

OPERATIONS MAINTENANCE DEPARTMENT

INVITATION TO QUOTE

An invitation is hereby issued to suitably qualified and experienced service providers to provide services as described on the table below:

Business Unit: Operations Directorate	RFQ number: RFQ MUT 468/2026
RFQ Description:	Appointment of a Maximum of Three (3) Contractors for Appliances / Fixtures Maintenance Rectification Work on a Job-Card Basis for a Period of Four (4) Months
Requestor: Mr Kabelo Mocwane Contact No: 031 819 9430 E-mail: mocwane.kabelo@mut.ac.za	Buyer: Mr Sikhulile Thusi Contact no: (031) 819 9535. E-mail: thusi.sikhulile@mut.ac.za
Request Date:	31 August 2026
Non-Compulsory Briefing/Information session	Thursday, 03 September 2026 11:00–13:00 (Microsoft Teams — joining details: https://teams.microsoft.com/join/324784457196942?p=KaCBNxWJm9fGYjdLG5 published with this RFQ; no registration required)
Contract Period	Maximum four (4) calendar months from commencement, or until the Employer's approved budget is reached, or until completion and acceptance of all authorised works — whichever occurs first
Budget / Award Basis	The Employer has an approved operational budget for this appointment, to be confirmed to the successful bidder in the Letter of Appointment / Purchase Order. This appointment is subject to that approved budget.
Pricing Basis	Hybrid: fixed intervention rates + schedule of rates (labour / materials / plant) as specified
CMMS Reference	Synthesised weekly maintenance report, extracted 19 August 2026 — shared in full with the successful bidder on appointment
Closing date: 09 September 2026 Closing Time: 11h00	Completed Quotation should be returned via e-mail: thusi.sikhulile@mut.ac.za
Payment term	30 days in arrears upon receipt of a valid invoice
NB: RFQ documents should be submitted to the email address above. Clarification questions to be directed to the buyer on the above email address.	

Mangosuthu University of Technology is committed to the implementation of its Procurement Policy on Broad-based Black Economic Empowerment (BBBEE).

The University does not bind itself to accept the lowest bid and reserves the right to accept the whole or part of any bid. If you are not contacted within 90 working days after the closing date of the tender, consider your tender unsuccessful. The University does not bind itself to accept the lowest bid and reserves the right to accept the whole or part of any bid.

OFFICIAL REQUEST FOR QUOTATION (RFQ)

INSTRUCTIONS: The supplier information must be completed in full, and this document must be signed by authorized personnel. The supplier must carefully read the instructions and the terms and conditions of this document. Failure to adhere to these instructions and terms and conditions may result in rejection of the submission.

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Table of Contents

SECTION 1- BIDDER'S INFORMATION, CONDITIONS AND TERMS OF REFERENCE	3
1.1. RFQ CONDITIONS:	3
1.2. WHAT IS MUT LOOKING FOR?	3
1.3. SCOPE OF WORK:	4
1.4. CONTRACT DATA.....	4
1.4.1. CONTRACT PERIOD, MOBILISATION AND ONCE-OFF NATURE.....	4
1.4.2. CONTRACT OBJECTIVES	5
1.4.3. CONTRACT ADMINISTRATION AND TASK ORDERS.....	5
1.4.4. REMEDIES, RESERVATION OF RIGHTS AND GENERAL CONDITIONS	5
1.4.5. ACCEPTANCE	6
1.4.6. PRICING INSTRUCTIONS	6
1.4.7. VERIFICATION, DIAGNOSIS & QUANTIFICATION PROTOCOL	6
1.5. IMPORTANT NOTES: Advertisement and Eligibility to Respond.....	7
1.5.1 SITE BRIEFING / INSPECTION	7
1.6. SBD 4-BIDDER'S DISCLOSURE	8
SECTION 2- EVALUATION PROCCESS	11
2.1 STAGE 1- ADMNISTRATIVE AND MANDATORY COMPLIANCE	11
2.2 STAGE TWO – FUNCTIONALITY EVALUATION (100 POINTS).....	11
2.3 PRICING AND VALUATION MODEL	14
2.4 PRICING SCHEDULE — SUMMARY (for evaluation).....	16
2.5 PRICE AND PREFERENCE POINTS EVALUATION.....	18
SECTION 3- CONTRACT MANAGEMENT, EXECUTION AND CLOSE OUT REQUIREMENTS	19
3.1 JOB CARD RESPONSE AND WORK PROGRAMME	19
3.2 SITE ACCESS AND NO-ACCESS PROTOCOL	19
3.3 ROLE OF THE EMPLOYER'S MAINTENANCE TEAM	19
3.4 QUALITY, TESTING AND WARRANTY.....	20
3.5 OWNERSHIP OF REMOVED MATERIALS AND COMPONENTS	20
3.6 COMPLETION EVIDENCE AND PAYMENT (CMMS CLOSE-OUT)	20
3.7 CONTRACTOR RESPONSIBILITIES	20
3.8 EXCLUSIONS AND BOUNDARIES	20
SECTION 4- MUT DECLARATION FORMS	21
4.1 MUT DECLARATION FORMS	21
CHECKLIST TO BE COMPLETED BY THE BIDDER:	23
ANNEXURE A: RESOURCING DECLARATION FOR IMMEDIATE (24-HOUR) MOBILISATION	24
ANNEXURE B: DECLARATION OF NON-DEFAULTER STATUS	26

SECTION 1- BIDDER'S INFORMATION, CONDITIONS AND TERMS OF REFERENCE

Bidder's Name:	
Contact Number:	
Name & Surname of Authorized Person:	
E-mail:	
Company Registration Number:	

1.1. RFQ CONDITIONS:

1. Bidders must submit all necessary documents and complete all forms and questionnaires contained in this RFQ in full. MUT applies the two-stage process of evaluating tenders, namely functionality and Price component.
2. MUT does not permit advance payments. Bidders are required to make provision for all costs associated with the supply and delivery of the goods/services. Payment shall be made only after successful completion of the required deliverables, verification by the end-user department, and receipt of a valid tax invoice.
3. Pricing: do not show separately.
4. Bidders responding to this quotation are deemed to do so, on the basis that they acknowledge and accept all Terms of Reference of this quotation.
5. The 90-day validity period may not be extended unless otherwise stated by the MUT
6. Incomplete or late submissions will not be evaluated.
7. Return quotations to the email address provided herein before closing date and time.
8. Should the bidder not receive the letter of award or the purchase order within the validity period, the bidder must consider their quotation unsuccessful.
9. MUT reserves the right to appoint or not appoint a service provider for this project. MUT will not necessarily accept the lowest quotation in part or full, it will be MUT's discretion to appoint the most suitable service provider who will add value to MUT.

1.2. WHAT IS MUT LOOKING FOR?

This RFQ seeks the appointment of a maximum of three (3) contractors for Appliances / Fixtures to undertake trade-specific maintenance rectification work over a four-month period, instructed on an ongoing basis via job cards linked to defects reported and verified through the Employer's maintenance management system. The Defect Register is a live, continuously updated record; it is not attached to this RFQ and is not published — it is provided in full only to the successful bidder, on appointment, to enable job-card issuance. This is not a medium- or long-term maintenance framework; Framework Agreements are being progressed separately. Bidders price this RFQ using the Illustrative Costing Exercise (Section 12) comparable illustrative quantities applied equally to every bidder — not against a fixed list of current defects. The Contractor carries out work only

against a job card, issued by the Employer's Maintenance Team, referencing an item that has been reported and verified on the Employer's maintenance management system; no work is undertaken on an item that has not been reported and logged in this way. The Contractor provides completion evidence suitable for record closure and completes all authorised job cards within the four-month contract period, up to the Employer's approved budget.

1.3. SCOPE OF WORK:

The scope covers trade-specific maintenance rectification for Appliances / Fixtures, instructed via job cards issued throughout the appointment period. Scope includes, but is not limited to diagnosis, repair, replacement and making-safe of reported appliances and associated fixtures, including stoves, fridges and other appliances/fixtures recorded in the defect register.

Scope Identification Rules (mandatory):

- Only items logged, verified and issued to the Contractor via a job card fall within scope; no work is undertaken on an item that has not been reported and logged in this way.
- Each item retains its Reference ID. The Contractor assigns an RFQ/Work Item ID for execution tracking.
- The Contractor does not omit an item merely because the reported description is incomplete, diagnosis and definition form part of the service.
- Where an item is already resolved, duplicated, or belongs to another trade, the Contractor records the finding with evidence and notifies the Employer — no rectification claim is payable.
- Any additional work discovered that is directly related and essential for safe completion of a job-carded item requires written prior approval before execution.

1.4. CONTRACT DATA

1.4.1. CONTRACT PERIOD, MOBILISATION AND ONCE-OFF NATURE

contract commences upon the date specified in the Letter of Appointment / Purchase Order and remains in force for a maximum period of four (4) calendar months, or until the Employer's approved budget is reached, or until completion and acceptance of all authorised works — whichever occurs first, subject to the applicable contractual provisions.

The Contractor mobilises and commences the initial verification and rectification process within twenty-four (24) hours of receipt of the Purchase Order / formal instruction.

Work under this appointment is performed during the Employer's normal maintenance working hours (08:00–16:00, Monday to Friday, excluding public holidays and the University's shutdown period). Any work outside these hours requires prior written arrangement with the Employer's nominated representative.

As part of this appointment, the successful Contractor is required to sign a performance-based Service Level Agreement (SLA), setting out the applicable service standards, response and rectification timeframes, and performance measures for this appointment. The Letter of Appointment / Purchase Order and the signed SLA together constitute the contract for the purposes of this RFQ.

No expectation of continuation, renewal or future work is created. The Contractor has no entitlement to work arising from future backlog or from separate Framework Agreements.

The Employer has an approved operational budget for this once-off appointment, to be confirmed to the successful bidder in the Letter of Appointment / Purchase Order; this figure is not published in this RFQ so that bidder's price is competitively rather than toward a stated ceiling. The Contractor immediately notifies the Employer should the aggregate value of authorised work approach the Employer's approved budget. Minor variations or directly related additional work discovered on site may be authorised within that approved budget without a new procurement process; work beyond it requires a separate approved procurement process.

1.4.2. CONTRACT OBJECTIVES

- Clear the listed reported maintenance backlog for the trade within a maximum of four (4) calendar months.
- Prioritise P1, safety-critical and student-residence defects first.
- Enable uniform, comparable pricing through a fixed set of intervention rates plus transparent schedule-of-rates components.
- Complete verification, quantification, diagnosis, rectification, testing, making-good, waste removal and evidence pack for each item.
- Close each defect against its Reference ID with evidence suitable for Employer verification and CMMS closure.

1.4.3 CONTRACT ADMINISTRATION AND TASK ORDERS

1. No work may commence without a written task order or written instruction issued by the authorised MUT representative.
1. Emergency, after-hours, weekend and public holiday work must be pre-authorised in writing, except where immediate attendance is expressly instructed by MUT to prevent loss or damage, in which case written confirmation must follow as soon as reasonably possible.
2. Each task order shall define the scope, deliverables, timeframes, response expectations and approval arrangements.
3. Completed work must be signed off by the designated MUT representative before invoicing.
4. MUT reserves the right to rotate work among panel members, obtain quotations from panel members for specific tasks, or use any approved panel allocation method provided this is applied fairly, transparently and in line with MUT policy.
5. MUT may require replacement of any deployed resource whose performance, conduct, workmanship or compliance is unsatisfactory.

1.4.4 REMEDIES, RESERVATION OF RIGHTS AND GENERAL CONDITIONS

1. MUT is not obliged to appoint any bidder and may cancel the RFQ or panel process in accordance with applicable law and policy.
1. MUT reserves the right to verify any information submitted and to request clarification or substantiation where necessary.
2. MUT reserves the right to negotiate with the highest scoring acceptable bidder(s) in line with applicable law and internal policy, provided such negotiations do not materially prejudice any bidder or alter the

basis of the competition unlawfully.

3. Any false declaration, misrepresentation, fronting practice, fraud or misstatement may result in disqualification, cancellation of contract, reporting to relevant authorities and/or restriction in accordance with applicable legislation.
4. The successful panel members shall at all times remain compliant with tax, CSD, COIDA, CIDB, and insurance requirements during the contract period.

1.4.5. ACCEPTANCE

By submitting a quotation the bidder confirms that it has examined this RFQ, understands the once-off four-month nature of the appointment, the 24-hour mobilisation requirement, and that its tendered rates become the Contractor's Schedule of Rates for the appointment (Section 12), and accepts the prescribed pricing, verification and work-order mechanism, and the requirement to sign a performance-based Service Level Agreement as part of this appointment.

1.4.6. PRICING INSTRUCTIONS

- All rates exclusive of VAT unless expressly stated otherwise.
- Every required rate must be completed. Blank rates may render the bid non-responsive.
- Rates include all costs necessary to perform the service except items expressly identified as separately payable.
- No alternative pricing format is accepted in place of the prescribed Pricing Schedule.
- No unlisted surcharges, call-out charges, administration fees or extra percentage mark-ups may be added.
- The total evaluated and subsequent authorised expenditure under this RFQ remains within the Employer's approved budget.

1.4.7. VERIFICATION, DIAGNOSIS & QUANTIFICATION PROTOCOL

To enable accurate pricing and smooth implementation, every item follows this sequence:

- i. **FIND & ACCESS** — Locate the exact room/fixture identified on the job card. Record any access constraint immediately.
- ii. **VERIFY** — Confirm the reported defect still exists. Take a clear before photograph (include Reference ID or location marker where practical).
- iii. **DIAGNOSE** — State what is actually wrong in technical language sufficient for an RFQ-ready description.
- iv. **MEASURE / QUANTIFY** — Record exact quantities, dimensions, pipe sizes, wattages, m², linear metres, or counts as applicable. Update the register columns.
- v. **CLASSIFY** — Match the work to the nearest Fixed Intervention Rate code where possible. If the work falls outside fixed rates or exceeds a simple diagnosis, submit a short measured scope + cost for approval before proceeding (except make-safe).
- vi. **EXECUTE** — Perform the authorised rectification, test/commission, make good, remove waste.
- vii. **EVIDENCE & SIGN** — Complete after photograph, materials used, test result, date, and contractor signature. Return the updated register row for Employer verification and record closure.

- viii. No payment is due for mere attendance where no authorised diagnostic or rectification service was performed, except where the applicable attendance rate has been expressly authorised.

1.5. IMPORTANT NOTES: Advertisement and Eligibility to Respond

- 1 This RFQ is issued by open public advertisement. It is not a closed or invitation-only process: any supplier that meets the mandatory returnable (Section 2) and the trade-specific requirement stated there may respond, whether or not that supplier is already listed on the Employer's supplier database.
- 2 The RFQ is advertised on the Employer's official website and notice boards, and additionally through channels intended to reach the local community — consistent with Operations' intention that this appointment be delivered by contractors based in the surrounding area. Locality is not a mandatory eligibility criterion and is not used to disqualify a compliant, non-local bidder; the advertising channels used, and the 24-hour mobilisation requirement (Section 8), are the practical mechanisms intended to favour local response, not a formal restriction on who may bid.
- 3 A supplier's presence on the Employer's supplier database does not by itself establish eligibility for this RFQ; database-listed suppliers must still submit the mandatory returnables in Section 2 in response to this specific advertisement.
- 4 Should fewer than three (3) compliant quotations be received by the closing date, the Employer may, at its discretion and subject to the applicable approval authority, either extend the closing date and re-advertise, or proceed to evaluate the quotations actually received, with written motivation recorded accordingly.

1.5.1 SITE BRIEFING / INSPECTION

No compulsory site briefing or site inspection is held for this RFQ. An optional online (Microsoft Teams) briefing session is available on Thursday, 03 September 2026 from 11:00 to 13:00, for bidders who wish to attend; joining details are published with this RFQ and no prior registration is required. Attendance is not compulsory and does not relieve the bidder from pricing the complete prescribed scope. Bidders price this RFQ using the Illustrative Costing Exercise (Section 12) and this RFQ document alone — not against a list of current defects, which is not published at this stage. Bidders are expected to be familiar with general campus conditions, consistent with the local, community-based contractor pool this RFQ is directed at. Actual on-site verification, diagnosis and quantification of each item takes place after appointment, in accordance with Section 10 (Verification, Diagnosis & Quantification Protocol), and pricing is protected accordingly through the fixed-rate / measured-rate mechanism in Section 11.4.

Because there is no compulsory site briefing, bidders may submit written queries on the RFQ — including the intended scope or interpretation of any Fixed Intervention Rate description — up to three (3) working days before the closing date. The Employer issues written responses to all bidders who have registered interest, so that every bidder prices from the same shared understanding.

1.6 SBD 4-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 interest¹ 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 the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/shaving the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 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:

.....
.....

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 consortium² 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.

² 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.

- 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.

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

SECTION 2- EVALUATION PROCESS

Quotations will be evaluated in three stages as set out below:

- Stage 1: Administrative and mandatory compliance.
- Stage 2: Functionality evaluation and
- Stage 3: Price and preference points in terms of the 80/20 preference point system.

2.1 STAGE 1- ADMINISTRATIVE AND MANDATORY COMPLIANCE

- a) Completed and signed RFQ response / declaration forms.
- b) Completed Pricing Schedule (every required rate filled).
- c) Company registration Documents
- d) valid Tax compliance status Pin
- e) Board/Directors Resolution or Proxy (If not Sole Proprietor)
- f) COIDA Letter of Good Standing
- g) Valid Public liability Cover insurance of not less than R1 million or a Letter of Intent from a registered insurer confirming the ability to provide Public Liability Cover of not less than R1 million upon award of the contract.
- h) Short resourcing declaration confirming staff and tools available for immediate (24-hour) mobilisation. (Annexure A)
- i) Declaration of Non-Defaulter Status (Annexure B)
- j) **Trade-specific returnable — Appliances / Fixtures:**
 - SAQCC Gas registration where gas appliances fall within the scope of works. Where an appliance remains under manufacturer warranty, confirmation of authorised service agent status is required before repair, to avoid the warranty.

NON – MANDATORY RETURNABLE DOCUMENTS (STAGE 1)

1. CSD MAAA NUMBER -----(please insert in the space provided)
2. BBBEE Certification – No points will be allocated if not provided.

2.2 STAGE TWO – FUNCTIONALITY EVALUATION (100 POINTS)

The evaluation criteria for functionality considers the bidder's previous experience and ability, quality, reliability, viability and durability of all equipment, goods and or services as well as the Bidders technical capacity and ability to execute and maintain a contract.

Note:

- No bidders will be considered further unless the minimum qualifying score/percentage for functionality has been achieved.
- Only bidders scoring minimum of 70 points and more shall be considered for Stage 3 dealing with Price & BBBEE.
- Only bidders who meet the minimum qualifying threshold will be considered. The three highest-ranked responsive bidders following the final Price and Preference evaluation may be appointed, subject to MUT's right to appoint fewer than three contractors.

Table 1: Functionality Criteria

Functionality Criteria	Weights
COMPANY EXPERIENCE AND REFERENCES The bidder to submit a company profile and Copies of reference letters for proven experience in Appliances Fixtures maintenance rectification projects completed within the last 3 years. The references should include the name of the entity, nature of contract, contact person (Relevant person), contact number and email address. Note: Please ensure reference letters are on the clients' letterhead.	Maximum 40 points
Three (3) or more reference letters for plumbing/hot water maintenance rectification projects completed within the last 3 years, each indicating satisfactory performance and contact details	40 Points
Two (2) reference letters for similar projects completed within the last 3 years	30 Points
One (1) reference letter for similar project completed within the last 3 years	15 Points
Reference letters submitted but not related to plumbing/hot water maintenance	5 Points
No reference letters submitted	0 Points
EXPERIENCE OF KEY PERSONNEL All resources need to submit a CV should not be more than 2 pages each; the South African Identity Document (ID) copy; Qualification /Trade Certificate to score the relevant points; Proof of Employment/Letter of Commitment	Maximum 30 Points
Site Supervisor contractor's ability to coordinate resources, manage quality, and ensure timely completion of job-card-driven maintenance works. Site Supervisor with 10 years or more relevant maintenance supervisory experience and relevant qualification (10 Points) Site Supervisor with 7-9 years' relevant experience and relevant qualification (7 Points) Site Supervisor with 5-6 years' relevant experience and relevant qualification (4 Points) Site Supervisor with 3-4 years' relevant experience and relevant qualification (2 Points) Less than 3 years' experience or no evidence submitted (0 Points)	10 Points
X3 Registered/Trade-Tested Mechanical Applicable Trade Test Certificate (3 Points per Artisan) More than 5 Years Experience in Mechanical maintenance support post qualification (2 Points per Artisan) More than 3 – 4 Years Experience in Mechanical maintenance support post qualification (1 Point per Artisan) Less than 3 years' experience or no evidence submitted (0 Points)	15 Points

X1 Electrical Artisan with Wireman License		
Applicable Trade Certificate+Wireman License	(3 Points)	5 Points
More than 5 Years experience post qualification	(2 Points)	
3 – 4 Years experience post qualification	(1 Points)	
Less than 3 years' experience or no evidence submitted	(0 Points)	
Methodology for Executing Job-Card-Based Maintenance Rectification (10 Points)		Maximum 10 points
Brief methodology for executing job-card-based maintenance rectification.		
Comprehensive understanding of maintenance rectification process, verification, diagnosis, execution and close-out		10 Points
Basic understanding demonstrated		5 Points
No clear understanding demonstrated		0Points
Mobilisation and Response Plan		Maximum 10 points
mobilisation within 24 hours.		
Clear plan showing resources, transport, supervision and ability to respond within 24 hours		10 Points
Basic mobilisation plan		5 Points
No mobilisation plan		0 Points
Reporting and Quality Management		Maximum 10 points
Response should align with the RFQ's requirements for evidence packs, progress reports and job card close-out.		
Detailed reporting, quality control, photographs, sign-offs and close-out process		10 Points
Basic reporting process described		5 Points
No reporting process described		0 Points
TOTAL POINTS FOR FUNCTIONALITY		100 Points

2.3 PRICING AND VALUATION MODEL

A hybrid model is used so that bids remain comparable while still allowing on-site diagnosis of incompletely described defects. All rates exclude VAT. The aggregate of all authorised payments under this appointment does not exceed the Employer's approved budget (confirmed to the successful bidder in the Letter of Appointment), and remains within that approved budget in all cases.

2.3.1 Labour Rates

Rates include wages, statutory costs, normal hand tools, PPE, attributable supervision, overheads, profit and administration. Materials and approved plant are separate.

Evaluation Basket Assumption

For comparison purposes only, the Employer assumes a total of 200 labour hours allocated across the categories below. Every bidder's own tendered hourly rates are applied to this same allocation to produce the Labour-Hour Basket (see the worked example in Section 12).

Table 2: Assumed Labour Hours (Evaluation Basket)

Labour Category	Assumed Hours
Appliance Technician / Artisan	120
Electrical Technician where required	30
General Worker / Assistant	40
Supervisor	10

Table 3: Labour Rates (Tender Rates, Excl. VAT)

Labour Category	Unit	Tender Rate (excl. VAT)
Appliance Technician / Artisan	hour	R _____
Electrical Technician where required	hour	R _____
General Worker / Assistant	hour	R _____
Supervisor	hour	R _____

2.3.2 Materials Mark-up

Table 4: Materials Mark-up

Item	Unit	Tendered Rate / Percentage
General materials	% mark-up	_____ %
Specialist / special-order materials	% mark-up	_____ %

Materials are charged at verified actual acquisition cost plus the single tendered mark-up. Supplier invoices may be required. No further handling or profit mark-up is permitted.

All materials procured or supplied by the Contractor for this appointment must comply with applicable SABS/SANS standards and other relevant best-practice standards. The Employer's Maintenance Team may reject non-compliant materials on site; rejected materials are not accepted for payment or for use in the works.

Evaluation Basket Assumption

For comparison purposes only, the Employer assumes a common materials basket of R150,000 (general materials) and R30,000 (specialist/special-order materials). Each bidder's own tendered mark-up percentage is applied to these assumed base costs to produce the Evaluated Material Mark-up Contribution (see the worked example in Section 12).

2.3.3 Plant and Equipment

Table 5: Plant and Equipment

Code	Plant / Equipment	Unit	Tender Rate
AP01	Appliance diagnostic equipment	day	R _____
AP02	Material handling / lifting equipment	day	R _____
AP03	Access equipment	day	R _____
—	Other specialist plant/equipment not listed (Contractor to specify item)	day	R _____ (if approved)

Where plant or equipment genuinely required for a listed item is not covered by the codes above, the Contractor states this at diagnosis stage (Section 10) and submits the item, expected duration and a rate for written approval before use; such items fall outside the Evaluation Basket and do not affect bid comparison, but may be authorised for payment once approved.

Evaluation Basket Assumption

For comparison purposes only, the Employer assumes the notional hire durations below. Every bidder's own tendered day rates are applied to these same durations to produce the Plant/Equipment Basket (see the worked example in Section 12). The "Other" row above is excluded from this comparison basket, for the reason stated.

Table 6: Assumed Plant/Equipment Days (Evaluation Basket)

Plant / Equipment	Assumed Days
AP01 (Appliance diagnostic equipment)	10
AP02 (Material handling / lifting equipment)	5
AP03 (Access equipment)	5

Normal hand tools are included in labour rates. Specialist plant is chargeable only when necessary and authorised.

2.3.4 Fixed Intervention Rates (for commercial comparison and simple, well-defined interventions)

These rates include labour, ordinary tools and normal incidentals. Materials and approved plant are extra where the schedule separates them. Use the fixed rate when the verified work matches the description; otherwise apply the labour + materials model after prior approval.

Column Guide

- **Tender Rate:** the bidder's own quoted price per unit for that intervention, excluding VAT. The bidder completes this column; it is the rate the bidder proposes to charge for that type of job.
- **Evaluated Amount:** calculated as Illustrative Qty × Tender Rate. The bidder does not complete this column by hand — it is a calculated figure used only to compare bids on an equal basis; it is not a committed order value or a payment amount (see "Important — Evaluation Quantities" below).

Table 7: Fixed Intervention Rates

Code	Intervention	Unit	Illustrative Qty	Tender Rate	Evaluated Amount
A01	Attend, diagnose and report on appliance defect	item	4	R _____	R _____
A02	Repair appliance – labour component	item	2	R _____	R _____
A03	Remove and replace appliance – labour only	No.	2	R _____	R _____
A04	Test appliance and confirm safe operation	No.	3	R _____	R _____
A05	Repair/replace appliance electrical connection – labour only	No.	2	R _____	R _____

A06	Make-safe defective appliance pending repair/replacement	No.	2	R _____	R _____
	TOTAL — Fixed-Intervention Basket (sum of Evaluated Amount column)				R _____

Important — Evaluation Quantities

The quantities shown in the “Illustrative Qty” column above are illustrative only. They form a common mathematical basket used solely to compare rates submitted by all bidders on an equal basis. They do not represent a commitment by the Employer to order those quantities, nor do they limit or expand the actual scope of work. Actual quantities are determined on site after verification and diagnosis of each Defect Register item, and are authorised via individual Work Orders / job-cards.

Application of Fixed Intervention Rates

These rates are provided primarily for commercial comparison of bids and for pricing of straightforward, clearly defined interventions that match the description after on-site verification. Where, after diagnosis, the required work is materially different from the fixed-rate description (for example full replacement instead of repair, additional components, or a complex multi-trade interface), the Contractor: (a) completes the verification and diagnosis steps; (b) submits a short measured scope and cost using the Labour + Materials + Plant rates; and (c) obtains written authorisation from the Employer before proceeding (except for immediate make-safe work). The Employer reserves the right to instruct either the fixed-rate route or the measured route for any item.

Managing Estimation Risk in Fixed-Rate Descriptions

Interpretation of Intervention Descriptions: because no compulsory site inspection precedes this RFQ, descriptions such as “minor defect” are necessarily general rather than measured. Two safeguards apply: (i) the written query process (Section 3) lets bidders resolve ambiguity in scope or interpretation before pricing, with the Employer’s answer published to every bidder equally; and (ii) the Evaluation Basket is a comparison mechanism only — actual payment is based strictly on the work verified and authorised after appointment (Sections 10 and 18), so no bidder gains an advantage by assuming a narrower scope at bid stage than is actually required on site.

Managing Estimation Risk in Fixed-Rate Descriptions

Interpretation of Intervention Descriptions: because no compulsory site inspection precedes this RFQ, descriptions such as “minor defect” are necessarily general rather than measured. Two safeguards apply: (i) the written query process (Section 3) lets bidders resolve ambiguity in scope or interpretation before pricing, with the Employer’s answer published to every bidder equally; and (ii) the Evaluation Basket is a comparison mechanism only — actual payment is based strictly on the work verified and authorised after appointment (Sections 10 and 18), so no bidder gains an advantage by assuming a narrower scope at bid stage than is actually required on site.

2.4 PRICING SCHEDULE — SUMMARY (for evaluation)

Table 8: Pricing Schedule Summary

Component	Bidder Entry
Total evaluated fixed-rate basket	R _____
Total evaluated labour-rate basket	R _____
Evaluated material mark-up contribution	R _____
Evaluated plant/equipment basket	R _____
Specialist subcontractor mark-up (if applicable)	_____ %
TOTAL EVALUATED PRICE (EXCL. VAT)	R _____
VAT (15 %)	R _____
TOTAL EVALUATED PRICE (INCL. VAT)	R _____
Note: Award subject to total remaining within the Employer’s approved budget.	

Worked Example

The table below illustrates this calculation using three hypothetical bidders. These figures are for illustration only and do not reflect actual bids.

Labour-Hour Basket — how each bidder's total is built

Table 9: Worked Example — Labour-Hour Basket

Labour Category	Bidder A	Bidder B	Bidder C
Appliance Technician / Artisan	R36 000 (120h×R300)	R34 800 (120h×R290)	R42 000 (120h×R350)
Electrical Technician where required	R10 500 (30h×R350)	R9 900 (30h×R330)	R12 000 (30h×R400)
General Worker / Assistant	R6 800 (40h×R170)	R6 400 (40h×R160)	R8 000 (40h×R200)
Supervisor	R4 000 (10h×R400)	R3 800 (10h×R380)	R4 600 (10h×R460)
Labour-Hour Basket (subtotal)	R57 300	R54 900	R66 600

Material Mark-up Contribution — how each bidder's total is built

Table 10: Worked Example — Material Mark-up

Materials	Bidder A	Bidder B	Bidder C
General materials (base R150 000)	R13 500.00 (9%)	R12 000.00 (8%)	R18 000.00 (12%)
Specialist / special-order materials (base R30 000)	R3 300.00 (11%)	R3 000.00 (10%)	R4 500.00 (15%)
Material Mark-up Contribution (subtotal)	R16 800.00	R15 000.00	R22 500.00

Plant/Equipment Basket — how each bidder's total is built

Table 11: Worked Example — Plant/Equipment Basket

Plant / Equipment	Bidder A	Bidder B	Bidder C
AP01 (Appliance diagnostic equipment)	R7 000 (10d×R700)	R6 800 (10d×R680)	R8 200 (10d×R820)
AP02 (Material handling / lifting equipment)	R4 000 (5d×R800)	R3 800 (5d×R760)	R4 500 (5d×R900)
AP03 (Access equipment)	R5 000 (5d×R1000)	R4 900 (5d×R980)	R5 750 (5d×R1150)
Plant/Equipment Basket (subtotal)	R16 000	R15 500	R18 450

Total Evaluated Price, Points and Ranking

Table 12: Worked Example — Totals, Points and Ranking

	Bidder A	Bidder B	Bidder C
Fixed-Intervention Basket (from Section 11.4 Total, that bidder's own rates)	R175 000	R170 000	R205 000
= Total Evaluated Price (Excl. VAT)	R265 100	R255 400	R312 550
+ VAT (15%)	R39 765.00	R38 310.00	R46 882.50
= Total Evaluated Price (Incl. VAT)	R304 865.00	R293 710.00	R359 432.50
B-BBEE Contributor Level	Level 1	Level 4	Level 2
Price Points (out of 80)	76.96	80.00	62.10
Preference Points (out of 20)	20.00	12.00	18.00
Total Points (out of 100)	96.96	92.00	80.10
Ranking	1st	2nd	3rd

Every figure above is built from that bidder's own tendered rates applied to the same Evaluation Basket assumptions set out in Sections 11.1-11.3 (assumed hours, assumed materials base, assumed plant days) and Section 7.4 (Illustrative Qty). Only the rates differ between bidders — the quantities never do. In this illustration, Bidder A is recommended for award despite not offering the lowest price, because its B-BBEE preference points make up the difference under the 80/20 system. Bidder B, despite having the lowest price, ranks 2nd once preference points are applied. Award remains subject to Bidder A's evaluated price remaining within the Employer's approved budget, and to all mandatory returnables and eligibility criteria being met.

2.5 PRICE AND PREFERENCE POINTS EVALUATION

Quotations are evaluated using the mandatory 80/20 price-and-preference-points system, applicable to procurement exceeding R30,000 (VAT inclusive).

Step 1 — Total Evaluated Price

The Employer applies the same Evaluation Basket quantities (fixed-intervention basket + labour-hour basket + material mark-up on a common assumed basket + plant rates) to every compliant bidder's tendered rates, to produce a single Total Evaluated Price per bidder. This basket is a mathematical comparison tool only and is not a commitment by the Employer to those quantities.

Step 2 — Price Points (out of 80)

The lowest Total Evaluated Price among responsive bidders receives full marks (80). Every other bidder's price points are calculated using the standard formula:

$$P_s = 80 \times (1 - (P_t - P_{min}) / P_{min})$$

where P_s = price points, P_t = the bidder's own Total Evaluated Price, and P_{min} = the lowest Total Evaluated Price among responsive bidders.

Step 3 — Preference Points (out of 20)

Points are awarded according to the bidder's B-BBEE Contributor status, per the standard 80/20 preference point scale:

Table 13: B-BBEE Preference Points Scale

B-BBEE Contributor Level	Preference Points (out of 20)
Level 1	20
Level 2	18
Level 3	16
Level 4	12
Level 5	8
Level 6	6
Level 7	4
Level 8	2
Non-compliant / no valid B-BBEE documentation	0

Step 4 — Total Points and Ranking

Price Points and Preference Points are added together (out of 100). The bidder with the highest Total Points is recommended for award, subject to the evaluated price remaining within the Employer's approved budget, and to all mandatory returnables and eligibility criteria being met. Rate reasonableness and outlier checks may also be performed.

Accepted Rates Become the Contractor's Schedule of Rates

This Illustrative Costing Exercise serves two purposes: it is the mechanism used to select the winning bidder (above), and it fixes the Contractor's Schedule of Rates for the appointment. The rates and percentages the successful bidder tendered in Sections 11.1-11.4 are not renegotiated after award — they become the contracted rates for the full four-month period. Actual payment applies these same accepted rates to the quantities of work actually verified and authorised on site (Section 18), not to the illustrative quantities used for comparison in this section. Where genuinely required work falls outside the rates and codes covered by Sections 11.1-11.4 (for example specialist plant not listed, or an intervention with no matching Fixed Intervention code), the Contractor submits the item, a measured scope, and a proposed rate for the Employer's written approval before proceeding — except immediate make-safe work — rather than treating the omission as open-ended.

Note:

Non-compliant contributors or failure to provide certification substantiating the BBBEE status level of contribution will result in the Bidder being awarded zero (0) points for the preference point system.

SECTION 3- CONTRACT MANAGEMENT, EXECUTION AND CLOSE OUT REQUIREMENTS

3.1 JOB CARD RESPONSE AND WORK PROGRAMME

The Contractor submits a brief methodology with the quotation, and thereafter operates as follows:

- Mobilisation within 24 hours of Purchase Order / Letter of Appointment.
- Job cards are actioned in the priority order instructed by the Employer, with P1 and residence-critical items prioritised immediately.
- Measurable weekly progress reporting (number of items assigned, verified, rectified, outstanding).
- Quality checks, evidence compilation and final close-out before the end of the three-month period.
- Daily Work Sheets, completed for each working day, recording the specific items attended to, work performed, and tangible evidence (photographs, quantities/measurements, materials used) substantiating the work conducted; signed by the Contractor's on-site representative and countersigned by the Employer's Maintenance Team — in addition to a numerical progress summary (Assigned / Visited / Verified / No Access / Resolved / Outstanding) in a format acceptable to the Employer.

The Contractor does not defer difficult or low-value defects. Every job card issued must be either rectified, formally diagnosed/escalated, or recorded as no-access / duplicate / not-applicable with evidence before close-out.

3.2 SITE ACCESS AND NO-ACCESS PROTOCOL

Access is coordinated through the Employer's nominated representative. Occupied residences require compliance with institutional rules. Where access is unavailable the Contractor records date, location, reason and evidence of the attempt. A no-access item is not treated as completed; the Employer decides on further attempts or escalation.

3.3 ROLE OF THE EMPLOYER'S MAINTENANCE TEAM

The Employer's Maintenance Team (Operations Directorate / Facilities) is responsible for the following throughout the contract period, working alongside the Contractor to enable orderly and verifiable execution of the sweep:

- Issue a job-card for each authorised item, referencing the Reference ID and RFQ/Work Item ID, before work commences.
- Coordinate site access with building/residence occupants and the Contractor, in accordance with Section 14 (Site Access and No-Access Protocol).
- Direct the Contractor to the exact location of each reported defect and confirm the reported condition on site.
- Inspect materials proposed or brought on site by the Contractor to confirm compliance with SABS/SANS standards and other applicable best-practice standards, before those materials are used or installed.
- Inspect work in progress and on completion, to confirm the rectification matches the authorised scope and meets the required quality standard.
- Verify satisfactory completeness of each item against the Defect Register and the completion evidence submitted by the Contractor.
- Sign off the job-card for each completed item, as the Employer's acceptance record.
- Action the record closure process for each verified, signed-off item, so that the CMMS accurately reflects completed work.
- No item may be treated as complete, and no related payment may be authorised, without a signed-off job-card and the corresponding record closure.

3.4 QUALITY, TESTING AND WARRANTY

Work is performed by competent (and where required registered) persons. Materials are new, fit for purpose, and compliant with applicable SABS/SANS standards and other relevant industry best-practice standards. Systems are tested after repair where applicable. Defective workmanship is rectified at no extra cost during the warranty period (minimum 90 (ninety) calendar days, or longer manufacturer/statutory warranty where applicable).

3.5 OWNERSHIP OF REMOVED MATERIALS AND COMPONENTS

All materials, fixtures, components and equipment removed or replaced under this appointment remain the property of the Employer. The Contractor carefully removes, tags (with Reference ID / Work Item ID where practical) and hands over such items to the Employer's Maintenance Team for the Employer's internal disposal / scrap / asset process. The Contractor does not remove any replaced material from campus without prior written authorisation. No credit, scrap value or set-off is due to the Contractor for removed materials unless expressly agreed in writing.

3.6 COMPLETION EVIDENCE AND PAYMENT (CMMS CLOSE-OUT)

For each Reference ID the Contractor submits a completion pack containing:

- Before photograph (where practical).
- After photograph showing completed condition.
- Reference ID and RFQ/Work Item ID.
- Concise description of work performed and quantities.
- Materials used + supporting cost evidence where claimed.
- Test / commissioning result where applicable.
- Date completed and contractor representative name/signature.
- Employer verification / acceptance block.
- Payment is based solely on authorised work actually completed and verified, using the accepted tender rates and supporting documentation, subject always to the overall contract value cap. The pack enables the Employer to close the corresponding record on the CMMS.

3.7 CONTRACTOR RESPONSIBILITIES

- Provide competent supervision and trade personnel sufficient for continuous progress over the four-month period.
- Provide all ordinary tools, PPE and safe working equipment.
- Comply with the Employer's site rules, health & safety requirements and access controls.
- Protect students, staff, visitors and property.
- Maintain and submit the required numerical progress records.
- Immediately report safety-critical conditions or defects requiring escalation.
- Coordinate with the Employer and any other trade contractors to avoid interface conflicts.
- Monitor expenditure against the Employer's approved budget and notify the Employer timeously if that budget is approached.
- Sign and comply with the performance-based Service Level Agreement (SLA) required as part of this appointment.

3.8 EXCLUSIONS AND BOUNDARIES

This RFQ is for trade-specific maintenance rectification work instructed via job cards over a four-month period; it is not a long-term service contract or Framework Agreement. Capital projects, major refurbishment, and design-and-build works are excluded unless authorised through a separate procurement process. The appointment is also subject to the Employer's approved budget.

The Employer reserves the right not to award this RFQ, to appoint no contractor pursuant to it, or to appoint more than one contractor for this trade, entirely at its discretion, and shall not be liable for any costs incurred by a bidder in preparing or submitting a response.

SECTION 4- MUT DECLARATION FORMS

4.1 MUT DECLARATION FORMS

1. I/We hereby render to supply all or any of the supplies and/or to render all or any of the services described in the attached documents to MUT on the items and conditions and in accordance with the specifications stipulated in the RFQ documents (and which shall be taken as part of, and incorporated into, this RFQ), and on the terms regarding time for delivery and/or execution stipulated therein.
2. I/We agree that the offer herein shall remain binding upon me/us and open for acceptance by MUT during the validity period indicated and calculated from the closing time of the RFQ.
3. If I/we withdraw my/our RFQ within the period for which I/we have agreed that the RFQ should remain open for acceptance or fail to fulfil the contract when called upon to do so, MUT may without prejudice to its other rights, agree to the withdrawal of my/or RFQ or cancel the contract that may have been entered into between me/us and MUT and I/we will then pay to MUT any additional expense incurred by MUT having either to accept any less favourable RFQ or fresh RFQs have to be invited, the additional expenditure incurred by the invitation of fresh RFQ and by the subsequent acceptance of any less favourable RFQ, MUT shall also have the right to recover such additional expenditure by set-off against moneys which may be due or become to me/us under this or any other RFQ or contract or against any guarantee or deposit that have been furnished by me/us or on my/our behalf for the due fulfilment of this or any other RFQ or contract and pending the ascertainment of the amount of such additional expenditure to retain such moneys, guarantee or deposit as security for any loss MUT may sustain by reason of my/our default.
4. If my/our RFQ is accepted the acceptance may be communicated to me/us by letter or ordinary post or registered post and that SA Post Office Ltd shall be regarded as my/our agent. Delivery or such acceptance to SA Post Office Ltd shall be treated as delivery to me/us.
5. The law of the Republic of South Africa shall govern the contract created by the acceptance of my/our RFQ and that I/we choose domicilium citandi et executandi in the Republic (full address).
6. I/We furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our RFQ, and that it covers all the work/item(s) in these documents and all my/our obligations under a resulting contract. I/we accept that any mistakes in the RFQ submission will be at my/our risk.
7. I/we hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this agreement as the Principal(s) liable for the due fulfilment of this contract.
8. I/We agree that any action from this contract in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence or judgment which may be pronounced against me/us as a result of such action.
9. I/We declare that I/we have participation /no participation in the submission of any other offer for the supplies/service described in the attached documents. If in the affirmative, state name(s) or RFQ(s) involved.
10. -----

Are you duly authorized to sign for this the RFQ? ***YES / NO**
11. Has the Declaration of Interest been duly completed and included with the other RFQ forms?
 ***YES / NO**

DECLARATION:

I, the undersigned (full names):

Certify that the information furnished above is correct. I accept that, in addition to cancellation contract, action may be taken against me should this declaration prove to be false.

Signature:

Ensure that all pages are completed in full before returning this document.

Name & Surname of Authorized Person / Representative:

.....

Signature of Bidder's Representative:

Date:

CHECKLIST TO BE COMPLETED BY THE BIDDER:

▪ Does this offer comply with the specifications? State the brand where applicable.	
▪ Does the bidder have the required experience? State period.	
▪ Can this order be delivered within specified period? State delivery period.	
▪ Do you intend sub-contraction/Partner?	
▪ Does the bidder have a Valid SARS Tax Compliance Status Pin?	
▪ Does the bidder have a Valid Letter of Good Standing (COIDA)?	
▪ Does the bidder have a public liability cover to the value of R1000 000.00?	
▪ Does the bidder have a valid BBBEE Certificate or Affidavit?	
▪ Did the bidder complete the Bidder's Disclosure Declaration?	
▪ Did the bidder complete the MUT RFQ Declaration?	

ANNEXURE A: RESOURCING DECLARATION FOR IMMEDIATE (24-HOUR) MOBILISATION

RFQ Number: _____

RFQ Title: Appointment of a Maximum of Three (3) Contractors for Appliances / Fixtures Maintenance Rectification Work on a Job-Card Basis for a Period of Four (4) Months

Bidder Name: _____

Registration Number: _____

Contact Person: _____

Email Address: _____

1. MOBILISATION COMMITMENT

I/We hereby confirm that, if appointed, we shall mobilise and commence appliances and fixtures maintenance rectification work within twenty-four (24) hours of receiving a Job Card, Purchase Order, call-out, or formal instruction from Mangosuthu University of Technology (MUT).

We further confirm that:

- Adequate supervision will be available for all allocated work.
- All personnel deployed possess the relevant qualifications, skills, and experience required for appliances and fixtures maintenance work.
- The necessary tools, testing equipment, access equipment, vehicles, and PPE are immediately available.
- Sufficient personnel resources are available to attend to multiple job cards simultaneously where required.
- Resource availability will be maintained throughout the four (4) month contract period.

2. KEY PERSONNEL AVAILABLE FOR IMMEDIATE DEPLOYMENT

Personnel Resource	Number Available
Site Supervisor	
Appliance Technicians	
Handyman / Maintenance Technicians	
Artisans	
Semi-Skilled Assistants	
Drivers	

3. VEHICLES AVAILABLE

Vehicle Type	Number Available
LDV / Bakkie	
Service Van	
Other (Specify)	

4. TOOLS AND EQUIPMENT AVAILABLE

Tick (✓) the items immediately available for deployment:

Tools / Equipment	Available (✓)
Hand Tools (Spanners, Screwdrivers, Pliers)	
Electric Drills	
Power Tools	
Voltage Testers / Multimeters	
Step Ladders	
Extension Leads	
Portable Lighting	
Appliance Testing Equipment	
Trolleys / Handling Equipment	
Personal Protective Equipment (PPE)	
Lockout / Tagout Equipment	
Other (Specify)	

5. DECLARATION

I/We certify that the information provided in this declaration is true and correct. I/We understand that MUT reserves the right to verify the information supplied and that any false declaration may result in disqualification from the procurement process or termination of any resulting contract.

Authorised Representative: _____

Position: _____

Company Name: _____

Signature: _____

Date: _____

Company Stamp: _____

ANNEXURE B: DECLARATION OF NON-DEFAULTER STATUS

RFQ Number: _____

RFQ Description: _____

Name of Bidder: _____

Registration Number: _____

DECLARATION

1. I/We, the undersigned, being duly authorised to act on behalf of the bidder stated above, hereby declare and confirm that:
2. The bidder is not listed on the Mangosuthu University of Technology (MUT) Defaulters List and is not prohibited from conducting business with the Employer.
3. The bidder is not listed on the National Treasury Register for Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004.
4. The bidder is not restricted from doing business with any organ of state and is not appearing on the National Treasury Database of Restricted Suppliers.
5. Neither the bidder, nor any of its directors, members, partners, trustees, shareholders, or key personnel have been convicted of fraud, corruption, bribery, or any offence related to public procurement which would result in restriction from conducting business with an organ of state.
6. The bidder undertakes to immediately notify Mangosuthu University of Technology should any of the above circumstances change during the validity period of the quotation or contract.

The bidder acknowledges that any false declaration may result in:

1. Disqualification from the procurement process;
2. Cancellation of any award made;
3. Recovery of any losses suffered by the Employer; and/or
4. Any other legal remedies available to the Employer.

BIDDER CERTIFICATION

Company Name: _____

Authorised Representative: _____

Designation: _____

Signature: _____

Date: _____

Company Stamp: _____