

REQUEST FOR QUOTATIONS (RFQ)

GOODS	X
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SERVICE	
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DESCRIPTION:	The appointment of a Panel of service providers for the Supply and Delivery of Food Items and Kitchen Essentials for a Period of Twelve (12) Months to the SAAO		
RFQ NUMBER:	NRF/SAAO/RFQ/114444		
DATE ISSUED:	26/01/2026		
NON-COMPULSORY BRIEFING VIA ZOOM	FRIDAY, 30/01/2026 @ 11:30 https://saastronomical.zoom.us/j/92931591225?pwd=o7VthfgqX69YwmfHCCMMHvMzggeR6B.1		
CLOSING DATE AND TIME:	MONDAY, 09/02/2026 @ 15:00		
QUOTATIONS TO BE SUBMITTED TO:	scm@saa.ac.za		
LOCATION:	SAAO		
LEAD TIME (from purchase order date)	As and when required		
Enquiries relating to bidding procedures may be directed to:		Technical enquiries may be directed to:	
Contact person:	SCM	Contact person:	Louis
E-Mail address:	scm@saa.ac.za	E-Mail address:	louish@saa.ac.za
Telephone No:	021 447 0025	Telephone No:	021 447 0025
<p>“Fraud alert! It is common for scammers to call bidders pretending to be NRF’s employees and offering to swing tenders your way for a fee. Do not fall for it, it is a scam!</p> <p>The NRF would never offer payment or any other consideration in return for the favourable consideration of a bid.</p> <p>Please report any suspected acts of fraud or corruption to the following toll-free number - 0800 701 701 or SMS 39772.”</p>			

SUPPLIER INFORMATION															
Name of Bidder Name:															
Street Address:															
Telephone Number															
Code		Number													
Cell Phone Number															
Code		Number													
Facsimile Number															
Code		Number													
E-Mail Address															
VAT Registration Number															
Tax Compliance Status	Tax Compliance System PIN		OR	Central Supplier Database No.	MAAA										
B-BBEE Status Level Verification Certificate	Tick Applicable Box. <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE Status Level Sworn Affidavit	Tick Applicable Box. <input type="checkbox"/> Yes <input type="checkbox"/> No											
[A B-BBEE status level verification certificate/sworn affidavit (for EMEs & QSEs) must be submitted in order to qualify for preference points for B-BBEE – also refer to the SBD 6.1]															
Are you the accredited representative in South Africa for the goods/services/works offered?		<input type="checkbox"/> Yes <input type="checkbox"/> No [If yes enclose proof]		Are you a foreign-based supplier for the goods/services/works offered?											
				<input type="checkbox"/> Yes <input type="checkbox"/> No [If yes, answer the questionnaire below]											
<table border="1"> <tr> <td>Is the entity a resident of the Republic of South Africa (RSA)?</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>Does the entity have a branch in the RSA?</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>Does the entity have a permanent establishment in the RSA?</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>Does the entity have any source of income in the RSA?</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>Is the entity liable in the RSA for any form of taxation?</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> </table> <p>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).</p>						Is the entity a resident of the Republic of South Africa (RSA)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Does the entity have a branch in the RSA?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Does the entity have a permanent establishment in the RSA?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Does the entity have any source of income in the RSA?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the entity liable in the RSA for any form of taxation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Is the entity liable in the RSA for any form of taxation?	<input type="checkbox"/> Yes <input type="checkbox"/> No														

1. INTRODUCTION TO THE NRF

The National Research Foundation (“NRF”) is a juristic person established in terms of the National Research Foundation Act, Act 23 of 1998, and a Schedule 3A Public Entity in terms of the Public Finance Management Act (PFMA). The NRF is the government’s national agency responsible for promoting and supporting research and human capital development through funding researchers, provision of the National Research Platforms, and science outreach platforms/programs to the broader community. The NRF provides these services in all fields of science and technology, including natural science, engineering, social science, and humanities.

The NRF is a schedule 3A entity under the PFMA (Act 29 of 1999), which is required to plan and report on its activities and organizational performance, and which is to be audited by the Auditor-General of South Africa (AGSA) on an annual basis. As part of the AGSA audit requirements, the NRF has to collect / document and store details, data and/or information of all persons and activities that form part of its performance record as proof thereof. In terms of this requirement, all persons making use of NRF facilities, platforms, equipment, tools etc., for research and related purposes are required to provide their personal details/data/information as per the template below or other similarly appropriate format. By completing your information in the template/register/record below and appending your signature thereto, you confirm your consent, in line with the Protection of Personal Information Act 4 of 2013, whereby the NRF and any of its business units may process (collect, receive, record, organize, collate, share, store, update, modify, retrieve, alter, consult, use, disseminate, distribute, merge, link, erase or destroy) the personal information you provide within and amongst its business units/functions for the purpose of fulfilling its statutory mandate, public accountability and other regulatory/legal requirements.

1.1. INTRODUCTION TO THE BUSINESS UNIT (SAAO) RESPONSIBLE FOR THIS RFQ

The South African Astronomical Observatory (SAAO) is a facility of the National Research Foundation and is the national centre for optical and infrared astronomy in South Africa. Its prime function is to conduct fundamental research in astronomy and astrophysics by providing a world-class facility and by promoting astronomy and astrophysics in Southern Africa.

2. SUPPLY SPECIFICATIONS

SAAO invites the submission of quotations for the following:

2.1 Intent

- The intent of this RFQ is to outline the scope of work and specifications for the Supply and Delivery of groceries for a Period of Twelve (12) Months to SAAO

2.2 Compliance with National Legislation and Standards

- The successful bidder must, in performance of work under this contract, fully comply with all applicable legislation (Acts and their regulations) and South African National Standards (SANS). These include, but are not limited to:
- Foodstuffs, Cosmetics and Disinfectants Act, 1972 (Act No. 54 of 1972): To control sale, manufacture and importation of foodstuffs, cosmetics and disinfectants and to provide for incidental matters.
- Government Notice No. R638 of 22 June 2018: Regulation Governing General Hygiene Requirements for Food Premises and the Transport of food. No person must handle food or permit food to be handled on food premises in respect of which a valid certificate of acceptability has not been issued or is not in force (Regulation R638 of 22 June 2018) by the local authority.
- The South African Food Labelling Regulations (Government Notice R146 of 1 March 2010)
- SANS 10049:2012 (SABS049): Food safety management – Requirements for prerequisite programmes (PRPs).
- Legislation put in place by the Directorate of Food control within the National Department of Health can be accessed at: <http://www.doh.gov.za/departments/foodcontrol/legis.html>
- Legislation regarding agricultural products as governed by the Department of Agriculture can be accessed at: www.daff.gov.za
- South African National Standards can be ordered from: [https://www.sabs.co.za](http://www.sabs.co.za)

2.3 Specifications and Physical Requirements

The products must meet the physical requirements as stipulated in table below.

- Bidders to state their conformance to specifications in table by indicating yes/no - this is compulsory.
- Bidders who do not comply will be non-complaint and may be disqualified from this evaluation process.
- If quoting for fresh and frozen items, delivery should take place directly to Sutherland.

- Delivery should be factored into the unit prices (Cape Town based suppliers).

	MANDATORY PHYSICAL REQUIREMENTS	Indicate Yes/No	
A	Physical Specifications		
1	Specifications for classification, composition, labelling and quality are the same as per current Legislation and South African National Standards (Acts, regulations and its amendments). Provide proof of capability to conform with this requirement such as a copy of the Certificate of Acceptability of Food Premise	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2	Specification or equivalent. Equivalents must be as close as possible to description and specification. Deviation of unit size and pack size will be acceptable. Order and costs will be calculated accordingly. It is not mandatory for the Service Provider to quote on all items on the Pricing Schedule.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
B	Product Specifications		
1	Product specifications are described in Pricing and Specification schedule.	YES <input type="checkbox"/>	NO <input type="checkbox"/>

	MANDATORY PHYSICAL REQUIREMENTS	Indicate Yes/No	
2	The Best Before dates of goods must be at least 4 months after the date of delivery to SAAO or as mutually agreed upon in case of a deviation of this requirement which will be considered case-by-case. Sell-by and Best-Before must always be visible.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
C	Packaging Specifications		

1	The product should be packed into suitable packaging as specified by relevant legislation and should be free from any leakage.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2	The producer name, product name and production date, as well as a best before date should be visible on the packaging for storage and rotation purposes as per relevant legislation.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
D	Transport and Delivery Specifications		
1	Goods must be delivered as per the agreed delivery schedule between SAAO and the successful bidder. The SAAO reserves the right to collect delivery from the supplier as and when required	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2	Delivery is required weekly within forty-eight (48) hours of receipt of official purchase order or as mutually agreed upon between successful bidder and SAAO.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3	Goods to be delivered in a closed ambient bakkie (or equivalent vehicle), with a temperature below 23 degrees Celsius (23 °C). Provide proof of capability to conform with this requirement such as a copy of the Certificate of Acceptability of Food Premise. All frozen or fresh produce items must be transported in a cold chain with a controlled temperature directly to the SAAO.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
4	All products delivered must be securely crated, boxed, wrapped or bagged and hauled in closed vehicles.	YES <input type="checkbox"/>	NO <input type="checkbox"/>

5	No other items will be transported in the same vehicle which might in any way contaminate or damage the products.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
7	Drivers and delivery assistants must be properly attired.	YES <input type="checkbox"/>	NO <input type="checkbox"/>

2.4. Delivery Schedule and Conditions:

- Suppliers must adhere to delivery schedule and SAAO conditions.
- The selection of service providers from the Panel will be on a rotational basis within the categories possibly based on average flat rate agreed with bidders who are eligible to form part of the panel or it will be guided by the specific service required for specific work assignment.
- The contract award may be split according to the successful service providers.
- During evaluation of the bids, additional information may be requested in writing from bidders. Replies to such request must be submitted, within 5 (five) working days or as otherwise indicated. Failure to comply, may lead to your bid being disqualified.
- SAAO reserves the right to evaluate and consider any Bid/s that does not comply strictly with this Bid process.
- Before the award of this Bid, SAAO reserves the right to enter into a phase of negotiation to ensure the optimum solution in terms of the specified requirement for SAAO with Bidder/s in order to establish a mutually acceptable solution. SAAO will however not be bound to enter into any contract with any party, should negotiations fail to produce mutually acceptable conditions.
- Should SAAO consider it necessary, the Bidder/s shall agree to an inspection of the resources and works of the Bidder.
- SAAO may request documentary proof of any information supplied by the Bidder/s. Failure to comply with request will lead to disqualification.
- Site location for delivery: NRF|SAAO Cape Town, 2 Observatory road, Cape Town, and NRF|SAAO Sutherland, Fraserburg road, Sutherland, Northern Cape
- Supplier will be notified of official order for delivery via email forty-eight (48) hours prior to delivery time between 8:00 and 10:30.
- Delivery must be made on the schedule mutually agreed between SAAO and the successful bidder.

- If there is an urgent work or a business need and all service providers on the panel are not available in that category of work to perform the task at hand, the end user department shall have the authority to appoint any service provider from the panel or outside the panel who has capacity when contacted to deliver that required service.
- Quotations will be requested on an “as and when required basis” and an official PO will be raised via e-mail forty-eight (48) hours prior to the required delivery date by the food service supervisor or a supply chain official for the duration of the agreement.
- The successful bidder will be issued a Purchase Contract (SBD7.1) from SAAO as confirmation of the award. An official purchase order (PO) will only be issued as their notice to proceed with supply and delivery as and when needed.
- Service provider must confirm receipt of an official order and confirm the delivery date and time with the foodservice supervisor. The foodservice supervisor must be informed of any changes in the agreed delivery times before-hand.
- The products must be transported under hygienically acceptable conditions i.e. securely crated, boxed, or bagged and hauled in covered refrigerated vehicles as previously specified. No other items will be transported in the same vehicle which might in any way contaminate or damage the products.
- SAAO reserves the right:
 - To cancel this Bid or any part thereof at any time;
 - Not to accept any Bids;
 - To accept one or more Bids for further negotiation
 - To contact any Bidder/s during the evaluation period, to clarify information only, without informing any other Bidder/s.
 - To either appoint one or more Bidder/s on a national basis, or award the contract on a regional basis to one or more Bidder/s.
 - SAAO shall not be obliged to accept the lowest priced bid, quotation, offer or proposal.
 - Should a service provider on the panel be unable to deliver the items under the contract, we reserve the right to approach another service provider, whether or not they are on the panel.
 - Suppliers in the Cape Town Metropolitan area must deliver to the SAAO Cape Town offices. Delivery should be factored into your unit prices of the grocery items.
 - Suppliers in and around the Northern Cape should quote for delivery as per line items 457 and 458 on the pricing schedule.

2.5 Negotiations

- SAAO has the right to enter into negotiation with a prospective bidder or prospective bidders regarding any terms and conditions, prices, etc.
- The selection of service providers from the Panel will be on a rotational basis, possibly based on average flat rate agreed with bidders who are eligible to form part of the panel or it will be guided by the specific service required for specific work assignment.
- The quantities listed herein are estimates only and are not intended to commit SAAO to purchase any specific quantity. In the event that SAAO's requirements do not result in the request for the full amount described herein, such occurrences shall not constitute the basis for fee adjustments under this contract.
- If the successful supplier is unable to supply the product required on the PO, he/she shall recommend an acceptable replacement product to the foodservice supervisor for approval. If the bidder requires a minimum order quantity, it must be stated on their proposal.

2.6 Documentation Requirements and Certification of Quantity and Quality

- All products delivered will be inspected at the time of delivery.
- The receiver will check items delivered against the official PO, invoice and delivery note at the time of delivery with the delivery person, signing the appropriate documentation for shortages and errors, and/or obviously damaged / non-compliant goods.
- The supplier will be responsible for products rejected at the point of delivery and products found to be deformed or defective within the use by date for the product as previously specified. Damaged or inferior products for which the supplier is responsible will be replaced at no additional cost to SAAO or a credit note will be issued for goods returned for credit.
- SAAO reserves the right to reject any product that does not conform to the specifications and quantity of invoiced product when received. Rejected items to be removed immediately and credit note/memo issued.
- Original tax invoices indicating PO number, description of products supplied, units of measure, quantity supplied, price per unit and total cost inclusive of VAT must be supplied per PO for each delivery.
- The successful bidder shall bear the full burden of ownership until the goods is accepted at the final destination. Any shortages, damages, losses or otherwise undelivered goods shall remain the successful bidder's responsibility.
- If deliveries are made in crates, boxes, containers or bags, these items remain the property and responsibility of the service provider. Such

containers used for delivery should be unpacked at point of delivery and SAAO should not be invoiced or levied for such crates/ containers.

- Payment terms are strictly 30 days from the date of statement.
- SAAO reserves the right to conduct inspections of the production process, the product and the premises of the supplier, by appointment, during the contract period or prior to entering into a contract.

3. EVALUATION PROCESS

The RFQ will be evaluated in the following three phases:

Phase 1:	Administrative compliance / submission of all returnable documents and completion of all returnable schedules
Phase 2	Specification evaluation and eligibility
Phase 3:	80/20 preferential point system in terms of PPPR22 <ul style="list-style-type: none"> - 80 – Price (VAT and all taxes included) - 20- Specific goals (BBBEE STATUS LEVEL) Refer to SBD6.1 - Specific goals: <i>relevant in accordance with the B-BBEE Codes of Good Practice and the PPPFA that are contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender, or disability</i>

Phase 1 – Administrative Compliance

All returnable documents marked mandatory ('M'), must be completed or submitted by service providers in order to proceed to be evaluated further in Phase 2.

Returnable Document/ Schedule	Mandatory (M) / Optional (O)
Signed SBD 1 form	M
Signed and completed SBD 3.1 form (pricing schedule)	M
Signed and completed SBD 4 form	M (=> R 2 000)
Signed and completed SBD 6.1 form	M (=> R 2 000)
Valid BBBEE certificate, or sworn	O (preference points will not be allocated if not

affidavit detailing annual turnover, in the case of EMEs and QSEs	submitted)
Bidder to Provide proof of capability to conform with this requirement such as a valid copy of the Certificate of Acceptability of Food Premise of the company	M
Experience of the company in the food supply industry. Bidder should provide 3 written reference letters within the last 3 years under the client-company letter head, with contactable details that confirms that the company is successfully supplying or has previously supplied groceries and kitchen items. The reference letter/s must state the duration, brief scope of work, value and if the project was completed successfully.	M
The Bidder must have an address either in Cape Town or Sutherland and therefore provide proof of physical Address - Valid Municipal bill not older than 3 months or a valid signed lease agreement in the company or company director's name	M

4. PRICING SCHEDULE – FIRM PRICES PURCHASES (SBD 3.1)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

IF YOUR PRICES ARE VARIABLE (SUBJECT TO CHANGE), PLEASE SPECIFY THE VARIABLES THAT WILL AFFECT THE PRICE.

OFFER TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE OF BID.

Respondents are requested to complete the pricing schedule attached in response to this Scope of Work. If the respondent feels there are any additional items that should be priced but were not included as part of the original scope of work, please submit separate quotation in company letter head

PRICING AND SPECIFICATION SCHEDULE				
SEE PRICING SCHEDULE ATTACHED				
Item no.	Product description and specification or equivalent	Specification pack size	Unit of measure	Supplier price (incl. vat) per pack/unit size
	SEE PRICING SCHEDULE ATTACHED	SEE PRICING SCHEDULE ATTACHED	SEE PRICING SCHEDULE ATTACHED	SEE PRICING SCHEDULE ATTACHED

5. BIDDING CONDITIONS FOR THIS RFQ

The following further conditions will apply to this request for quotations:

- 1) Price(s) quoted must be valid for at least (60) days from date of your offer.
- 2) Price(s) quoted must be inclusive of VAT, if applicable.
- 3) The bidder is required to submit:
 - a) Proof of B-BBEE Status Level of contributor, to claim points as per SBD 6.1
 - b) An EME is required to submit a sworn affidavit confirming their annual total revenue of R10 million or less and level of black ownership to claim points as per SBD 6.1
 - c) A QSE is required to submit a sworn affidavit confirming their annual total revenue of between R10 million and R50 million and level of black ownership or a B-BBEE level verification certificate to claim points. As per SBD 6.1
- 4) No award will be made to a service provider who is not registered on CSD. To register <https://secure.csd.gov.za/>.
- 5) Quotations equal to above R 2000 (VAT included) must be accompanied by the relevant SBD documentation as per section 3 of this document for Quotations duly completed.
- 6) The successful provider will be the one scoring the highest points in the event of the lowest bid being higher than R 2000. (VAT inclusive).
- 7) For goods/ services below R 2000 the successful bidder will be one with cheapest acceptable quotation.
- 8) SAAO reserves the right to withdraw any invitation to quote and/or to re-advertise or to accept a part of it. SAAO does not bind itself to accepting the lowest quotation.
- 9) This request for quotations is subject to the National Treasury General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract.
- 10) Payment terms is within 30 days from date of receipt of invoice and when goods have been delivered. (No Pre- Payment allowed).
- 11) Where supplier terms and conditions are different from SAAO set terms and conditions
- 12) SAAO reserves the right:
 - To cancel this Bid or any part thereof at any time;
 - Not to accept any Bids;
 - To accept one or more Bids for further negotiation
 - To contact any Bidder/s during the evaluation period, to clarify information only, without informing any other Bidder/s.
 - To either appoint one or more Bidder/s on a national basis, or award the contract on a regional basis to one or more Bidder/s.
 - SAAO shall not be obliged to accept the lowest priced bid, quotation, offer or proposal.

- Should a service provider on the panel be unable to deliver the items under the contract, we reserve the right to approach another service provider, whether or not they are on the panel.

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

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.

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 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.

3.5 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

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.

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 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

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

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

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

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

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

SPECIFIC GOALS (80/20)

B-BBEE Status Level of Contributor	1	2	3	4	5	6	7	8	Non-compliant contributor 0
Contributor Number of Points for Preference (80/20) between R2000 and R50m	20	18	14	12	8	6	4	2	
Points Claimed (Supplier to complete)									

DECLARATION WITH REGARD TO COMPANY/FIRM

4.2. Name _____ of
company/firm.....

4.3. Company _____ registration _____ number:
.....

4.4. 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]

4.5. 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:

.....

GENERAL CONDITIONS OF CONTRACT

The National Treasury General Conditions of Contract shall govern the contractual relationship between SAAO and the successful bidder. The contract is not attached, however is accessible on SAAO's website - <https://www.saa.ac.za/tenders/>

BID SIGNATURE (SBD 1)

I, the bidder, warrant by signature as having read and accepted each page in this document including any annexures attached to this document. I undertake to supply all or any of the goods, works, and services described in this procurement invitation to SAAO in accordance with the conditions requirements and specifications stipulated in this bid document at the price/s quoted. I confirm that I have satisfied myself as to the correctness and validity of my offer/bid in response to this invitation, covering all my obligations and I accept that any mistakes regarding price(s), rate(s), and calculations are at my own risk.

My offer remains binding upon me and open for acceptance by SAAO during the validity period indicated and calculated from the closing time of bid invitation. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me in terms of this document as the principal liable for the due fulfilment of the subsequent contract conditions if awarded to me.

I declare that during the bidding period did not have access to any NRF proprietary information or any other matter that may have unfairly placed our bid in a preferential position in relation to any of the other bidder(s).

I confirm that I am duly authorised to sign this offer/ bid response.

NB: Failure to provide / or comply with any of the above particulars may render the bid invalid.

Signature of bidder: