

Didacta Building
211 Nana Sita Street
Pretoria

Private Bag 1758
Pretoria
0001

REQUEST FOR QUOTATION (RFQ) NUMBER:	RFQ-103-2025-2026 (Please use this number as reference when sending quotations and supporting documentation)
DESCRIPTION	The National Research Foundation SAASTA (NRF SAASTA) wishes to appoint a suitable and valid CIDB grade 1 GB or higher service provider to supply, deliver and install a Guard House
RFQ ISSUED DATE	29 August 2025
RFQ VALIDITY PERIOD	30 days from the closing date.
CLOSING DATE	12 September 2025
CLOSING TIME	11:00 AM
EXPECTED DATE SERVICES IS REQUIRED	October 2025
COMPULSORY BRIEFING SESSION/ SITE VISIT/SITE INSPECTION	Compulsory to be held as follows: Date: Friday 5 September 2025 Time: 10H00 Venue: 211 Nana Sita Street; DIDACTA Building, SAASTA
DELIVERY ADDRESS OF GOODS/SERVICES	Didacta Building 211 Nana Sita Pretoria Central, SAASTA
RFQ RESPONSES MUST BE EMAILED TO:	All quotations should be emailed to quotes2@saasta.nrf.ac.za Failure to follow these instructions will result in your quote not being considered.
ENQUIRIES REGARDING THIS RFQ SHOULD BE SUBMITTED VIA E-MAIL TO	Enquires can be directed at this e-mail address S.suke@saasta.nrf.ac.za , you may contact Silence Suke on 012 392 9380.

Important Notes to this RFQ:

- Service providers/suppliers should ensure that RFQ responses are emailed to the correct email address, (quotes2@saasta.nrf.ac.za)
- If the quotation is late, it shall not be accepted for consideration.
- The NRF-SAASTA reception is generally accessible 8 hours a day (07h45 to 16h00); 5 days a week (Monday to Friday) for delivery of goods.
- Supplier to complete and sign all Annexures to this document (Standard Bidding Documents and Mandatory Requirements);
- Supplier must provide a copy of the valid Tax Clearance Certificate or CSD no (MAAA.....)
- Supplier must provide an Original certified SANAS accredited BBBEE Certificate or Sworn Affidavit;

Prohibition of Gifts & Hospitality:

“Except for the specific goods or service procured by the NRF-SAASTA, service providers/suppliers are required not to offer any gift, hospitality or other benefit to any NRF-SAASTA official. To avoid doubt, branded marketing material is considered to be a gift.

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Annex A : **TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ)**

SERVICE PROVIDER/SUPPLIER:

REGISTRATION NUMBER:

CSD REGISTRATION NUMBER:

ADDRESS:

CONTACT PERSON:

TEL:

1. NRF|SAASTA's standard conditions of purchase shall apply.
2. Late submissions will not be accepted.
3. The recommended service provider will be required to complete and sign all Standard Bidding Documents (SBDs) and Annexures. Please duly complete and sign the **SBD 1, 4, SBD 6.1** forms respectively
4. All service providers/suppliers must adhere to the General Conditions of Contract as prescribed by National Treasury.
5. Any service provider/supplier who has reasons to believe that the RFQ specification is based on a specific brand must inform the NRF-SAASTA before the RFQ closing date and time.
6. It is the responsibility of the service provider/supplier to ensure that the NRF|SAASTA is in possession of the valid Tax Clearance Certificate (TCC). The onus is on the service provider/supplier to ensure that the NRF-SAASTA receives a valid TCC as soon as the validity of the said certificate expires.
7. No goods or services shall be delivered before the issuing of an official authorised NRF-SAASTA Award Letter or Purchase Order (PO) signed by the authorised NRF-SAASTA official. The NRF-SAASTA reserves the right not to make payment or accept the goods or services should the goods or services be delivered to the NRF-SAASTA before the NRF-SAASTA Award Letter or PO is issued. (An official authorised NRF-SAASTA PO should have the Supply Chain Management (SCM): Manager signature or such other official duly authorised in terms of the NRF-SAASTA's Delegations of Authority and Approval Framework), Description of the item, Quantity of items purchased, Date of delivery of the item, Total amount of the items purchased inclusive of Vat where applicable.
8. This RFQ will be evaluated based on the 80/20 preference point system applicable to bids with a Rand value of R2 000 up to a rand value of R1 000 000 000. 00. (all applicable taxes included).
9. Please note that RFQ responses should be sent to email address mentioned on the cover page of the RFQ document, failure to do so, it shall not be accepted for consideration.
10. Service providers/suppliers are required to be registered on the Central Supplier Database (CSD).
11. After 14 days of closing date of Request For Quotation (RFQ) without receiving a signed purchase order by a properly delegated official, please consider your Quotation unsuccessful.
12. Append/Submit your correct banking details on your quotation and should be in the correct payee name as per CSD verification.
13. Banking details on the invoice must correspond with those verified on CSD
14. **By responding to this RFQ you agree to all terms and conditions of the **Government Procurement: General Conditions of contract, July 2010**. You can log on www.saasta.ac.za/procurement/openbids to access this document.**

*¹ Which is referred to as tenders in the PPPFA and Preferential Procurement Regulations, 2022 include advertised competitive bids, written price quotations or proposal.

*² It should be noted that written price quotation / RFQ bidding method is applicable to written price quotations up to the rand value of less than R 1 000 000. 00. (Vat inclusive).

I, the undersigned (NAME).....certify that :

I have read and understood the conditions of this RFQ;

I have supplied the required information and the information submitted as part of this RFQ is true and correct.

Signature: _____

Date: _____

Capacity: _____

<https://www.saasta.ac.za/procurement/guidelines/>

<https://www.nrf.ac.za/sites/default/files/documents/General%20Conditions%20of%20Contract.pdf>

1. BACKGROUND TO THE NATIONAL RESEARCH FOUNDATION|SOUTH AFRICAN AGENCY FOR SCIENCE AND TECHNOLOGY ADVANCEMENT

South African Agency for Science and Technology Advancement (NRF-SAASTA) is a business unit of the NRF, and its primary function is to advance public awareness, appreciation, and engagement of science, engineering, and technology (SET) in southern Africa.

2. BACKGROUND OF THE PROJECT

The National Research Foundation - South African Agency for Science and Technology Advancement (NRF-SAASTA) is seeking to appoint a currently registered CIDB Grade 1 GB or higher service provider to supply, deliver and install a guard house

The guard house will be placed at the entrance gate for the management of access control through the gate

DETAILED SPECIFICATION

No	Description	Unit of measure	Quantity
1	Supply, Deliver and Install a fully insulated Nutec Panels Guard House, 2800mm x 1500mm x 2300mm with an awning of 2300mm x1000mm. Single Hard wood door with Aluminium sliding window panel, Painted Grey on the outside similar to main building and cream on the inside, LED lighting, Aluminium sliding windows on both sides and front, Fully Rubberised Plywood floor, Galvanized 0.5mm charcoal roof sheet, Electrical connection from the main building and COC for electrical works. Refer to annexure G for illustration only pictures	Each	1

Provide detailed requirements to evaluate the bidder's ability to deliver on the bid.

- ✓ Bidder must submit proof of a valid CIDB grade 1 GB or higher registration certificate
- ✓ Bidder must submit a minimum of 2 written reference letters relating to the project or to similar work detailed in this bid document from previous and present customers/ clients. The reference letters must have a company letterhead, contact details of the referee, must be dated, signed and not older than five years. The references must include details which the customer/ client declares the following:
 - Value of the contract works.
 - Indicate if Satisfactory with the work done.
 - Project description and duration date.
 - Contact details of the referee.

OR

Bidder must submit a minimum of 2 completion certificates relating to the project or to similar work detailed in this bid document. The completion certificates must include details which the customer/ client declares the following:

- Value of the contract works.

- Indicate if Satisfactory with the work done.
 - Project description and duration date.
 - Contact details of the referee.
- **Occupational Health and Safety when working on NRF sites:**
 - ✓ All personnel performing work on SAASTA site/s as part of this contract are responsible to obtain safety induction.
 - ✓ Over and above the obligations provided by the Occupational Health and Safety Act (OHS Act No 85 of 1993 and its Regulations, known as 'the Act'), the appointed bidder meets with all relevant health and safety instructions as given to them by site safety personnel, where relevant. Personal protection equipment including closed safety shoes, hard hats, height safety equipment, and high visibility vests are worn at all times while on the work site. All personnel are to obey the relevant instructions, including signage, related to restricted access and speed limits on all sites.
 - ✓ The appointed bidder, once signing the contract (SBD 7 and the NRF's Section 37.2 agreement), is responsible for itself, its employees, and those people affected by its operations in terms of the Act the regulations promulgated in terms thereof. The appointed bidder performs all work and uses equipment on site complying with the provisions of the Act.
 - ✓ To this end, the appointed bidder shall make available to SAASTA on the valid Letter of Good Standing in terms of the COID Act and ensures its validity does not expire while executing this bid, where applicable. The appointed bidder furnishes its registration number with the office of the Compensation Commissioner.
 - ✓ The appointed bidder maintains a health and safety plan complying with the requirements of The Act at the work site during the period that contracted work takes place on the site.
 - ✓ SAASTA manages the appointed bidder in his/her capacity for the execution of this contract to meet the provisions of the said Act and the regulations promulgated in terms thereof. The appointed bidder accepts liability for any contraventions to the Act. Each member of the appointed bidder's team (including sub-contracted personnel), submit a signed indemnity form prior to entering the work site and kept in the appointed bidder's health and safety file.

Annex D : EVALUATION CRITERIA

The evaluation criteria will be based on the following requirements:

1. Technical Evaluation

NB: Any bidder failing to meet "Go" in all criterions will be disqualified.

Criterion	Grading scheme	Minimum required grade
a. The bidder is to provide proof of a valid CIDB grade 1 GB or higher registration certificate	Go/No Go	Go
Bidder must submit a minimum of 2 written reference letters relating to projects or to similar work detailed in this bid document from previous and present customers/ clients. The reference letters must have a company letterhead, contact details of the referee, must be dated, signed and not older than five years. The references must include details which the customer/ client declares the following: <ul style="list-style-type: none">➤ Value of the contract works.➤ Indicate if Satisfactory with the work done.➤ Project description and duration date.➤ Contact details of the referee. OR The bidder must submit a minimum of 2 completion certificates relating to the projects or to similar work detailed in this bid document. The completion certificates must include details which the customer/ client declares the following: <ul style="list-style-type: none">➤ Value of the contract works.➤ Indicate if Satisfactory with the work done.➤ Project description and duration date.➤ Contact details of the referee.	Go/No Go	Go

2. Evaluation for Price and NRF-SAASTA specific goals based on the 80/20 PPPFA principle.

Evaluation: Price and NRF-SAASTA specific goals:

This RFQ will be evaluated based on the 80/20 preference point system applicable to bids with a rand value of up to R1 000 000. 00. (All applicable taxes included).

Annex E : COST BREAK DOWN

1. The service provider/supplier is required to provide a full cost breakdown for each item required on an official company letterhead;
2. The service provider/supplier is required to list all additional costs associated with the services listed above, with the conditions of when such costs will apply;
3. All prices must be VAT inclusive (if VAT registered) and must be quoted in South African Rand (ZAR);
4. No price changes will be accepted after the official Purchase Order (PO) is issued.

NB: Price calculation Guide to be aligned to the quotation

BOQ FOR GUARDHOUSE

No	Description	Unit	Quantity	Unit Price VAT inclusive	Total VAT inclusive
1	Supply, Deliver and Install a fully insulated Nutec Panels Guard House, 2800mm x 1500mm x 2300mm with an awning of 2300mm x1000mm. Single Hard wood door with Aluminium sliding window panel, Painted Grey on the outside similar to main building and cream on the inside, LED lighting, Aluminium sliding windows on both sides and front, Fully Rubberised Plywood floor, Galvanized 0.5mm charcoal roof sheet, Electrical connection from the main building; issuance of COC. Refer to annexure G for illustration only pictures	Each	1		
Total VAT inclusive					

Annex F : STANDARD BIDDING DOCUMENTS

[SCM-Bid documents SBD 1](#)

[SCM-Bid documents SBD 4](#)

[SBD 6.1 in terms of PPR 2022](#)

ANNEXTURE G: ADDITIONAL INFORMATION IN PICTURES



This picture illustrates the Nutec material and roof type



This picture illustrates the awning