

**REQUEST FOR QUOTATION: APPOINTMENT OF A SERVICE PROVIDER TO RENDER WATER TREATMENT SERVICES AND GENERAL MAINTENANCE, PROVISION OF SPARE PARTS RELATED TO ALL WATER SUPPLY EQUIPMENT INCLUSIVE OF CHILLER UNITS AT ITHEMBA LABS GAUTENG FOR FIVE (5) YEARS**

**Supplier Name:** .....

**GOODS**

☒

**SERVICE**

☐

|   |  |
|---|--|
| Request For Quotation Number:                               | iLABS/RFQ 2021/22:193  |
| Date Issued:  | 26 January 2022  |
| Non - Compulsory Site Clarification Meeting Date and venue: | 08 February 2022<br><br>iThemba LABS Gauteng<br>514 Empire Road<br>Braamfontein<br>Johannesburg<br>South Africa  |
| Description:  | APPOINTMENT OF A SERVICE PROVIDER TO RENDER WATER TREATMENT SERVICES AND GENERAL MAINTENANCE, PROVISION OF SPARE PARTS RELATED TO ALL WATER SUPPLY EQUIPMENT INCLUSIVE OF CHILLER UNITS AT ITHEMBA LABS GAUTENG FOR FIVE (5) YEARS |
| Closing Date:   | 16 February 2022   |
| Closing Time:   | 11:00 am   |
| Delivery Address:   | <a href="mailto:scm1@tlabs.ac.za">scm1@tlabs.ac.za</a> (quotes / proposals must be sent via email only)  |
| Submit RFQ To:  | Ms Nombini Biko<br><a href="mailto:scm1@tlabs.ac.za">scm1@tlabs.ac.za</a>  |
| Date Goods or Service Required:                             | 01 April 2022 (as and when required)   |
| For More Information (Technical):                           | Ms Nombini Biko<br><a href="mailto:scm1@tlabs.ac.za">scm1@tlabs.ac.za</a>  |
| For More Information (Supply Chain Management):             | Ms Nombini Biko<br><a href="mailto:scm1@tlabs.ac.za">scm1@tlabs.ac.za</a>  |

**THE FOLLOWING CONDITIONS WILL APPLY:**

- **Preferential Procurement System Applicable: 80/20**
- Price(s) quoted must be valid for at **least thirty (30) days from date of your offer.**
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- **Submit your Valid B - BBEE Certificate as accredited with SANAS if you are claiming for Equity/ B - BBEE points, failing which, the B - BEEE claimed will be forfeited or zero points will be allocated.**
- Provide CSD Summary Report ([www.csd.gov.za](http://www.csd.gov.za) )
- The attached forms to be completed by the Bidder:
  - SBD 4 – Declaration of Interest with Government
  - SBD 6.1 – Preference Points Claim (South African Companies Only)
  - SBD 6.2 – Declaration Certificate for Local Production and Content for Designated Sectors (where applicable)
  - SBD – 8 – Declaration of Bidder's past SCM Practices
  - SBD – 9 – Certificate of Independent Bid Determination
- This request for formal quotation is subject to the Preferential Procurement Policy Framework Act and The Preferential Procurement Regulations, 2017, The General Conditions of Contract (GCC and, if applicable, any other special Conditions of Contract.

**REGISTRATION ON THE CENTRAL SUPPLIER DATABASE (CSD):**

The bidder must be on the National Treasury's Central Supplier Database in order to do business with the NRF and for the NRF to award a bid and sign the subsequent contract. Registration on the CSD ([www.csd.gov.za](http://www.csd.gov.za)) is compulsory and bids from unregistered bidders are not considered.

National Treasury Contact Details: +27 (0) 12 406 9222 or email [csd.support@treasury.gov.za](mailto:csd.support@treasury.gov.za)

|                                   |
|-----------------------------------|
| <b>SCHEDULE 1 - SPECIFICATION</b> |
|-----------------------------------|

**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 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 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 for the purpose of fulfilling its statutory mandate, public accountability and other regulatory/legal requirements.

**Introduction to the Business Unit responsible for this RFQ**

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

## **Evaluation Process**

- Evaluation of proposals:

All proposals will be evaluated by Supply Chain Management for administrative compliance, functionality, 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.

### **Pre-Qualification Eligibility Criteria**

| <b>NRF /iThemba Labs TRANSFORMATION</b>   |   |                                  |  |
|---|---|----------------------------------|--|
| Sector Code Applicable  |   | Not Applicable                   |  |
| Minimum status B-BBEE level or not?   |   | Yes                              |  |
| Minimum status level  |   | 4                                |  |
| A bidder failing to meet any of the stipulated pre-qualifying criteria is automatically disqualified. |   |                                  |  |
| <b>Verification Certificate Submitted</b>   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <b>Sworn Affidavit Submitted</b> | <input type="checkbox"/> Yes <input type="checkbox"/> No |

There is a minimum B-BBEE threshold of Level four (4) for this Request for Quotation / proposal. A bidder failing to meet the stipulated B-BBEE threshold is regarded as non-responsive and will be automatically be disqualified.

A Bidder MUST submit a valid B-BBEE certificate/ Sworn Affidavit. Scanned copies of valid B-BBEE certificate/ Sworn Affidavit are 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 R1 000 000, the proposal will be cancelled and re-issued.

**Supplier Response**

|  |           |
|--|-----------|
| <b>Name of Supplier:</b>                         |           |
| <b>Address of Supplier:</b>                      |           |
| <b>Contact Person:</b>                           |           |
| <b>Contact Tel:</b>                              |           |
| <b>Email Address:</b>                            |           |
| <b>CSD Supplier Number:</b>                      | MAAA..... |
| <b>CSD Unique Registration Reference Number:</b> |           |
| <b>Currency:</b>                                 | ZAR       |
| <b>Lead Time for Delivery:</b>                   |           |

### Administrative Compliance Returnable Documents

| (M – Mandatory); (O – Optional)   | Submitted  |   |
|---|------------|---|
| Procurement Invitation (SBD 1), signed and completed.   | <b>M</b>   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| Declaration of Interest with Government (SBD 4), signed and completed.  | <b>M</b>   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| Preference Points Claimed (SBD 6.1), signed and completed with BBBEE certificate or sworn affidavit (applicable for local bidders).   | <b>M</b>   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| Declaration of Local Production and Content for designated sectors (SBD 6.2), completed and signed with the supporting annexures completed as outlined on pages 22-25<br><br>The contract will be awarded after this final evaluation phase. Shortlisted suppliers, which fail to provide letters of exemption, authorisation and/or verification from DTI, will be disqualified. | <b>N/A</b> | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| Declaration of Past SCM Practices (SBD 8), signed and completed.  | <b>M</b>   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| Certificate of Independent Bid Determination (SBD 9), signed and completed.   | <b>M</b>   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| (M – Mandatory); (O – Optional)   | Submitted  |   |
| Pricing completed   | <b>M</b>   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| Company Profile   | <b>M</b>   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| Proof of address to demonstrate that the bidder's satellite office is based within 60km of iThemba LABS Gauteng has been provided. (e.g. Utility Bill)  | <b>M</b>   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| Valid Letter of Good Standing issued by Compensation Commissioner OR COIDA certificate (SUBMIT PROOF)   | <b>M</b>   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| A portfolio of water treatment services to plants /facilities covering similar scope of works (Restricted to a minimum of 3 in the past 5 years) – Supply of Water Treatment Chemicals and Servicing of Equipment, maintenance and supply of parts.<br><br><u>The Projects must include the Value and duration of the contract. (SUBMIT PROOF)</u>                                | <b>M</b>   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| CV of the competent and person with a qualification in chemical engineering who will provide the monthly water treatment service. Minimum Five Years' Experience. (SUBMIT PROOF)  | <b>M</b>   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| Trade References for similar work (Water Treatment Services) in the past 5 years (Minimum of Three). Written references in the format under annexure  | <b>M</b>   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| Program/plan indicating how the monthly service will be administered inclusive of proposed safe use and handling of chemicals to be used and MSDS (Material Safety Data Sheets).  | <b>M</b>   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| Certified Copy of the SABS /ISO certificate for to distribution and the use of water treatment chemicals.   | <b>M</b>   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |

## **SPECIFICATIONS:**

iThemba LABS has identified a need to improve its business operations to cater for the needs and expectations of its customers and employees. To achieve this, an efficient and effective technical infrastructure should be in place to enable core business to achieve objectives. Based on its technological competency, Facilities Management is the internal business partner to provide these essential services. Due to the complex nature of some of these services, it is not possible to offer all services in-house, hence the need to outsource other services to external service providers.

The Water Treatment Program, administered under the supervision of a competent Water Treatment Specialist, is an essential part of routine maintenance to ensure the safe operation and longevity of cooling equipment as well as our DI water system.

### **1 Description of Works**

The bidders are expected to provide a monthly water treatment service to the water cooling system as well as the DI-Water Cooling System. The main objective of the water treatment is to prevent corrosion, scale formation or biological fouling which may negatively affect the longevity of our systems and equipment. In our Chiller Plant we have a closed loop system which must be checked, chemical will be added as and when required. The service will include supply of chemicals and monthly dosing service with detailed status reports. The bidder will be responsible for the water treatment.

In addition, the service provider will be required to provide “as and when required” general maintenance and repairs of all the related water supply equipment and chiller units and also, provision of spare when require.

It must be noted that should there be a need for provision of the spare parts, the service provider will be required to submit the 3rd Party quotation along with their quotation to ensure the spare parts are charged at cost plus mark-up of percentage (%) as indicated in the Pricing Schedule.

### **2 Service and Activities Reports**

The bidders are expected to provide a monthly report for the water treatment service to the water. The report must include the product used with the amount of chemical used for the cooling system.

### **3 The monthly analysis of the water with the results for the following:**

- TDS ( Total Dissolved Solids ) > 1500 ppm
- PH ( Power of Hydrogen ) > 9.2
- Nitrides ( Corrosion Inhibitor ) > 600 ppm
- Glycol ( MEG ) > 20%
- Solids None
- Bacterial Fouling None
- DI Water Resistivity > 3 Meg Ohm

### **4 Chemicals**

- The chemicals in the cooling tower must be compatible with the unit materials of the construction. i.e. steel piping
- The chemical provided must minimize the corrosion, scale formation or biological growth.
- The bidder must be suitable qualified and experienced in the supply of chemicals for the use of water treatment with the SABS/ISO 9001 accreditation.

### **PRICING SCHEDULE**

- Bidders must price in accordance with the pricing schedules below, this will enable iThemba LABS to compare priced offers, the priced rates in Part A in the Pricing schedule will be fixed for the duration of the contract.
- Bidder will have required to submit fresh quotation for Part B in the Pricing Schedule which will apply to adhoc works as/when required (additional work outside Part A).
- Failure to submit a priced offer using the prescribed schedules may make the bid liable for disqualification.
- Do not leave any area blank in the pricing schedules.
- All payments will be made 30 days from receipt of invoice.
- A Detailed Breakdown of costs must be attached to all invoices.
- All travel rates will be paid in line with the SARS Tax Free Rate no claim may exceed the distance from the primary place of business.
- **3rd Party Procured Items – Repairs and Maintenance and Spares will be charged at cost plus mark-up of percentage (%). - VAT shall not form part of mark-up calculations. Please state percentage mark-up in the Pricing Schedule**

| ITEM NUMBER  | DESCRIPTION OF SUPPLIES OR SERVICE  | FREQUENCY   | RATE PER MONTH |
|--|---|-------------|----------------|
| A : Water Treatment Services:  |   |             |                |
| 1  | Monthly Servicing and Water Treatment inclusive of chemicals  | Every Month | R              |
| 2  | Chemicals for closed loop circuits (Provisional amount)   | Once        | R              |
| 3  | Corrosion Coupon Racks  | Twice       |                |
| 4  | Maintenance and repairs to pumps, If Required, solenoid valves and related equipment (Provisional amount) | Once        | R              |
| TOTAL BID PRICE FOR YEAR 1<br>(Inclusive of all items above)                       |   | R           |                |
| TOTAL BID PRICE FOR YEAR 2<br>(Inclusive of applicable escalations and taxes)      |   | R           |                |
| TOTAL BID PRICE FOR ALL 2 YEARS<br>(Inclusive of applicable escalations and taxes) |   | R           |                |
| B: Maintenance and Provision of Spare Parts - Callouts Rates (As and when needed): |   |             |                |
| Mark up percentage on spare parts  |   | .....%      |                |
| Normal Time (Monday – Friday)  |   | Per hour    |                |
| Weekends and Public Holidays   |   | Per hour    |                |
| After Hours / Overtime   |   | Per hour    |                |
| Travel Fee   |   | Per 1 km    | R              |



### 3. REFERENCE LETTER TEMPLATE

#### REFERENCE LETTER FORMAT

##### Referee Letterhead

**Referee Legal Name:**

**REFERENCE ON COMPANY:**

**RFQ Number:**

**RFQ Description: APPOINTMENT OF A SERVICE PROVIDER TO RENDER WATER TREATMENT SERVICES**

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

| Criteria / risks  | Below requirements                                       | Meets requirements | Exceeds requirements |  |
|---|--|--------------------|----------------------|--|
| Professionalism   |  |                    |                      |  |
| Customer centricity   |  |                    |                      |  |
| Turnaround times on Emergency Call Outs   |  |                    |                      |  |
| Knowledge, understanding and experience in the use Water Treatment chemicals.                 |  |                    |                      |  |
| Knowledge and understanding and maintaining Water Treatment Equipment.                        |  |                    |                      |  |
| Experience in Water Treatment Services  |  |                    |                      |  |
| An understanding of the relevant regulatory processes applicable to Water Treatment Services. |  |                    |                      |  |
| Analytical and conceptual abilities and report writing skills                                 |  |                    |                      |  |
| Overall Impression  | Other comments   |                    |                      |  |
| Approximate value of contract   |  |                    |                      |  |
| Would you use the provider again?   | <input type="checkbox"/> YES <input type="checkbox"/> NO |                    |                      |  |
| <b>Completed by:</b>  |  |                    |                      |  |
| <b>Signature:</b>   |  |                    |                      |  |

|                                  |  |  |
|----------------------------------|--|--|
| <b>Company Name:</b>             |  |  |
| <b>Contact Telephone Number:</b> |  |  |
| <b>Date:</b>                     |  |  |

|   |   |   |
|---|---|---|
| <p align="center"><b>SPECIAL CONDITIONS FOR MANAGING THE CONTRACTUAL OBLIGATIONS</b></p> <p>The bidders are expected to provide a monthly report for the water treatment service to the potable water. The report must include the monthly product used with the amount of chemical used.</p> |   |   |
| <b>SERVICE PERFORMANCE LEVELS (MANDATORY)</b>   |   |   |
| <b>Service being Measured</b>   | <b>Measurement</b>  | <b>Minimum level</b>  |
| Service and Activity Reports  | The bidder is expected to provide a monthly report for the water treatment service to the water.  | First Working Day on the new month  |
| Supply of Chemicals and Monthly Dosing Service  | The bidder is expected to supply chemicals required and monthly dosing services   | One Day   |
| Capacity  | Attach a program/plan indicating how the monthly service will be administered inclusive of proposed safe use and handling of chemicals to be used and MSDS (Material Safety Data Sheets).                       | 100% Compliance to the Specifications on the RFP  |
| SABS/ISO Certification  | Include a copy of the SABS /ISO certificate for to distribution and the use of water treatment chemicals. A copy of the monthly water treatment report.   | 100% Compliance to the Specifications on the RFP  |
| Personal Protective Equipment and Clothing.   | Contractors employees must wear the correct Personal Protective Equipment and Clothing (PPE&C) at all times during Building works. Such PPE&C should be open to be inspected by the SHE Department at any time. | Workers cannot commence duty. Clothing to be made available within 1 hour of identifying this non-compliance. |
| Safety and Health Administration.   | A Contractors' Obligation Form must be completed and forwarded to our SHE Department. A   | Induction attended not later than 1 day of agreed date.   |

|                                |  |  |
|--------------------------------|--|--|
|                                | Compensation for Injuries and Diseases Act 130 of 1993 (COID Act)<br>Registration number must be furnished to the SHE Department. All Contractor staff must avail themselves as a single group to be inducted by the SHE Department during the week prior to commencement of work. |  |
| Operational Planning/Work Plan | An Operational/work plan or workflow sub categorised into quarterly, monthly, weekly and daily is required to be submitted with the bid before the closing time  | Operational Planning/Work Plan must be submitted with the proposal and renewed annually. |
| Safety File                    | Submission Date  | One week after site establishment and award of the contract                              |

#### SERVICE PERFORMANCE LEVELS (MANDATORY)

| Service being Measured                         | Penalty where minimum levels are breached |
|--|---|
| Delivery of the Water Treatment Service        | As stipulated on GCC 22.1                 |
| Service and Activity Reports                   | As stipulated on GCC 22.1                 |
| Supply of Chemicals and Monthly Dosing Service | As stipulated on GCC 22.1                 |
| Personal Protective Equipment and Clothing.    | Letter of Non - Compliance                |
| SABS/ISO Certification                         | Letter of Non - Compliance                |
| Operational Planning/Work Plan                 | Letter of Non - Compliance                |
| Safety and Health Administration.              | Letter of Non - Compliance                |

| GENERAL CONDITIONS OF CONTRACT FOR PERFORMANCE MANAGEMENT |   |
|---|---|
| GCC22   | <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. |

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.

#### SBD 4 - DECLARATION OF INTEREST WITH GOVERNMENT

Any legal person, including persons employed by the STATE <sup>1</sup>, or persons having a kinship with persons employed by the STATE, including a blood relationship, may make an offer or offers in terms of this invitation to Bid (includes an advertised competitive Bid, a limited Bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting Bid, or part thereof, be awarded to persons employed by the STATE, or to persons connected with or related to them, it is required that the Bidder or his/her authorised representative, declare his/her position in relation to the evaluating/adjudicating authority where:

The Bidder is employed by the STATE; and/or

The legal person on whose behalf the Bidding Document is signed, has a relationship with persons/s person who is/are involved in the evaluation and or adjudication of the Bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and/or adjudication of the Bid.

In order to give effect to the above, the following questionnaire must be completed and submitted with this Bid:

Full Name of Bidder or his/her representative:

Identity Number:

Position occupied in the Company (director, trustee, shareholder, member):

Registration number of company, enterprise, close corporation, partnership agreement:

Tax Reference Number:

VAT Registration Number:

The names of all directors/trustees/shareholders/members, their individual identity numbers, tax reference numbers and, if applicable, employee/PERSAL numbers must be indicated in a separate schedule including the following questions:

Schedule attached with the above details for all directors/members/shareholders

|   |          |
|---|----------|
| Are you or any person connected with the Bidder presently employed by the STATE? If so, furnish the following particulars in an attached schedule | YES / NO |
|---|----------|

|   |          |
|---|----------|
| Name of person/ director/ trustee/ shareholder/member:  |          |
| Name of STATE institution at which you or the person connected to the Bidder is employed  |          |
| Position occupied in the STATE institution:   |          |
| Any other particulars:  |          |
| If you are presently employed by the STATE, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?  | YES / NO |
| If Yes, did you attach proof of such authority to the Bid document?   |          |
| If No, furnish reasons for non-submission of such proof as an attached schedule   |          |
| (Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the Bid.)   |          |
| Did you or your spouse or any of the company's directors/ trustees /shareholders /members or their spouses conduct business with the STATE in the previous twelve months?                                       | YES / NO |
| If so, furnish particulars as an attached schedule:   |          |
| Do you, or any person connected with the Bidder, have any relationship (family, friend, other) with a person employed by the STATE and who may be involved with the evaluation and or adjudication of this Bid? | YES / NO |
| If so, furnish particulars as an attached schedule.   |          |
| Do you or any of the directors/ trustees/ shareholders/ members of the company have any interest in any other related companies whether or not they are bidding for this contract?                              | YES / NO |
| If so, furnish particulars as an attached schedule:   |          |

| PREFERENCE POINTS CLAIMED (SBD 6.1) |   |
|-------------------------------------|---|
|                                     | <b>PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017</b>   |
|                                     | <p>This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution</p> <p><b>NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS, AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.</b></p> |

## 1. GENERAL CONDITIONS

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

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

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

1.2.

1.2.1. The value of this bid is estimated not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable

1.2.2. the 80/20 preference point system will be applicable to this tender

1.3. Points for this bid shall be awarded for:

1.3.1. Price; and

1.3.2. B-BBEE Status Level of Contributor.

1.4. The maximum points for this bid are allocated as follows:

|   | POINTS |
|---|--------|
| PRICE   | 80     |
| B-BBEE STATUS LEVEL OF CONTRIBUTION               | 20     |
| Total points for Price and B-BBEE must not exceed | 100    |

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

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

## 2. DEFINITIONS

2.1. “**B-BBEE**” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

2.2. “**B-BBEE status level of contributor**” means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

2.3. “**bid**” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of

state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;

- 2.4. **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.5. **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- 2.6. **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- 2.7. **“prices”** includes all applicable taxes less all unconditional discounts;
- 2.8. **“proof of B-BBEE status level of contributor”** means:
- 2.8.1. B-BBEE Status level certificate issued by an authorized body or person;
- 2.8.2. A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
- 2.8.3. Any other requirement prescribed in terms of the B-BBEE Act;
- 2.9. **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- 2.10. **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

### 3. POINTS AWARDED FOR PRICE

#### 3.1. THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & \text{or} & P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \end{array}$$

Where

$P_s$  = Points scored for price of bid under consideration  
 $P_t$  = Price of bid under consideration  
 $P_{\min}$  = Price of lowest acceptable bid

### 4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1. In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

| B-BBEE Status Level of Contributor | Number of points (90/10 system) | Number of points (80/20 system) |
|------------------------------------|---------------------------------|---------------------------------|
|------------------------------------|---------------------------------|---------------------------------|

|                           |    |    |
|---------------------------|----|----|
| 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  |

## 5. BID DECLARATION

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

## 6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1. B-BBEE Status Level of Contributor: . = .....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

## 7. SUB-CONTRACTING

7.1. Will any portion of the contract be sub-contracted?

(Tick applicable box)

|     |  |    |  |
|-----|--|----|--|
| YES |  | NO |  |
|-----|--|----|--|

7.1.1. If yes, indicate:

7.1.1.1. What percentage of the contract will be subcontracted.....%

7.1.1.2. The name of the sub-contractor.....

7.1.1.3. The B-BBEE status level of the sub-contractor.....

7.1.1.4. Whether the sub-contractor is an EME or QSE

(Tick applicable box)

|     |  |    |  |
|-----|--|----|--|
| YES |  | NO |  |
|-----|--|----|--|

7.1.1.5. Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

| Designated Group: An EME or QSE which is at last 51% owned by: | EME<br>√ | QSE<br>√ |
|--|----------|----------|
| Black people   |          |          |
| Black people who are youth                                     |          |          |
| Black people who are women                                     |          |          |



|   |  |  |
|---|--|--|
| Black people with disabilities                                    |  |  |
| Black people living in rural or underdeveloped areas or townships |  |  |
| Cooperative owned by black people                                 |  |  |
| Black people who are military veterans                            |  |  |
| OR  |  |  |
| Any EME   |  |  |
| Any QSE   |  |  |

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1. Name of company/firm: .....

8.2. VAT registration number: .....

8.3. Company registration number : .....

8.4. TYPE OF COMPANY/ FIRM

☐ Partnership/Joint Venture / Consortium

☐ One person business/sole propriety

☐ Close corporation

☐ Company

☐ (Pty) Limited

[TICK APPLICABLE BOX]

8.5. DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

8.6. COMPANY CLASSIFICATION

☐ Manufacturer

☐ Supplier

☐ Professional service provider

☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

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

8.8. I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

8.8.1. The information furnished is true and correct;

8.8.2. The preference points claimed are in accordance with the General Conditions as indicated in

|  |   |
|--|---|
|  | <p>paragraph 1 of this form;</p> <p>8.8.3. In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;</p> <p>8.8.4. If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –</p> <p>8.8.4.1. disqualify the person from the bidding process;</p> <p>8.8.4.2. recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;</p> <p>8.8.4.3. 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;</p> <p>8.8.4.4. recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and</p> <p>8.8.4.5. forward the matter for criminal prosecution.</p>  |
|  | <p><b>SBD 6.2: DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS</b></p>  |
|  | <p>This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably). Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].</p> <p><b>1. General Conditions</b></p> <p>1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.</p> <p>1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.</p> <p>1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.</p> <p>1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.</p> <p>1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:</p> $LC = [1 - x / y] * 100$ <p>Where</p> <p>x is the imported content in Rand</p> <p>y is the bid price in Rand excluding value added tax (VAT)</p> |

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

**The SABS approved technical specification number SATS 1286:2011 is accessible on <http://www.thedti.gov.za/industrial development/ip.jsp> at no cost.**

- 1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

2. **The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:**

| Description of services, works or goods | Stipulated minimum threshold |
|---|------------------------------|
| _____                                   | _____ %                      |
| _____                                   | _____ %                      |
| _____                                   | _____ %                      |

3. Does any portion of the goods or services offered have any imported content?  
(Tick applicable box)

|     |                          |    |                          |
|-----|--------------------------|----|--------------------------|
| YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

- 3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on [www.reservebank.co.za](http://www.reservebank.co.za)

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

| Currency       | Rates of exchange |
|----------------|-------------------|
| US Dollar      |                   |
| Pound Sterling |                   |
| Euro           |                   |
| Yen            |                   |
| Other          |                   |

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

3. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the DTI must be informed accordingly in order for the DTI to verify and in consultation with the AO/AA provide directives in this regard.

**LOCAL CONTENT DECLARATION**  
**(REFER TO ANNEX B OF SATS 1286:2011)**

**LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)**

**IN RESPECT OF BID NO. ....**

**ISSUED BY:** (Procurement Authority / Name of Institution):

.....  
NB

- 1 The obligation to complete, duly sign, and submit this declaration cannot be transferred to an external authorized representative, auditor, or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on <http://www.thdti.gov.za/industrial development/ip.jsp>. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete

Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, ..... (full names), do hereby declare,  
in my capacity as ..... of ..... (name of  
bidder entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
  - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

|  |   |
|--|---|
| Bid price, excluding VAT (y)                                       | R |
| Imported content (x), as calculated in terms of SATS 1286:2011     | R |
| Stipulated minimum threshold for local content (paragraph 3 above) |   |
| Local content %, as calculated in terms of SATS 1286:2011          |   |

**If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.**

**The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.**

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPFA), 2000 (Act No. 5 of 2000).

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 1** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 2** \_\_\_\_\_

**DATE:** \_\_\_\_\_

### SBD 8 - DECLARATION OF BIDDER'S PAST SCM PRACTICES

|   |          |
|---|----------|
| Is the Bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? If Yes, furnish particulars as an attached schedule:                    | YES / NO |
| Is the Bidder or any of its directors listed on the Register for Tender Defaulters in terms of Section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? If Yes, furnish particulars as an attached schedule:                       | YES / NO |
| Was the Bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years? If Yes, furnish particulars as an attached schedule:                         | YES / NO |
| Was any contract between the Bidder and any NRF terminated during the past five years because of failure to perform on or comply with the contract? If Yes, furnish particulars as an attached schedule:  | YES / NO |
| The Database of Restricted Suppliers and Register for Tender Defaulters resides on the National Treasury's website ( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) and can be accessed by clicking on its link at the bottom of the home page. |          |

### SBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

|  |  |
|--|--|
| I, the undersigned, in submitting this Bid in response to the invitation for the Bid made by the NRF, do hereby make the following statements that I certify to be true and complete in every respect:   |  |
| I have read and I understand the contents of this Certificate;   |  |
| I understand that the Bid will be disqualified if this Certificate is found not to be true and complete in every respect;  |  |
| I am authorised by the Bidder to sign this Certificate, and to submit the Bid, on behalf of the Bidder;  |  |
| Each person whose signature appears on the Bid has been authorised by the Bidder to determine the terms of, and to sign, the Bid on behalf of the Bidder;  |  |
| For the purposes of this Certificate and the accompanying Bid, I understand that the word "competitor" shall include any individual or organisation, other than the Bidder, whether or not affiliated with the Bidder, who: <ul style="list-style-type: none"> <li>a) Has been requested to submit a Bid in response to this Bid invitation;</li> <li>b) Could potentially submit a Bid in response to this Bid invitation, based on their qualifications, abilities or experience; and</li> <li>c) Provides the same goods and services as the Bidder and/or is in the same line of business as the Bidder</li> </ul> |  |
| 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>3</sup> will not be construed as collusive bidding.   |  |
| In particular, without limiting the generality of paragraphs above, there has been no consultation, communication, agreement or arrangement with any competitor regarding: <ul style="list-style-type: none"> <li>a) Prices;</li> <li>b) Geographical area where product or service will be rendered (market allocation);</li> <li>c) Methods, factors or formulas used to calculate prices;</li> </ul>  |  |

|   |
|---|
| <p>d) The intention or decision to submit or not to submit, a Bid;</p> <p>e) The submission of a Bid which does not meet the specifications and conditions of the Bid; or</p> <p>f) Bidding with the intention not to win the Bid.</p>  |
| <p>In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this Bid invitation relates.</p>  |
| <p>The terms of this 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 the bid or to the signing of the contract.</p>   |
| <p>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</p> |
| <p><sup>3</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</p>   |

By signing this request for order form the supplier offers to supply the goods or service in respect of **RFQ and Description** of goods or services

\_\_\_\_\_, as described in this document.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Print name: \_\_\_\_\_  
On Behalf of the Supplier (duly authorized)



**COMPANY STAMP**Note: It is advised that documents be returned in PDF