

REQUEST FOR PROPOSAL (RFP)

Bidders Name:

RFP Number:	iLABS/RFP2023/24:01
RFP Description:	Appointment of a Professional Interior Designer for the refurbishment design, inspection of existing infrastructure, phased implementation and supervision, including producing of implementation documentation for the refurbishment of an existing canteen area and new outdoor seating area of the NRF iThemba LABS site in Faure, Western Cape
Date of Issued:	05 April 2023
Compulsory Site Clarification Meeting	12 April 2023 at 11:00 MAIN KITCHEN DINING ROOM – P-BLOCK NRF iThemba LABS Old Faure Road Faure 7130
Site Location:	NRF iThemba LABS Old Faure Road Faure Cape Town
Closing Date:	20 April 2023 at 11:00 am

Submission of RFPs	scm2@tlabs.ac.za (Proposals / quotations must be sent via email only)
For More Information (Technical):	Elizma van Zyl e.vanzyl@tlabs.nrf.ac.za Tel: 021 843 1377
For More Information (Supply Chain Management):	Khanyisa Maqwara Email: scm2@tlabs.ac.za Tel: 021 843 1379
Date Goods/Service Required:	Within 2 weeks after the award date of the contract
Validity from Closure Date:	90 Days
Awarding of Proposal date:	May 2023
Preferential Procurement System Applicable:	80:20 This RFP is subject to the Preferential Procurement Policy Framework Act 2000 and its 2022 Regulations; the General Conditions of Contract (GCC); Special Conditions of Contract (SCC), and any other applicable legislation

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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. 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 delivers its mandate through its internal business units which are both functional and geographical diverse. All contracts flowing from bidding only apply to iThemba LABS Cape Town.

2 INTRODUCTION TO THE NRF BUSINESS UNIT RESPONSIBLE FOR THIS BID

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

The Business Administration and Finance department of iThemba Labs is responsible for this RFP.

3 INVITATION FOR PROPOSAL

iThemba LABS seeks to appoint a reputable Service Provider as required by National Treasury Regulations (NTRs) and Public Financial Management Act (PFMA) through an open and competitive process so that it can realise the benefits of the strategic sourcing which includes, amongst others:

- Reducing the cost of effort and administration
- Minimising price inconsistencies
- Reducing inadequate contract management and service delivery

This Request for Proposal is intended to allow the successful bidder to specify and present their skills, expertise and price for the above-mentioned services to iThemba LABS. Final acceptance of any proposal is not guaranteed, this being the exclusive right of iThemba LABS.

The purpose of this RFP is to invite proposals for the Appointment of a Professional Interior Designer for the refurbishment design, inspection of existing infrastructure, phased implementation and supervision, including producing of implementation documentation for the refurbishment of an existing canteen area and new outdoor

seating area of the NRF| iThemba LABS site in Faure, Western Cape with the right to cancellation due to non – performance.

4 OBJECTIVES OF ITHEMBA LABS

The long-term Key Strategic Objectives of iThemba LABS are well aligned with five of the six Strategic Outcomes of the National Research Foundation (NRF) as follows:

- iThemba LABS develops and provides to its users Leading-edge Research and Infrastructure Platforms aimed at responding to the needs of the SA research community in sub-atomic science and technology, radio-biology, radio-chemistry and environmental sciences, as well as other disciplines that can benefit from ion beam analysis techniques.
- iThemba LABS to contribute to an Internationally Competitive and Transformative Research System through in-house and collaborative research projects and through growing the production of globally competitive research outputs our training capacity is enhanced, leading to improvement in both quality and quantity of Human Capacity Development (HCD).
- iThemba LABS further contributes to the NSI by growing and enhancing our Radionuclide Production portfolio and service offering for the health and related benefits of the SA community whilst improving cost recovery opportunities.
- iThemba LABS constantly strives to deliver transparent HR/Business/Finance processes (including Health and Safety) in line with the NRF policies in support of the operations and to facilitate Strategic Decision Making
- iThemba LABS offers an extensive range of training programmes, mainly focused on post-graduate training where our research facilities are being utilized.
- iThemba LABS engages in a variety of science outreach programmes aimed at establishing a Scientifically Literate and Engaged Society

5 REGISTRATION ON THE CENTRAL SUPPLIER DATABASE (CSD)

The bidder must be registered on the National Treasury's Central Supplier Database at the closing date in order to do business with an organ of state or for the NRF to award a bid or contract. Registration on the CSD (www.csd.gov.za) provides a bidder with an opportunity to do business with all state organisations including provincial and municipal levels. National Treasury Contact Details: 012 406 9222 or email csd.support@treasury.gov.za

SECTION 1: Process Description & Administrative Requirements.

1.1 Mandatory and Administrative Requirements

- a) All documentation to be included:

PART 1: Technical Proposal: RFP No.: iLABS/RFP2023/24:01

PART 2: B-BBEE and other Mandatory Documentation:

- b) Detailed proposal and any additional information must accompany this signed Request for Proposal (RFP).
 c) Pricing must be filled in on this document and can be supported by a separate proposal.
 d) Prices supplied must be fully inclusive of all costs; value added tax, delivery charges and other taxes.
 e) Prices must be in South African currency.
 f) Price summary supplied in this document is firm prices.
 g) Bidders not submitting mandatory returnable evaluation documents will not be considered for technical evaluation and will be disqualified automatically.

ADMINISTRATIVE DOCUMENTS (M = Mandatory and O=Optional)		
Please Tick Applicable		
Valid B – BBEE Certificate / Sworn Affidavit	O	YES/NO
CSD (Central Supplier Database) Proof of Registration (www.csd.gov.za)	M	YES/NO
Complete and sign Bidder's Disclosure (SBD 4)	M	YES/NO
Complete and sign Preference Points Form in terms of the Preferential Procurement Regulations 2022 (SBD 6.1)	M	YES/NO
Resolution by the Bidder authorizing signatory. If the documents are completed and signed by the Director/Owner/Partner, the resolution is not needed, but if the documents are completed and signed by any other person, then the resolution is required - as per mandatory requirement.	M	YES/NO
EVALUATION DOCUMENTS (Yes/No Evaluation)		
Note: Compulsory to submit all returnable documents (Where Applicable)		
A Portfolio of services covering a similar scope of work. (Restricted to a minimum of 3 projects) – The Projects/Service must include the <u>Value</u> , <u>Duration</u> and <u>Completion Date</u> of the contract with completion date within the last five years.	M	YES/NO
Curriculum Vitae confirming the qualifications and experience of at least one suitably qualified professional interior designer. That is any person who has obtained a minimum 3 year full time diploma or degree from an accredited educational institution and a minimum of 3 years practical experience and has satisfied the IID National Council of their professional competence and suitability and by compliance with the requirements (Attach proof of qualification and registration with the IID (African Institute of	M	YES/NO

Interior Design Professionals) Such qualification and registration will be confirmed with the IID.		
Written Trade References (3) for similar work or service. (Attach proof). [Please utilise the template on page 21].	M	YES/NO
Detailed Price Proposal [Refer to Pricing Schedule on page 17]	M	YES/NO

1.2 Proposal Submission

Proposal must reach iThemba LABS before the closing hour on the date shown below, and must be enclosed in a sealed envelope which must have inscribed on the outside:

RFP No : : iLABS/RFP2023/24:01

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Closing Date and Time: 20 April 2023 at 11:00 am

Closing Address: [Refer to section 2.1]

1.3 Delivery Instructions for Bids

1.3.1 Submit via Email to scm2@tlabs.ac.za

1.3.2 Please note that this RFP closes punctually at 11:00 am on 20 April 2023. No late bids will be accepted.

1.3.3 If responses are not delivered as stipulated herein, such responses will not be considered and will be treated as "UNRESPONSIVE." This included bids that are delivered late.

1.3.4 1No facsimile responses will be considered, unless otherwise stated herein.

1.3.5 The responses to this RFP will be opened as soon as practicable after the expiry of the time advertised for receiving them.

1.3.6 iThemba LABS shall not, at the opening of responses, disclose to any other company any confidential details pertaining to the Proposals / information received i.e. pricing, delivery, etc. The names and locations of the Respondents will be divulged to other respondents upon request.

1.3.7 iThemba LABS business hours are between 08h00 and 16h30.

1.3.8 Each proposal shall be valid for a minimum period of ninety (90) days calculated from the closing date.

1.3.9 Proposals submitted by companies must be signed by a person or persons duly authorised. If the documents are completed and signed by the Director/Owner/Partner, the resolution is not needed, but if the documents are completed and signed by any other person, then the resolution is required - as per mandatory requirement.

1.4 Awarding of Request for Proposal and Appointment of Bidder

- 1.4.1 The contract will be awarded to the bidder who scores the highest total number of points during the evaluation process, except where the law permits otherwise.
- 1.4.2 iThemba LABS will award the contract to qualified bidder(s)' whose proposal is determined to be the most advantageous to iThemba LABS, taking into consideration the Technical (Functional) Solution, Price and B-BBEE.

1.5 Evaluation Process

1.5.1 Evaluation of proposals:

All proposals will be evaluated by an evaluation team and SCM for administrative compliance, Technical/Mandatory Requirements (if applicable), 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 successful bidder.

1.5.2 Evaluation process will be followed:

- The first phase includes evaluation of administrative requirements and technical criteria.
- The second phase includes the evaluation of price and B-BBEE status.
Pricing Proposals will only be considered after the technical phase has been adjudicated and accepted.
- 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 Million, the proposal will be cancelled and re-issued.**

1.6 Pricing Proposal:

- 1.6.1 Pricing proposal must be cross-referenced to the sections in the Technical Proposal.
- 1.6.2 Price needs to be provided in South African Rand (incl. VAT), with details on price elements that are subject to escalation and exchange rate fluctuations clearly indicated. Companies to indicate if not VAT registered where applicable

1.7 Appointment of Bidder

- 1.7.1 Appointment as a successful bidder shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement iThemba LABS reserves the right to appoint an alternative supplier.
- 1.7.2 Awarding of contracts will be announced on iThemba LABS website and regret letters will be sent to unsuccessful bidders.

1.8 Communication

- 1.8.1 Bidders are warned that a Proposal will be liable to disqualification should any attempt be made by a Respondent either directly or indirectly to canvass any officer or employee of iThemba LABS in respect of this RFP between the closing date and the date of the award of the business.
- 1.8.2 For specific queries relating to this RFP, Respondents must contact SCM Office in writing. In the interest of fairness and transparency iThemba LABS response to such a query will then be made available to the other Respondents who have attended the compulsory site clarification meeting.
- 1.8.3 After the closing date of the RFP, a Respondent may communicate with iThemba LABS Supply Chain Management Section, at scm2@tlabs.ac.za on any matter relating to its RFP proposal.
- 1.8.4 Respondents found to be in collusion with one another will be automatically disqualified and blacklisted from doing business with iThemba LABS in future.
- 1.8.5 If all bids received are more than R 1 000 000.00, this request is automatically cancelled

1.9 Compulsory Site Meeting

- Attendance of the site meeting is compulsory.
- Bidding documentation will be provided at the site meeting and can also be downloaded from our website (www.tlabs.ac.za/administration/supply chain management/bids).
- The site meeting will take place on 12 April 2023 at 11:00 am at the iThemba LABS premises, Cape Town.

SECTION 2: BACKGROUND

2.1 Background

iThemba LABS has identified a need to appoint a Professional Interior Designer for the refurbishment design, inspection of existing infrastructure, phased implementation and supervision, including producing of implementation documentation and close-out for the refurbishment of an existing canteen area and new outdoor catering and seating area of the NRF| iThemba LABS site in Faure, Western Cape.

iThemba LABS hosts approximately 250 staff members and 100 students and guests which mostly utilizes the canteen on a daily basis for refreshments and meals. The iThemba LABS site is remote and there are no other shops in walking or 3 km driving distance.

The existing canteen kitchen and dining area was designed and built in 1986. The canteen has operated successfully over the past 35 years serving and catering for in-patients (discontinued), staff members and various on-site catering events.

The canteen is undergoing a transformation from serving primarily a tuck-shop and three conventional meals per day, to becoming a sustainable fit for purpose, executive cafeteria serving nutritious, diverse, varied and cost-effective meals, refreshments and

catering to staff, guests, students and departments on site. The canteen currently services about 100 staff members and guest (including contractors) per day, which peak during tea- and lunchtimes. The current infrastructure is outdated and redundant and iThemba LABS seeks to improve the functionality, layout, look and appeal especially to the younger market. This requires major revamp and upgrade of available space, service line-up, equipment and seating.

The vision for the space is to be multifunctional, accommodating eating, meeting, relaxing and working. The new outdoor catering and seating area must extend the indoor seating. To achieve this, an efficient and effective ergonomic infrastructure should be in place to enable the canteen to operate optimally. Given the technical nature and resources required to complete the proposed works, it was decided to source an external Professional Service Provider.

SECTION 3: SPECIFICATIONS

3.1 SCOPE OF WORK

A. Building P-block, room PG100

Site Location:

Satellite image of the site location is shown in figure 1 below.

Areas of focus:

- Existing Canteen dining room and corridor (148M²) *Green in figure 2&3*
- New Outdoor area North (68M²), New outdoor seating area South (265M²) *Yellow in figure 2&3*
- New outdoor catering (45M²) *Blue in figure 2&3*
- Food Preparation Area adjacent to wall dividing dining area (3M²) *Orange in figure 3.*

Drawing of the area is attached in ANNEXURE A.



Figure 1: Site Location (Google Earth Satellite Image)

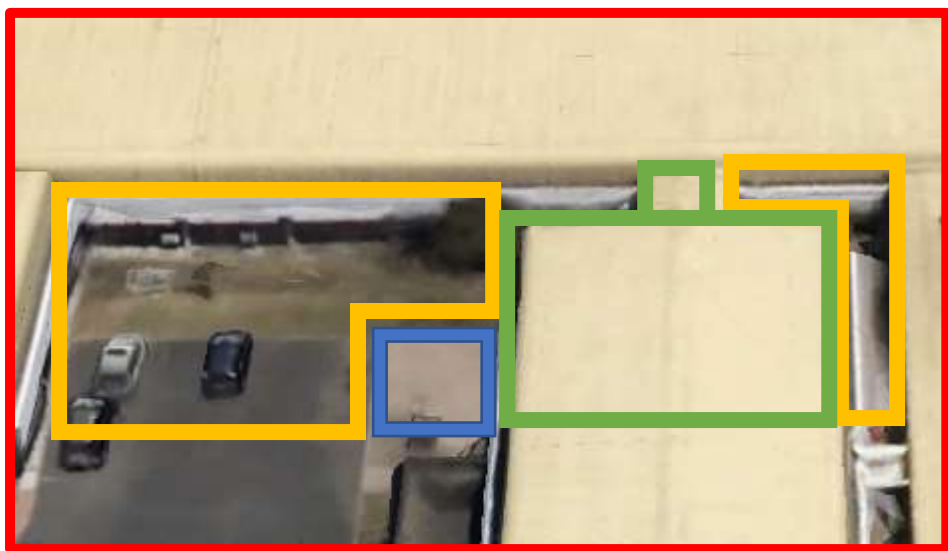


Figure 2: Areas of focus demarcated

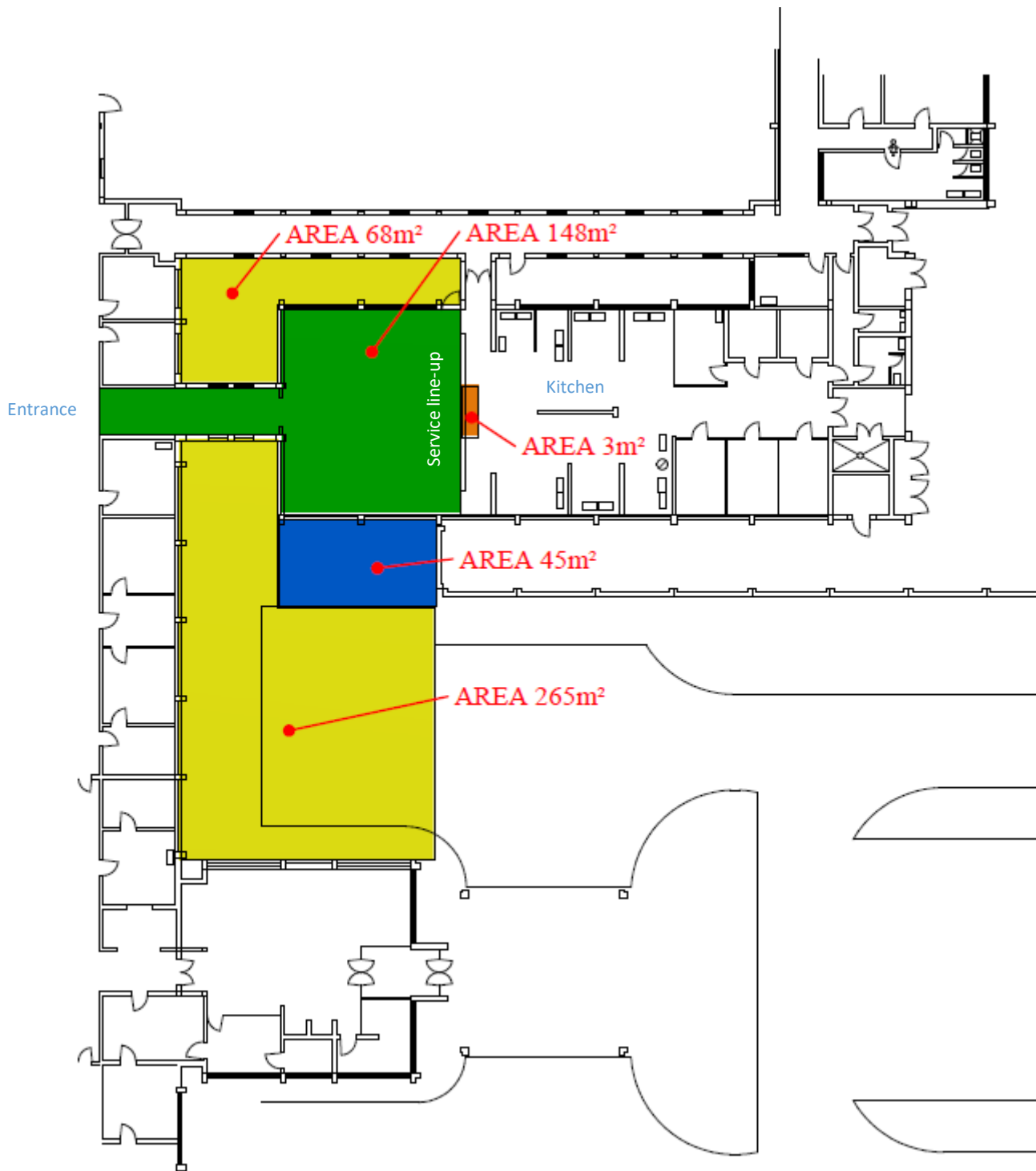


Figure 3: Space dimensions

3.2. DETAILED SPECIFICATIONS

The appointed service provider shall provide Professional Interior Designer services for the refurbishment design, inspection of existing infrastructure, phased implementation and supervision, including producing of implementation

documentation and close-out for the refurbishment of an existing canteen area and new outdoor catering and seating area of the NRF | iThemba LABS site in Faure, Western Cape.

3.2.1. PROFESSIONAL INTERIOR DESIGNER SERVICES REQUIRED AS SPECIFIED BELOW INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

A. General

- a) The service provider will be appointed as the Principal Agent of iThemba LABS for this refurbishment project in phases based on budget availability.
- b) All engineering and design work must be verified and certified by a professional engineer registered as such at the Engineering Council of South Africa (ECSA) by signing all documents and drawings indicating his/her name and ECSA registration number with the date.
- c) All services required, definitions, deliverables, etc. to be in complete accordance with the latest Tariff of Professional fees as published by the SA Council for the **Architectural** Profession (SACAP), the SA Council for the Quantity Surveying Profession (SACQSP) and Engineering Council of South Africa (ECSA).

B. Inception

- d) Inspection of existing infrastructure.
- e) Initial needs analysis, space planning, design, concepts and viability.

C. Design

- f) Developing the approved concept and finalise the design.
- g) Outline design specifications and develop detailed designs to fulfil future operational requirements, including all construction work requirements such as electrical and plumbing.
- h) Develop the Bill of Quantities.
- i) Compile cost plan, financial viability and programme for the project.
- j) All designs installations shall comply in all respects with South African Bureau of Standards (SABS) or equivalent, or any other applicable legislated standards, construction and building regulations and municipal bylaws.

D. Documentation and procurement IN PHASES as per budget availability

- k) Preparing the construction and procurement documentation and associated drawings for contractor appointment, including any municipal council approvals, Bills of Quantities, etc...
- l) Take part in the evaluation of tenders, on technical ability, as well as pricing.
- m) Contractor/ Service provider/ Supplier appointment:
 - a. *Electrical, plumbing and construction works*
 - b. *Flooring, decking, ceiling, lighting, window dressing, painting, wall paper, tiling works*
 - c. *Manufacturing, fabrication and installation of customized units/furniture*
 - d. *Supply and delivery of foodservice equipment*
 - e. *Signage*
- n) Compile Project programme and time-frames for implementation of each phase as per budget availability.

E. Project management – construction and implementation

- o) Take responsibility for on-site Occupational Health and Safety (OHS) requirements of the project.
- p) Preparation and co-ordination of the procedures and documentation to facilitate practical completion of the works; managing, interim payments, administering and monitoring the contracts and processes, including the preparation and co-ordination of the procedures and documentation to facilitate practical completion of the works.
- q) Supervise all stages of the project, including contractors/subcontractors.

F. Close out

- r) Compile and resolve snag lists and manage final close-out and hand-over.
- s) Fulfilling and completing the project close-out including the preparation of the final account.
- t) Documentation to facilitate effective completion, handover and operation of the project.

3.2.2. CONCEPT

- a) Concept drawings and images will be presented at the site meeting.
- b) The design must be optimized for efficient movement of people and food with separate areas for queuing, serving and seating.
- c) The design must comply with all applicable regulatory and South African National Standard requirements for safety and food hygiene management.
- d) Designs must enable access for cleaning and maintenance.

3.2.3. IMPLEMENTATION WILL BE DONE IN 4 PHASES ACCORDING TO BUDGET AVAILABILITY:

PHASE 1	Indoor and outdoor electrical, plumbing and construction works. New Indoor Flooring. New entrance doors - main and to north outdoor area. Service line-up with customised units and new foodservice equipment. Pass-through Window Shop-front coffee/smoothie/prep work area and equipment. Pass-through Prep-area and equipment inside kitchen. Dining room waste bins	July/Aug 2023
PHASE 2	In-door seating to be maximized with combination of: Booth-type Window high-seats Soft seat combined with table and chair With electrical and charging points Ceiling with suspension Lighting Interior window dressing	TBC

	Painting Wall paper Artwork, plants Tiling works Signage	
PHASE 3	Out-door catering area Bricked Braai area Pizza oven Bar counter (with undercounter refrigeration) and customer seating on high chairs. Service counter with undercounter storage space & bin space Basin Undercover	TBC
PHASE 4	Out-door seating area north and south to be maximised in available space, providing for Undercover for weather proofing On-deck with booth type seats Lighting Electrical and charging points	TBC

3.2.4. THE COST ESTIMATE FOR THE CONSTRUCTION WORK IS R 1 500 000 INCLUDING VAT.

3.2.5. SCOPE OF PROPOSED CONTRACTORS' WORKS IS LISTED IN ANNEXURE B.

3.3. PRICING SCHEDULE

- Bidders must price in accordance with the pricing schedules below, this will enable iThemba LABS to compare priced offers.
- Bidders must also provide a separate detailed pricing proposal, indicating their fee proposals for each stage based on a percentage of the estimated project cost together with any discounts offered.
- Pricing must be in accordance with the latest Guideline Tariff of Professional Fees as published by the SA Council for the **Architectural** Profession (SACAP), the SA Council for the Quantity Surveying Profession (SACQSP) and Engineering Council of South Africa (ECSA).
- Failure to submit a priced offer using the prescribed schedules will make the bid liable for disqualification.
- Do not leave any area blank in the pricing schedules.
- All payments will be made 30 days of statement.

<u>NO</u>	<u>DESCRIPTION</u>	<u>QTY</u>	<u>AMOUNT</u>
	<u>PROFESSIONAL INTERIOR DESIGNER SERVICES</u>		
1	Inception & Design Development <u>Deliverables required:</u> Detailed designs and architectural drawings; detailed cost estimates; detailed Bill of Quantities; Area schedule	1	R
2	Documentation & Procurement in Phases as per budget availability <u>Deliverables required:</u> Tender documentation; Revision of construction budgets; Assistance with tender adjudication; Verification of priced contract documentation;	1	R
3	Project management. Contract Administration & Inspection <u>Deliverables required:</u> Cash flow forecasts and updating thereof; Estimates for variations; Contract instructions; Financial control reports; Valuation for payment certificates; attendance of site meetings. Progressive and draft final accounts	1	R
4	Close-Out <u>Deliverables required:</u> Final Accounts; Final valuations	1	R
5	Disbursement Allowances Allow amount stated for all copies and printing (Note: Traveling disbursements to be included within the prices of the relevant stages above)	1	R
	TOTAL (ALL Rates VAT INCLUSIVE)		R

3.4. EVALUATION CRITERIA (Functionality)

The Functionality Threshold to be met is a minimum of 70%, bidders not meeting this threshold will be disqualified from further evaluations.

Evaluation Criterion	Key Aspects of Criterion	Point Allocation		Total Points
Organisational Experience	Evaluation will be based on successfully executed and completed projects of similar projects. Provide a portfolio of services covering similar scope of works. (Restricted to a minimum of 3 projects) – The Services must include the <u>Value</u> , <u>Duration</u> and <u>Completion Date</u> of the contract, with completion date of the contract within the last FIVE years.	No submission	0	35
		One Project	5	
		Two Projects	10	
		Three Projects	25	
		More than three projects	35	
Reference Letters (Proof to be submitted)	Previous and current clients reference letters showing: - Capability and capacity for similar work or services.	No submission	0	20
		One written reference under relevant annexure submitted	5	
		Two written references under relevant annexure submitted	10	
		Three written reference under the relevant annexure submitted	20	

Qualification of persons assigned to project	Documentation i.e., CVs confirming the qualifications and experience of Professional Interior designer, at least one staff member must have: <ul style="list-style-type: none"> a minimum 3 year full time diploma or degree from an accredited educational institution and a minimum of 3 years practical experience and has satisfied the IID National Council of their professional competence and suitability and by compliance with the requirements (Attach proof of qualification and registration with the IID (African Institute of Interior Design Professionals) Such qualification and registration will be confirmed with the IID. 	No submission	0	15
		1 Year experience.	2	
		Two Years' Experience	5	
		Three Years' Experience	10	
		Five and more Years' Experience	15	
Qualification of persons assigned to project	Documentation i.e., CVs confirming the qualifications and experience of Project manager, at least one staff member must have: <ul style="list-style-type: none"> National Diploma or Degree 	No submission	0	15
		1 Year experience.	2	
		Two Years' Experience	5	
		Three Years' Experience	10	
		Five and more Years' Experience	15	
Bidders Locality of Closest office to	<ul style="list-style-type: none"> Documentation i.e. Proof of physical business address, lease agreement or utility account (e.g. rates and taxes, 	No submission	0	15
		Located outside Western Cape	5	

iThemba LABS Cape Town Site	water and/or electricity account.)	Located within Western Cape (outside 70km radius)	10	
		Located within Cape Town (within 70km radius)	15	
Total				100

REFERENCE LETTER TEMPLATE

REFERENCE LETTER FORMAT

Referee Letterhead

Referee Legal Name:

REFERENCE ON COMPANY:

RFP Number:

iThemba LABS - iLABS/RFP2023/24:01

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Describe the service/work the above bidder provide to you below

Criteria / risks	Below requirements	Meets requirements	Exceeds requirements
Customer satisfied with the service			
On time completion of project			
Competent staff executing the project			
Management of costs			
Project management			
Overall Impression	Other comments		
Approximate value of contract			
Would you use the provider again?			<input type="checkbox"/> YES <input type="checkbox"/> NO
Completed by:			
Signature:			
Company Name:			
Contact Telephone Number:			
Date:			

SPECIAL CONDITIONS FOR MANAGING THE CONTRACTUAL OBLIGATIONS		
The bidders are expected to provide a monthly statement of Disposal Services Rendered, indicating collection dates, order numbers, invoice details, payments received and outstanding balances.		
SERVICE PERFORMANCE LEVELS (MANDATORY)		
Service being Measured	Measurement	Penalty where minimum levels are breached
Design	The Consultant ensures that all designs conform to OHSA (Act no. 85 of 1993 as amended including all regulations), applicable national and international codes, national and international standards (including relevant SABS 1200 specifications or equivalent and to any regulatory radiation safety design standards provided by iThemba LABS.	As stipulated on GCC 22.1
Management of Contractors	The Consultant manages the contractors until successful close-out of the projects. A quality system is applied to manage all non-conformances to the client's satisfaction.	As stipulated on GCC 22.1
Technical Specifications and Full tender documents	Compliance with PFMA and SCM Regulations in accordance with standard NRF tender documentation.	As stipulated on GCC 22.1
Budget Estimate	Full scope of work is undertaken	As stipulated on GCC 22.1
Site Clarification Meetings and Evaluation of Bids	The Consultant must form part of the team during the technical clarification, site walk with bidders and evaluation of the bids.	As stipulated on GCC 22.1
Risk Assessment and Constructability Plans	The Consultant facilitates the construction risk assessment sessions and constructability plan meetings prior to any construction work on site.	As stipulated on GCC 22.1
Organisation and structure	The Consultant ensures an organisational structure and personnel for the execution of the Project to comply with all the provisions as stated	As stipulated on GCC 22.1

	in the core clauses for GCC and to comply with all provisions stated in the Scope.	
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GENERAL CONDITIONS OF CONTRACT FOR PERFORMANCE MANAGEMENT	
GCC22	22. Penalties
	22.1. Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

Please visit <https://www.nrf.ac.za/procurement/General-Conditions-of-Contract> for the detailed GCC's which forms part of the binding contract which will be issued to the awarded bidder.

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

4

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.

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.

- 3.4 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.
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**

(delete whichever is not applicable for this tender).

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

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 or 90 points is allocated for price on the following basis:

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

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = 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)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system)	Number of points claimed (80/20 system)
--	---	---	---	---

	(To be completed by the organ of state)		(To be completed by the tenderer)	(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		

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:

1. Contract Management

1.1. The NRF manages this contract fairly and objectively in accordance to the terms and conditions set out in this document.

2. Contract Manager

2.1. The NRF appoints a contract manager and notifies the other party in writing of the name and contact details of the appointed contract manager.

3. Contract Communication

3.1. The NRF communicates all communications in writing as well as through email.

3.2. The NRF maintains all contract documentation, correspondence, etc. in a defined contract file open for inspection.

3.3. The NRF states the contract number with secondary reference numbers i.e. purchase numbers on all communication, documentation such as purchase orders issued, etc. The NRF will consider any communication without the contract number on as not being legal communication between the parties and not enacted on by either party as a protection against fraud.

4. Communicating “As and When” in terms of the specific contract clauses

4.1. Where prices and/or availability need to be confirmed, a request for an updated detail quotation/information is issued and the Project Leader must complete a B52 (Request for Order). The detailed quotation together with the signed B52 must be submitted to Supply Chain Management Office for processing;

4.2. Where specific procurement items as specified in the contract are required, the NRF issues a purchase order stating the contract number for the requirement.

4.3. Such purchase order has the following detail (where this is not provided, the purchase order is not a valid communication in terms of this contract):

4.3.1. Purchase Order Number

4.3.2. Contract Number

4.3.3. Quantity

4.3.4. Description of the required procurement. Where detailed, reference must be made to the relevant technical document attached;

4.3.5. Catalogue number if applicable;

4.3.6. Unit price per this contract;

4.3.7. Delivery Date;

4.3.8. Business unit code; and

4.3.9. The specific delivery site.

	<p>5. Communicating where incidental services are required as listed in this document</p> <p>5.1. Incidental services are specified in the incidental services clause</p> <p>5.2. Incidental services are priced in accordance with the incidental clause where such prices have not been set in the SBD form.</p> <p>6. Communicating where spare parts are required as listed in this document</p> <p>6.1. The spare parts services are specified in the spare parts clause</p> <p>7. Performance Management</p> <p>7.1. The NRF measures performance throughout the contract life.</p> <p>7.2. The NRF has regular performance review with the contractor.</p> <p>7.3. Where severe non-performance occurs will terminate the contract earlier in consultation with the contractor.</p>
CONTRACTED BIDDER	
	<p>8. Managing the Contract</p> <p>8.1. The contracted party manages this contract fairly and objectively in accordance to the terms and conditions set out in this document.</p> <p>8.2. The Service Provider will supervise and exercise proper control over its personnel and shall not hold the iThemba LABS liable for any loss or injury caused to the said personnel. The Service Provider will seek to resolve any problems relating to its personnel in line with the laws of the country (e.g. Labour Laws).</p> <p>9. Contract Manager</p> <p>9.1. The contracted party appoints a contract manager and notifies the NRF in writing of the name and contact details of the appointed contract manager.</p> <p>10. Communication</p> <p>10.1. The contracted party communicates in writing and through email.</p> <p>10.2. The contracted party always state the contract number on communication, documentation such as correspondence, purchase orders issued, etc. and will not act upon any communication without the contract number or must verify such communication with the NRF prior to acting upon it.</p> <p>11. Managing Stages (if applicable), Delivery Scheduling (if applicable), Milestones (if applicable)</p> <p>11.1. Where different stages apply, the contracted party communicates in writing the</p>

	<p>commencement of the stage to the NRF.</p> <p>12. Health and Safety Requirements</p> <p>12.1. In terms of the Occupational Health and Safety Act (OHS Act No 85 of 1993 and its Regulations), the contracted supplier is responsible for the health and safety of its employees and those other people affected by the operations of the supplier.</p> <p>12.2. The contracted supplier ensures all work performed and/or equipment used on site complies with the Occupational Health and Safety Act (OHS Act No 85 of 1993 and its Regulations).</p> <p>12.3. To this end, the contracted supplier shall make available to NRF the valid letter of good conduct and shall ensure that its validity does not expire while executing this bid.</p> <p>12.4. Prior to commencement of any work the contractor needs to complete an Indemnity form, the iThemba LABS Contractual obligations form and will be required to attend a Contractors Health and Safety induction prior to commencement of any works.</p>
BID SUBMISSION CERTIFICATE FORM	
	I hereby undertake to supply all or any of the goods, works, and services described in this procurement invitation to the NRF in accordance with the requirements and specifications stipulated in this Bid Invitation document at the price/s quoted.
	My offer remains binding upon me and open for acceptance by the NRF during the validity period indicated and calculated from the closing time of Bid Invitation.
	<p>The following documents are deemed to form and be read and construed as part of this offer / bid even where integrated in this document:</p> <ul style="list-style-type: none"> • Invitation to Bid • Specification(s) set out in this Bid Invitation inclusive of any annexures thereto • Bidder's responses to this invitation as attached to this document • Pricing Schedule(s) including detailed schedules attached • CSD / Tax clearance letter • Bidder's Disclosure (SBD4); • Preference (SBD 6.1) claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2022 (SBD6.1) and the BBBEE certificate • Conditions of contract as set out in this document (GCC)
	I confirm that I have satisfied myself as to the correctness and validity of my offer / bid in response to this Bid Invitation; that the price(s) and rate(s) quoted cover all the goods, works and services specified in the

<p>Bid Invitation; 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.</p>	
<p>I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me in terms of this Bid Invitation as the principal liable for the due fulfilment of the subsequent contract if awarded to me.</p>	
<p>I declare that I have had no participation in any collusive practices with any Bidder or any other person regarding this or any other Bid.</p>	
<p>I certify that the information furnished in these declarations (SBD4 and SBD6.1) is correct and I accept that the NRF may reject the Bid or act against me should these declarations prove to be false.</p>	
<p>I confirm that I am duly authorised to sign this offer/ bid response.</p>	
<p>NAME (PRINT)</p>	
<p>CAPACITY</p>	
<p>SIGNATURE</p>	