



TERMS OF REFERENCE

**Appointment of a service provider for the Supply,
Installation and Maintenance of a Generator to
manage situations of major power outages**

RFP AG/04/2019

Bid closing date: 29 April 2019 at 11h00

Compulsory briefing session: 03 April 2019 at 11h00

1. INTRODUCTION

The National Housing Finance Corporation (NHFC) was established by the National Department of Human Settlements as a development finance institution (DFI) in 1996, with the principle mandate of broadening access to affordable housing finance for the low- and middle-income households.

NHFC is a national public entity, the NHFC adheres to the regulatory framework of the Public Finance Management Act (PFMA) of 1999.

The NHFC provides wholesale funding in the affordable housing market mainly to social housing institutions, non-banking retail intermediaries, privately owned property developers, construction companies and investors. It also provides loans and other form of wholesale funding (equity and quasi equity) to certain niche businesses that are in the affordable housing market.

2. BACKGROUND to the PROBLEM

The NHFC is based at the Isle of Houghton, situated in Lower Houghton / Parktown. The complex and the area in general are prone to frequent power outages due mainly to archaic/problematic electrical substation infrastructure. Although the organisation is supported by uninterrupted power supply (“UPS”) devices, which unfortunately can only support the IT Infrastructure. In addition, during the last 12 months there has been several outages lasting on average, longer than 4 to 5 hours causing major disruptions to business. The crucial nature of the organisations business operations, especially over certain periods of the month, cannot tolerate the level of downtime experienced, due to power outages.

3. SOLUTION REQUIREMENT

To address the shortcomings documented above, the company is looking to formalise an agreement with a service provider for the supply installation and maintenance of a generator of at least 350KVA power rating. Major power outages would be defined as a power outage situation expecting to at least a day and for any period up to two weeks

Specification of the Generators being sought:

- Generator must be SABS certified and ISO 8528-1 compliant;
- Generator of 350KVA rating, based on previous technical assessments conducted by qualified technicians;
**** KVA rating must be validated prior to the supply of Generator**
- Generator must have a diesel tank capacity of between 400 to 500 litres;
- Generator will be housed in a parking bay with close proximity to the primary electrical distribution board;
- Generator must have the capability to switch on automatically, when the main power supply grid goes offline and vice-versa when the mains power coming back online (ATS Switch);
- The company operations span over three floors, each with its own distribution board, all connected to the primary power grid. The generator must service all three floors; and
- The generator exhaust emissions must consider environmental safety requirements

***** Site Visits part of compulsory briefing session prior to Quoting**

4. EXPERTISE AND SKILLS REQUIRED

The following key criteria are included in the evaluation of companies being considered for suitability:

- 4.1. Company personnel are required to have an in-depth knowledge and experience in the implementation and maintenance of generators;
- 4.2. Companies must have a proven track record and contactable references in this field;
- 4.3. Understanding of the assignment and the level of clarity in proposals submitted, practicality of the solution proposed; and
- 4.4. Long term stability of the company to support and any proposed solution for the contractual timeframe.

5. COMPULSORY DOCUMENTS REQUIRED

- a) Bidders are required to submit a copy tax clearance certificate (TCC) and / or their unique personal identification number (pin) issued by SARS to enable the NHFC to view the bidders tax status.
- b) The firm must be registered on the National Treasury supplier database at the time of submitting the proposal. Copy of Central Supplier Database Report must be submitted.
- c) Bidders must submit proof of Company Registration
- d) Certified Copy B-BBEE Certificate/ Sworn Affidavit
- e) Submission of the following Signed and Completed Standard Bid Documents (SBD) Forms:
 - SBD 1: Invitation to Bid
 - Pricing Schedule (Detailed Price Breakdown on bidder's company letterhead and signed by authorised person)
 - SBD 4: Declaration of Interest
 - SBD 6.1: Preference Points Claim Form in terms of preferential procurement
 - SBD 7.2: Contract Form – Rendering of Services

- SBD 8: Declaration of Bidder's Past SCM Practices
- SBD 9: Certificate of Independent Bid Determination
- General Conditions of Contract (GCC)

All forms, annexures, addendums and specifications shall be signed and completed and returned with the RFP Document as a whole.

6. EVALUATION CRITERIA

The proposal will be evaluated in terms of the Preferential Procurement Policy Framework Regulations of 2017. Evaluation of the bid will be conducted in 3 (three) phases as follows:

Phase 1: Eligibility / Pre-Qualification criteria

Bidders will be evaluated according to pre-qualification requirements which include the submission of mandatory information or documentation as stated in Section 5 of this document. Bidders that fail to meet the pre-qualification requirements of the bid will not be considered further for evaluation.

Phase 2: Technical/functional evaluation

The minimum qualifying score for functionality is 70% (70 points). All proposals that fail to achieve the minimum qualifying score on qualification and expertise shall not be considered for further evaluation in terms of B-BBEE and pricing in Phase 3.

Category	Criteria	Sub-category	Weighting
1.	Past Relevant Experience		35
	a. Must demonstrate a proven track record for the provision of the abovementioned product and support capability	10	
	b. Number of years' experience in providing similar solutions to enterprises	10	
	c. Bidders must submit references in respect of related services undertaken. References should be signed and contactable	15	
2.	Key Personnel		25
	a. Must be certified as an electrician and accredited in the commissioning and maintenance of generators	15	
	b. Level of experience in the commissioning and maintenance of the abovementioned product (Detailed CV's, qualification and copies of certificates must be submitted)	10	
3.	Technical Capacity		30
	a. Demonstrate level of expertise within the organisation	10	
	b. Demonstrate proposed implementation strategy (cost effective and resilient)	10	
	c. Demonstrate support capability for ongoing support and maintenance	10	
4.	Sustainability		10
	a. Must demonstrate long term capability to support and maintain and solution provided	5	
	b. Environmentally friendly installation proposed	5	
	TOTAL		100

Phase 3: B-BBEE and Price evaluation

The proposal will be evaluated in terms of the Preferential Procurement Policy Framework Regulations of 2017. Bidders who score a minimum of 70 points will be further evaluated in terms of Price and Preference points (B-BBEE status level of contributor). As per the table below, price is evaluated over 80 points and preference points over 20:

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- A maximum of 20 points may be allocated in accordance with the formula.
- The points scored by a tenderer in respect of the level of B-BBEE contribution must be added to the points scored for price as calculated in accordance with the formula.
- The contract must be awarded to the tenderer who scores the highest total number of points after considering price and B-BBEE.

7. FINANCIAL PROPOSAL

Detailed proposal indicating how this service will be provided.

8. CONDITIONS ON PROPOSAL

NHFC reserves the right to reject proposals as per the Preferential Procurement Framework Act of 2000, Preferential Procurement Regulations of 2017, the General Conditions Contract (GCC) and if any applicable legislation and Special Conditions Contract. The lowest Bid or any bid may not necessarily be accepted.

9. PROPOSAL COST

Respondents shall bear all costs incurred in the process of responding to the RFP and in any subsequent negotiation.

10. SUBMISSION DATE

Proposal, endorsed with RFP: AG/04/2019 must be hand delivered to:

NHFC Tender Box
The Isle of Houghton
Old Trafford 3, 1st Floor
11 Boundary Road
Houghton
Johannesburg

11. CONTACT PERSON

Enquiries pertaining to this RFP can be directed to **Pumza Nsukwini**, telephone number **011 644 9814** and e-mail: pumzan@nhfc.co.za