SBD 1: PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH MARITIME SAFETY AUTHORITY					
RFQ NUMBER:	RFQ - HO – 1861	ISSUE DATE CLOSING DATE	24 / 11 / 2026 08 / 12 / 2026	CLOSING TIME:	11h00
DESCRIPTION	**Servicing And Maintenance Of The Smoke Detection System At Samsa Head Office – Pretoria**				
COMPULSORY BRIEFING SESSION	**01 December 2026** **13:00** **146 Lunnon Rd, Hillcrest, Pretoria 0083** **Please note that attendance at the compulsory briefing session is MANDATORY. Quotations from service providers who fail to attend the briefing session will not be considered for evaluation.**				
DELIVERY ADDRESS	**146 Lunnon Rd, Hillcrest, Pretoria 0083**				
VALIDITY PERIOD	**Price quoted should remain valid for at least sixty (60) days after the closing date.**				
ALL BID RESPONSE DOCUMENTS MUST BE HAND EMAILED TO:					
146 Lunnon Rd, Hillcrest, Pretoria 0083 **ENVELOPE MUST CLEARLY INDICATE THE RFQ NUMBER**					
BIDDING PROCEDURE AND TECHNICAL ENQUIRIES MAY BE DIRECTED TO:					
CONTACT PERSON	**Pearl Ramabodu**				
TELEPHONE NUMBER	**012 366 2600**				
E-MAIL ADDRESS	**pramabodu@samsa.org.za**				
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAXCOMPLIANCE SYSTEM PIN:	**OR**	CENTRAL SUPPLIER DATABASE No: MAAA		

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	☐Yes ☐No IF YES, ANSWER THE QUESTIONNAIRE BELOW]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

SBD 1: PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE EMAILED / DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER MAY BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7), FOR LONG TERM CONTRACTS / OR WERE DEEMED NECESSARY.
1.5. PROSPECTIVE BIDDERS MUST CONSIDER THE SPECIFICATION & ADDITIONAL SUPPORTING DOCUMENTATION WHEN RESPONDING.
1.6. ALL INFORMATION SUBMITTED AS EVIDENCE MUST BE CONSISTENT WITH DECLARATIONS MADE TO BE AWARDED POINTS. INCONSISTENT INFORMATION PROVIDED MAY RESULT IN 0 POINTS AWARDED FOR THE APPLICABLE GOAL/S.
1.7. SAMSA RESERVES THE RIGHT TO DISQUALIFY BIDDERS WITH SUPPORTING DOCUMENTS THAT ARE NOT DULY SUBMITTED IN TERMS OF THE BID CONDITIONS.
1.8. DELIVERY COSTS IN THE QUOTATION WILL NOT BE CONSIDERED SEPARATELY, BUT RATHER AS PART OF THE TOTAL QUOTATION DURING THE EVALUATION.
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

TOTAL BID PRICE (INCLUDING VAT)	
SIGNATURE OF BIDDER	
DATE	

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

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

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 consortium1 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.

3.5 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.

3.6 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.

3.7 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

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE BID AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to bid:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 Either the 90/10 or 80/20 preference point system will be applicable in this bid. The lowest/ highest acceptable bid will be used to determine the accurate system once bids are received.

1.3 Points for this bid (even in the case of a bid for income-generating contracts) shall be awarded for:
(a) Price; and
(b) Specific Goals.

1.4 The preference point system application must not exceed 100 and must be applied as per below:
1.4.1 The 80/20 preference system:

The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS**	20
Total points for Price and SPECIFIC GOALS	**100**

** Point allocation break down provide below

1.4.1.1 SPECIFIC GOALS: 80/20

SPECIFIC GOAL	Points
Goal 1: Historically Disadvantaged Individuals (14)	
a) who had no franchise in national elections before the 1983 and 1993 Constitutions	**7**
b) who is a female	**5**
c) who has a disability	**2**
Goal 2: who is youth	**3**
Goal 3: Locality	**3**
TOTAL	**20**

1.4.2 The 90/10 preference system:
The maximum points for this bid are allocated as follows:

	POINTS
PRICE	90
SPECIFIC GOALS**	10
Total points for Price and SPECIFIC GOALS	**100**

** Point allocation break down provide below

1.4.2.1 SPECIFIC GOALS: 90/10

SPECIFIC GOAL	Points
Goal 1: Historically Disadvantaged Individuals (7)	
a) who had no franchise in national elections before the 1983 and 1993 Constitutions	**4**
b) who is a female	**2**
c) who has a disability	**1**
Goal 2: who is youth	**1**
Goal 3: Locality	**2**
TOTAL	**10**

1.5 Failure on the part of a bidder to submit proof or documentation required in terms of this bid to claim points for specific goals with the bid, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 SAMSA reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by SAMSA.

2. DEFINITIONS

(a) **"locality"** means the promotion of SMMEs located within the specific area;
(b) **"bid"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive bidding process or any other method envisaged in legislation;
(c) **"price"** means an amount of money bided for goods or services, and includes all applicable taxes less all

unconditional discounts;

(d) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(e) **"bid for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between SAMSA and a third party that produces revenue for SAMSA, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(f) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 or 90/10

$$Ps = 80\left(1 - \frac{Pt-P}{P}\right) \quad \text{or} \quad Ps = 90\left(1 - \frac{Pt-P}{P}\right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 or 90/10

$$Ps = 80\left(1 + \frac{Pt-P}{P}\right) \quad \text{or} \quad Ps = 90\left(1 + \frac{Pt-P}{Pmax}\right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmax = Price of highest acceptable bid

4. POINTS AWARDED FOR SPECIFIC GOALS

The preferential procurement point system applicable for this bid is:

Preferential Point System	Mark
80/20	X
90/10	

4.1. Specific goals for the bid and points claimed are indicated per the table below: 80/20 preference system.

4.1.1. EQUITY OWNERSHIP CLAIMED IN TERMS OF PARAGRAPH 1.4

	SPECIFIC GOAL (SUPPORTING DOCUMENTS FOR VERIFICATION)	**Maximum points that can be scored**	**Points being claimed by supplier**
HDI	Equity ownership **by persons who** had no franchise in the national elections. (ID copies of ALL listed owner/s, as per the CSD, CK1 registration document (CIPC), BBBEE certificate)	7	
	Equity ownership **by women** **(**ID copies of ALL listed owner/s, BBBEE certificate)	5	
	Equity ownership **by disabled persons** **(**Medical certificate/ Assessment)	2	
	Equity ownership **by youth** **(**ID copies of ALL listed owner/s, BBBEE certificate)	3	
	Locality (CIPC / SARS or valid proof of address utility bill, bank statement, account statement, municipal councillor's letter)	3	
	TOTAL	20	

** Claimed points can only be allocated where supporting documents have been provided.
** Ownership points will be awarded on a pro-rata using share certificates / CSD / SBD
** Specific goal points are allocated to natural persons and will be awarded in accordance with company/ consortium or joint venture ownership allocation
** Locality goal points will only be awarded to suppliers within the province of delivery
** Refer to checklist attached to ensure correct document submission

4.2. Specific goals for the bid and points claimed are indicated per the table below: 90/10 preference system.

4.2.1. EQUITY OWNERSHIP CLAIMED IN TERMS OF PARAGRAPH 1.4

	SPECIFIC GOAL (SUPPORTING DOCUMENTS FOR VERIFICATION)	**Maximum points that can be scored**	**Points being claimed by supplier**
HDI	Equity ownership **by persons who** had no franchise in the national elections. (ID copies of ALL listed owner/s, as per the CSD, CK1 registration document (CIPC), BBBEE certificate)	4	
	Equity ownership **by women** **(**ID copies of ALL listed owner/s, BBBEE certificate)	2	
	Equity ownership **by disabled persons** **(**Medical certificate/ Assessment)	1	
	Equity ownership **by youth** **(**ID copies of ALL listed owner/s, BBBEE certificate)	1	
	Locality (CIPC / SARS or valid proof of address utility bill, bank statement, account statement, municipal councillor's letter)	2	
	TOTAL	**10**	

** Claimed points can only be allocated where supporting documents have been provided.
** Ownership points will be awarded on a pro-rata using share certificates / CSD / SBD
** Specific goal points are allocated to natural persons and will be awarded in accordance with company/ consortium or joint venture ownership allocation
** Locality goal points will only be awarded to suppliers within the province of delivery
** Refer to checklist attached to ensure correct document submission

5. SUBMISSIONS BY CONSORTIUMS AND JOINT VENTURES

5.1. If a submission is a consortium or joint venture, the points claimed for ownership must be detailed separately, as per annexure A and sent back with the bidding documents. The information will define the following:

The percentage (%) of the contract allocated to each JV member or consortium member. This should also be included in an agreement to be made available on request by SAMSA.

The percentage ownership of each JV member or consortium member in each of the specific goals relevant to this bid, with supporting documents.

The total points claimed will be the sum of the percentage contract allocation for each partner multiplied by the percentage weighting for each category, multiplied by the percentage ownership in the relevant specific goal.

6. DECLARATION WITH REGARD TO COMPANY/FIRM

6.1. Name of company/firm…….
6.2. Company registration number: ……...
6.3. Company/ firm physical address (for claiming locality points):
……
……

TYPE OF COMPANY/ FIRM [Tick applicable box]

☐ Partnership/Joint Venture / Consortium (Please refer to Annexure C)

☐ One-person business/sole propriety

☐ Close corporation

☐ Public Company

☐ Personal Liability Company

☐ Pty) Limited

☐ Non-Profit Company

☐ State Owned Company

6.4. DESCRIBE PRINCIPAL BUSINESS ACTIVITIES
……
……

6.5. TOTAL NUMBER OF YEARS THE COMPANY/ FIRM HAS BEEN IN BUSINESS? ……

6.6. List of shareholder/s information to be used to calculate the points claimed in paragraph 4.3.

NAME	**ID NUMBER**	**HDI**** (**Yes / No)			**Youth**** (**Yes/ No)	% of company / firm owned
		No franchise prior to elections	Women	Disabled		

6.7. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the bid, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

i) The information furnished is true and correct;
ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 4.1 and 5.6, the contractor may be required to furnish documentary proof to the satisfaction of SAMSA that the claims are correct;
iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, SAMSA may, in addition to any other remedy it may have –
    (a) disqualify the person from the bidding process;
    (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
    (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
    (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
    (e) forward the matter for criminal prosecution, if deemed necessary.

……

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: …….

DATE: ……

ADDRESS: ……

……

……

……

Tel: +27 (0) 12 366 2600
Fax: +27 (0) 12 366 2601

146 Lunnon Road
Cnr Jan Shoba & Lunnon Road
Hillcrest 0083

P.O Box 13186
Hatfield
Gauteng 0028
Republic of South Africa

www.samsa.org.za

SPECIFICATION FOR THE SERVICING AND MAINTENANCE OF THE SMOKE DETECTION SYSTEM
SAMSA HEAD OFFICE – PRETORIA

1. DESCRIPTION

The South African Maritime Safety Authority (SAMSA) wishes to appoint a competent service provider to service and maintain the smoke detection system installed at SAMSA Head Office, 146 Lunnon Road, corner Jan Shoba and Lunnon Road, Hillcrest, Pretoria.

2. DESCRIPTION OF THE PREMISES

The service provider shall inspect the premises and verify the extent, location, type and quantity of smoke detection equipment before commencing the contract. The verified equipment inventory and applicable floor plans form part of the service records of the contract.

3. DESCRIPTION / DETAILS OF THE SYSTEM

DESCRIPTION	DEVICE TYPE	QUANTITY	DISCRIPTION
Fire Panel	ZP3 EN54 4 Loop/128 Zone	1	Fire Panel
Smoke Detector	ZP730	299	Smoke Detector
Sounders (siren)	Zenon	6	Sounders (siren)
Strobe	Zenon	2	Strobe
Sounder (Siren) Strobe Combination	Sensor	16	Sounder (Siren) Strobe Combination
Red manual call point	ZP785	12	Red manual call point
Heat Detector	ZP720-3 /ZP720	6	Heat Detector
Gas Suppression	TEC204 fire Control Panel	2	Gas Suppression

4. SCOPE OF WORK / TERMS OF REFERENCE

The scope shall include, but not be limited to, servicing and maintenance of the smoke detection system at SAMSA Head Office.

4.1 Preventative maintenance

- Service the system components, equipment and associated parts in accordance with SANS 10139 and the manufacturer's requirements and issue a service certificate after each service.
- Adjust, reset, test and clean all components of the smoke detection system.
- Inspect and identify faults or conditions that may affect the operation or reliability of the system.
- Rectify faults identified during inspection where the work is covered by the contract. Where repairs or replacement are outside the contract, submit a diagnostic report and quotation to SAMSA for approval before proceeding.
- Confirm that the system is left operational following maintenance and record any outstanding defects.

4.2 Corrective maintenance

The service provider shall detect and diagnose equipment likely to result in malfunction and submit a diagnostic report to SAMSA. The report shall identify the fault, affected equipment, recommended corrective action and quotation where applicable.

4.3 Breakdown maintenance

Repair or replace defective parts, units or equipment following a breakdown that leaves the system inoperative or unsafe to operate. Such work shall only be undertaken with SAMSA's permission and after submission and approval of the diagnostic report and quotation, where applicable.

4.4 Emergency maintenance

The service provider shall attend to emergency breakdowns that affect the complete installation or prevent it from functioning at its designed service level. Emergency work and any costs outside the approved contract shall be reported to SAMSA and managed in accordance with SAMSA's instructions.

4.5 System records and floor plans

- Maintenance shall be undertaken while the system remains active, except where SAMSA authorizes isolation shutdown arrangements.
- Provide a comprehensive service report in electronic and hard-copy format, detailing the equipment inspected and serviced, tests performed, results, defects and corrective actions.
- Update or amend the existing floor plans where discrepancies are identified and provide amended hard copies and electronic copies to SAMSA.
- Update the system logbook after each visit and record all alterations or amendments made to the system.
- On completion of work, instruct SAMSA's nominated responsible person on the correct operation of the system.

5. CONTRACT PERIOD AND COMMENCEMENT

The service provider shall commence services immediately after the contract and Service Level Agreement (SLA) have been signed. The required contract period is three (3) years, subject to an annual review of the service provider's performance.

6. SPECIAL INSTRUCTIONS

- A Service Level Agreement shall be concluded between SAMSA and the appointed service provider once approved and vetted by SAMSA's Legal Section.
- Repairs that do not form part of the SLA shall be reported to SAMSA for further instructions. No additional work or expenditure may be undertaken without SAMSA's approval.
- SAMSA's normal working hours are 08:00 to 16:30, Monday to Friday, excluding Saturdays, Sundays and public holidays.
- Services shall be rendered after hours, preferably on a Saturday, subject to arrangements with SAMSA. The quarterly service price must include any after-hours or Saturday work.

7. CALL-OUT / RESPONSE TIMES

The service provider shall provide a 24/7/365 call-out facility. Maximum response times, during and outside official hours, shall be:

- Critical faults: where the system is inoperative or unsafe to operate – response within two (2) hours of notification.
- Non-critical faults: where the system is operational but requires attention to prevent damage or further faults – response within four (4) hours of notification.
- Day-to-day minor faults that do not affect system operation – attendance by prior arrangement with SAMSA.

8. TECHNICIANS / MAINTENANCE STAFF

- Technicians and other staff working at SAMSA shall wear appropriate safety clothing with the company name clearly visible.
- Technicians shall be fully trained, qualified and experienced to perform maintenance, fault-finding, repairs on relevant equipment and capture equipment on floor plans.
- Proof of relevant qualifications shall be submitted with the RFQ, and the service provider shall maintain suitably qualified personnel throughout the contract period.
- The service provider shall maintain an emergency standby arrangement and provide SAMSA with contact details for technicians and other standby personnel.

9. COSTING OF WORK

All prices shall be quoted in South African Rand and be VAT inclusive. Bidders shall provide charge-out rates for materials (including percentage mark-up), call-out fees (including travel), and labour rates for normal working hours and outside official hours, as set out in the pricing schedule.

10. CONSUMABLES AND SITE CLEANLINESS

The service provider shall maintain sufficient consumables required for the continuous operation and maintenance of the system. The work area shall be kept clean and neat, and unserviceable equipment generated by the work shall be removed from site.

11. PROFESSIONAL BODIES / INSTITUTIONS

The service provider shall be registered and in good standing with the appropriate professional bodies or institutions for the duration of the contract. Proof of applicable registration shall accompany the RFQ.

12. LIABILITIES / RISK INSURANCE

The service provider shall, at its own expense, obtain and maintain adequate insurance and indemnity cover against claims, costs, loss or damage arising from its obligations for the duration of the contract. Minimum insurance cover of R5 000 000.00 (ten million rand) is required. Proof of insurance shall accompany the RFQ.

13. OCCUPATIONAL HEALTH AND SAFETY

The service provider shall ensure the safety of its technicians, SAMSA employees and other users while work is being performed on site. All applicable requirements of the Occupational Health and Safety Act shall be complied with for the duration of the contract. Associated workspaces shall be kept clean and presentable.

14. RECORD KEEPING / REPORTING

Submit a completed job card to SAMSA for verification and acceptance of work performed. Discuss any alterations or amendments to the system with SAMSA and record them in the system logbook. Submit service reports and evidence of equipment serviced after each maintenance visit.

15. SERVICE LEVEL AGREEMENT

The Service Level Agreement will be concluded after appointment, as set out in clause 6, and will be based on this specification and the appointed service provider’s quotation.

16. SITE INSPECTION

A compulsory site inspection shall be arranged at SAMSA Head Office, 146 Lunnon Road, corner Jan Shoba and Lunnon Road, Hillcrest, Pretoria. The date and time shall be specified in the RFQ. Bidders shall use the site inspection to verify the equipment inventory, locations, access requirements and floor plans.

Proposed briefing session date: 01 December 2026 @ 13H00

PRICING SCHEDULE

SUPPLIER / BIDDER NAME	

SMOKE DETECTION SYSTEM SERVICING AND MAINTENANCE – SAMSA HEAD OFFICE

1 Preventative maintenance Year 1

Description	**Unit**	**Quantity / frequency**	**Unit price (R)**	**Total (R)**
Routine servicing and maintenance of the smoke detection system	Per service	Quarter 1		
Routine servicing and maintenance of the smoke detection system	Per service	Quarter 2		
Routine servicing and maintenance of the smoke detection system	Per service	Quarter 3		
Routine servicing and maintenance of the smoke detection system	Per service	Quarter 4		
Total contract value for Year 1 (VAT inclusive)				

****Notes: Routine servicing and maintenance of the smoke detection system will include:**

- Testing and inspection of system components
- Cleaning, adjustment and resetting of system components
- Updating of equipment register and floor plans, where required

PRICING SCHEDULE

SUPPLIER / BIDDER NAME	

SMOKE DETECTION SYSTEM SERVICING AND MAINTENANCE – SAMSA HEAD OFFICE

Preventative maintenance Year 2

Description	**Unit**	**Quantity / frequency**	**Unit price (R)**	**Total (R)**
Routine servicing and maintenance of the smoke detection system	Per service	Quarter 1		
Routine servicing and maintenance of the smoke detection system	Per service	Quarter 2		
Routine servicing and maintenance of the smoke detection system	Per service	Quarter 3		
Routine servicing and maintenance of the smoke detection system	Per service	Quarter 4		
Total contract value for Year 2 (VAT inclusive)				

****Notes: Routine servicing and maintenance of the smoke detection system will include:**

- Testing and inspection of system components
- Cleaning, adjustment and resetting of system components
- Updating of equipment register and floor plans, where required

PRICING SCHEDULE

SUPPLIER / BIDDER NAME	

SMOKE DETECTION SYSTEM SERVICING AND MAINTENANCE – SAMSA HEAD OFFICE

Preventative maintenance Year 3

Description	**Unit**	**Quantity / frequency**	**Unit price (R)**	**Total (R)**
Routine servicing and maintenance of the smoke detection system	Per service	Quarter 1		
Routine servicing and maintenance of the smoke detection system	Per service	Quarter 2		
Routine servicing and maintenance of the smoke detection system	Per service	Quarter 3		
Routine servicing and maintenance of the smoke detection system	Per service	Quarter 4		
Total contract value for Year 3 (VAT inclusive)				

****Notes: Routine servicing and maintenance of the smoke detection system will include:**

- Testing and inspection of system components
- Cleaning, adjustment and resetting of system components
- Updating of equipment register and floor plans, where required

PRICING SCHEDULE

SUPPLIER / BIDDER NAME	

17.4 Call-out, travel and labour rates

Description	**Unit**	**Rate (R)**
Emergency call-out fee during normal working hours	Per call-out	
Emergency call-out fee after hours	Per call-out	
Emergency call-out fee on weekends	Per call-out	
Emergency call-out fee on public holidays	Per call-out	
Labour rate – normal working hours	Per hour	
Labour rate – after hours, weekends and public holidays	Per hour	

17.5 Replacement parts and materials

Description	**Unit**	**Unit price (R)**
Smoke detector	Each	
Heat detector (if installed)	Each	
Manual call point	Each	
Sounder / siren	Each	
Fire alarm control panel	Each	
Address relay / interface	Each	
Backup batteries	Each	
Other components (specify)	Specify	

17.6 Materials mark-up

Description	**Percentage (%)**
Mark-up on materials and replacement parts	

PRICING SCHEDULE

SUPPLIER / BIDDER NAME	

17.7 Contract pricing summary

Description	**Amount (R)**
Total annual preventative maintenance cost – Year 1	
Total annual preventative maintenance cost – Year 2	
Total annual preventative maintenance cost – Year 3	
Total contract value for 36 months (VAT inclusive)	

17.8 Pricing conditions

- Replacement of defective components and additional repairs may only be undertaken after submission of a diagnostic report and quotation and receipt of SAMSA's written approval.
- SAMSA reserves the right to purchase the replacement component through other allowable SCM processes and not from the contracted service provider.
- No additional charges may be incurred without prior written approval from SAMSA's SCM Management.
- Price evaluation will be based on the total contract value for 36 months (VAT inclusive) in 17.7. The rates in 17.4 to 17.6 are not used for price evaluation but will be checked for market-relatedness before award.

- **NB: Bidders are required to submit an official quotation on their company letterhead, together with their submission.**

MANDATORY REQUIREMENTS

- **COIDA compliance -** A valid Letter of Good Standing issued by the Compensation Fund confirming that the service provider is in good standing in terms of the Compensation for Occupational Injuries and Diseases Act. The letter must be valid at the time of quotation submission and remain valid for the duration of the contract.

- **South African Qualification and Certification Committee (SAQCC)** - The service provider must submit valid proof of registration with the South African Qualification and Certification Committee (SAQCC) Fire as a registered fire detection and alarm system service provider. The service provider must also ensure that all technicians assigned to the contract hold valid SAQCC Fire registration in the relevant category.

TECHNICAL/FUNCTIONAL REQUIREMENTS

Minimum qualifying score: 70 out of 100 points. Bidders who score below 70 points will not proceed to the next stage of the evaluation.

Bidders will be evaluated against the technical criteria below. Supporting documentation must be submitted as specified under each criterion.

Technical criterion	Evaluation requirements / supporting documentation	Points
Company experience	Demonstrated experience in maintaining, servicing, testing and repairing fire detection and smoke detection systems. Submit appointment letters, completion certificates or reference letters from current or previous clients confirming the relevant work undertaken. 3 letters: 40 points 2 letters: 20 points 1 letter: 10 points No letter: 0 points	40
Experience of the technician	Submit a CV for the proposed technician to be assigned to the SAMSA contract. The technician must have at least three (3) years relevant experience in the maintenance, servicing, testing and repair of fire detection and alarm systems. CV showing at least three (3) years' relevant experience: 20 points Less than three (3) years' experience or no CV: 0 points Any replacement technician during the contract must have equivalent or better qualifications, registration and experience. Evaluation note: The CVs and supporting documents must relate to the technicians proposed for this contract. Any replacement technician during the contract must have equivalent or better qualifications, registration and experience.	20
Qualifications	Submit a relevant qualification of the technician proposed to be assigned to the SAMSA contract. The technician must have valid SAQCC Fire registration in the applicable category. Attach plain copies of the relevant qualifications and SAQCC Fire registration certificates. Certified copies are not required, but SAMSA reserves the right to request recently certified copies (not older than six (6) months) during evaluation. The experience requirement applies to each technician individually. Any replacement technician during the contract must have equivalent or better qualifications, registration and experience. Relevant qualification and valid SAQCC Fire registration submitted: 40 points No qualifications: 0 points	40
TOTAL		**100**

REQUIRED SUPPORTING DOCUMENTS & CHECKLIST

No.	Document description	Submitted (Yes / No)
1	Quotation	
2	Signed SBD (RFQ) Forms	
3	Recent CSD, not older than 3 months	
4	Tax pin certificate	
5	Valid B-BBEE	
6	CK1 registration document (CIPC)	
7	ID copies of ALL listed owner/s as per CSD report	
8	Proof of address not older than 3 months	
9	Medical certificate/ Assessment (if applicable)	
10	Consortiums and Joint Ventures Form (if applicable)	

**ALL INFORMATION SUBMITTED WILL BE TREATED AS EVIDENCE FOR AWARDING POINTS FOR THE SAMSA GOALS AND MUST BE CONSISTENT WITH DECLARATIONS MADE. INCONSISTENT INFORMATION PROVIDED MAY RESULT IN 0 POINTS AWARDED FOR THE APPLICABLE GOAL. SAMSA RESERVES THE RIGHT TO DISQUALIFY BIDDERS WITH SUPPORTING DOCUMENTS THAT ARE NOT DULY SUBMITTED IN TERMS OF THE BID CONDITIONS.

GUIDELINES FOR DOCUMENTS REQUIRED FOR THE VERIFICATION OF THE SAMSA GOALS

SPECIFIC GOAL	**DOCUMENTS THAT WILL BE USED TO VERIFY THE INFORMATION SUPPLIED**
Equity ownership **by persons who** had no franchise in the national elections *Points for persons or categories of persons historically disadvantaged on the basis of race (black people)*	ID copies of all listed owner/s as per CSD report CK1 registration document (CIPC) BBBEE certificate
Equity ownership **by women** *Points for persons or categories of persons historically disadvantaged on the basis of gender (women)*	ID copies of all listed owner/s as per CSD report BBBEE certificate
Equity ownership **by disabled persons** *Points for persons or categories of persons historically disadvantaged on the basis of disability (persons living with disabilities).*	Medical certificate/ Assessment
Equity ownership **by youth**	ID copies of all listed owner/s as per CSD report
Locality	Address listed on the company registration CIPC / SARS document is acceptable for claiming locality points. Should you want to claim locality points, for an address not listed on the CIPC / SARS document, that address must be listed on the CSD, accompanied by a valid proof of residence, reflecting one of the listed owners' names and physical address. e.g. Utility bill, bank/ account statement, Municipal councillor's letter.

ANNEXURE C: Only if selected Partnership/Joint Venture / Consortium"
6.4 (TYPE OF COMPANY/ FIRM)

APPLICABLE FOR CONSORTIUMS AND JOINT VENTURES (JV)

CONSORTIUMS AND JOINT VENTURES OWNERSHIP FORM

(This form is only applicable for consortiums & JVs only)

a) The percentage (%) of the contract allocated to each JV member or consortium member. This should also be included in an agreement to be made available on request by SAMSA, should a need a arise.

NO	JV or consortium company name	PERCENTAGE FOR EACH MEMBER
1		
2		
3		
	TOTAL	100%

** Additional lines can be added for more

b) The percentage ownership of each JV member or consortium member in each of the specific goals relevant to this bid, with supporting documents. The total points claimed will be the sum of the percentage contract allocation for each partner multiplied by the percentage weighting for each category, multiplied by the percentage ownership in the relevant specific goal.

JV or consortium: 1

NAME	ID NUMBER	HDI** (**Yes / No)			Youth** (**Yes/ No)	% of company / firm owned
		No franchise prior to elections	Women	Disabled		

JV or consortium: 2

NAME	ID NUMBER	HDI** (**Yes / No)			Youth** (**Yes/ No)	% of company / firm owned
		No franchise prior to elections	Women	Disabled		

** Additional lines / tables may be added if necessary