

REQUEST FOR QUOTATIONS

SERVICES	X
GOODS	X

DESCRIPTION:	APPOINTMENT OF A SERVICE PROVIDER TO DRAFT THE EVACUATION PLAN FOR SARAO HARTEBEESTHOEK RADIO ASTRONOMY OBSERVATORY SITE IN GAUTENG		
RFQ NUMBER:	SARAO HART 036 2022-23		
CLOSING DATE AND TIME:	28 October 2022 11:00AM		
QUOTATIONS TO BE SUBMITTED TO:	rrabuma@sarao.ac.za		
PREFERENCE POINTS SYSTEM:	80/20		
DELIVERY INFORMATION - N/A			
LOCATION:	Farm 502JQ, Hartebeesthoek, Broederstroom Road Krugersdorp District, 1739		
COMPULSORY BRIEFING SESSION	Any day Between Monday to Friday (8:00AM till 16:00) from 17 October 2022 until 25 October 2022 RSVP l.mafhungo@sarao.nrf.ac.za to attend the briefing session		
Enquiries relating to bidding procedures may be directed to:		Technical enquiries may be directed to:	
Contact person:	Radzilani Rabuma	Contact person:	Lufuno Mafhungo
E-Mail address:	rrabuma@sarao.ac.za	E-Mail address:	l.mafhungo@sarao.nrf.ac.za
Telephone No:	012 301 3213	Telephone No:	012 301 3100

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 SARAO

The South African Radio Astronomy Observatory (SARAO, formerly in part SKA SA) is the business unit of the National Research Foundation (NRF) that houses and operates South Africa's national radio telescope shared facilities, including the MeerKAT, KAT-7, and Hartbeeshoek 26-m radio telescopes.

As a member of the international effort to build the Square Kilometre Array (SKA), which will be the world's largest radio telescope, South Africa (through the NRF's business units) is responsible for the construction and operation of the MeerKAT precursor telescope, for hosting the SKA Mid Frequency telescope, and for implementation of the African VLBI Network.

The SARAO project office has offices based in Johannesburg and Cape Town, as well as the radio-quiet SKA host site in the Karoo, 90km from Carnarvon in the Northern Cape, which hosts the Square Kilometre Array mid-frequency telescopes, MeerKAT, and KAT-7 radio telescope installations, as well as a number of guest instruments, including the HERA telescope.

2. PRE-QUALIFICATION CRITERIA

Where indicated as applicable in the table below, only bidders who meet the pre-qualification criteria specified may respond to this RFQ. Failure to comply with the pre-qualification criteria set will result in an automatic disqualification.

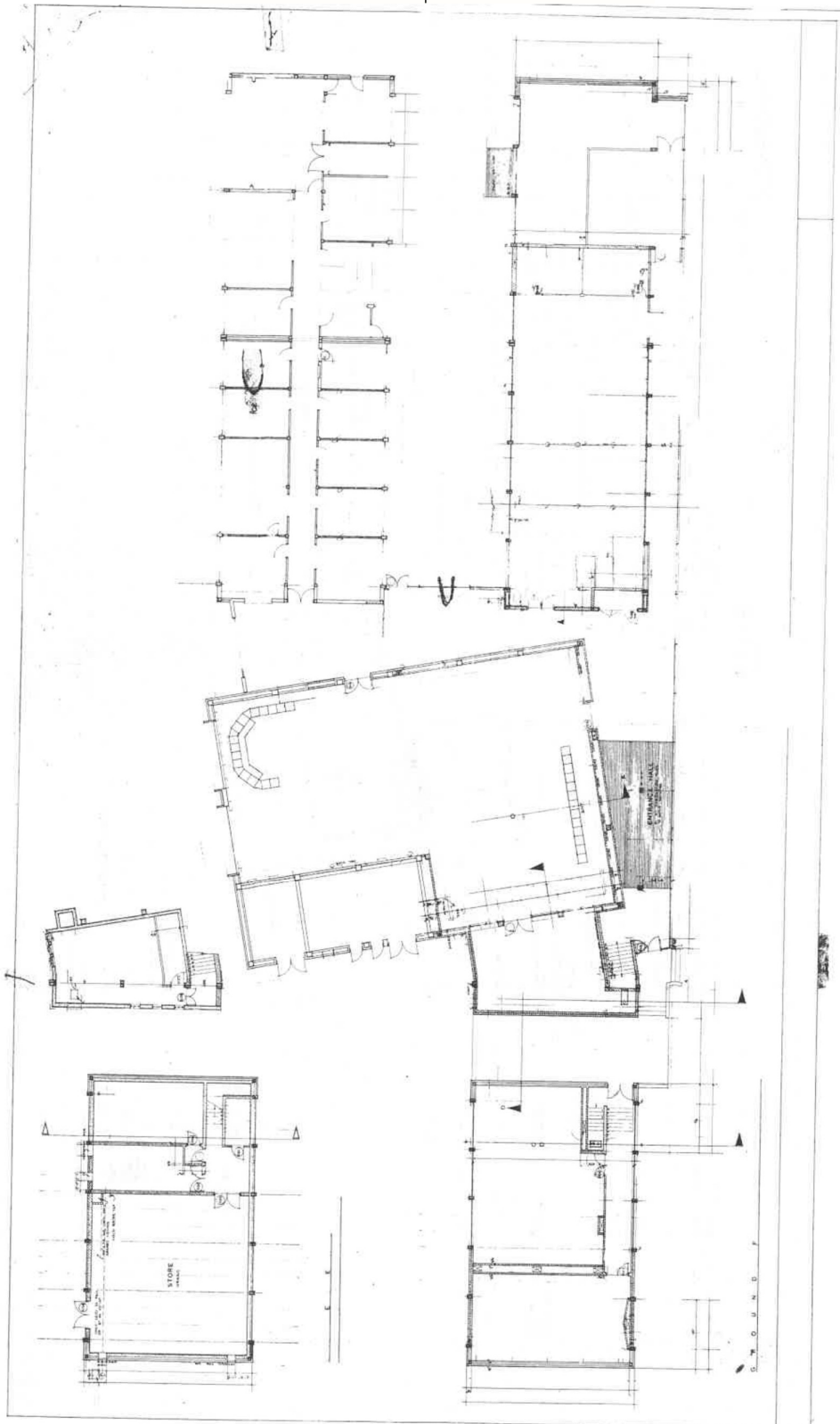
PREQUALIFICATION ELIGIBILITY CRITERIA	
BBBEE Status Level of Contributor	
Minimum BBBEE status level required:	
EMEs or QSEs	
EME / QSE:	
Bidders subcontracting a minimum of 30% of the work to designated groups	
An EME or QSE which is at least 51% owned by black people:	
An EME or QSE which is at least 51% owned by black people who are youth:	
An EME or QSE which is at least 51% owned by black people who are women:	
An EME or QSE which is at least 51% owned by black people with disabilities:	
An EME or QSE which is at least 51% owned by black people living in rural or underdeveloped areas or townships:	
A cooperative which is at least 51% owned by black people:	
An EME or QSE which is at least 51% owned by black people who are military veterans:	
An EME or QSE:	

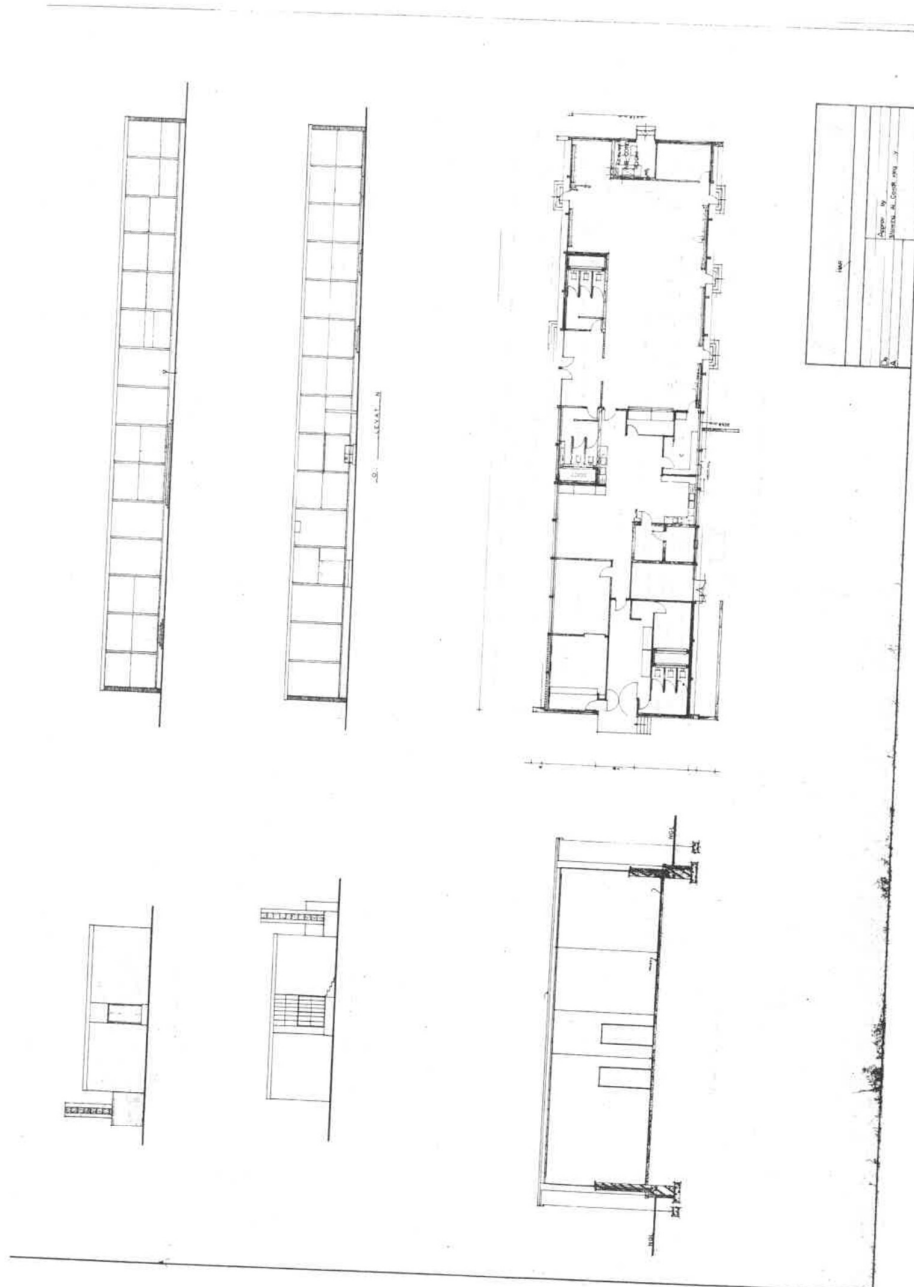
3. SUPPLY SPECIFICATIONS

SARAO invites the submission of quotations for the following:

ITEM NUMBER	SCOPE OF WORK	YES/NO
1.	Evacuation Plan - Main building (5040sqm)	
2.	Evacuation Plan - Hydromec (900sqm)	
3.	Evacuation Plan - Site services container (27sqm)	
4.	Evacuation Plan - Sachem Operations (Sqm)	
5.	Evacuation Plan - SLR Operation (500sqm)	
6.	Evacuation Plan - Visitors Centre (1200sqm)	
7.	Evacuation Plan - Hostel (192sqm)	
8.	Evacuation Plan - Cottage (96sqm)	
9.	Evacuation Plan - East House (340sqm)	
10.	Evacuation Plan - Park-Homes (243sqm)	
11.	Evacuation Plan - Guard House (12sqm)	
Special Conditions of service required:		
12.	Microsoft Visio to be used as drawing standard	
13.	Source file for all drawings to be supplied to SARAO	
14.	Printed copies of all drawings to be supplied to SARAO in A3, Landscape, full colour, and in Aluminium frame X3 for item 1, the Main Building X1 for item 2 to 11	
15.	Text to be Times New Roman, 12 Font,	
16.	Bidders to provide proof of competency for drawing plans i.e., Microsoft Visio competency certificate or similar application compatible with defined drawing standard	
17.	At least three (3) references for previous similar work	
18.	Successful supplier to be registered with Compensation Fund and provide proof thereto	
19.	Bidder to indicate requirements for local authority or statutory body approval of evacuation plans, if and where required	
20.	All plans to indicate:	
20.1	Location of First Aid Boxes	
20.2	Location of First Aid Rooms	

20.3	Location of Fire Extinguishers	
20.4	Location of Hose Reels	
20.5	Location of Fire Hydrants (ex-building)	
20.6	Location of Fire Equipment Room (ex-building)	
20.7	National Emergency Contact Numbers	
20.8	Location of Emergency Assembly Points	
20.9	Location of Designated Smoking Areas	
21.	All plans to indicate emergency evacuation procedure/text, which makes provision for DISABLED PERSONS.	
NB: BUILDING DRAWINGS BELOW		





4. EVALUATION PROCESS

The RFQ will be evaluated in the following two phases:

Phase 1:	Administrative compliance / submission of all returnable documents and completion of all returnable schedules
Phase 2:	Price and BBBEE evaluation

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	Page Reference	Mandatory (M) / Optional (O)
Signed SBD 1 form	Page 2	M
Signed and completed SBD 3.1 form (pricing schedule)	Page 7	M
Signed and completed SBD 4 form	Page 10-12	M (=> R 2 000)
Signed and completed SBD 6.1 form	Page 13-15	M (=>30 000)
Original or certified BBBEE certificate, or sworn affidavit detailing annual turnover, in the case of EMEs and QSEs		O (preference points will not be allocated if not submitted)
Declaration Certificate for local Production and Content	Choose an item.	Choose an item.
CIDB requirement (If applicable)	Choose an item.	Choose an item.

Phase 2 – Price and BBBEE Status Level Scoring

The RFQ will be evaluated on the 80/20 preference points system.

5. PRICING SCHEDULE – 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 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.

ITEM NO.	DESCRIPTION	QUANTITY	TOTAL
1.	Evacuation Plan main building (5040sqm)	1	R
2.	Evacuation Plan Hydromec (900sqm)	1	R
3.	Evacuation Plan Site services container (27sqm)	1	R
4.	Evacuation Plan Sachem Operations (Sq m)	1	R
5.	Evacuation Plan SLR Operation (500sqm)	1	R
6.	Evacuation Plan Visitors Center (1200sqm)	1	R
7.	Evacuation Plan Hostel (192sqm)	1	R
8.	Evacuation Plan Cottage (96sqm)	1	R
9.	Evacuation Plan East House (340sqm)	1	R
10.	Evacuation Plan Park-Homes (243sqm)	1	R
11.	Evacuation Plan Guard House (12sqm)	1	R
SUB-TOTAL			R
VAT (15%)			R
TOTAL PRICE			R

6. BIDDING CONDITIONS FOR THIS RFQ

The following conditions will apply to this request for quotations:

- 1) Price(s) quoted must be valid for at least 30 (30) days from date of your offer.
- 2) Price(s) quoted must be firm and must be inclusive of VAT, if applicable.
- 3) The bidder is required to submit:
 - a) proof of B-BBEE Status Level of contributor,
 - 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
 - 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
- 4) However, where pre-qualification on the basis of BBEE status level applies, failure to submit a BBEE certificate or sworn affidavit will result in automatic disqualification of the RFQ submission.
- 5) **No award will be made to a service provider who is not registered on CSD.** To register <https://secure.csd.gov.za/>.
- 6) Quotations equal to above R 2 000 (VAT included) must be accompanied by the relevant SBD documentation as per section 3 of this document for Quotations duly completed.
- 7) The successful provider will be the one scoring the highest points in the event of the lowest bid being higher than R30 000.00.
- 8) For goods/ services below R 30 000 the successful bidder will be one with cheapest acceptable quotation.
- 9) SARAO reserves the right to withdraw any invitation to quote and/or to re-advertise or to accept a part of it. SARAO does not bind itself to accepting the lowest quotation.
- 10) This request for quotations is subject to the Preferential Procurement Policy Framework Act, 2000, the Preferential Procurement Regulations, 2017, the National Treasury general conditions of contract (GCC) and, if applicable, any other special conditions of contract.
- 11) Payment terms is within 30 days from date of receipt of invoice and when goods have been delivered.

SBD4 BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?

YES/NO

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of institution	State

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:

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.

- 2.3 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 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.

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.

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 CLAIMED

NB: Before completing this form, bidders must study the general conditions,

1 General conditions

1.1 The following preference point systems are applicable to all bids:

1.1.1 The 80/20 system for requirements with a Rand value of up to R 50 000 000 (all applicable taxes included); and

1.1.2 The 90/10 system for requirements with a Rand value above R 50 000 000 (all applicable taxes included)

1.1.3 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTION	20
TOTAL POINTS FOR PRICE AND B-BBEE MUST NOT EXCEED	100

1.2 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.3 The purchaser reserves the right to require either of a bidder, before a bid is adjudicated or at any time subsequently, to substantiate any claim concerning preferences, in any manner required by the purchaser.

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

80/20 :	$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	OR	90/10 :	$P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$
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Where P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

1.5 Points awarded for B-BBEE status level of contributor

1.5.1 , The preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	1	2	3	4	5	6	7	8	Non-compliant contributor
Number of points (90/10 system)	10	9	6	5	4	3	2	1	0
Number of points (80/20 system)	20	18	14	12	8	6	4	2	0

2 Bid declaration

2.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

B-BBEE STATUS LEVEL	Level:
B-BBEE POINTS CLAIMED	Points

2.2 Points claimed in respect of paragraph 3 must be in accordance with the table reflected in paragraph 2 and must be substantiated by relevant proof of B-BBEE status level of contributor.

3 Sub-contracting

3.1 Will any portion of the contract be sub-contracted? (Tick applicable box)

YES		NO	
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3.2 If yes, indicate:

1. What percentage of the contract will be subcontracted.....%
2. The name of the sub-contractor.....
3. The B-BBEE status level of the sub-contractor.....

3.3 Whether the sub-contractor is an EME or QSE? (Tick applicable box)

YES		NO	
-----	--	----	--

3.4 Specify, by ticking the appropriate box, if subcontracting

Designated Group: An EME or QSE which is at least 51% owned by:	EME✓	QSE✓
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

4 Declaration with regard to company/firm

4.1 Name of company/firm:

4.2 VAT registration number:

4.3 Company registration number:.....

4.4 Type of company/ firm(Tick applicable box)

TYPE	Tick applicable box
Partnership/Joint Venture /Consortium	
One person business/sole proprietor	
Close corporation	
Company	
(Pty) Limited	

4.5 Describe principal business activities

.....
.....

Company classification (Tick applicable box)

TYPE	Tick applicable box
Manufacturer	
Supplier	
Professional service provider	
Other service providers, e.g. transporter, etc.	

4.6 Total number of years the company/firm has been in business:

.....

5 Bidder declaration

I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contributor indicated in paragraphs 1 and 3 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

1. The information furnished is true and correct;
2. The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
3. In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1 and 3, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
4. If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

SBD 7.2 - CONTRACT FORM – RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby render services described in the attached bidding documents to (name of the institution)

..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid

Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2

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>

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 SARAO 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: