



**South African
Pharmacy Council**

REQUESTS FOR PROPOSALS (RFP)

RFP NUMBER: 01/2021

RFP DESCRIPTION: SUPPLY AND INSTALLATION
OF A SOLAR PHOTOVOLTAIC GRID-TIE SYSTEM

CLOSING DATE: 21 JUNE 2021, TIME: 15:00

COMPULSORY BRIEFING: 8 JUNE 2021 AT 09H00,
VIA AUDIO/VISUAL VIRTUAL CONFERENCE

TABLE OF CONTENTS

Nr.	Description	Page
	Invitation to Tender	2
1.	Introduction	3
2.	SAPC background	3
3.	Purpose of RFP	4
4.	Scope of work and deliverables	4
5.	Competency and mandatory requirements	4
6.	Content of the proposal	5
7.	Enquiries and submission	6
8.	Evaluation of proposals	6
9.	Annexures	9
	Annexure A – Declaration of Interest	9
	Annexure B – Pricing/ costing schedule	11
	Annexure C – Detailed Scope of Work/Specifications document	Attached

INVITATION TO TENDER: SUPPLY AND INSTALLATION OF A SOLAR PHOTOVOLTAIC GRID-TIE SYSTEM

Tenders are hereby invited to supply and install a Solar Photovoltaic Grid-Tie System at the South African Pharmacy Council (SAPC) building in Pretoria.

The tender must be submitted together with company profile, recent references, latest financial statements, tax clearance certificates, BBBEE rating scorecards, Invitation to Bid document, and a PV4 Certificate (Photovoltaic system).

The SAPC subscribes to the DTI's BBBEE Balanced Scorecard for the accreditation of all proposals, in accordance with the latest DTI Codes of Good Practice. The SAPC reserves the right to accept or decline any service provider's bid or part of their services.

Site visits will be arranged on the 9th and 10th of June 2021. Please indicate your interest by no later than 8 June 2021 in writing. A site inspection is **not** compulsory.

A compulsory briefing session will be held virtually via Microsoft Teams on 8 June 2021 at 09:00 AM. Login details of the briefing session and tender specification documents are on the Bulletin Board found on the home page of our website (www.sapc.za.org).

Proposals should be emailed by 21 June 2021 at 15:00 in soft copy to tenders@sapc.za.org or submitted on a USB stick in a sealed envelope at the SAPC Building, 591 Belvedere Street, Arcadia, 0083.

For any enquiries contact Ms Refilwe Mutlane at: tenders@sapc.za.org

1. INTRODUCTION

This document provides guidelines to service providers submitting bids in terms of the Invitation to Tender No. 1/2021 – Supply and installation of a Solar Photovoltaic Grid-Tie System at the South African Pharmacy Council (SAPC) building, 591 Belvedere Street, Pretoria.

2. SAPC BACKGROUND

The SAPC is an independent statutory health council established by the legislature in recognition of the pharmacy profession as an exclusive occupational group, and to regulate such profession. The SAPC is responsible for its own funding.

In terms of Section 3 of the Pharmacy Act, 53 of 1974, the objects of the SAPC shall be-

- 2.1 to assist in the promotion of the health of the population of the Republic;
- 2.2 to advise the Minister, or any other person, on any matter relating to pharmacy;
- 2.3 to promote the provision of pharmaceutical care which complies with universal norms and values, in both the public and private sectors, with the goal of achieving definite therapeutic outcomes for the health and quality of life of a patient;
- 2.4 to uphold and safeguard the rights of the general public to universally acceptable standards of pharmacy practice in both the public and private sectors;
- 2.5 to establish, develop, maintain and control universally acceptable standards-
 - 2.5.1 in pharmaceutical education and training;
 - 2.5.2 for the registration of a person who provides one or more or all of the services which form part of the scope of practice of the category in which such person is registered;
 - 2.5.3 of the practice of the various categories of persons required to be registered in terms of this Act;
 - 2.5.4 of the professional conduct required of persons to be registered in terms of the Act; and
 - 2.5.5 of the control over persons registered in terms of this Act by investigating in accordance with this Act complaints or accusations relating to the conduct of registered persons;

- 2.6 to be transparent to the profession and the general public in achieving its objectives, performing its functions, and executing its powers; and
- 2.7 to maintain and enhance the dignity of the pharmacy profession and the integrity of persons practising that profession.

3. PURPOSE OF RFP

The purpose of the RFP is to appoint a service provider to supply and install a Solar Photovoltaic Grid-Tie System at the SAPC office building in Pretoria. The objective is to reduce-

- 3.1 the ongoing and increasing cost of energy;
- 3.2 reliability on electricity from the grid; and
- 3.3 the impact on the environment

4. SCOPE OF WORK AND DELIVERABLES

The appointed service provider will be required to supply and install a Solar Photovoltaic Grid-Tie System. The detailed scope of work, deliverables, and technical specifications are provided in **Annexure C** as attached hereto.

5. COMPETENCY AND MANDATORY REQUIREMENTS

The service providers/firms should meet the following competency and mandatory requirements-

- 5.1. Attend the compulsory briefing session to be held virtually via Microsoft Teams on 8 June 2021 at 09h00. Login details of the briefing session and tender specification documents are available on the Bulletin Board found on the home page of our website (www.sapc.za.org).
- 5.2. Service providers registered with one or more of the following associations will be given preference:
 - 5.2.1 SESSA - Sustainable Energy Society of Southern Africa;
 - 5.2.2 SAPVIA - South African Photovoltaic Industry Association; and
 - 5.2.3 ISES - International Solar Energy Society
- 5.3. Declare any conflict of interest related to the supply and installation of the Solar Photovoltaic Grid-Tie System at the SAPC, and sign the declaration form as per **Annexure A**.
- 5.4. Submit a minimum of three (3) recent (not older than 3 years) written and contactable references for related projects/works.

6. CONTENT OF THE PROPOSAL

The proposal must include the following:

- 6.1. Company profile and relevant experience
- 6.2. BBBEE Rating scorecard
- 6.3. Details of experience in carrying out projects of this nature (supply evidence where possible)
- 6.4. Valid tax clearance certificate
- 6.5. Company registration documents
- 6.6. At least three contactable references
- 6.7. Geographic representation in South Africa
- 6.8. Composition of the project team and a brief CV of each member of the proposed team (qualifications, experience, and expertise)
- 6.9. Preferably evidence of registration with relevant associations; SESSA, SAPVIA or ISES
- 6.10. Last audited/independently reviewed annual financial statements not older than two (2) years
- 6.11. The pricing/costing schedule as per **Annexure C**
- 6.12. Pricing must be inclusive of VAT

Other important conditions:

- 6.13 The prospective service provider/firm is responsible for all costs incurred in the preparation and submission of the proposal.
- 6.14 The successful service provider will enter a formal contract with the SAPC.
- 6.15 By accepting to take part in the proposal process, you agree to keep all information shared with you in relation to the proposal process confidential, to not disclose it to third parties, and to not use it for purposes other than the proposal.
- 6.16 The SAPC reserves the right to not award this contract.
- 6.17 The SAPC reserves the right to disregard a bidder's proposal should it be found that work was previously undertaken for the SAPC to which poor performance was noted during the execution of such contract in the last five (5) years.

- 6.18 Should the bidder present information which is intentionally incorrect/fraudulent, their proposal will be disqualified.
- 6.19 It is the responsibility of prospective service provider to ensure that their proposal is submitted before the closing date and time of the RFP, and to ensure that the proposal is received by the SAPC.

7. ENQUIRIES AND SUBMISSION

- 7.1 All enquiries must be made in writing and will be responded to during office hours 08:00 to 16:00, Monday to Friday.

Refilwe Mutlane	Telephone	(012) 319 8542
	E-mail	tenders@sapc.za.org

- 7.2 Proposals should be submitted by 21 June 2021 at 15:00, in soft copy format to tenders@sapc.za.org, or on a USB stick in a sealed envelope at the SAPC Building, 591 Belvedere Street, Arcadia, 0083.
- 7.3 Proposals not meeting the submission requirements or submitted after the due date will be disqualified.
- 7.4 If you do not hear from the SAPC within 90 days after the closing date, please accept that your proposal was not successful.

8. EVALUATION OF PROPOSALS

- 8.1. The SAPC will apply the principles of the Preferential Procurement Policy Framework Act, Act No. 5 of 2000/ (PPPFA) to this proposal.
- 8.2. The evaluation of the proposals will be based on the 90/10 PPPFA principle and will be done in three (3) phases, namely-
- 8.2.1 Pre-qualifications
 - 8.2.2 Functionality
 - 8.2.3 Pricing
 - 8.2.4 BBBEE

8.3. Phase 1- Pre-qualification Evaluation

Proposals will be disqualified or excluded under any of the conditions listed below by the Adjudicating Committee:

- 8.3.1 Submission after the deadline.
- 8.3.2 Proposals submitted at an incorrect location.

8.3.3 Proposals submitted in the wrong format (proposals must be submitted via email, or as a soft copy on a USB stick delivered to the designated location as per Paragraph 7.2 above).

8.3.4 Service providers whose tax matters/statuses are not in good standing with the South African Revenue Service (SARS).

8.3.5 The proposal is not fully completed.

8.3.6 BBBEE Original Certificate/Sworn Affidavit (not older than three (3) months) is not submitted or has expired.

8.3.7 The Declaration of Conflict of Interests of the firm/service provider (**Annexure A**) is not submitted.

8.3.8 Company registration documents are not submitted.

8.3.9 No last audited/independently reviewed annual financial statements not older than two (2) years submitted.

8.4. Phase 2 - Functionality Evaluation

8.4.1 A total of 27 points (30% of 90) is allocated for the functionality score. A minimum score of 70% on functionality (18.9 points) will be required to qualify for Phase 3 Evaluation.

8.4.2 A form will be used to evaluate proposals by members of the Tender Committee, and thereafter an average/aggregate score of the committee.

8.5. Phase 3: Pricing and Black Economic Empowerment (BEE)

Pricing

8.5.1 A maximum of 63 points is allocated for price on the following basis/formula.

$$P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where -

P_s = Points scored for price of bid under consideration

P_t = Rand value of bid under consideration

P_{\min} = Rand value of the lowest acceptable bid

BEE Compliance

8.5.2.A maximum of 10 points is allocated to BBBEE on the following sliding scale.

BBBEE Status	BBBEE Scorecard rating	BBBEE Points
Level 1 Contributor	100 Points and above	10
Level 2 Contributor	Between 85 and 100 points	9
Level 3 Contributor	Between 75 and 85 points	8
Level 4 Contributor	Between 65 and 75 points	7
Level 5 Contributor	Between 55 and 65 points	6
Level 6 Contributor	Between 45 and 55 points	5
Level 7 Contributor	Between 40 and 45 points	4
Level 8 Contributor	Between 30 and 40 points	3
Non-Compliant Contributor	Less than 30	2

8.6. The overall aggregate score for firms qualifying for consideration at Phase 3 evaluation will be used to recommend appointment to the Executive Committee of SAPC.

Description	Maximum points
Functionality	27
Pricing	63
BBBEE	10
Total Points	100

ANNEXURE A: DECLARATION OF INTEREST

1. Any legal person may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the principal, or to persons connected with or related to them, it is required that the bidder or their authorised representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where-

- the bidder is employed by the principal; and/or
- the legal person on whose behalf the bidding document is signed has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts, and persons who are involved with the evaluation and or adjudication of the bid.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

2.1 Are you or any person connected with the bidder, employed by the principal?

YES	NO

2.1.1 If so, state particulars.

.....

.....

2.2 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the principal and who may be involved with the evaluation and or adjudication of this bid?

YES	NO

2.2.1 If so, state particulars.

.....

.....

2.3 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between the bidder and any person employed by the principal who may be involved with the evaluation and or adjudication of this bid?

YES	NO

2.3.1 If so, state particulars.

.....
.....

DECLARATION

I, the undersigned (name).....

certify that the information furnished in paragraphs 2.1.1 to 2.3.1 above is correct. I accept that the principal may act against me in terms of Paragraph 11.23 of the general conditions of the contract should this declaration prove to be false.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

ANNEXURE B: PRICING/COSTING FOR THE SUPPLY AND INSTALLATION OF A SOLAR PHOTOVOLTAIC GRID-TIE SYSTEM

1. Please indicate your total bid price here: R..... **(Compulsory)**
2. **Important: It is mandatory to indicate your total bid price as requested above. This price must be the same as the total bid price you submit in your pricing schedule. Should the total bid prices differ, the one indicated above will be taken into consideration.**
3. **NB: All prices must be VAT-inclusive and must be quoted in South African Rand (ZAR).**
4. Are the rates quoted firm for the full period of the contract?

YES	NO
-----	----
5. **Mandatory:** If not firm for the full period, provide details of the basis on which adjustments will be applied for. E.g. CPI, and also details of the cost breakdown.

Price Declaration Form

Dear Sir/ Madam,

Having read through and examined the RFP document, Tender no. **1/2021**, the requirements and all the annexures to the RFP document, the following amount is quoted:

R_____ (including VAT)

In Words:

R_____ (including VAT)

- a) We confirm that this price covers the amount of all activities associated with the requirements and all other Annexures to the Bid Document.
- b) We undertake to hold this offer open for acceptance for a period of 90 days from the date of submission of offers. We further undertake that upon final acceptance of our offer, we will commence with delivery when required to do so as stipulated by the SAPC. Moreover, we agree that until formal Contract Documents have been prepared and executed, this RFB together with a written acceptance from the SAPC shall not constitute a binding agreement between us.

- c) We understand that you are not bound to accept the lowest, or any offer, and that we must bear all costs which we have incurred in connection with preparing and submitting this tender.
- d) We hereby agree to not divulge to any persons, other than the persons to which the tender is submitted, any information relating to the submission of this tender or the details therein, except where such is necessary for the submission of this tender, for the period during which this tender remains open for acceptance.

Signed _____ **Date** _____

(Print name of signatory)	
Designation	

For and on behalf of:	Company name	
	Tel no.	
	Fax no.	
	Cell no.	