

## REQUEST FOR QUOTATIONS

<b>GOODS</b>	<b>X</b>
<b>SERVICES</b>	

DESCRIPTION:	Supply of Matrice350-RTK Drone and Support Equipment		
RFQ NUMBER:	SARAO RFQ PEP6 2510/2023		
CLOSING DATE:	Thursday, 9 November 2023		
CLOSING TIME:	12.00PM		
BIDS SUBMITTED TO:	<a href="mailto:anwuli@sarao.ac.za">anwuli@sarao.ac.za</a>		
PRICE AND PREFERENCE POINTS SYSTEM:	80/20		
DELIVERY INFORMATION - RFQs must be submitted electronically to <a href="mailto:anwuli@sarao.ac.za">anwuli@sarao.ac.za</a>			
Bidding procedures enquiries may be directed to:		Technical information enquiries may be directed to:	
Section	Supply Chain Management	Section	Construction Planning
Contact person	Anwuli Okecha	Contact person	Gabriella Duncan
E- Mail address	<a href="mailto:anwuli@sarao.ac.za">anwuli@sarao.ac.za</a>	E- Mail address	<a href="mailto:gduncan@sarao.ac.za">gduncan@sarao.ac.za</a>
Telephone	021 506 7300	Telephone	
<b>Note:</b> SARAO staff primarily work remotely, and therefore any enquiries relating to this Request for Quotations must be directed to the email addresses provided above.			

SBD 1 - 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]	
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
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).					

## **1. INTRODUCTION TO THE NRF**

The National Research Foundation Act as amended, Act 19 of 2018, establishes the National Research Foundation (“NRF”) as the juristic legal entity that will contract with the awarded bidder. Please visit the NRF website (<https://www.nrf.ac.za>) for more information.

## **2. BACKGROUND TO SARAO**

The South African Radio Astronomy Observatory (SARAO) is the National Research Foundation’s National Facility incorporating South Africa’s radio astronomy instruments and programmes such as the MeerKAT and KAT-7 telescopes in the Karoo in the Northern Cape, the Hartebeesthoek Radio Astronomy Observatory (HartRAO) in Gauteng, the African Very Long Baseline Interferometry (AVN) programme in nine African countries as well as the associated human capital development and commercialisation endeavours. More information about SARAO is available from [www.sarao.ac.za](http://www.sarao.ac.za). More information about the international SKA project is available from [www.skatelescope.org](http://www.skatelescope.org).

## **3. CONTEXT OF THE PROCUREMENT NEEDED**

The SKA Phase 1 (SKA1\_MID) project in the Karoo will comprise 197 telescopes, once completed. The SKA1\_MID footprint covers over 400 000 ha of land in the Karoo, Northern Cape of which approximately 135 000 ha is owned by the National Research Foundation (NRF). The remaining land is being secured through servitude agreements. Currently, of the 197 telescopes, 64 have already been constructed and are operational. These 64 telescopes make up the MeerKAT project array. Originally MeerKAT was developed as a precursor project to the SKA project, but it has since been decided to incorporate this instrument as part of the SKA1\_MID array.

To assist in the land management requirements, environmental monitoring and the monitoring of construction and operational activities on this vast expanse of land covered by the project, SARAO intends to invest in drone applications. This RFQ is for the supply of Remotely Piloted Aircraft (RPA)/drone equipment to allow for effective and efficient drone application for SARAO requirements.

## **4. DETAILED SPECIFICATION**

The required drone equipment will enable those SARAO employees with Remote Pilot Licenses (RPLs) to: capture aerial imagery, undertake surveys, monitor and manage various project activities within the land management and construction planning function of the organisation.

SARAO requires the following multi-rotor drone and support equipment:

- DJI Matrice350 RTK (Inc. 2x controllers, attachments and protective casing)
- Intelligent Battery Station
- Intelligent flight batteries (x8 batteries)
- GNSS Mobile Station for Matrice series (Inc. tripod and protective case)
- Landing pad
- Compatible MicroSD cards (x2 1TB)
- Product training and product commissioning and testing with payloads
- Payloads (compatible with Matrice350 RTK) and protective casing:
  - Zenmuse H20 camera; and
  - Zenmuse P1 camera

As part of the bid, respective bidders will need to include:

- A project schedule indicating project lead times for delivery of all equipment;
- Indicate available warranties and/or service plans for the equipment specified above; and
- Provide a maintenance and service schedule for the equipment specified above.

## 5. EVALUATION PROCESS

<b>Phase 1:</b>	Administrative compliance / submission of all returnable documents and completion of all returnable schedules
<b>Phase 2:</b>	Compliance with functionality criteria
<b>Phase 3:</b>	Price and Specific Goals

### 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

<b>Returnable Schedule</b>	<b>Document/</b>	<b>Assessment Methodology</b>	<b>Mandatory/ Optional)</b>
SBD 1 Form – Invitation to Bid		Has the bidder completed and signed the SBD 1 Invitation to Bid form?  Has the bidder provided its CSD number or/and a detailed CSD report?	Mandatory
SBD 3.1 Form - Pricing Schedule		Has the bidder submitted its pricing for the services offered?	Mandatory
SBD 4 Form – Bidder's Disclosure		Has the bidder submitted its pricing for the services offered	Mandatory
SBD 6.1 Form – Preference Points Claim Form		Has the bidder completed and signed the SBD 6.1 form?	Mandatory
SBD 1 Form – Bid Signature		Has the bidder confirmed that its bid is validity submitted?  Has the bidder signed the SBD1 form?	Mandatory
BBBEE certificate, or sworn affidavit detailing annual turnover and level of black ownership, in the case of EMEs and QSEs		Has the bidder submitted a valid B-BBEE certificate or sworn affidavit in order to claim points for specific goals?	Mandatory (if points for specific goals are claimed by the bidder)

## Phase 2 – Functionality Criteria

To satisfy the functionality requirements of this RFQ, bidders must achieve a “Go” assessment for all of the mandatory requirements stipulated below.

Evaluation Criteria	Weight	Assessment Methodology	Assessment
The bidder must submit a list of Unmanned Aerial Vehicle (UAV) supply projects ( <b>the provided template in Annexure A must be used</b> ) completed in the last 3 years similar in nature to this bid.	Mandatory	Completed Annexure A is submitted The bidder must have completed a UAV project(s) within the last 3 years	Go/No-go
The bidder must submit a company profile indicating expertise in the UAV industry.	Mandatory	Company profile showing expertise applicable to bid requirements	Go/No-go
The bidder must submit a project delivery schedule for the work to be undertaken	Mandatory	Project schedule provided	Go/No-go
The bidder must submit a maintenance and servicing schedule for the required equipment	Mandatory	Maintenance and servicing schedule provided	Go/No-go
The bidder must indicate warranties applicable for the required equipment	Mandatory	Warranties indicated	Go/No-go

## Phase 3 – Scoring on Price and Specific Goals

The RFQ will be evaluated on the 80/20 preference points system in terms of the Preferential Procurement Regulations, 2022.

## 6. PRICING SCHEDULE – 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**

OFFER TO BE VALID FOR 30 DAYS FROM THE CLOSING DATE OF BID.

Respondents are requested to complete the pricing schedule below 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 include them in a separate pricing schedule.

A detailed quotation must also be submitted that corresponds to the pricing schedule below. Please provide details on the type of fees and costs at each section.

Product	Description	Quantity	Unit price (ZAR)	Total (Excl. VAT)
DJI Matrice 350 RTK drone	Matrice 350 Aircraft Body	1		
	DJI RC Plus Remote Controller	2		
	USB Charger	2		
	USB-C Cable	2		
	2110 Propeller (CW)	2		
	2110 Propeller (CCW)	2		
	Landing Gear	1		
	(Pair) Spare RC Stick Cover	1		
	Spare Propeller Holder	2		
	Spare Gimbal Damper	4		
	USB Cable with Double A Ports	1		
	Vision System Calibration Plate	1		
	Protective Carrying Case	1		
	Smart Controller Lanyard	2		
	Rubber Port Cover Set	1		
	Screws & tools			
	Manuals	1		

DJI Matrice 350 series Intelligent Battery Station		1		
DJI Matrice 350 series Intelligent flight battery		8		
D-RTK2 High precision GNSS Mobile Station for Matrice 350 series and case	GNSS receiver that supports all major global satellite navigation systems.	1		
	GNSS mobile station Internal batteries	2		
	D-RTK2 GNSS mobile station case	1		
D-RTK2 Base station Tripod and case	The D-RTK 2 Mobile Station Tripod from DJI works in conjunction with the DJI D-RTK 2 Mobile Station.	1		
	D-RTK2 and Tripod Case	1		
Landing pad (1x1)	CYNOVA-DRONE LANDING PAD 1x1	1		
SanDisk MicroSD cards	SanDisk Extreme 1TB MicroSD U3	2		
Zenmuse H20	Zenmuse H20 20 MP Zoom Camera 12 MP Wide Camera 1200 m LRF	1		
Zenmuse P1	Zenmuse P1 Sensor size (Still): 35.9×24 mm (Full frame) Sensor size (Max video recording area): 34×19 mm Effective Pixels: 45MP Pixel size: 4.4 μm	1		
DJI Product training and commissioning	Training on the Martrice 350 RTK and payloads Drone commissioning and testing with payloads	2		
<b>Sub-total</b>		<b>R</b>		
<b>VAT (15%)</b>		<b>R</b>		
<b>Total (Inc. VAT)</b>		<b>R</b>		



## 7. BIDDING CONDITIONS

The following conditions will apply to this request for quotations:

1. Price(s) quoted must be valid for 30 days from date of your offer.
2. Price(s) quoted must be firm and must be inclusive of VAT, if applicable.
3. In order to claim points for specific goal, bidders are required to submit:
  - (i) proof of B-BBEE Status Level of contributor; or
  - (ii) for EMEs, a sworn affidavit confirming their annual total revenue of R10 million or less and level of black ownership; or
  - (iii) for QSEs, 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.
4. **No award will be made to a service provider who is not registered on CSD.** To register <https://secure.csd.gov.za/>
5. SARAO reserves the right to withdraw or cancel any invitation to quote and re-advertise it; or to accept a part of it. SARAO does not bind itself to accepting the lowest quotation.
6. This request for quotations is subject to the Preferential Procurement Policy Framework Act, 2000, the Preferential Procurement Regulations, 2022, the National Treasury General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract.
7. Payment will be effected within 30 days of receipt and acceptance of the goods and the supplier's invoice.

## SBD 4 - BIDDER'S DISCLOSURE

<b>1.</b>	<b>PURPOSE OF THE FORM</b>		
1.1	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.		
<b>2.</b>	<b>BIDDER'S DECLARATION</b>		
2.1	Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest <sup>1</sup> in the enterprise, employed by the State?		<b>YES / NO</b>
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 -		
	<b>Full Name</b>	<b>Identity Number</b>	<b>Name of State Institution</b>
2.2	Do you, or any person connected with the bidder, have a relationship with any person employed by the procuring entity?		<b>YES / NO</b>
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?		<b>YES / NO</b>

<sup>1</sup> 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.

2.3.1	If so, furnish particulars:
3.	<b>DECLARATION</b>
<p>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 -</p>	
3.1	I have read and 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 consortium <sup>2</sup> 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	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.

<sup>2</sup> 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.

**CERTIFICATION**

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 AND 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT MY 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.

.....  
Date

.....  
Signature

.....  
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
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 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 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:

$$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right) \quad \text{or} \quad Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

80/20                      or                      90/10

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

**Table 1: Specific goals for the tender and points claimed are indicated per the table below and is based on B-BBEE Status Level of Contribution of the Bidder.**

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

B-BBEE Status Level of Contribution	Number of points allocated (80/20 system) (between R2 000 and R50 000 000)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1	20	
2	18	
3	14	
4	12	
5	8	
6	6	
7	4	
8	2	
Non-compliant contributor	0	

## DECLARATION WITH REGARD TO COMPANY/FIRM

4.1. Name of company/firm.....

4.2. Company registration number: .....

4.3. TYPE OF COMPANY/ FIRM

<input type="checkbox"/> Partnership/Joint Venture / Consortium	<input type="checkbox"/> Personal Liability Company
<input type="checkbox"/> One-person business/sole propriety	<input type="checkbox"/> (Pty) Limited
<input type="checkbox"/> Close corporation	<input type="checkbox"/> Non-Profit Company
<input type="checkbox"/> Public Company	<input type="checkbox"/> State Owned Company

[TICK APPLICABLE BOX]

4.4. 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.

<p>.....</p> <p><b>SIGNATURE(S) OF TENDERER(S)</b></p> <p><b>SURNAME AND NAME:</b></p> <p>.....</p> <p><b>DATE:</b></p> <p>.....</p> <p><b>ADDRESS:</b></p> <p>.....</p> <p>.....</p>
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## GENERAL CONDITIONS OF CONTRACT

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

## SBD 1 - BID SIGNATURE

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 SSARAO in accordance with the 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 SARAO 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: