

## REQUEST FOR QUOTATIONS (RFQ)

GOODS	
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SERVICE	X
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DESCRIPTION:	Provision of CCTV & Access Control Services at the South African Astronomical Observatory – Western Cape for a Period of 1 Year
RFQ NUMBER:	SAAO/RFQ 2024/102563
DATE ISSUED:	11 September 2024
<b>NON-COMPULSORY ONLINE BRIEFING SESSION</b>	<b>16 September 2024 @ 14:30pm</b>
<b>CLOSING DATE AND TIME:</b>	<b>20 September 2024 @16:00PM</b>
<b>QUOTATIONS TO BE SUBMITTED TO:</b>	<b>scm@saa.ac.za</b>
PREFERENCE POINTS SYSTEM:	80/20

Join Zoom Meeting  
<https://saastronomical.zoom.us/j/96990431419?pwd=BRzBsmR2nd9Rvaa2MZKnBsgOi9XPEJ.1>  
 Meeting ID: 969 9043 1419  
 Passcode: 766744

LOCATION:	SAAO, 1 Observatory Road, Observatory, Cape Town		
Contact person:	Sibabalo Mbengashe	Technical enquiries may be directed to:	Sanchia Lewis
E- Mail address:	scm@saa.ac.za	E- Mail address:	sanchia@saa.ac.za
Telephone No:	021 201 5171	Telephone No:	021 201 1623

## SUPPLIER INFORMATION

Name of Bidder Name:

Street Address:

Telephone Number

Code Number

Cell Phone Number

Code Number

Facsimile Number

Code Number

Email 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.  
☐ Yes ☐ No

B-BBEE Status  
Level Sworn  
Affidavit

Tick Applicable Box.  
☐ Yes ☐ 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?

☐ Yes ☐ No  
[If yes  
enclose  
proof]

Are you a foreign-  
based supplier for  
the  
goods/services/work  
s offered?

☐ Yes ☐ No  
[If yes, answer the  
questionnaire below]

Is the entity a resident of the Republic of South Africa (RSA)?

☐ Yes ☐ No

Does the entity have a branch in the RSA?

☐ Yes ☐ No

Does the entity have a permanent establishment in the RSA?

☐ Yes ☐ No

Does the entity have any source of income in the RSA?

☐ Yes ☐ No

Is the entity liable in the RSA for any form of taxation?

☐ Yes ☐ 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

## 1.1. 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.

## 1.2. BACKGROUND TO SAAO

The South African Astronomical Observatory (SAAO) is a facility of the National Research Foundation, which operates under the South African Department of Science and Innovation. The SAAO is comprised of headquarters in the eponymous suburb of Observatory in Cape Town, and a dedicated research and observation station with several working telescopes (including SALT) outside the Karoo town of Sutherland in the Northern Cape. Founded in 1820, the SAAO is the national centre for optical and infrared astronomy in South Africa. Its primary role is to conduct fundamental research in astronomy and astrophysics by providing a world-class facility to scientists. The SAAO also promotes astronomy and astrophysics in southern Africa, by sharing research findings and discoveries, and participating in outreach activities to enthuse citizens about physics and astronomy.

# 2. THE REQUIREMENTS OF THIS RFQ

## 2.1. THE NEED FOR THIS PROCUREMENT WITHIN SAAO

The purpose of this Request for Quotation (RFQ) is to appoint a suitable service provider for the supply and maintaining of a CCTV and Access Control system for a period of 12 months at the premise of the South African Astronomical Observatory (SAAO), Observatory, Cape Town.

**Location:**

1 Observatory Road,  
Observatory  
Cape Town

**Online Non-compulsory Briefing Session:**

**Date: 16 September 2024 @14:30PM**

Join Zoom Meeting

<https://saastronomical.zoom.us/j/96990431419?pwd=BRzBsmR2nd9Rvaa2MZKnBsgOi9XPEJ.1>

Meeting ID: 969 9043 1419

Passcode: 766744

## **2.2. SUPPLY SPECIFICATIONS**

SAAO invites the Request for Quotation (RFQ) for the following:

This document set out requirements for contracting with a service provider(s) for the provision of:

The appointment of a service provider to provide PSIRA registered service provider Impro security access control and CCTV systems installation and maintenance services at SAAO in Observatory. The objective of this bid is to appoint a suitable Impro security access control and CCTV system provider that can provide assurance to SAAO Management in discharging its responsibilities regarding Impro security access control and CCTV

### **2.2.1. Technical Specification**

The service provider will be fully responsible for meeting all requirements in this document regarding the works. In addition, all works will be carried out to the standard and SAAO working procedures, as well as any applicable governing law and/or regulations.

The contractor must ensure that all work performed and/or equipment used on site complies with the Occupational Health and Safety Act (OHS Act No 85 of 1993)

The contractors must make provision for a safety file which must be handed to the SAAO SHE manager prior to commencement of any work and be up-to-date at all times

The security access control system installation and service function is to assist SAAO to accomplish its risk management objectives by ensuring the effectiveness of its access control and CCTV systems within SAAO and Remote/local site.

The bidder must demonstrate the capability to perform effective Impro security access control and CCTV system installation and maintenance services in accordance with all legal and statutory requirements.

The system will be for allowing access to the building for staff members and also for identification, recognition, detection and for monitoring of access to the building.

Service providers are herewith invited to submit proposal for security access control and CCTV system Services:

- Supply and Installations of access control and CCTV system Services
- Integrating newly installed units with existing system
- Commissioning of the new installations for access control and CCTV systems.
- Maintenance Services of access control and CCTV systems.

Current systems in use at SAAO:

- A CCTV Surveillance System comprising of Hikvision cameras and IVMS channel recording software.
- Access control system is Impro portal pro with card readers/terminals running.
- McClean museum building has a separate Dahua camera system and running on smart PSS recording monitoring software.

**Location:**

1 Observatory Road,  
Observatory  
Cape Town

**2.2.2. Maintenance Services:**

Execution and maintenance of the Impro security access control and CCTV systems:

- Perform quarterly checks/backups on the system and hardware.
- Perform repairs in case of breakdowns. Provide spares and all necessary items to restore services
- Perform unit/system replacement/upgrades in case of major failure or system being absolute or uneconomical to repair.
- Conduct all necessary Electrical installation and provide certificate of compliance when necessary.
- Commissioning of the new Security Access Control and CCTV System and provide site acceptance test documents.
- Provide a 12-month maintenance and guarantee/warranty on all new installations.
- Attendance and reporting to the SAAO Management on an annual basis any significant findings identified.
- The performance of any other ad-hoc requirement requested by management on quotation basis.

**2.2.3. General**

- Demonstrate experience and expertise in Security Access Control and CCTV System and compliance with applicable laws and regulations.
- The service provider must provide all equipment, materials, labour, and transport to comprehensively execute Security Access Control and CCTV System services.
- The Contractor will be responsible for providing staff which are sufficiently skilled and qualified for successful execution of the works.
- Provide quoted prices which is inclusive of all items (e.g.: preparation, material, labour, and transport costs).
- All Impro Security Access Control and CCTV System Services reports and working papers shall remain the property of SAAO.
- The supplier must create and submit an OHS Safety file.
- Inspection, testing, repairing and maintaining of surveillance systems including all connected equipment to the surveillance system.
- Impro Version ITRT – new version

We require experienced service provider to provide preventative maintenance of the CCTV surveillance, alarms and access control system at the SAAO buildings. This will include maintenance of existing equipment as well as emergency and ad hoc call outs and repairs.

#### 2.2.4. The successful bidder will be required to provide the following services on an ad-hoc basis:

NO	ITEM	DESCRIPTION
1.	Network Recording channel recording software	<ul style="list-style-type: none"> <li>• Check if date and time are correct in menu setup and correct for any faults.</li> <li>• View quality of playback/retrieved images to ensure that recording has taken place.</li> <li>• Check functionality and clean exterior of NVR.</li> <li>• Verify the recording time and date of NVR.</li> <li>• Check functionality and clean exterior of remote viewer.</li> <li>• Clean and adjust cameras.</li> <li>• Defrag drives.</li> <li>• Ensure database is maintained and monitored.</li> <li>• Footage must be available for a minimum of 6 weeks.</li> <li>• Inspect the software loaded on the server.</li> <li>• Check that the license is still valid and upgrade software which are offered free of charge or inform SAAO of financial implications for approval</li> </ul>
2	CCTV cameras and housing	<ul style="list-style-type: none"> <li>• Inspecting field of view for desired coverage.</li> <li>• Focusing camera correctly on points.</li> <li>• Adjust and clean cameras and lenses</li> <li>• Check general condition of wiring (damage, burnt, lose).</li> <li>• Backup and restore CCTV data.</li> <li>• That all cameras are available on the network</li> <li>• Check all power switches</li> </ul>
3	CCTV Monitors	<ul style="list-style-type: none"> <li>• Check functionality and clean exterior and lenses</li> <li>• Check and clean passes.</li> <li>• Check general condition of wiring (damage, burnt, lose).</li> </ul>
4	CCTV PC	<ul style="list-style-type: none"> <li>• Inspect the software loaded on the server.</li> <li>• Check that the license is still valid and upgrade software which are offered free of charge or inform SAAO of financial implications for approval.</li> </ul>
5	Access control boom gates	Check functionality and clean exterior. Check relays and Check remotes Check general condition of wiring (damage, burnt, lose).
6	Access Control software	Inspect the software loaded on the server. Check that the license is still valid and upgrade software which are offered free of charge or inform SAAO of financial implications for approval
7	Access control terminal	Check functionality Check all back up power supply
8	Maintenance Schedule	Provide report based on findings

The successful service provider will be responsible for the provision of preventative maintenance service on ad-hoc basis as and when needed at the SAAO Cape Town office.  
The bidder will be required to respond to system faults on call outs.

### **2.2.5. Control of work and Quality Assurance**

- The delivery of services to SAAO shall be carried out with best quality and to a high-class of workmanship. Impro Security Access Control and CCTV System products used at SAAO should be certified with SABS or equivalent,
- In the event where SAAO elects to accept an alternative product purported to be equal/similar by the tenderer, acceptance of the product(s) will be conditional on SAAO's inspection and testing after receipt.
- It is an essential element of this contract that the control of the work, the Quality Control and Quality Assurance falls under the direct control of the successful Contractor.
- The Quality Control on site shall be structured by a person with the required expertise and knowledge to ensure the progress and the quality of the work produced is of a high standard.

Attention to detail is of prime importance. Should the Quality be of an unacceptable standard, the representative of SAAO will stop the Works and no other work shall continue until the Quality is of an acceptable standard

If, in the sole judgment of SAAO, the product is determined not to be equal/similar, the item shall be collected by the service provider and a correct item need to be delivered

All work shall be carried out in accordance with prevailing industry norms and best practices.

The Contractor shall maintain good housekeeping standards in the area where he is working for the duration of the contract.

### **2.2.6. Guarantee**

All new equipment, materials, workmanship, repaired are furnished with a written guarantee which includes a defects liability period from date of issue of the guarantee as prescribed by the manufacturer.

### **2.2.7. Response & Call – Out Response times**

- SAAO operates 24/7 with normal office hours 8:00 to 16:00 hence the contractor will be required to respond to a work instruction from SAAO within 24 hours.
- For emergency repairs the contractor shall ensure at any time of the day or night, seven (7) days a week, inclusive of all statutory holidays, throughout the contract period, that appropriate staff are available to respond to call-outs. The response times to call-outs must be within 4 hours from being notified.



### **2.2.8. Pricing Schedule Instructions:**

- Bidders must price in accordance with the pricing schedules below, this will enable SAAO to compare priced offers.
- Failure to submit a priced offer using the prescribed schedules may make the bid liable for disqualification.
- A Detailed Breakdown of costs must be attached to all invoices. SAAO at times may require labour only as the material and equipment may be in stock or free issued to the contractor.
- All rates quoted as part of this bid will apply to adhoc works as/when required (additional work outside scheduled maintenance).
- Do not leave any area blank in the pricing schedules.
- All payments will be made 30 days from receipt of invoice (and work successfully completed).
- Payment for this contract will be against proven cost accompanied by receipts and work request report.
- Provision must be made for the contractor to visit site to inspect and provide a quotation as /when required prior to commencement of work.
- All transport, deliveries and travel cost must be included as part of the rates in the BOQ below.
- 3<sup>rd</sup> Party Procured Items – Equipment, Spares, Sub -Contracting and material will be charged at cost plus mark-up of percentage (%). – Mark-up must be inclusive of VAT. Please state percentage mark-up in the BOQ.
- The rate provided in the BOQ should include all necessary tools to be able to do the job on site.

All supplies/services required in this procurement contract are supplied in accordance with the following sub-processes:

- Request a detailed quotation/ information/ up to date information of the supply/service required,
- Evaluation of the quotation/ information received against the contract and as and when required, requirements as specified on the request for information,
- Where necessary, request either further detail,
- Where necessary, negotiate upon value of supply quoted, and
- The issue of an official Works/Supply Instruction Purchase Order for the agreed supply prior to the commencement of the delivery of such required supply.
- The Purchase Order above specifies the exact description including catalogue numbers and unit pricing as in this contract as well as the quantity.

### **2.2.9. Contract Period**

- The contract commences with immediate effect upon the SAAO issuing you with an official order confirmation and will continue for a period of one (1) year or once the contract value has been reached.
- The value will be advised upon the order.
- The agreement may be terminated with one months' notice by either party or by mutual agreement.



### 2.2.10. Delivery Verification

- SAAO representative verifies both delivery and performance prior to signing a certificate of delivery / installation / progress milestone / commissioning evidencing such performance.
- The Contractor must ensure such signed approved verification accompanies the subsequent supplier invoice.

### 2.2.11. Performance Management:

- The SAAO measures performance throughout the contract life.
- The SAAO has regular performance review with the contractor.
- Where severe non-performance occurs will terminate the contract earlier in consultation with the contractor.

<b>SPECIAL CONDITIONS FOR MANAGING THE CONTRACTUAL OBLIGATIONS</b>		
<b>SERVICE PERFORMANCE LEVELS (MANDATORY)</b>		
Service being Measured	Measurement	Minimum level
CCTV, Access control & boom gate Services	Completion of repairs and maintenance as per the agreed programme and timeline.	The penalty per day will be calculated at 2% of the project value.
Certificate of Compliance	A <b>Certificate of Compliance</b> must be handed to the Site Services Manager (SAAO) upon completion of all works where COC is required.	100% Compliance to the Specifications on the RFQ. Failing to issue a valid COC will result in payment being held upon receipt of the COC.
Quality of work performed	Work must be completed with good quality standards maintained, with attention to detail.	100% Compliance to the Specifications as and when required. If the agreed standard is not met the contractor will complete the remedial work at their cost (materials included).
Personal Protective Equipment and Clothing.	Contractors employees must wear the correct Personal Protective Equipment and Clothing (PPE) at all times.	Staff failing to wear the required PPE will be prohibited from working on site.
Health & Safety Administration.	The HEALTH AND SAFETY SPECIFICATION AND OCCUPATIONAL HEALTH AND SAFETY ACT 37(2) AGREEMENT will be issued to the successful bidder.	Document must be completed prior to commencement of work.
Safety File	Submission Date	No work will commence prior to the receipt of the completed safety file

## GENERAL CONDITIONS OF CONTRACT FOR PERFORMANCE MANAGEMENT

GCC22	<p><b>22. Penalties</b> 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.</p>
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## 3. EVALUATION PROCESS

The RFQ will be evaluated in the following three phases:

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

### Phase 1 – Administrative Compliance

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

Returnable Document/ Schedule	Mandatory (M) / Optional (O)
Signed SBD 1 form	<b>M</b>
Signed and completed SBD 3.1 form (pricing schedule)	<b>M</b>
Signed and completed SBD 4 form	<b>M</b> (=> R 2 000)
Signed and completed SBD 6.1 form	<b>M</b> (=> R 2 000)
Valid BBBEE certificate, or sworn affidavit detailing annual turnover, in the case of EMEs and QSEs	<b>O</b> (preference points will not be allocated if not submitted)
Valid working at heights certificate	<b>M</b>
PSIRA registered - valid	<b>M</b>
Product certificate - HIKVISION	<b>M</b>
Impro Certified Certificate – valid	<b>M</b>
Company Profile	<b>M</b>
Health & Safety policy	<b>M</b>
COIDA - Supply a valid certificate of good standing from commissioner	<b>M</b>
Public Liability Insurance minimum R 1 million	<b>M</b>
Provide a site-specific health and safety file for Campus	After signing SBD 7.2 agreement

## 4. PRICING SCHEDULE

### Firm Prices Purchases (SBD 3.1)

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

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

OFFER TO BE VALID FOR 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 submit separate quotation in company letter head

ITEM NO.	DESCRIPTION	QTY	UNIT PRICE PER ITEM
	<b>CCTV</b>		
1	Hikvision 4mm powered by darkfighter technology built in microphone & speaker	1	
2	Hikvision 4mm powered by darkfighter fixed turret network camera	1	
3	Hikvision 4mm powered by darkfighter technology fixed dome network camera	1	
4	Microphone for camera	1	
5	Mic stereo jack camera	1	
6	Hikvision Thermal & Optical bi-spectrum camera - 30m or similar	1	
7	Hikvision 2.8-12mm 4MP Camera for facial recognition or similar	1	
8	Mild Steel camera cage. Made from mesh and flat bar. Sprayed Matt Black Metal cages (300x300)	1	
9	Galvanised L-Shape pole (5000x1000 x100x100)	1	

10	Galvanised L-Shape pole (6000x1000 x100x100)	1	
11	Camera Mounting boxes (100x100)	1	
12	8 Port POE 10/100 Switch	1	
13	16 Port gigabit POE switch	1	
14	24 Port gigabit POE switch	1	
15	Cat5 UV cable per meter	1	
16	25mm 90 degree bends	1	
17	Blank Box (4x4)	1	
18	Blank Box (4x2)	1	
19	Server Cabinet 12 U		
20	Server Cabinet 9 U	1	
21	9U mini server cabinet (swing frame)	1	
22	10 TB HDD Surveillance Hard drive	1	
23	32 Channel Hik NVR acusense or similar	1	
24	64 Channel Hik NVR acusense or similar	1	
25	Network point – per point	1	
26	25mm PVC End boxes	1	
27	(40x40) Trunking	1	
28	(16x16) Trunking	1	
29	(25x16) Trunking	1	
30	25mm Couplings	1	
31	25mm Conduit	1	
32	Red plug tops	1	
	<b>Intercom System:</b>		
33	Commax intercom kit or similar	1	
34	Rain Shield	1	
35	Galvanised Gooseneck	1	

36	Aluminium Push Buttons	1	
37	Aluminium surface mounting boxes (for Push Buttons)	1	
38	Centurion Blue Remotes or similar - per remote	1	
	<b>Monitors</b>		
39	32 Inch monitor HD non smart – TV screen	1	
40	40 inch monitor HD non smart - TV screen	1	
41	55 inch monitor HD non smart - TV screen	1	
42	60 inch monitor HD non smart - TV screen	1	
43	Fixing bracket for monitor	1	
	<b>Boom Gate:</b>		
44	Centurion Sector II 3m High Volume Barrier Kit or similar	1	
45	Loop detector	1	
46	Control cards	1	
47	Centurion D10 motor or similar	1	
48	DC Blue advance 24V Battery Back-up motor complete with Transmitter or similar	1	
49	Centurion Sector boom or similar	1	
50	Centurion control card or similar	1	
51	Safety loop	1	
52	Manual push button and boom pole	1	
53	Centurion D10 gate motor or similar	1	
54	Centurion safety beams or similar	1	
55	Gate motor track per m	1	
56	Gate wheels per set of wheels	1	
57	Video Intercom 1-2-1	1	
	<b>UPS &amp; Battery</b>		
58	12V 3 Amp UPS securi product or equivalent	1	

59	12V 5 Amp UPS securi product or equivalent	1	
60	1KVA UPS online	1	
61	12V 7 Ah gel battery	1	
62	12V 18 Ah gel battery	1	
	<b>Access control:</b>		
63	SW165 No Touch	1	
64	Impro AMR: Antenna non-keypad reader	1	
65	Breakglass - Standard Green – Reusable	1	
66	Impro Cluster controller with no LCD supplied in plastic housing	1	
67	Maglock 280kg	1	
68	Maglock 600kg	1	
69	L Z brackets	1	
70	Impro tags box of 50	1	
71	Door closers mechanical 65kg	1	
72	Automatic Door Closer: Stainless Steel Spring Closer for Residential & Commercial Use - Adjustable & Surface Mounted	1	
	<b>Labour Rate:</b>		
73	Technician (Mon to Fri 8am to 4pm)	Hr	
74	Technician Assistant (Mon to Fri 8am to 4pm)	Hr	
75	Technician (Mon to Fri after 4pm)	Hr	
76	Technician Assistant (Mon to Fri after 4pm)	Hr	
77	Technician (Saturday)	Hr	
78	Technician Assistant (Saturday)	Hr	
79	Technician (Sunday)	Hr	
80	Technician Assistant (Sunday)	Hr	



81	SHEQ File – site specific once off	R	
82	Mileage per km	km	
83	Proposed % mark up on materials	%	
84	Call Out fee – Cape Town		
<b>SUB-TOTAL</b>			
<b>VAT (15%)</b>			
<b>TOTAL PRICE</b>			

### Bidding conditions for this RFQ

The following conditions will apply to this request for quotations:

- Price(s) quoted must be valid for at least (30) days from date of your offer.
- Price(s) quoted must be inclusive of VAT, if applicable.
- The bidder is required to submit:
  - Proof of B-BBEE Status Level of contributor, to claim points as per SBD 6.1
  - An EME is required to submit a sworn affidavit confirming their annual total revenue of R10 million or less and level of black ownership to claim points as per SBD 6.1
  - A QSE is required to submit a sworn affidavit confirming their annual total revenue of between R10 million and R50 million and level of black ownership or a B-BBEE level verification certificate to claim points. As per SBD 6.1
- No award will be made to a service provider who is not registered on CSD.** To register <https://secure.csd.gov.za/>.
- Quotations equal to above R 2000 (VAT included) must be accompanied by the relevant SBD documentation as per section 3 of this document for Quotations duly completed.
- The successful provider will be the one scoring the highest points in the event of the lowest bid being higher than R 2000. (VAT inclusive).
- For goods/services below R 2000 the successful bidder will be one with cheapest acceptable quotation.
- SAAO reserves the right to withdraw any invitation to quote and/or to re-advertise or to accept a part of it. SAAO does not bind itself to accepting the lowest quotation.

9. This request for quotations is subject to the National Treasury General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract.
10. **Payment terms is within 30 days from date of receipt of invoice and when goods have been delivered. (No Pre- Payment allowed).**
11. **Where supplier terms and conditions are different from SAAO set terms and conditions**

## 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 interest<sup>1</sup> 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.

2.2

Full Name	Identity Number	Name of State institution

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:

.....

<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 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 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. 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.
- 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

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<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.

from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	.....
Signature	Date
.....	.....
Position	Name of bidder

## **SBD 6.1 - Preference Points claim form in terms of the Preferential Procurement Regulations 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

### **1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

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

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) The **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- a) Price; and
- b) Specific Goals.

**1.4 To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

- 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**

- 2.1 **“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;
- 2.2 **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- 2.3 **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- 2.4 **“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
- 2.5 **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

**3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES**

**3.1. Points awarded for price**

### 3.1.1 The 80/20 preference point systems

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

**80/20**

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

### 3.2. Formulae for disposal or leasing of state assets and income generating procurement

#### 3.2.1. Points awarded for price

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

**80/20**

$$Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

### 4. Points awarded for specific goals

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

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

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

#### **SPECIFIC GOALS (80/20)**

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

## DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.3. Company registration number: .....

4.4. TYPE OF COMPANY/ FIRM [Tick applicable box]

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

4.5. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/firm for the preference(s) shown and I acknowledge that:

4.5.1. The information furnished is true and correct;

4.5.2. The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

4.5.3. 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;

4.5.4. 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.

..... <b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	..... ..... ..... .....

## 5. GENERAL CONDITIONS OF CONTRACT

### General Conditions Of Contract

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

### SPECIAL CONDITIONS FOR MANAGING THE CONTRACTUAL OBLIGATIONS

#### SERVICE PERFORMANCE LEVELS (MANDATORY)

Service being Measured	Measurement	Minimum level
Building Maintenance Services	Completion of repairs and maintenance as per the agreed program and timeline.	The penalty per day will be calculated at 2% of the project value.
Quality of work performed	Work must be completed with good quality standards maintained, with attention to detail.	100% Compliance to the Specifications as and when required. If the agreed standard is not met the contractor will complete the remedial work at there our cost (materials included).

Personal Protective Equipment and Clothing.	Contractors employees must wear the correct Personal Protective Equipment and Clothing (PPE&C) at all times.	Staff failing to wear the required PPE will be prohibited from working on site.
Health & Safety Administration	The HEALTH AND SAFETY SPECIFICATION AND OCCUPATIONAL HEALTH AND SAFETY ACT 37(2) AGREEMENT will be issued to the successful bidder.	Document must be completed prior to commencement of work.
Safety File	Submission Date	No work will commence prior to the receipt of the completed safety file

#### **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.
GCC23	Termination for default
SCC	
	The Employer may terminate the Contract with the Service Provider: (a) where the funding for the Services is no longer available; (b) if the Service Provider does not remedy a failure in the performance of his obligations under the Contract within fourteen (14) Days after having been notified thereof, or within any further period as the Employer may have subsequently approved in writing;

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.

### Bid Signature (SBD 1)

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

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

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

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

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

Signature of bidder: