KHULA BUSINESS PREMISES (PTY) LTD

Wholly owned subsidiary of Small Enterprise Development and Finance Agency (Sedfa)
Company Registration Number 2003/002883/07
VAT Registration Number 4270218482

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E helpline@sedfa.org.za

www.sedfa.org.za

SUBMISSION

To:	Supply Chain Department
From:	Khula Business Premises (KBP)
Date:	Thursday, 31 July 2025
Subject:	**TERMS OF REFERENCE: ELECTRICAL REINSTATEMENT OF UNIT 66 FOR KHULA BUSINESS PREMISES (PTY) LTD A SUBSIDIARY OF SMALL ENTERPRISE FINANCE AGENCY SOC LTD (SEFA) AT BLACKHEATH HIVES, RANGE ROAD, BLACKHEATH, WESTERN CAPE**

TERMS OF REFERENCE

1. PURPOSE OF THE SPECIFICATION

1.1. Khula Business Premises (Pty) Ltd (KBP) a wholly owned subsidiary of the Small Enterprise Development and Finance Agency (**Sedfa**) wishes to appoint a **Professional Electrical Contracting Service Provider** who is registered with relevant authorities to provide the above service at its property as indicated below. The bidder shall comply with all relevant government legislation as well as comply with **Sedfa**'s terms and conditions.

1.2. Bidders are invited to submit RFQs for ELECTRICAL REINSTATEMENT OF UNIT 66 FOR KHULA BUSINESS PREMISES (PTY) LTD A SUBSIDIARY OF SMALL ENTERPRISE FINANCE AGENCY SOC LTD (SEFA) AT BLACKHEATH HIVES, RANGE ROAD, BLACKHEATH, WESTERN CAPE.

2. BACKGROUND

2.1. As of 01 October 2024, **sefa,** Seda, and the Cooperative Banks Development Agency (CBDA) have officially merged to form **Sedfa**. The incorporation of **Sedfa** stems from the signing of the National Small Enterprise Amendment Act 2024 (No. 21 of 2024) by President Cyril Ramaphosa on 23 July 2024, and its subsequent gazetting on 30 September 2024. **Sedfa** is a development finance institution, listed as a Schedule 3B National Government Business Enterprise, with the State as the sole shareholder and the Department of Small Business Development as the Executive Authority. **Sedfa** complies with both the Public Finance Management Act 1 of 1999 and the Companies Act 71 of 2008.

2.2. Khula Business Premises (Pty) Ltd (KBP) a wholly owned subsidiary of the Small Enterprise Development and Finance Agency (**Sedfa**) wishes to appoint a **Professional Electrical Contracting Service Provider** who is registered with relevant authorities to provide the above service at its property as indicated below. The bidder shall comply with all relevant government legislation as well as comply with **Sedfa's** terms and conditions.

Note for SCU only

Directors • Dr. GS Moseneke (Chairperson) • Ms N Makanda • Mr PL Makape • Ms DM Ntsika • Mr M Pitjeng
Mr NS Mbatha (Acting Chief Executive Office) • Ms B Ndlovu (Acting Company Secretary)

RFQ No.	RFQ/KBP/150
Issue Date	31 July 2025
Closing Date and Time	15 August 2025 @ 11:00am
Compulsory Briefing session	08 August 2025 @ 10:00am Unit 66 at Blackheath Hives, Range Road, Blackheath, Western Cape.
Method of submission.	elizabethk@sefa.org.za / procurement@sefa.org.za

3. SCOPE OF WORK

Electrical Reinstatement of Unit 66

Item	Description	measurement	Qty	Price per Qty	Total Amount
1	Supply and install new cable from main DB into unit 66 DB	LM	100		
2	Supply and install new DB incl necessary breakers and ELs	Item	1		
3	Supply and install new pre-paid meter as per other units	Item	1		
4	Supply and install new 200mm cable tray	LM	120		
5	Existing cable to adjacent unit to be boxed into new wall being built	Item	1		
6	Remove all existing power skirting	Item	1		
7	Supply and install new 5ft double open channel light fittings incl LED tubes	Item	20		
8	Supply and install new 3 pin double plugs	Item	10		
9	Supply and install new switches	Item	2		
10	Supply and install new bathroom light fittings incl LED bulbs	Item	3		
11	Supply and install new 100W floodlights operating from a day/night sensor	Item	2		
12	Issue CoC on completion of the installation	Item	1		

Item	Description	measurement	Qty	Price per Qty	Total Amount
				Sub Total	
				VAT @ 15 %	
				Grand Total	

4. EVALUATION CRITERIA

4.1. This RFQ will be evaluated in three (3) phases as follows:

- **Phase 1**- Administrative Compliance Requirements (Initial Screening Process)
- **Phase 2** – Mandatory Requirements
- **Phase 3** - Price and Preference (Specific Goals).

4.2. **Phase 1 - Administrative Compliance**

a) The Standard Bid Document (SBD 4 & 6.1) forms must be fully completed and signed by the authorized company representative.
The bidder must submit proof of registration on CSD (Central Supplier Database) in the form of CSD Report.

b) Submission of valid Tax Compliance Status (TCS) Certificate with a unique security personal, Identification (PIN) issued by the South African Revenue Services certifying that the taxes of the bidder are in the order must be submitted at the closing date and time of the RFQ.

(d) The bidder must submit a certified valid B-BBEE certificate; in the event of submission of a B-BBEE Sworn Affidavit, the bidder must ensure that the Affidavit is stamped by the Commissioner of Oath and indicate the ownership percentages and or specific goals of the Bidding entity;
o In bids where Consortium, Joint Ventures and Sub-Contractors are involved, each party must submit a separate proof of TCS or pin

(e) The bidder must submit Companies & Intellectual Property Commission (CIPC) company registration documents listing all Directors or Shareholders and certified ID copies for directors/shareholders/members/partners.

Note:

- If the bidder is listed on the National Treasury List of Restricted Suppliers shall result in disqualification of the bid
- If any of its Directors are Listed on the Register of Defaulters shall result in disqualification of the bid.
- If the status of the bidder is reflecting deregistered on CIPC and or CSD shall result in disqualification of the bid.

Note: All bidders who do not comply with the items listed above may be disqualified and not be evaluated further.

4.3. **Phase 2: Mandatory Requirements Evaluation**

No	Mandatory	Comply / Not Comply
(a)	The bidder (contractors) must have a valid CIDB grading of 2EB or higher – submit valid proof.	
(b)	The bidder must submit a minimum of two (2) contactable reference letters and or Completion Certificate where similar works were successfully completed within the last five (5) years. *Note: The reference/s letter must be on the company letterhead, have a description, be signed, and have contact details for the referrer*. **Purchase orders or appointment/award letters will not be accepted.** (**sefa** reserves the right to contact any of the references).	
(c)	The bidder must submit valid COIDA certificates.	
(d)	The service provider/contractor must be registered with the ECB/ECA or with the department of labour as a registered installer. Provide valid proof for registered technician.	
(f)	The bidder must indicate a minimum threshold of **90%** for the local content on electrical cables (refer to SBD 6.2 and annexures attached). *Failure to complete and sign the SBD 6.2 and Annexures will lead to disqualification*	

Bidders that fail to comply with all the mandatory requirements will not be considered for further evaluation, and they will be automatically disqualified.

4.4. **Phase 3 - Price and Specific Goals**

4.4.1. This RFQ will be evaluated based on price and specific goals in line with the provisions of the Preferential Procurement Policy Framework Act 5 of 2000, Regulation 2022. As the RFQ price is estimated to be less than R 50 00 000.00, RFQ responses will be evaluated on the 80/20 price & specific goals.

4.4.2. The price quotations must be inclusive of all applicable taxes (including VAT).

Bidders are requested to complete the attached BOQ's.

NB: Tax matters for the recommended bidder will be verified on Central Supplier Database (CSD) or SARS eFiling prior to awarding. If the bidders' tax matters are non-compliant in terms of clause 4.2 & 4.3 will be exercised from National Treasury Instruction No. 09 of 2017/2018 (Tax Compliance Status Verification).

This tender's applicable preference point system is the 80/20 preference point system. Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

CRITERIA	POINTS
Price	80
Specific Goals	20
TOTAL	**100 points**

Specific Goals for this tender and points that may be claimed are indicated in table below:

Criteria	POINTS (80/20 system)
Black ownership	10
30% Black Women's Ownership	5
Any % of ownership by Black Designated Groups >0	3
Reconstruction Development Programme Objective: Promotion of SMMEs (Entities that are EME or QSE)	2
Total Points	**20**

Black ownership: 100% Black owned entities will score 10 points, and between 51% - 99%black-ownedd entities will score 4 points.

Supporting Document for Claiming of Specific Goals:
The bidder must submit proof of either a BBBEE Certificate accredited by SANAS or a BBBEE Certificate issued by the Department of Trade and Industry (DTI) or a Sworn Affidavit.

Black Designated Group means:

a. Unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution.

b. Black people who are youth as defined in the National Youth Commission Act of 1996.

c. Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act.

d. Black people living in rural and underdeveloped areas.

e. Black military veterans qualify to be called military veterans in terms of the military veteran Act 18 of 2021.

5. ENQUIRES

For the duration of this RFQ until the eventual appointment of the bidder and Contracting, **ALL** inquiries regarding this tender MUST be addressed to Supply Chain Office at procurement@sefa.org.za

6. CONTACT DETAILS FOR SITE BRIEFING

Name : Ghaulied Van Schalkwyk
Tel : 082 998 0172
Email : ghaulieds@sefa.org.za

Name : Mzulungile Kubukeli
Tel : 073 561 8750
Email : mzulungilek@sefa.org.za

SBD4

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

1 the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

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.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

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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.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

…… ……
Signature Date

…… ……
Position Name of bidder

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

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

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

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1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- 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 **To be completed by the organ of state**

(*delete whichever is not applicable for this tender*).

a) The applicable preference point system for this tender is the 80/20 preference point system.

b) 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

(a) Price; and

(b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

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

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

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

(a) **"tender"** 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 tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

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

(d) **"tender 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 the organ of state and a third party that produces revenue for the organ of state, 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

(e) **"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 PREFERENCE POINT SYSTEMS

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

80/20

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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 points is allocated for price on the following basis:

80/20

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.*)**

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Black ownership	10	
30% Black women ownership	5	
Any % of ownership by Black Designated Groups >0	3	
Reconstruction Development Programme Objective: Promotion of SMMEs (Entities that are EME or QSE)	2	
TOTAL POINTS	**20**	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm…….

4.4. Company registration number: ……...

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. 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 tender, 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 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state 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, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering 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 tenderer 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:	.....
	.....
	.....
	.....

Small Enterprise Finance Agency

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Dear Prospective Bidders

sefa takes a zero-tolerance approach to fraud, corruption and bribery.

sefa is committed to acting fairly, with integrity, in all its' relationships and business dealings both internally and externally (with its suppliers, contractors and other stakeholders).

Please note that under no circumstances will **sefa** ever require any payment to secure an award of an RFQ or a tender. Individuals that claim that an upfront payment to an individual, third party or a **sefa** official, is a blatant attempt at defrauding suppliers and such a scam must immediately be reported to the **sefa** Anti-Corruption line. **sefa** follows a fair, competitive and transparent procurement process in evaluating and awarding bids.

Should you or anyone wish to report any suspected fraud, corruption or bribery, you can BLOW the whistle by calling a free hotline on 0800 000 663



Small Enterprise Finance Agency (SoC) Ltd, Registration Number 1995/011258/06 is a Licensed Credit Provider • NCRCP 160

Directors • Ms N Makanda • Ms NG Khumalo • Mr M Qobo • Ms TV Tobias • Ms C Motale • Mr MM Mfuleni • Mr MJ Kganyago • Ms ZF Ngcobo • Ms HM Tsoadi • Mr MD Matshamba (Chief Executive Officer) • Ms B Ndlovu (Company Secretary)