

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF THE
Pelchem SOC Ltd

BID NUMBER:	FIN-SCM-TEN-0019
BID DESCRIPTION:	SUPPLY OF XENON GAS IN 5000L PER MONTH FOR 12 MONTHS
CLOSING DATE:	05 July 2023
CLOSING TIME:	11:00am
BID VALIDITY PERIOD:	120 Days (Commencing the Closing Date)
NON-COMPULSORY BRIEFING SESSION	<p>Date: 28 June 2023</p> <p>Time: 11:00</p> <p>Request virtual meeting invite from: Fulufhelo.Mudzunga@pelchem.co.za one (1) day Before the actual meeting.</p>
SITE ACCESS:	Teams
DELIVERY ADDRESS:	<p>ELECTRONIC BID DOCUMENTS MUST BE SUBMITTED TO: scm@necsa.co.za</p> <p>Physical submission:</p> <p>BID DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT: Pelchem Gate 3 R104 Elias Motsoaledi Street (Church Street West Ext) Pelindaba Brits Magisterial District Madibeng Municipality North West 0240</p>
ENQUIRES:	<p>Mr. Isaac Sibanda, Ms. Rudzani Tshikhudo</p> <p>Email: Isaac.sibanda@Pelchem.co.za/Rudzani.Tshikhudo@pelchem.co.za</p> <p>Tel: +27 (0) 12 305 3538/4239</p>

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

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1. INTRODUCTION

1.1 Company Overview

The South African Nuclear Energy Corporation Limited (Necsa) is a state-owned public company (SOC), registered in terms of the Companies Act, (Act No. 61 of 1973), registration number 2000/003735/06.

The Necsa Group engages in commercial business mainly through its wholly-owned commercial subsidiaries: NTP Radioisotopes SOC Ltd (NTP), which is responsible for a range of radiation-based products and services for healthcare, life sciences and industry, and Pelchem SOC Ltd (Pelchem), which supplies fluorine and fluorine-based products. Both subsidiaries, together with their subsidiaries, supply local and global markets, earning valuable foreign exchange for South Africa and are among the best in their field in their respective world markets.

Necsa's safety, health, environment and quality policies provides for top management commitment to compliance with regulatory requirements of ISO 14001, OHSAS 18001 and RD 0034 (Quality and Safety Management Requirements for Nuclear Installations), ISO 9001 and ISO 17025.

Necsa promotes the science, technology and engineering expertise of South Africa and improves the public understanding of these through regular communications at various forums and outreach programmes to the community. We are a proudly South African company continuously striving, and succeeding in many respects, to be at the edge of science, technology and engineering related to the safe use of nuclear knowledge to improve our world.

2. SCOPE OF WORK

Specification

DESCRIPTION	QUANTITY	MONTHLY CONSUMPTION	PACKAGING TYPE
Xenon Gas	60 000L	5000L	1 x 50L cylinders

NB: Companies with alternative specification are allowed to bid. However product and process description information must be submitted with the tender. Xenon gas Purity should be >99.99%

Product Specification

Raw Material Specification
Gas Xenon



Element	Scientific Name	Specification	Units
Purity		≥ 99.99	%

NB: ALL OTHER IMPURITIES ANALYSED SHOULD APPEAR ON THE SPECIFICATION

DOCUMENT.

Bill of Quantities

The amount invoiced is the total amount on completion and acceptance of all deliverables as defined in the table above. The bidder shall provide a detailed breakdown of all activities in the above schedule 1 clearly specifying the deliverables, cost breakdown, start- and end dates for the different identified activities.

Specification / Technical Requirements

The bidder shall strictly comply with all technical and commercial requirements of this bid. A bid with a deviation shall be considered as an alternative bid. Bid considered as an alternative may be evaluated provided that the main bid complies with all requirements supplied.

2.5 Conditions of Contract

A 1-year contract may be awarded.

2.6 Pricing

The amount invoiced is the total amount on completion and acceptance of all deliverables as defined in the below table. The bidder shall provide a detailed breakdown of all activities in this schedule clearly specifying the deliverables, cost breakdown, start- and end dates for the different identified activities.

Description	Quantity	Unit Price	Quantity	Sub Total
Xenon gas	Per /L		5 000 L Per Month	
	Per 5000L cylinder		60 000L Per Annum	

Note: It is also feasible to include both materials and labour required per delivery stage in the Bill of Quantities table.

Hourly labour rates shall include all charges and overheads associated with labour, e.g. bonus, overtime or other incentive payments necessary to attract and retain sufficient workforce during the contract period. It shall include daily allowances, fares, transport, subsistence allowances, condition money, national insurance, sick pay and leave, industrial training levy, redundancy payment contribution, provision for protective clothing-tools-and-equipment.

Any materials ordered during the execution of the work will be paid for at the price as invoiced to the contractor, less any discount, plus the percentage as detailed above. Any materials provided ex the contractor's own work shall be charged at the selling price or a price agreed between the contractor and Necsa.

2.1 Project Plan and Schedule

The bidder is required to provide a project plan and schedule based on estimated delivery periods. The requestor may indicate preferences for start and end dates or duration of the contract.

The final delivery date, start and end dates or duration will be negotiated and fixed once the contract is awarded.

2.2 Applicable Necsa Policies

The following Necsa policies must be adhered to:

3. APPLICABLE NECSA PROCEDURES

3.1 Requirements to Access Necsa Site

As Necsa site is a National Key Point access for tenderers are restricted to enter the site and the building where the briefing session will be held only.

Access to any other area will only be allowed when escorted by Necsa staff that is conversant in the security and safety requirements and conditions of the specific area.

The Necsa Contact Person for this bid will make arrangements for site access for all bidders that submitted their expression of interest accompanied by the following information, which shall be verified on the provision of a South African Identification Document or Driver's License:

	Full names and surname
	ID or passport number
	Mobile or work telephone number
	Employer name and phone number
	Vehicle registration number

In the case of foreign citizens, whether visitors to South Africa or residents in the country, a copy or scan of the passport must be submitted at least two (2) weeks before the date required to enter on the Necsa site.

Nobody will be allowed to enter the site if they are not in possession of the above identification documents.

3.2 Emergencies, Incidents, Accidents

Necsa maintains an Emergency Control Centre, a Fire Brigade and Paramedics with a fully equipped ambulance, an on-site Medical Clinic with doctors and nursing staff and several highly trained response personnel.

The Emergency Control Centre and emergency response personnel are on call 24/7 and equipped to handle any emergencies foreseen.

If any emergency situation, incident, accident or injury should occur they Emergency Control Centre should be contacted at extension 3333 or 012 305 3333.

Emergency exercises and site alarm tests are conducted from time to time to ensure full preparedness of all Necsa staff. The site wide announcement will clearly state this is an exercise/test.

Everyone, including visitors, are required to follow emergency instructions. Your site host will explain the details during the compulsory briefing session.

3.3 Necsa Health, Safety and Environmental Requirements

The bidder shall submit its company Health, Safety and Environmental (SHE) Policy with the bid. It shall reflect the intention to submit a SHE Plan in relation to the work that will be performed.

3.4 Necsa Requirements for Quality

The bidder shall submit its company Quality Policy with its bid. It shall reflect the intention to submit a Quality Plan for ensuring all deliverables comply with the bid specifications.

3.5 Necsa Requirements for Project SHEQ

Necsa's SHEQ Project Approval Process prescribes that all planned projects or project phases be assessed for compliance with Necsa/s SHEQ requirements (SHEQ-INS-0823).

3.6 Confidentiality

Bidders shall handle the contents of this document as confidential and private and may not disclose it to a third party or publish in any way whatsoever.

The signing of Necsa's Confidentiality agreement will only be required if information of a confidential nature are provided to the bidders.

Normally this is only required on entering into the contract, which is not part of the bid specification.

4. INSTRUCTION TO BIDDERS

4.1 General

Bidders must familiarise themselves with and comply with the mandatory requirements and ensure their availability for site visits and presentations, as required, on the appropriate dates.

4.2 Bidder Information

The required information on the bidder must be completed as stipulated in Annexure A. Failure to do so may result in disqualification.

Bidder to provide solvency statement signed by a qualified authority that the financial position of the bidder is sound and that the company will be able to mobilise the required resources for the execution of this contract.

The successful bidder shall demonstrate to Necsa that adequate pre-employment screening, including security screening, was performed on their employees/sub-contractors (staff).

The pre-employment screening shall as a minimum be able to:

- 4.2.1.1 Authenticate that staff are who they claim to be;
- 4.2.1.2 Confirm that staff have a right to work in the RSA;
- 4.2.1.3 Obtain written declaration from staff of any criminal record; and
- 4.2.1.4 Confirm that staff possesses the relevant qualifications to undertake the duties effectively and safely.

The successful bidder shall deploy competent staff, supervision and labour who are appropriately experienced and trained for the work they are to undertake.

Necsa and its representatives may seek formal assurance to this effect (including a formal audit) at any time during the contract period.

4.3 Consortium

Bidders forming part of a Consortium must submit with their bid a copy of their Consortium agreement in a separate attachment. This must clearly indicate:

- 4.3.1.1 The form of agreement;
- 4.3.1.2 The respective roles and responsibilities of the members;

- 4.3.1.3 The identity of the lead company which will have the overall project responsibility;
- 4.3.1.4 The name and address of the officer acting as the single point of contact for all communications between NECSA and the tenderers. He shall be fully empowered to act on behalf of all members; and
- 4.3.1.5 The member's agreement to be jointly and severally liable to NECSA for the performance of the contract.

4.4 Sub-contracting

- 4.4.1.1 Bidders must detail any work to be sub-contracted, and the proposed sub-contractor(s) to be used.
- 4.4.1.2 Necsa reserves the right to reject the use of any of the bidder's proposed subcontractors and any subcontractor proposed during the contract term.
- 4.4.1.3 Bidders are advised that Necsa will not respond to any direct approach from potential sub-contractors for details in respect of any particular item in this bid.

4.5 Necsa's Bidding Rights

Necsa reserves the right to:

- 4.5.1.1 Extend the closing date;
- 4.5.1.2 Verify any information contained in a proposal;
- 4.5.1.3 Request documentary proof regarding any bid issue;
- 4.5.1.4 Give preference to locally manufactured goods or locally sourced services;
- 4.5.1.5 Issue follow-up or supplementary questions during the response period or after receipt of tenders;
- 4.5.1.6 Make known to all bidders any questions submitted by a bidder including commercial and technical clarifications, together with the answers given to any individual bidder, if it is considered to be relevant to the tender; and
- 4.5.1.7 Cancel or withdraw this request for tender as a whole or in part.

Evaluating Authorities' part of the evaluation process NECSA may require bidders to arrange and/or participate in one or more of the following:

- 4.5.1.8 Interviews with, or written references from, nominated reference;
- 4.5.1.9 Reference site visits to the location(s) of nominated reference;
- 4.5.1.10 Interviews with bidder personnel who would be involved in the contract execution (day-to-day operations of the site);

Negotiations with the bidders.

4.6 Bidding Process

Bidders must confirm their intention to respond by completing the attached form and returning it to the Necsa Contact Person for this Bid via email provided.

Bidders must familiarise themselves with and comply with the procurement timetable and ensure their availability for the site visit and presentations, as required, on the appropriate dates. Necsa is unlikely to be able to offer much flexibility to this timetable.

Bidders are required to:

- 4.6.1.1 Respond in the English language;
- 4.6.1.2 A cover letter on the bidders company letterhead with clear reference to the bid of interest should accompany both the technical and pricing proposals;

- 4.6.1.3 All copies of the tender response must have signatures on the Declaration of Compliance to the Necsa Contact Person;
- 4.6.1.4 Ensure that all document attachments are clearly marked and bound in a clear, logical and well-marked format with a table on context ensuring ease of finding individual documents or sections; and
- 4.6.1.5 The original document must be signed in black ink by an authorised person, agent or representative and each and every page of the bidding documents shall contain the initials of the same signatory.

All costing and information must be typed and signed by the bidder, no hand written costing/pricing will be accepted.

- All price quoted to include all applicable taxes.
- Price must be fixed and firm
- Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, disbursements etc.
- Quotation must be completed in full, incomplete quote could result in a quote being disqualified.

Payment will be according to Necsa's General Conditions of Purchase.

All bids in this regard shall be accepted if they have been placed in the tender box by the closing date stipulated. Late bid submissions will not be considered.

4.7 Bid Submission Requirements

Bidders must submit their responses and all supporting documents in properly labelled and sealed envelopes clearly as follows:

4.7.1.1 Technical Proposal – Envelope One must include:

	<p>A set of four (4) hard copies (one (1) original and three (3) copies) and one (1) electronic copy (on disk or memory stick).</p> <p>No pricing information must be included in Envelope One.</p>
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4.7.1.2 Pricing Proposal – Envelope Two must include:

	<p>A set of two (2) hard copies (one (1) original and one (1) copy) and one (1) electronic copy (on disk or memory stick).</p> <p>All compulsory returnable documents must be included in Envelope Two.</p>
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Electronic submission must be sent to NECSA central email which is scm@necsa.co.za

Ensure that all documents are submitted before the closing date and time.

5. ELIGIBILITY REQUIREMENTS

5.1 Pre-qualification Criteria

Non-compliance to the following pre-qualification criteria will result in automatic disqualification:

Item	Requirement	Yes/No
1.	Product specification / Compliance certificate	

5.2 Technical / Functional Evaluation Criteria

Item	Requirement	Weight	Points	Score	Criteria
1	Specification Compliance	80	80		100% compliance to (>99.99%) Xenon Purity
			0		Out Of Specifcation
2	Quality Management Systems	20	20		Provide quality certification of the company. E.g ISO Standards 9001.
			0		Not submitted
Total		100	80		

Note: Bidders that score less than 80 points out of a 100 in respect of Technical / Functional Evaluation Criteria will be regarded as submitting a non-responsive bid.

6. EVALUATION IN TERMS OF PRICE

6.1 Specific Goal and Price Evaluation Criteria

Each tender that obtained the minimum qualifying score for functionality must be evaluated further in terms of price and the preference point system.

6.2 80/20 preference point system for acquisition of goods or services for Rand value equal to or above R30 000 and up to R50 million

5.4.1 The following formula must be used to calculate the points out of 80 for price in respect of a tender with a Rand value equal to or above R30 000 and up to a Rand value of R50 million, inclusive of all applicable taxes:

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where-

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration; and

P_{min} = Price of lowest acceptable tender.

The following table must be used to calculate the score out of 20 for specific goal:

Ownership	Number of Points
100% black ownership	20
At least more than 51% black ownership	15
Less than 51 % black owned but more than 40% black ownership.	10
Less than 40% black ownership and more than 0% black ownership.	05
0% black ownership	0

A tenderer must submit proof of its B-BBEE status level of contributor (Specific goal).

A tenderer failing to submit proof of specific goal, may not be disqualified, but:

6.2.1.1 May only score points out of 80 for price; and

Score 0 points out of 20 for specific goal.

6.2.1.2

The points scored by a tenderer for a specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.

Subject to sub regulation 4(4), the contract must be awarded to the tenderer scoring the highest points.

If the price offered by a tenderer scoring the highest points is not market-related, the organ of state may not award the contract to that tenderer.

The organs of state may:

6.2.1.3 Negotiate a market-related price with the tenderer scoring the highest points or cancel the tender;

6.2.1.4 If the tenderer does not agree to a market-related price, negotiate a market-related price with the tenderer scoring the second highest points or cancel the tender;

6.2.1.5 If the tenderer scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the tenderer scoring the third highest points or cancel the tender; or

If a market-related price is still not agreed the organ of state must cancel the tender.

6. RETURNABLE DOCUMENTS CHECKLIST

Please indicate that all mandatory documents are included in this bid by ticking the boxes in the checklist below. Responses received without all required documents will be considered invalid. Please also indicate where additional documents have been submitted to the main tender response.

6.1 Mandatory Documents

☐ Bidder's Information (Annexure A SBD 1)

☐ Original good standing letter from SARS (Tax clearance) OR a letter from SARS with PIN number issued for TAX compliance status.

☐ If a Consortium, Joint Venture or Sub-contractor, a valid Tax Clearance Certificate for each member.

☐

☐ Product Specification

6.2 Price

☐ Price Breakdown.

6.3 Compliance Documents

- ☐ SBD 1 Invitation to Bid.
- ☐ SBD 3.1 Pricing Schedule – Firm Prices.
- ☐ SBD 4 Declaration of Interest.
- ☐ SBD 6.1 Preference points claim form in terms of the preferential procurement regulations 2022.
- ☐ SBD 6.2 Declaration Certificate for Local Production and Content for Designated Sectors.
- ☐ SBD 7.1 Contract Form – Purchase of Good/Works.
- ☐ Necsa Terms and Conditions of Contract.
- ☐ Necsa Confidentiality Agreement.
- ☐ Necsa Alcohol and Drug Control Policy.
- ☐ Necsa Safety, Health and Environmental Policy.

7. BIDDER INFORMATION

A.1. **The following information must be completed. Failure to do so may result in disqualification.**

BIDDER INFORMATION	
Bidder Name:	
Registration Number:	
VAT Registration Number:	
Bidding Structure (Individual, Joint Venture, Consortium, Sub- contractors)	
Contact Person:	
Telephone Number:	
Fax Number:	
Email Address:	
Postal Address:	
Physical Address:	

HAS A TAX CLEARANCE AND PIN BEEN SUBMITTED?	Yes	No	
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IF YES, PLEASE INDICATE THE EXPIRY DATE	D	D	M	M	Y	Y	Y	Y
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IS A VALID BBBEE CERTIFICATE BEEN SUBMITTED?	Yes		No	
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IF YES, PLEASE INDICATE THE EXPIRY DATE	D	D	M	M	Y	Y	Y	Y
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A.2. If bidding as a Joint Venture, Consortium or Sub-Contractors, complete the following company information.

Name of Company (1):	
Registration Number:	
VAT Registration Number:	
Contact Person:	
Telephone Number:	
Fax Number:	
Email Address:	
Postal Address:	
Physical Address:	

HAS A TAX CLEARANCE AND PIN BEEN SUBMITTED?	Yes		No	
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IF YES, PLEASE INDICATE THE EXPIRY DATE	D	D	M	M	Y	Y	Y	Y
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IS A VALID BBBEE CERTIFICATE BEEN SUBMITTED?	Yes		No	
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IF YES, PLEASE INDICATE THE EXPIRY DATE	D	D	M	M	Y	Y	Y	Y
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Name of Company (2):	
Registration Number:	
VAT Registration Number:	
Contact Person:	
Telephone Number:	
Fax Number:	
Email Address:	

Postal Address:	
Physical Address:	

HAS A TAX CLEARANCE AND PIN BEEN SUBMITTED?	Yes		No	
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IF YES, PLEASE INDICATE THE EXPIRY DATE	D	D	M	M	Y	Y	Y	Y
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IS A VALID BBBEE CERTIFICATE BEEN SUBMITTED?	Yes		No	
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IF YES, PLEASE INDICATE THE EXPIRY DATE	D	D	M	M	Y	Y	Y	Y
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Name of Company (3):	
Registration Number:	
VAT Registration Number:	
Contact Person:	
Telephone Number:	
Fax Number:	
Email Address:	
Postal Address:	
Physical Address:	

HAS A TAX CLEARANCE AND PIN BEEN SUBMITTED?	Yes		No	
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IF YES, PLEASE INDICATE THE EXPIRY DATE	D	D	M	M	Y	Y	Y	Y
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IS A VALID BBBEE CERTIFICATE BEEN SUBMITTED?	Yes		No	
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IF YES, PLEASE INDICATE THE EXPIRY DATE	D	D	M	M	Y	Y	Y	Y
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I CERTIFY THAT THE INFORMATION PROVIDED ON THIS FORM IS TRUE AND CORRECT. I FURTHER ACCEPT THAT, IN ADDITION TO CANCELLATION OF CONTRACT, ACTION MAY

BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.	
SIGNATURE OF BIDDER (DULY AUTHORISED)	DATE
CAPACITY UNDER WHICH THIS BID IS SIGNED	