

REQUEST FOR QUOTATION (RFQ)

Supplier Name:

GOODS

X

SERVICE

X

Request for Quotation	iLABS/RFQ 2024/2025:23
Date Issued:	09 May 2024
Description of Services/ Goods:	REQUEST FOR QUOTATION: APPOINTMENT OF A SERVICE PROVIDER TO RENDER GENERAL MAINTENANCE FOR THE WATER CHILLER PLANT AND DEIONIZED WATER PLANT AT ITHEMBA LABS GAUTENG FOR FIVE (5) YEARS Full Specification on pages 5,6,7
Compulsory Site Visit date and time	16 th May 2024 Time: 11:00 am iThemba LABS Gauteng 92 Empire Road Braamfontein Johannesburg South Africa
Closing Date:	24 th May 2024
Closing Time:	11:00 am
Delivery Address:	iThemba LABS Gauteng 92 Empire Road Braamfontein Johannesburg South Africa
Submit RFQ to via email only	scm2@tlabs.ac.za
Date Goods or Service Required:	Contract for 5 years
For More Information (Technical):	Oleg Pekar Email: pekar@tlabs.ac.za

	Tel: 011 351 7000/7056
For More Information (Supply Chain Management):	Ms Khanyisa Maqwara Tel: 021 843 1000 Email: scm2@tlabs.ac.za

THE FOLLOWING CONDITIONS WILL APPLY:

- **Where quotations/proposals are R 2 000.00 or more, the preferential Procurement System Applicable is 80/20**
- Price(s) quoted must be valid for at **least sixty (60) days from closing date of the RFQ.**
- Price(s) quoted must be firm and must be inclusive of VAT.
- **No advance payment without a payment guarantee**
- **Payment terms are 30 days from date if invoice received**
- A firm delivery period **must** be indicated.
- Late proposals/quotations / bids will be not be accepted.
- **Submit your B - BBEE Certificate as accredited with SANAS or Sworn affidavit if you are claiming for specific goals.**
- **Bidder / service provider / supplier that fails to provide mandatory RFQ requirements may be disqualified.**
- **Changes made by the / service provider/supplier to the RFQ template and its terms and conditions will not be considered after the closing date and time**
- Provide CSD Summary Report (www.csd.gov.za)
- The attached forms to be completed by the Bidder (where applicable):
 - SBD 4 – Bidder disclose
 - SBD 6.1 – Preference Points Claim (South African Companies Only)
- This request for formal quotation is subject to the Preferential Procurement Policy Framework Act (PPPFA) and The Preferential Procurement Regulations, 2022, **The General Conditions of Contract (GCC and, if applicable, any other special Conditions of Contract.**

REGISTRATION ON THE CENTRAL SUPPLIER DATABASE (CSD):

The bidder must be on the National Treasury's Central Supplier Database in order to do business with the NRF and for the NRF to award a bid and sign the subsequent contract. Registration on the CSD (www.csd.gov.za) is compulsory and bids from unregistered bidders are not considered.

National Treasury Contact Details: +27 (0) 12 406 9222 or email csd.support@treasury.gov.za

SCHEDULE 1 - SPECIFICATION

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. 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 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.

Introduction to the Business Unit responsible for this RFQ

iThemba LABS (Laboratory for Accelerator-Based Sciences) is a multi-disciplinary research laboratory based at two sites in the Western Cape and Gauteng respectively, these provide facilities for:

- Basic and applied nuclear physics research using particle beams
- Research Radiation Biophysics
- The supply of accelerator-produced radioactive isotopes for nuclear medicine and research

Evaluation Process

- Evaluation of proposals:

All proposals will be evaluated by Supply Chain Management for administrative compliance, functionality, price and B-BBEE. Based on the results of the evaluation process and upon successful negotiations, iThemba LABS will approve the awarding of the contract to the successful bidder.

- Preference points system:

The 80/20 preference point system will be used where 80 points will be dedicated to price and 20 points to B-BBEE status. "If all bids received are more than R 1 000 000.00, this request is automatically cancelled".

Subject to section 2(1)(f) of the PPPFA, the contract will be awarded to the tenderer scoring the highest points.

Supplier Response

Name of Supplier:	
Address of Supplier:	
Contact Person:	

Contact Tel:	
Email Address:	
CSD Supplier Number:	MAAA.....
Lead Time for delivery	
Currency:	ZAR
Payment terms:	30 days from the date of receiving the invoice

Administrative Compliance Returnable Documents (M – Mandatory); (O – Optional)	Submitted	
Bidders Disclosure (SBD 4), signed and completed.	M	☐ Yes ☐ No
Preference Points Claimed (SBD 6.1), signed and completed	O	☐ Yes ☐ No
BBBEE certificate or sworn affidavit (applicable for local bidders).	O	☐ Yes ☐ No
(M – Mandatory); (O – Optional)	Submitted	
Pricing completed	M	☐ Yes ☐ No
Company Profile	M	☐ Yes ☐ No
Proof of address to demonstrate that the bidder's satellite office is based within 60km of iThemba LABS Gauteng has been provided. (e.g. Utility Bill)	O	☐ Yes ☐ No
Valid Letter of Good Standing issued by Compensation Commissioner OR COIDA certificate (SUBMIT PROOF)	M	☐ Yes ☐ No
Daikin Training Certificates – Chiller+DX (SUBMIT PROOF)	M	☐ Yes ☐ No
F-Gas Certificates (SUBMIT PROOF)	M	☐ Yes ☐ No
A portfolio of maintenance of chiller water system covering similar scope of works (Restricted to a minimum of 3 in the past 5 years) <u>The Projects must include the Value and duration of the contract. (SUBMIT PROOF)</u>	M	☐ Yes ☐ No
CV and Trade Certificate of the competent person Minimum Five Years' Experience. (SUBMIT PROOF)	M	☐ Yes ☐ No
Proof of medical fitness (including working at heights)	M	☐ Yes ☐ No

SPECIFICATIONS:

iThemba LABS has identified a need to improve its business operations to cater for the needs and expectations of its customers and employees. To achieve this, an efficient and effective technical infrastructure should be in place to enable core business to achieve objectives. Based on its technological competency, Facilities Management is the internal business partner to provide these essential services. Due to the complex nature of some of these services, it is not possible to offer all services in-house, hence the need to outsource other services to external service providers.

The general maintenance for the Water Chiller Plant (Daikin and Carrier Chillers), Deionized Water Plant and Water Treatment Services Program, supervised and administered under a competent Water Chiller Plant specialist, is an essential part of routine maintenance to ensure the safe operation and longevity of Cooling Equipment as well as our Deionized Water System. The contractor must ensure that all work performed and/or equipment used on site complies with the Occupational Health and Safety Act (OHS Act No 85 of 1993)

1 Description of Works

1.1 Maintenance of the Water Chiller Plant and Deionized Water Plant and Water Treatment Services

The bidders are expected to carry out a monthly maintenance including inspections, control checks and water treatment service to the water-cooling system as well as the deionized water-cooling system. The main objective is uninterrupted chillers water supply and water treatments to prevent corrosion which may negatively affect the longevity of our systems and equipment. In our Chiller Plants (Daikin, Carrier) we have a closed loop system which must be checked. The bidder will be responsible for the water treatment, backwash the sand filter and refill chiller tank and corrosion inhibitor ScaleAwayA900 to be dosed at 2000 – 3000 ppm. This must be done monthly without interruption on chiller plant and maintaining circulation of water. The service will include supply of ScaleAwayA900. In addition, the service provider will be required to provide “as and when required” general maintenance and repairs of all the related water supply equipment and chiller units and also, provision of spares when require.

Any failure of Water Chiller Plant, Deionized Water Plant or related equipment requires 24 hours attendance response.

It must be noted that should there be a need for provision of spare parts, the service provider will be required to submit 3rd Party quotations along with their quotation to ensure the spare parts are charged at cost plus mark-up of percentage (%) as indicated in the Pricing Schedule.

The bidders are expected on annual basis during January or February to inspect and provide written report on the conditions of Daikin and Carrier Chillers and to service if necessary, replace all filters of water chiller plant and deionized water plant.

1.2 Replacement of Carrier Chiller Pumping Station

Replacement of Centrifugal Pump Station for Carrier Chiller equivalent to KSB Etanorm 65-200

Once off job to be done in the first month of the contract.

Confirmation of work involved during briefing session.

1.3 Installation of Backup Pumping Station

Installation of Backup Chiller Water Pumping Station (Accelerator-Vault. Water Supply)

Once off job to be done in the first four month of the contract.

Confirmation of work involved during briefing session.

1.4 labeling of electrical components

Labeling of electrical components in electrical panel of the water chiller plant

Once off job to be done in the first four month of the contract.

Confirmation of work involved during briefing session.

1.5 lagging pipework

Lagging pipework of the water chillers and deionized water system

Once off job to be done in the second year of the contract.

Confirmation of work involved during briefing session.

2 Service and Activities Reports

The bidders are expected to provide a monthly report of work done and status of our Chiller Plant System.

3 Chemicals

- The bidder must be suitably qualified and experienced in the supply of chemicals for the use of water treatment with the SABS/ISO 9001 accreditation.

PRICING SCHEDULE

- Bidders must price in accordance with the pricing schedules below, this will enable iThemba LABS to compare priced offers, the priced rates in Part A in the Pricing schedule will be fixed for the duration of the contract.
- Bidder will have required to submit a quotation for Part B in the Pricing Schedule which will apply to adhoc works as/when required (additional work outside Part A).
- Failure to submit a priced offer using the prescribed schedules may make the bid liable for disqualification.
- Do not leave any area blank in the pricing schedules.
- All payments will be made 30 days from receipt of invoice.
- A Detailed Breakdown of costs must be attached to all invoices.
- All travel rates will be paid in line with the SARS Tax Free Rate no claim may exceed the distance from the primary place of business.
- **3rd Party Procured Items – Repairs and Maintenance and Spares will be charged at cost plus mark-up of percentage (%). - VAT shall not form part of mark-up calculations. Please state percentage mark-up in the Pricing Schedule**

ITEM NUMBER	DESCRIPTION OF SUPPLIES OR SERVICE	FREQUENCY	RATE PER MONTH
A : Maintenance Services:			
1	Monthly water treatment. Backwash the sand filter and refill chiller tank and add corrosion inhibitor ScaleAwayA900 (Inclusive of chemicals)	Monthly	R
2	Maintenance, inspections, control checks and repairs If required, solenoid valves and related equipment (Provisional amount)	Monthly	R
3	Replacement all filters of Water Chiller Plant (compulsory) and to service the Daikin and Carrier Chillers (if necessary) Provision of filters inclusive	Annually	R
4	Replacement of Carrier Chiller Pumping Station	Once	R
5	Installation of Backup Pumping Station	Once	R
6	labeling of electrical components	Once	R
7	lagging pipework	Once	R
TOTAL BID PRICE FOR YEAR 1 (Inclusive of items above)		R	
TOTAL BID PRICE FOR YEAR 2 (Inclusive of items above)		R	
TOTAL BID PRICE FOR YEAR 3 (Inclusive of items above)		R	
TOTAL BID PRICE FOR YEAR 4 (Inclusive of items above)		R	
TOTAL BID PRICE FOR YEAR 5 (Inclusive of items above)		R	
TOTAL BID PRICE FOR ALL 5 YEARS (Incl. VAT)		R	
B: Maintenance and Provision of Spare Parts - Callouts Rates (As and when needed):			
Mark up percentage on spare parts		%	
Normal Time (Monday – Friday)		Per hour	R
Weekends and Public Holidays		Per hour	R
After Hours / Overtime		Per hour	R
Travel Fee		Per 1 km	R

STANDARD BIDDING DOCUMENT (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.
- 3.4 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 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.

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.

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

STANDARD BIDDING DOCUMENT (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
- 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

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

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 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
$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \text{ or}$		
$P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$		

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{min} = 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 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ \\ Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) & \text{or} & \\ Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) & & \end{array}$$

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 (B-BBEE Status Level of Contributor)	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1	10	20		
2	9	18		
3	6	14		
4	5	12		
5	4	8		
6	3	6		
7	2	4		
8	1	2		
Non-compliant contributor	0	0		

Bidders must submit B-BBEE certificates or sworn affidavit to claim points for specific goals.

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:	

Note: It is advised that documents be returned in PDF