



REQUEST FOR QUOTATIONS

RFQ DESCRIPTION:	DESIGN, SUPPLY, INSTALLATION AND CERTIFICATION OF A STEEL STRUCTURED SHELTER OVER EXISTING MOBILE OFFICE UNIT AT SWARTFONTEIN FARM, MEERKAT NATIONAL PARK, NORTHERN CAPE		
RFQ NUMBER:	SARAO/RFQ/PEP6 0503/2024		
CLOSING DATE AND TIME:	Friday, 22 March 2024 at 12.00PM		
QUOTATIONS TO BE SUBMITTED TO:	anwuli@sarao.ac.za		
PRICE AND PREFERENCE POINTS SYSTEM:	80/20		
Procedural enquiries may be directed to:		Technical enquiries may be directed to:	
Contact person:	Anwuli Okecha	Contact person:	Eunice Matsetela
E-Mail address:	anwuli@sarao.ac.za	E-Mail address:	ematsetela@sarao.ac.za
Telephone No:	021 506 7300	Telephone No:	011 268 3400
Note: SARAO staff intermittently work remotely, therefore any enquiries relating to this Request for Quotations must be directed to the email addresses provided above.			

SBD 1 - 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 Database No.	Supplier MAAA
B-BBEE Status Level Verification Certificate	Tick Applicable Box. <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE Status Level Sworn Affidavit	Tick Applicable Box. <input type="checkbox"/> Yes <input type="checkbox"/> 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?		<input type="checkbox"/> Yes <input type="checkbox"/> No [If yes enclose proof]	Are you a foreign-based supplier for the goods/services/works offered?		<input type="checkbox"/> Yes <input type="checkbox"/> No [If yes, answer the questionnaire below]	
Is the entity a resident of the Republic of South Africa (RSA)?					<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the entity have a branch in the RSA?					<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the entity have a permanent establishment in the RSA?					<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the entity have any source of income in the RSA?					<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the entity liable in the RSA for any form of taxation?					<input type="checkbox"/> Yes <input type="checkbox"/> 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 SARAO

The South African Radio Astronomy Observatory (SARAO) embarked on a land acquisition programme during 2015 to 2017 to acquire identified portions of land to enable the construction and protection of the Square Kilometre Array (SKA) Radio Telescope. South Africa, in collaboration with Australia, jointly awarded the SKA Project in 2012.

SARAO has secured 40 portions of land as part of the SKA land acquisition programme. This equates to 135 245 hectares of land which forms part of the NRF-owned land, where 80% of the SKA Radio Telescope will be established.

In September 2019 a Management Agreement was concluded between the National Research Foundation and South African National Parks (SANParks) to appoint SANParks as the land management authority on behalf of the NRF. This appointment is in line with the management outcomes defined in the Integrated Environmental Management Plan approved by the Minister of Environmental Affairs to appoint an appropriate conservation management agency for the maintenance and management of the NRF-owned land. The land management responsibility is derived from South Africa's offer to host the SKA telescope and provide a site for the construction and operation of the radio telescope.

To enable SANParks to undertake and fulfil their functions as per the management agreement, the NRF-owned land was declared as the National Park by the Minister of Environment, Forestry and Fisheries.

2. SCOPE OF WORKS

SARAO invites the submission of quotations from competent services providers for the provision of the following services:

Design, Supply, Install and Certification of a New Steel Structured Shelter over the newly installed mobile office unit at Swartfontein Farm RE49, located 75km from Carnarvon in Northern Cape.

Location: Google Earth Coordinates – latitude (S): 30° 39' 57.60" and longitude (E): 21° 31' 48.92".



Figure 1: Existing Mobile Unit office block (11,62m x 2,99m)

2.1 DELIVERABLES/ REQUIREMENTS

The scope of work for this category may include, but is not necessarily limited to, the following components as listed below:

- Design, Manufacture, Supply, Install and Certify the proposed new steel structured shelter over the existing mobile office unit (approximate unit size 11,62m long x 2,99m wide).
 - The following is to apply to the new steel structured shelter:
 - Structure designed by a suitably qualified Engineer in accordance with the relevant SANS specifications,
 - Structure to be manufactured to engineers' specifications,
 - Steel posts painted,
 - Galvanised lip-channels,

- Zincalum roof and cladding sheets painted,
- Foundations,
- SanParks colours specification (*Bidder to specify if unable to achieve this*):
 - Steel posts Outside – Plascon Micatex – Dune 4 - BBO 605
 - Roof structure (inside out) and cladding - Plascon Nuroof – Green Leaf TRP 216
- The foundations are to be designed and signed off by the respective service providers Engineer.
- Provide supervision for the installation of the structure and construction of the foundations, incl. management of the all works.
- Comply with all statutes, regulations and bylaws of local or other authorities having jurisdiction regarding the execution of the works and obtain all certificates and other documents required by such authorities. This will include final certification of structure and related works by the respective professional.
- Notify the SARAO Project Manager where compliance with any statute, regulation or by-law requires a change or variation to the works upon which such change shall be deemed to be a contract instruction.
- The Contractor shall be responsible in terms of the Occupational Health and Safety Act, 1993 (Act No 85 of 1993) and the regulations promulgated in terms of the Act or Factories, Machinery and Buildings Work Act, whichever is applicable.
- The Contractor shall be responsible for supplying and installing the necessary safety signs as determined by the Occupational Health and Safety Act, 1993 (Act No 85 of 1993) All safety signs shall comply with the requirements of the latest edition of SANS 11861 as Applicable.

2.2. DELIVERY FORMAT

All responses shall be provided to SARAO in electronic format (to anwuli@sarao.ac.za) on the closing date specified on cover/first page.

2.3. TIMELINES

The commencement dates for the first contact session/ kick-off meeting will be confirmed, following the contract award of the successful bidder. The successful bidder will be required to provide a revised programme and delivery lead-times with this bid.

- Contract Award and Project Initiation – 1 week
- Supply and Installation on site – 4 weeks
- Close Out – 1 week

2.4. CONTRACT TERMS

SARAO reserves the right to terminate the contract and use another service provider at any time if the required deliverables are not achieved.

Invoices are to be submitted to SARAO for payment after successful completion of each activity, approval by the SARAO representative as identified in the pricing schedule. No advance payments will be accepted.

3. EVALUATION PROCESS

Bids will be evaluated in the following three phases:

- Phase 1 - Administrative Compliance
- Phase 2 - Functionality Criteria (determine that responses are complete and the proposed consultant is competent to carry out the work. This shall include reference checks)
- Phase 3 – Price and Preference Points

2.2. PHASE 1 - ADMINISTRATIVE COMPLIANCE

Bidding Form / Returnable document	Measurement methodology	Mandatory / Optional
SBD 1 - Invitation to Bid	Has the bidder completed and signed the SBD 1 Invitation to Bid form? Has the bidder provided its CSD number or/and a detailed CSD report?	Mandatory
Pricing Schedule	Has the bidder completed the pricing schedule and/or attached a detailed pricing schedule/quotation?	Mandatory
SBD 4 – Bidder’s Disclosure	Has the bidder completed and signed the SBD 4 form? Has the bidder made any disclosure which would preclude it from responding to this RFQ?	Mandatory
SBD 6.1 - Preference points claimed	Has the bidder completed and signed the SBD 6.1 form?	Mandatory
Original/certified BBBEE certificate, or sworn affidavit, if bidder is an EME or QSE	Has the bidder submitted a valid B-BBEE certificate or sworn affidavit in order to claim preference points?	Mandatory (if points for preference are claimed)
CSD supplier number	Is the bidder registered with CSD?	Mandatory

2.3. PHASE 2 - FUNCTIONALITY CRITERIA

To satisfy the functionality requirements of this RFQ, bidders must achieve a “Go” assessment for all of the mandatory requirements stipulated below.

No.	Selection criteria	How will this be evaluated	Weight	Assessment (Go / No Go)
1.	Bidder's company profile must be submitted	<p>The company profile must clearly show the bidding company's core activities. The profile must highlight -</p> <ul style="list-style-type: none">• The bidder's experience and expertise in the supply and installation of office container facilities, or carport/steel shelter structures• It must also include a list of supply and installation projects, as referenced above, completed by the bidder in the preceding 2-3 years. At least 3 such projects must be referenced in the company profile• Catalogue images of the above-referenced structures	Mandatory	
2.	Bidders must submit a high-level programme/schedule	The programme/schedule must correspond with requirements stipulated in this document, and must indicate lead times	Mandatory	
3.	Bidder's must submit office container facility steel structure shelter drawing / sketch.	<ul style="list-style-type: none">• The drawing / sketch must show all required items and measurements; and/or• Catalogue images of the container facility shade structure offered	Mandatory	

3.3. PHASE 3 - PRICE AND PREFERENCE

The RFQ will be evaluated on the 80/20 preference points system in terms of the Preferential Procurement Regulations, 2022.

4. PRICING SCHEDULE

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

Respondents are requested to please 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 include them in a separate pricing schedule.

No.	Description	Unit	Qty	Rate	Amount (R)
1. NEW STEEL STRUCTURE SHELTER					
1.1	New steel structured shelter to cover the existing 11,62m long x 2,99m mobile office unit block as per Item 2.1 above - DELIVERABLES/ REQUIREMENTS.	Item	1		
Sub-Total (Excl. VAT)					R
VAT (15%)					R
Grand-Total (Incl. VAT)					R

A detailed quotation that corresponds to the above pricing schedule must be submitted.

Note: Total cost should include VAT and all disbursements.

5. BIDDING CONDITIONS

The following conditions will apply to this request for quotations:

1. Price(s) quoted must be valid for 30 days from date of your offer.
2. Price(s) quoted must be firm and must be inclusive of VAT, if applicable.
3. In order to claim points for specific goal, bidders are required to submit:
 - (i) proof of B-BBEE Status Level of contributor; or
 - (ii) for EMEs, a sworn affidavit confirming their annual total revenue of R10 million or less and level of black ownership; or
 - (iii) for QSEs, 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.
4. No award will be made to a service provider who is not registered on CSD. To register <https://secure.csd.gov.za/>
5. SARAO reserves the right to withdraw or cancel any invitation to quote and re-advertise it; or to accept a part of it. SARAO does not bind itself to accepting the lowest quotation.
6. This request for quotations is subject to the Preferential Procurement Policy Framework Act, 2000, the Preferential Procurement Regulations, 2022, the National Treasury General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract.
7. Payment will be effected within 30 days of receipt and acceptance of the goods and the supplier's invoice.

SBD 4 - BIDDER'S DISCLOSURE

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. 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.		
BIDDER'S DECLARATION			
2.1	Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest ¹ 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 employed by the procuring entity?		YES / NO
2.2.1	If so, furnish particulars:		
2.3	Does the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?		YES / NO
2.3.1	If so, furnish particulars:		

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

3.	DECLARATION
<p>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 -</p>	
3.1	I have read and 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 ² 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	There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
3.6	I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.
CERTIFICATION	

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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

I ACCEPT THAT THE STATE MAY REJECT MY 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.

.....
Date

.....
Signature

.....
Position

.....
Name of Bidder

SBD 6.1 - PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

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

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
 - the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2 The applicable preference point system for this tender is the **80/20** preference point system.
- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
 - (a) Price; and
 - (b) Specific Goals.
- 1.4 The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

Table 1: Specific goals for the tender and points claimed are indicated per the table below and is based on B-BBEE Status Level of Contribution of the Bidder.

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

B-BBEE Status Level of Contribution	Number of points allocated (80/20 system) (between R2 000 and R50 000 000)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1	20	
2	18	
3	14	
4	12	
5	8	
6	6	
7	4	
8	2	
Non-compliant contributor	0	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.1. Name of company/firm.....

4.2. Company registration number:

4.3. TYPE OF COMPANY/ FIRM

<input type="checkbox"/> Partnership/Joint Venture / Consortium	<input type="checkbox"/> Personal Liability Company
<input type="checkbox"/> One-person business/sole property	<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]

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

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

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

SBD 1 - BID SIGNATURE

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 SSARAO in accordance with the 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 SARAO 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: