names that will be working on this project. Clearly indicate which product was done by which team member and state the date product was developed
- 3) A chapter clearly outlining warranties and guaranties for specific components
- 4) A chapter clearly outlining a budget breakdown showing the total amount for product development including VAT. The proposal must be accompanied by the following supporting documents:

1. The location of the submitting entities offices,
2. Original Valid Tax Clearance certificate,
3. Annexure: Supporting Documents (MBD 9 Forms):
 - a. Original Declaration of Interest
 - b. Original Declaration of Municipal Fees
 - c. Original Certificate of Independent Bid Determination
 - d. Certified copy of BBBEE certification

THE CLOSING DATE FOR SUBMISSIONS OF QUOTATIONS IS 11H00 ON THE 18th December 2015

Each service provider must submit a quotation clearly marked “**RFQ-Lighting Demonstration Unit** “
Quotations/proposals need to be submitted to:

E-mail: Sindy.Majola@durban.gov.za
Delivered to: Sindy Majola
3rd Floor, SmartXchange, Durban, 4001
Tel: 031 311 4509

For Technical Queries contact
Mazwi Mkile (Mazwi.Mkile@durban.gov.za) or Priscilla Moodley (moodleypr@durban.gov.za)
Tel: 031-311 4415

NOTE: if you are submitting a softcopy, it has to be accompanied by a hard-copy.

Please ensure that you receive a confirmation of receipt if submitted by email and that emails do not exceed 5 MB in size. The eThekweni Municipality does not bind itself to accept the lowest or any quotation, and reserves the right to accept a portion of any quotation, unless the supplier expressly stipulates otherwise in their quotation. The eThekweni Energy Office does not undertake to consider quotations received after the due date and time unless clear evidence of dispatch is available. This request for quotations is subject to any changes which may stem from a negotiation of the final terms with the service provider, as well as any additional budget which may be allocated to the project. Payment arrangements will be negotiated on the basis of the completion of project milestones and will be outlined in the letter of appointment. Final payment will be paid on full completion of the project and the receipt of the final set of deliverables.

1 Annexure: Supporting Documents

A. DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state².
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1. Full Name of bidder or his or her representative:.....

3.2. Identity Number:

3.3. Position occupied in the Company (director, trustee, shareholder³):.....

3.4. Company Registration Number:

3.5. Tax Reference Number:.....

3.6. VAT Registration Number:

3.7. The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8. Are you presently in the service of the state? **YES / NO**

If yes, furnish particulars.....

3.9. Have you been in the service of the state for the past twelve months?**YES / NO**

²MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

³Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

If yes, furnish particulars.....

.....

3.10. Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

If yes, furnish particulars.

.....

.....

3.11. Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

If yes, furnish particulars

.....

.....

3.12. Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

If yes, furnish particulars.

.....

.....

3.13. Is any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?**YES / NO**

If yes, furnish particulars.

.....

.....

3.14. Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?**YES / NO**

3.14.1 If yes, furnish particulars:

.....

.....

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

.....

Signature

.....

Date

.....

Capacity

.....

Name of Bidder

A. DECLARATION OF MUNICIPAL FEES

I/We do hereby declare that the Municipal fees of _____ (company name), are, as at the date of the tender closing, fully paid up, or arrangements have been concluded with the Municipality to pay the said fees :

ACCOUNT	ACCOUNT NUMBER
ELECTRICITY	_____
WATER	_____
RATES	_____
JSB LEVIES	_____
OTHER	_____

I acknowledge that should it be found that the Municipal fees are not up to date, the Council may take such remedial action as is required, including termination of contract, and any income due to the Contractor shall be utilised to offset any monies due to the Council.

Name

Signature

Designation

Date

B. CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Municipal Bidding Document (MBD) must form part of all bids¹ invited.

2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a per se prohibition meaning that it cannot be justified under any grounds.

3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

MBD 9 CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf

of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
6. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - a) has been requested to submit a bid in response to this bid invitation;
 - b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. 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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - a) prices;
 - b) geographical area where product or service will be rendered (market allocation)
 - c) methods, factors or formulas used to calculate prices;
 - d) the intention or decision to submit or not to submit, a bid;
 - e) the submission of a bid which does not meet the specifications and conditions of the bid; Or
 - f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. 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.

10. 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.

.....

Signature

.....

Date

.....

Position Name of Bidder

.....

Date

³ 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.