

## REQUEST FOR PROPOSALS (RFP)

GOODS	X
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SERVICE	X
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DESCRIPTION:	Appointment of a service provider with a minimum CIDB Grading of 1SO or Higher for plumbing services at the South African Astronomical Observatory (SAAO), Cape Town Site, in Observatory – Western Cape for a Period of 1 Year (12 months)		
RFP NUMBER:	NRF/SAAO/RFP/116041		
DATE ISSUED:	24 FEBRUARY 2026		
COMPULSORY BRIEFING DATE AND TIME	WEDNESDAY, 4 MARCH 2026 @ 11:30		
CLOSING DATE AND TIME:	WEDNESDAY, 11 MARCH 2026 @ 15:00		
QUOTATIONS TO BE SUBMITTED VIA E-MAIL ONLY TO:	scm@saa.ac.za		
PREFERENCE POINTS SYSTEM:	80/20		
<b>DELIVERY INFORMATION</b>			
LOCATION:	SAAO, 2 Observatory Road, Observatory		
LEAD TIME (from purchase order date)	As and when required		
<b>ENQUIRIES RELATING TO:</b>			
<b>Bidding procedures may be directed to:</b>		<b>Technical enquiries may be directed to:</b>	
Contact person:	SCM	Contact person:	Ayanda\Eugene
E- Mail address:	scm@saa.ac.za	E- Mail address:	scm@saa.ac.za
Telephone No:	021 447 0025	Telephone No:	021 447 0025

## SUPPLIER INFORMATION

Name of Bidder Name:

Street Address:

Telephone Number

Code      Number

Cell Phone Number

Code      Number

Facsimile Number

Code      Number

E-Mail Address

VAT Registration Number

Tax  
Compliance  
Status

Tax  
Compliance  
System PIN

OR

Central Supplier  
Database No.

MAAA

B-BBEE Status  
Level Verification  
Certificate

Tick Applicable Box.  
 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 TO THE ORGANISATION**

## **1.1. 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 (PFMA). The NRF is the government’s national agency responsible for promoting and supporting research and human capital development through funding researchers, provision of the National Research Platforms, and science outreach platforms/programs to the broader community. The NRF provides these services in all fields of science and technology, including natural science, engineering, social science, and humanities.

The NRF is a schedule 3A entity under the PFMA (Act 29 of 1999), which is required to plan and report on its activities and organizational performance, and which is to be audited by the Auditor-General of South Africa (AGSA) on an annual basis. As part of the AGSA audit requirements, the NRF has to collect / document and store details, data and/or information of all persons and activities that form part of its performance record as proof thereof. In terms of this requirement, all persons making use of NRF facilities, platforms, equipment, tools, etc., for research and related purposes are required to provide their personal details/data/information as per the template below or other similarly appropriate format. By completing your information in the template/register/record below and appending your signature thereto, you confirm your consent, in line with the Protection of Personal Information Act 4 of 2013, whereby the NRF and any of its business units may process (collect, receive, record, organize, collate, share, store, update, modify, retrieve, alter, consult, use, disseminate, distribute, merge, link, erase or destroy) the personal information you provide within and amongst its business units/functions to fulfil its statutory mandate, public accountability and other regulatory/legal requirements.

## **1.2. Introduction to the business unit (SAAO) responsible for this RFQ**

The South African Astronomical Observatory (SAAO) is a facility of the National Research Foundation and is the national centre for optical and infrared astronomy in South Africa. Its prime function is to conduct fundamental research in astronomy and astrophysics by providing a world-class facility and by promoting astronomy and astrophysics in Southern Africa.

## **2. THE REQUIREMENTS OF THIS RFP**

### **2.1. THE NEED FOR THIS PROCUREMENT WITHIN SAAO**

The purpose of this Request for Proposal (RFP) is to appoint a suitable service provider servicing, maintenance, repairs, alterations, relocation and minor new installation to the plumbing infrastructure at SAAO, in a sustainable manner while ensuring compliance to general safety and all relevant SANS 10400 and 10252/54 legislation for a period of 12 months at the premises of the South African Astronomical Observatory (SAAO), Observatory, Cape Town.

#### **SUMMARY**

- a) Project Title: Provision of plumbing services at SAAO, Cape Town for a period of twelve (12) months
- b) Location: 2 Observatory Road, Observatory, Cape Town
- c) Contract Duration: Twelve (12) months from date of commencement or until contract value is reached, with the right to terminate on one month's notice
- d) CIDB Requirement: Minimum CIDB Grading 1SO or higher
- e) Service Nature: As-and-when required (non-performance may lead to termination)

### **2.2. DETAILED SCOPE OF WORK**

The appointment of a suitable service provider servicing, maintenance, repairs, alterations, relocation and minor new installation to the **plumbing infrastructure** at SAAO, in a sustainable manner while ensuring compliance to general safety and all relevant SANS 10400 and 10252/54 legislation for a period of 12 months at the premises of the South African Astronomical Observatory (SAAO), Observatory. The services rendered must be done in a sustainable cost-effective manner whilst minimising downtime and ensuring safety, functionality, effectiveness, and compliance to legislation for all plumbing installations. The plumbing contractor will be appointed to undertake of all plumbing works which cover both the interior and exterior installations of buildings.

The service provider will be responsible for the servicing, maintenance, repairs, alterations, relocation and minor new installation of the Plumbing Infrastructure. The work will be done under the following maintenance types as and when required:

- a) Planned Preventative Maintenance
- b) Corrective Maintenance
- c) Predictive maintenance
- d) Unplanned breakdowns and emergency repairs
- e) Minor/smaller approved Projects related to Maintenance work

**Provision of plumbing, including but not limited to the following:**

- a) Installation, repair, and maintenance of water supply and drainage systems
  - b) Inspection and maintenance of geysers and hot water systems
  - c) Cold Water System
  - d) Clearing of blocked drains and pipes
  - e) Leak detection and repair
  - f) Replacement of taps, valves, and other plumbing fixtures
  - g) Emergency plumbing repairs
  - h) General plumbing works
  - i) Sewer lines-jetting of sewer-line and camera inspection
  - j) Storm water drains
  - k) Maintenance and repairs of sewage system
  - l) Maintenance, installation and repairs to irrigation system
  - m) Supply of skilled/unskilled labour for plumbing works on *ad hoc*
  - n) Maintenance, installation of bore hole, water tanks, submersible pumps filtration system and associated equipment
  - o) Gutters and down pipes
  - p) Recycling of water
  - q) Maintenance of storm water drains
  - r) *Ad hoc* plumbing services as required
- a) The Plumbing works shall be carried out with skill, care and diligence in terms of the provisions of the contract, stipulations and specifications and to observe any applicable laws, regulations and instructions. All work performed and parts supplied shall conform to the lowering of the SAAO carbon footprint. Respond to

emergencies within the agreed response time. NB: 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 SAAO. Final acceptance of any proposal is not guaranteed, this being the exclusive right of SAAO.

### **2.3. PROCUREMENT SUB-PROCESSES**

- a) Request for detailed quotation
- b) Evaluation and possible negotiation
- c) Issue Purchase Order
- d) Purchase Order to specify item description and quantity
- e) No delivery or service may commence without an official purchase order unless advised otherwise

### **2.4. QUOTATION STRUCTURE REQUIREMENTS AFTER THE CONTRACT IS AWARDED**

- a) Contractor may be asked to inspect and quote prior to work commencement
- b) The contractor's quotation must include:
  - i. Contract number
  - ii. Quantity and unit prices
  - iii. Third-party quotes (where applicable)
  - iv. For the work required, the quotation must include costs for all specified materials, labour, cleaning, rubble removal, ladders, scaffolding, equipment, health safety and any other specified costs if required
  - v. Third-party items must be charged at cost + mark-up (%) (VAT excluded from mark-up)
  - vi. Indicate Delivery timeline and site
  - vii. Materials and labour breakdown
  - viii. Submission to Site & Safety Officer for approval
  - ix. SCM will issue PO prior to any work commencing on site, including all transport, delivery, and travel costs
  - x. The detailed breakdown required on all invoices

### **2.5. GUARANTEES**

- a) All new materials and repairs must include a written guarantee
- b) Defects liability period applies as per manufacturer's standards

## **2.6. QUALITY CONTROL**

- a) Quality control is the sole responsibility of the contractor
- b) Site & Safety Officer may halt substandard work
- c) High attention to detail is required at all times
- d) All staff to wear PPE when on site
- e) Comply with Occupational Health and Safety Act (Act No. 85 of 1993)
- f) Submit and maintain a safety file before starting any work
- g) Follow SAAO site rules, regulations and security protocols throughout the contract period
- h) Relevant South African National Standards (SANS 10400)
- i) National Heritage Resources Act (No. 25 of 1999) when applicable

## **2.7. SUBCONTRACTING POLICY**

- a) No subcontracting without prior written consent
- b) Unauthorized subcontracting is a material breach

## **2.8. DELIVERY VERIFICATION**

- b) SAAO representative to verify delivery, installation, or work completion
- c) Signed verification/job must accompany the supplier invoice

## **2.9. CONTRACTS MANAGER**

Appointed service provider will nominate “*Key Account Manager*” to act as the key point of contact. The “*Key Account Manager*” will attend meetings when required, assist with the monitoring and review of the SLA, and will deal with problems that cannot be routinely resolved by the relevant Supervisor.

## **2.10. PLUMBING CERTIFICATE OF COMPLIANCE**

The plumbing contractor must ensure that they self-certify their plumbing work to ensure compliance to all regulatory installation requirements by issuing of the plumbing certificate of compliance to SAAO.

A plumbing certificate will be issued where necessary for the following plumbing works but not limited to the following:

- a) The installation, relocation or replacement of any Electric Water Heating System, regardless of the cost;
- b) For every separate installation on site;

- c) The construction, installation or alteration of any above or below ground sanitary drain; regardless of the cost;
- d) The installation, relocation or replacement of any Hot Water Solar Water Heating System;
- e) The installation, relocation or replacement of any Heat Pump Water Heating System;
- f) Where directed by SAAO to issue a plumbing certificate.

This means that a plumbing certificate will be provided if it's legally or professionally required for specific types of plumbing work. A Plumbing certificate of compliance shall be issued to SAAO within five (5) working day of the completion of said works.

## 2.11. CALL-OUT AND RESPONSE TIMES

- a) Standard response: Within 24–48 hours
- b) Emergency repairs: Within 5 hours (24/7, including public holidays)

### Target times and key performance indicators:

Type of Priority	Priority Description	Agreed Target Times		Key Performance Indicators	
		Response Time after notification	Completion time after notification	Target for Response Time to Tasks	Target for Completion of Tasks
Priority 1 (P1)	Emergency	Within 5 hours	Within 24 hours	85% attended within target response time	80% completed with completion time (subject to access, parts and materials being available)
Priority 2 (P2)	Urgent	Within 12 hours	Within 5 working days	75% attended within target response time	70% completed with completion time (subject to access, parts and materials being available)

Priority 3 (P3)	Non-urgent	Within 48 hours	Within 10 working days	70% attended within target response time	65% completed with completion time (subject to access, parts and materials being available)
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## 2.12. CONTRACT PERIOD

- a) The contract commences with immediate effect upon the SAAO issuing you with an official purchase order and will continue for a period of 12 months or once the contract value has been reached.
- b) The value will be advised upon the order.
- c) The agreement may be terminated with one months' notice by either party or by mutual agreement.

## 3. EVALUATION PROCESS

The RFP 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)
Active CIDB requirement	<b>1SO or higher</b>
Proof of Bidder Public Liability Cover min. R 500 000.00	<b>M</b>
Valid Letter of Good Standing issued by Compensation Commissioner OR COIDA certificate.	<b>M</b>
Proof of address confirming that the bidder's primary office is located within a 60 km radius of the SAAO Observatory, Cape Town (an acceptable proof is a recent utility bill not older than 3 months or a valid signed and dated lease agreement).  Please note that the information provided will be subject to verification and may be confirmed through a site visit by SAAO.	<b>M</b>
Company profile  - A comprehensive company profile detailing the bidder's background,	<b>M</b>

<p>years of operation, organisational structure, core services offered, relevant experience, and contact details.</p>	
<p>A portfolio of services covering a similar scope of work in a commercial environment as a Plumbing Maintenance Service Provider (minimum of three (3) projects required).</p> <p>The listed projects/services must include the contract value, duration, and completion date, and should preferably have been completed within the last three (3) years.</p>	<b>M</b>
<p>CVs confirming the qualifications and experience of suitably qualified staff -</p> <p>Plumber registered with Plumbing Industry Registration Board (PIRB) &amp; Assistant</p>	<b>M</b>
<p>Valid registration of safety officer - SACPCMP</p>	<b>M</b>
<p>Submission of three (3) signed and dated reference letters for similar work or services in the Plumbing Maintenance Service environment (Repairs/Refurbishments).</p> <p>The reference letters must be from previous clients and must relate to projects completed within the last thirty-six (36) months.</p>	<b>M</b>
<p>Schedule of Sub-Contractors if applicable.</p> <p>The schedule must include Name, Function and Experience of the sub-contractor</p>	<b>O</b>
<p>Health and safety file at signing of the SBD 7.2 agreement</p>	<b>M</b>

## 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 60 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 proposal in company letter head

NO	DESCRIPTION	UNIT	QTY	RATE
1.	<b>QUALIFIED PLUMBER</b>			
	Day Shift Mon to Fri 08:00 to 16:00	hr	1	
	AFTER HOURS Hourly Rate (including Saturday, Sunday and Public Holidays, Weekdays)	hr	1	
2.	<b>PLUMBER ASSISTANT</b>			
	Day Shift Mon to Fri 08:00 to 16:00	hr	1	
	AFTER HOURS Hourly Rate (including Saturday, Sunday and Public Holidays, Weekdays)	hr	1	
3.	<b>GENERAL WORKER</b>			
	Day Shift Mon to Fri 08:00 to 16:00	hr	1	
	AFTER HOURS Hourly Rate (including Saturday, Sunday and Public Holidays, Weekdays)	hr	1	
4.	High Pressure Jetting of Sewer-line (including equipment and labour per hour) Mon to Fri 08:00 to 16:00	hr	1	
	AFTER HOURS Hourly Rate (including Saturday, Sunday and Public Holidays, Weekdays)	hr	1	
5.	Underground leak detection (including equipment and labour per hour) Mon to Fri 08:00 to 16:00	hr	1	

	AFTER HOURS Hourly Rate (including Saturday, Sunday and Public Holidays, Weekdays)	hr	1	
6.	High Pressure Drain Cleaning (including equipment and labour per hour) Mon to Fri 08:00 to 16:00	hr	1	
	AFTER HOURS Hourly Rate (including Saturday, Sunday and Public Holidays, Weekdays)	hr	1	
7.	Call out fee – including 1 hour's labour	hr	1	
8.	COC cost per plumbing work/installation	item	1	
9.	Safety File – once off	item	1	
10.	Per km rate aligned with <b>current AA rates</b>	km	1	
11.	Proposed mark-up % on materials/3 <sup>rd</sup> party procurement	%		
<b>SUB TOTAL</b>				
<b>15% VAT</b>				
<b>TOTAL</b>				

## 5. BIDDING CONDITIONS FOR THIS RFP

The following conditions will apply to this request for proposals:

- 1) Price(s) quoted must be valid for at least (60) days from date of your offer.
- 2) Price(s) quoted must be inclusive of VAT, if applicable.
- 3) The bidder is required to submit:
  - a) Proof of B-BBEE Status Level of contributor, to claim points as per SBD 6.1
  - b) An EME is required to submit a sworn affidavit confirming their annual total revenue of R10 million or less and level of black ownership to claim points as per SBD 6.1
  - c) A QSE is required to submit a sworn affidavit confirming their annual total revenue of between R10 million and R50 million and level of black ownership or a B-BBEE level verification certificate to claim points. As per SBD 6.1
- 4) **No award will be made to a service provider who is not registered on CSD.** To register <https://secure.csd.gov.za/>.
- 5) Proposals equal to above R 2000 (VAT included) must be accompanied by the relevant SBD documentation as per section 3 of this document for Proposals duly completed.
- 6) 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).
- 7) For goods/ services below R 2000 the successful bidder will be one with cheapest acceptable proposal.
- 8) 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 proposal.
- 9) This request for proposals 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 the successful bidder's terms and conditions are different from SAAO, set terms and conditions must be mutually agreed upon. Otherwise, the National Treasury General Conditions of Contract (GCC) will govern.**



**SBD 4 - BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

- 1.1 Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2 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.

Full Name	Identity Number	Name of State institution

- 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:

.....  
 .....

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<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.

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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.



3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

## SBD 6.1 PREFERENCE POINTS 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 is 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
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	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

- (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 proposals, 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 PREFERENCE POINT SYSTEMS

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

**80/20**

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

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**

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

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 0
Contributor Number of Points for Preference (80/20) between R2000 and R50m	20	18	14	12	8	6	4	2	
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

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

[TICK APPLICABLE BOX]

4.5. 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:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

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

## 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/>

## 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:**

## SPECIAL CONDITIONS

Service being Measured	Measurement	Minimum level
Plumbing Services	Completion of repairs and maintenance as per the agreed programme and timeline.	The penalty as per clause GCC22 will be applied.
Certificate of Compliance	A Certificate of Compliance must be handed to the Site and Safety Officer (SAAO) upon completion of all works where COC is required.	100% Compliance to the Specifications on the RFP
Personal Protective Equipment and Clothing.	Contractors' employees must wear the correct Personal Protective Equipment (PPE) and Clothing	Personal Protective Equipment and Clothing.
Health & Safety Administration.	A Contractors' 37.2 agreement must be completed prior to commencing work on site.	To be signed submitted to SAAO
Safety File	Submission Date	Prior to commencement of work

## SERVICE PERFORMANCE LEVELS (MANDATORY)

Service being Measured	Penalty where minimum levels are breached
Timely delivery	As stipulated on GCC 22.1 and contractually agreed
Personal Protective Equipment and Clothing.	Letter of Non-Compliance
Health Safety and Administration.	Letter of Non-Compliance
Certificate of Compliance	As stipulated on GCC 22.1
Plumber	Letter of Non-Compliance
Health and Safety	Letter of Non-Compliance

## GENERAL CONDITIONS OF CONTRACT FOR PERFORMANCE MANAGEMENT

GCC22	<b>22. Penalties</b>
	<p>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>

### Work Request Report

<b>Job Report</b>
<b>Details of work completed:</b>
Location:
Short Description of Remedial action taken:
Material Used:
Time on Site:

**General Remarks:**


**Date:** .....

**Name:** .....

**Signature:** .....