

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 470/2026
RFQ Description:	Trade-Specific Maintenance Rectification — Doors / Windows / Locks / Glazing Job-Card Based Maintenance Rectification — Four (04) Months or until the RFQ financial threshold is reached, whichever occurs first
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:	01 September 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: 10 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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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) suitably qualified and experienced contractors for Doors_Windows_Locks and Glazing Maintenance services for a period of four (4) months. Appointed contractors will undertake maintenance rectification works on an as-and-when-required basis, through the issuance of job cards arising from defects reported, inspected, verified, and recorded in the Employer's maintenance management system. The appointment constitutes the appointment of Appointed Contractors and does not guarantee any minimum volume or value of work. Work shall be allocated in accordance with the allocation methodology stipulated in the RFQ and subject to the Employer's operational requirements, budget availability, and contractor performance. 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 Doors / Windows / Locks / Glazing, instructed via job cards issued throughout the appointment period. Scope includes, but is not limited to: doors, windows, frames, locks, hinges, closers, handles, shower doors, glazing, privacy/security defects and associated making-good.

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

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.

The 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, 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 bidders price 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 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 the Appointed Contractors, obtain quotations from the Appointed Contractors for specific tasks, or use any approved 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 appointment 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 Appointed Contractors 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. The RFQ will additionally be advertised through channels accessible to surrounding communities to broaden market awareness and participation. Locality is not an eligibility criterion and no otherwise responsive bidder will be disqualified on the basis of geographic location; the 24-hour mobilisation requirement (Section 8) applies equally to all bidders regardless of location.
- 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 PARAGRAPHS1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACTAGAINST 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 (minimum threshold: 49 points out of 70, i.e. 70%); 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
- 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) CIDB grading of GB 1 or higher, where applicable to the works instructed, under the Construction Industry Development Board Act 38 of 2000 for public-sector construction works contracts.

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 (70 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 49 out of 70 points and more shall be considered for Stage 3 dealing with Price & BBBEE.
- Only bidders achieving the minimum functionality threshold will proceed to Stage 3. 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 Copies of reference letters for proven experience in similar Doors / Windows / Locks / Glazing maintenance rectification projects completed within the last five (5) 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 30 points
Three (3) Contactable references letters of similar nature provided	30 Points
Two (2) Contactable references letters of similar nature provided.	20 Points
One (1) Contactable references letter of similar nature provided	10 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 building/civil maintenance 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
X4 Artisans Applicable SETA / QCTO accredited qualifications in building / civil engineering for each resource (2 Points per artisan) More than 5 Years experience post qualification (3 Points per Artisan) More than 2 – 4 Years experience post qualification (2 Point per Artisan) Less than 3 years' experience or no evidence submitted (0 Points)	20 Points
Methodology for Executing Job-Card-Based Maintenance Rectification (10 Points) Brief methodology for executing job-card-based maintenance rectification.	Maximum 10 points
Comprehensive methodology covering all six components with clear, practical, and logical processes demonstrating a strong understanding of maintenance rectification services.	10 Points
Methodology covers most components with adequate detail and demonstrates an acceptable understanding of the required services.	7 Points
Methodology addresses some components but lacks sufficient detail or clarity on key aspects of execution.	4 Points
Limited methodology with significant omissions and little evidence of understanding the maintenance process.	1 Point
No methodology submitted.	
TOTAL POINTS FOR FUNCTIONALITY	70 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.

11.1 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
Carpenter / Joiner / Artisan	110
Glazier	40
General Worker	40
Supervisor	10

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

Labour Category	Unit	Tender Rate (excl. VAT)
Carpenter / Joiner / Artisan	hour	R _____
Glazier	hour	R _____
General Worker	hour	R _____
Supervisor	hour	R _____

11.2 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).

11.3 Plant and Equipment

Table 5: Plant and Equipment

Code	Plant / Equipment	Unit	Tender Rate
DP01	Glass handling/cutting equipment	day	R _____
DP02	Access equipment	day	R _____
DP03	Specialist door/glazing 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
DP01 (Glass handling/cutting equipment)	10
DP02 (Access equipment)	5
DP03 (Specialist door/glazing equipment)	5

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

11.4 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.

Table 7: Fixed Intervention Rates

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).

Code	Intervention	Unit	Illustrative Qty	Tender Rate	Evaluated Amount
D01	Attend, diagnose and rectify minor door/window defect	item	9	R _____	R _____
D02	Adjust/repair existing door and hardware	No.	10	R _____	R _____
D03	Replace standard lockset	No.	8	R _____	R _____

D04	Replace handle/lever set	No.	7	R _____	R _____
D05	Replace hinges	set	7	R _____	R _____
D06	Replace door closer	No.	5	R _____	R _____
D07	Repair door/window frame	No.	5	R _____	R _____
D08	Replace standard glass pane – labour only	No.	5	R _____	R _____
D09	Repair/replace shower door hardware	No.	5	R _____	R _____
D10	Board/make-safe broken opening pending permanent repair	No.	3	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.

2.4 PRICING SCHEDULE — SUMMARY (for evaluation)

Table 14: 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.

Table 9: Worked Example — Evaluation Calculation

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

Table 10: Worked Example — Labour-Hour Basket

Labour Category	Bidder A	Bidder B	Bidder C
Carpenter / Joiner / Artisan	R33 000 (110h×R300)	R31 900 (110h×R290)	R38 500 (110h×R350)
Glazier	R14 000 (40h×R350)	R13 200 (40h×R330)	R16 000 (40h×R400)
General Worker	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 800	R55 300	R67 100

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

Table 11: 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 12: Worked Example — Plant/Equipment Basket

Plant / Equipment	Bidder A	Bidder B	Bidder C
DP01 (Glass handling/cutting equipment)	R7 000 (10d×R700)	R6 800 (10d×R680)	R8 200 (10d×R820)
DP02 (Access equipment)	R4 000 (5d×R800)	R3 800 (5d×R760)	R4 500 (5d×R900)
DP03 (Specialist door/glazing 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 13: 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 600	R255 800	R313 050
+ VAT (15%)	R39 840.00	R38 370.00	R46 957.50
= Total Evaluated Price (Incl. VAT)	R305 440.00	R294 170.00	R360 007.50
B-BBEE Contributor Level	Level 1	Level 4	Level 2
Price Points (out of 80)	76.94	80.00	62.10
Preference Points (out of 20)	20.00	12.00	18.00
Total Points (out of 100)	96.94	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:

$$Ps = 80 \times (1 - (Pt - Pmin) / Pmin)$$

where Ps = price points, Pt = the bidder's own Total Evaluated Price, and Pmin = 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 8: 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 BBEE 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 four-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 CIDB grading of GB 1 or higher (where applicable to the works instructed)?	
▪ 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: IMMEDIATE MOBILISATION RESOURCE DECLARATION

BIDDER NAME: _____

RFQ NUMBER: _____

PROJECT DESCRIPTION: _____

1. Declaration of Available Personnel

The bidder confirms that the following personnel are currently employed or contractually available and can be mobilised within twenty-four (24) hours of receiving a job card from MUT.

No.	Position/Trade	Number Available	Employment Status (Permanent/Contract)
1	Site Supervisor		
2	Artisan/Foreman		
3	General Workers		
4	Plant Operator (if applicable)		
5	Other (Specify)		

2. Declaration of Available Tools and Equipment

The bidder confirms that the following tools, vehicles and equipment are immediately available for maintenance response activities.

No.	Tool/Equipment	Quantity Available	Owned / Hired
1	Service Vehicle(s)		
2	Ladders/Access Equipment		
3	Hand Tools		
4	Power Tools		
5	Concrete/Civil Repair Equipment (if applicable)		
6	Other (Specify)		

3. Mobilisation Commitment

I/We hereby certify that sufficient personnel, tools, equipment and transport are available to enable mobilisation and commencement of works within **24 hours** of receiving an authorised job card or instruction from Mangosuthu University of Technology.

4. Supporting Evidence

The bidder attaches the following evidence:

- ☐ Company organogram
- ☐ List of employees/resources
- ☐ Proof of ownership or access to vehicles
- ☐ Proof of ownership or access to major equipment
- ☐ Other supporting documentation (specify): _____

Declaration

I hereby declare that the information provided above is true and correct and that the resources declared will remain available for the duration of the contract.

Authorised Representative: _____

Designation: _____

Signature: _____

Date: _____