

Tender Cover Letter

Tender Open for Response:	29 July 2019 at 10H00
Tender Closing Date	Due on / before 12:00pm 09 August 2019
RFx No:	TDS RFP-2019
DESCRIPTION:	Request for Proposal for Telkom Direct Stores Tenant Fit Out
CONTACT DETAILS:	<p>Only Tender specific or content related queries should be directed to the Discussions tab on e-sourcing. Please use email as your last resort</p> <p>Primary Contact: Vumisa Dingizwayo (012) 311 3867(Office) vumisa.dingizwayo@gyrogroup.co.za</p>
Intent To Participate	<p>Intent to participate must be sent to Vumisa Dingizwayo on vumisa.dingizwayo@gyrogroup.co.za by 22 July 2019 11h00.</p> <p>All supplier intending to participate for the Request must registered to be able to receive the Request for Proposal Documents.</p>
Vendor registration	<ul style="list-style-type: none"> • Vendors are urged to register on the Ariba platform in order to be invited for the RFP. • The vendor registration period is strictly open from 23 July 2019 to 27 July 2019 • No late registrations will be entertained • After the vendor has registered, the vendor ought to inform the ARS team via email ars@telkom.co.za and quote the RFP/I number in order to be added into the bidders list. • Only upon registration will the vendor have access to all tender documentation. • Please direct all registration queries to ars@telkom.co.za and quote the RFP/I number
RFP Responses	Responses must be submitted by participating on ARIBA SYSTEM on or before Friday, 09 August 2019 at 12h00pm. No email or hardcopy submission will be accepted.

MILESTONES	PLANNED DATE
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Questions should only be submitted until 4(four)* business days before the Tender Closing Date	From: 29 July 2019 To: 05 August 2019
Site Visits if required.	N/A
Presentations if required.	N/A
E-Auction Training	N/A
E-Auction	N/A
Notification to successful Respondents	16 September 2019

All dates subject to change

IMPORTANT INSTRUCTIONS REGARDING THE TENDER DOCUMENTS

Each Respondent must fully acquaint itself with all the conditions relating to the tender. If the Respondent has any doubt as to the meaning or interpretation of any of the Tender Documents, or any information in them, it should:

- ✓ Seek clarification from the Tender Coordinator; and
- ✓ Make its own enquiries and include a statement of the interpretation upon which the Respondent relies, and on which the Respondent's proposal(s) has been prepared.

Whilst Telkom will endeavour to ensure that any written information it provides to the Respondents in respect of the tender documentation is accurate, it gives no representation or warranty (express or implied) to the Respondents of accuracy, reliability, sufficiency or otherwise in relation to any information or data provided, whether contained in the Tender Documents or otherwise.

Pricing should be quoted in South African Rands (ZAR) unless requested otherwise on "Respondent Template".

Pricing must be firm and fixed for 90 days.

The prices quoted by the Respondent and negotiated by Telkom will form the contract prices and no changes or increases will be allowed by Telkom for incorrect information supplied by the Respondent.

If a Master Services Agreement (“MSA”) is included in Telkom’s tender instructions, Respondent must respond to the requirements contained in the prescribed format.

Respondent’s response to the MSA should be completed and form part of the Respondent’s response to the tender. In completing the review of the MSA, Respondent should carry out the following:

✓ Where Respondent complies with the requirement without qualification, it should leave the requirement un-amended; and

✓ Where the Respondent does not comply with the requirement, it should make any deletions or insertions to the original wording using the Microsoft Word track changes function. In addition, after completing its proposed changes, Respondent should provide a concise explanation of the changes in a comment next to the relevant requirement.

Respondent must provide clear, concise and reasonable response. Respondent should not postpone responses. “Respondent would be happy to discuss this later” is an example of a postponed response. If Respondent reserves its position on any requirements, then Telkom will treat the response as non-compliant.

Should the Respondent wish to also submit alternative proposals, the Respondent may do so stating clearly the points of departure from the Invitation to Tender and/or the Tender Documents, the reasons therefore, and the advantages to Telkom if such alternative is accepted. However, Telkom shall be under no obligation, to consider such a non-conforming Tender and Respondents must provide a conforming Tender in any event.

Extensions of Tender Closing Date:

Telkom may in its sole and absolute discretion by written notice to all Respondents, extend the Tender Closing Date and/or Time.

Please note that no application for an extension too close to the Tender Closing Date and/or Time will be considered (within the last two (2) business days before Closing Date and/or Time).

If any Respondent applies for, and is granted an extension of time to submit or lodge its tender, the extension so granted shall apply to all Respondents who will be advised of the extended closing date for receipt of tenders, whether their tenders have or have not been lodged. If you have already lodged your final response, and the extension is granted after your submission, your response will be marked “not final”. You must resubmit your final response again, and no later than the extended Tender Closing Date and/or Time.

PURPOSE OF THIS REQUEST

REQUEST FOR PROPOSAL

TELKOM DIRECT STORES (TDS) TENANT FIT OUT

Requirement

Proposals required from tenant fit out suppliers to form part of the Telkom panel. The scope of works includes but is not limited to:

- Tiling installation
- Partition wall installation
- Alterations
- Ceiling installation
- HVAC Installation
- Masonry work
- Electrical reticulation
- Joinery manufacturing and installation
- Kiosk manufacturing and installation
- Plumbing Installation

1. OTHER PROCUREMENT REQUIREMENTS

Necessary company documentation when requested such as:

- Company registration details
- Valid BBBEE certification only Level 2 or better
- Valid Tax Clearance certificate
- Attach 3 Years Audited Financial Statement

2. TIMELINES

- Submission of the proposals as per the required scope of work by Friday, 09 August 2019

3. CLOSING DATE AND TIME

- Responses must be submitted on ARIBA on or before Friday, 09 August 2019 at 12h00pm. No email or hardcopy submission will be accepted.
- All RFP related queries must be emailed to vumisa.dingizwaoyo@gyrogroup.co.za contact no: 012 311 3867