

REQUEST FOR PROPOSAL (RFP)

APPOINTMENT OF A SUITABLE SERVICE PROVIDER FOR THE DESIGN, SUPPLY, INSTALLATION, AND COMMISSIONING OF ONE NEW GOODS-LIFT (D-BLOCK), DISMANTLING AND REMOVAL OF THE EXISTING GOODS-LIFT

RFQ Number:	iLABS/RFP2022/23:05
RFQ Description:	Appointment of a suitable service provider for the design, supply, installation, and commissioning of one new Goods-Lift (D-Block), dismantling and removal of the existing Goods-Lift at iThemba LABS in Faure, Western Cape.
Date of Issued:	13 June 2022 Re-advertised: 12 July 2022
Compulsory / Optional Site Clarification Meeting Date:	Interested bidders shall express their intention to attend the briefing meeting by email to scm3@tlabs.ac.za . Briefing session to be held on the 15 July 2022, 11:00am Venue: iThemba LABS, Old Faure Road, Faure, Western Cape It should be noted that the briefing session is compulsory for bidders that DID NOT attended the briefing session held on the 21 JUNE 2022 at iThemba LABS (Cape Town). <ul style="list-style-type: none"> It is optional for those that attended the above-mentioned briefing session. <p>The bidder shall be deemed to have examined conditions of the current Goods-Lift during the compulsory site clarification meeting. No claim will be recognized after submission of a tender on the grounds of a lack of knowledge of the foregoing.</p>
Physical address iThemba LABS premises:	iThemba LABS Old Faure Road Faure Western Cape 7131
Closing Date:	20 July 2022 at 11:00 am

Delivery Email Address for RFQ:	scm3@tlabs.ac.za (only email submission will be accepted)
For More Information, (Technical):	Mr. Prosper Ngongo Tel: 021 843 1000 (Ext.1501) Email: pk.ngongo@ilabs.nrf.ac.za
For More Information, (Supply Chain Management):	Mr. Odwa Mxenge scm3@tlabs.ac.za
iThemba LABS Business Hours:	08:00 am till 16:30 pm
Date Goods or Services Required:	Immediately After Issuing of Purchase Order
Validity from Closure Date:	90 Days
Awarding of Quotation / proposal:	As soon as possible
Contract Period:	Once-off procurement from receipt of official Purchase Order including 12 months manufacturer's warranty SLA from the date of the commissioning
Estimate CIDB Contractor Grading:	2SI or higher
Preferential Procurement System Applicable:	80:20 This RFP is subject to the Preferential Procurement Policy Framework Act 2000 and its 2017 Regulations; the General Conditions of Contract (GCC); Special Conditions of Contract (SCC), and, if applicable, any other legislation.

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1. INTRODUCTION TO THE NRF

The National Research Foundation (“NRF”) is a juristic person established in terms of the National Research Foundation Act, Act 23 of 1998, and a Schedule 3A Public Entity in terms of the Public Finance Management Act. 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 delivers its mandate through its internal business units which are both functional and geographical diverse. All contracts flowing from bidding only apply to iThemba LABS Cape Town.

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.

2. INTRODUCTION TO THE NRF 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

The Infrastructure and Projects department of iThemba Labs Cape Town is responsible for this RFP.

3. INVITATION FOR QUOTATION / PROPOSAL

iThemba LABS seeks to appoint a reputable Service Provider as required by National Treasury Regulations (NTRs) and Public Financial Management Act (PFMA) through an open and competitive process so that it can realise the benefits of the strategic sourcing which includes, amongst others:

- Reducing the cost of effort and administration
- Minimising price inconsistencies
- Reducing inadequate contract management and service delivery

This Request for Quotation / proposal is intended to allow the successful bidder to specify and present their skills, expertise, and price for the above-mentioned services to iThemba LABS. Final acceptance of any Quotation / proposal is not guaranteed, this being the exclusive right of iThemba LABS. The purpose of this RFP is to invite Quotation / Proposals for the **appointment of a suitable service provider for the design, supply, installation, and commissioning of one new Goods-Lift (D-Block), dismantling and removal of the existing Goods-Lift at iThemba LABS in Faure, Western Cape** with the right to cancellation due to non – performance.

4. OBJECTIVES OF iThemba LABS

The long-term Key Strategic Objectives of iThemba LABS are well aligned with five of the six Strategic Outcomes of the National Research Foundation (NRF) as follows:

- iThemba LABS develops and provides to its users' leading-edge research and infrastructure platforms to **enhance impact on the research enterprise**. This state-of-the-art facility is aimed at responding to the needs of the SA research community in subatomic science and technology, radiobiology, radiochemistry, materials research, accelerator mass spectrometry, and environmental sciences, as well as other disciplines that can benefit from ion beam analysis techniques.
- The availability of the leading-edge research allows iThemba LABS to contribute to **enhance impact on the research enterprise** through in-house and collaborative research projects. In addition to growing the production of globally competitive research outputs our training capacity is enhanced, leading to improvement in both quality and quantity of Human Capacity Development (HCD), and contributing to a **transformed (internationally competitive and sustainable) research workforce**. Competitive infrastructure also allows iThemba LABS and its users to forge closer ties with the South African, African and International Science and Technology, Higher Education and Research Institutions. Our facilities and skilled human resources also serve to technically and scientifically assist South African research groups that wish to use international facilities thereby contributing to a **transformed organisation that lives its culture and values**.
- Having world class infrastructure, conducting competitive research and having active international research collaborations serves to establish iThemba LABS and South Africa to be **globally**

recognised and respected for the research infrastructure platforms and people. iThemba LABS further contributes to the societal benefit by growing and enhancing our Radionuclide Production portfolio and service offering for the health and related benefits of the SA community whilst improving cost recovery opportunities.

- iThemba LABS **upholds best corporate practise** and constantly strives to deliver transparent HR/Business/Finance processes (including Health and Safety) in line with the NRF policies in support of the operations and to facilitate Strategic Decision Making.
- iThemba LABS offers an extensive range of training programmes, mainly focused on post-graduate training where our research facilities are being utilized. In particular, post-graduate programmes with HDIs provide the pipeline needed to generate a **transformed research and technical workforce**, not only internal to the NRF but also in academia and the nuclear industry
- A small but active group at iThemba LABS engages in a variety of science outreach programmes aimed at establishing a **scientifically informed society**. Having world-class research facilities and participating in leading edge research plays an important role in instilling interest and pride in science in South Africa.

5. REGISTRATION ON THE CENTRAL SUPPLIER DATABASE (CSD)

The bidder must register on the National Treasury's Central Supplier Database in order to do business with an organ of state or for the NRF to award a bid or contract. Registration on the CSD (www.csd.gov.za) provides a bidder with an opportunity to do business with all state organisations including provincial and municipal levels. National Treasury Contact Details: 012 406 9222 or email csd.support@treasury.gov.za.

SECTION 1: Process Description & Administrative Requirements.

1.1. Mandatory and Administrative Requirements

1.1.1. All documentation to be included:

PART 1: Technical Proposal: RFP No.: iLABS/RFP2022/23:05

PART 2: B-BBEE and other Mandatory Documentation:

1.1.2. Detailed proposal and any additional information must accompany this signed Request for Proposal (RFP).

1.1.3. Prices supplied must be fully inclusive of all costs; value added tax, delivery charges and other taxes.

1.1.4. Prices must be in South African currency.

1.1.5. Price summary supplied in this document is firm prices.

- 1.1.6. Bidders not submitting mandatory returnable evaluation documents will not be considered for technical evaluation and will be disqualified automatically.

ADMINISTRATIVE DOCUMENTS (M = Mandatory)		
Please Tick Applicable		
B – BBEE Certificate (or Sworn affidavit or Certified Copy) (minimum level 4)	M	YES/NO
Company Profile	M	YES/NO
CSD (Central Supplier Database) Proof of Registration (www.csd.gov.za)	M	YES/NO
SBD 4	M	YES/NO
SBD 6.1	M	YES/NO
SBD 8	M	YES/NO
SBD 9	M	YES/NO
Resolution by the Bidder authorizing signatory (If documents completed and signed by the Owner/Partner/Managing Director, Resolution not needed from the bidder)	M	YES/NO
Valid Letter of Good Standing issued by Compensation Commissioner OR COIDA certificate.	M	YES/NO
Proof of address to demonstrate that the bidder's satellite office is based within 60km of iThemba LABS (Faure, Western Cape).	M	YES/NO
EVALUATION DOCUMENTS (Go/No Go)		
Note: Compulsory to submit all returnable documents		
A portfolio of at least 3 services/maintenance contracts of similar scope to this RFP. The Service must include the Value, Duration and Scope of works of the contract within the last 5 years.	M	YES/NO
Previous and current clients reference letters showing capability in the service and maintenance of Goods-Lift and lift installations. (Bidder may utilize the template on page 16).	M	YES/NO
CV confirming the qualifications and experience of suitably qualified staff elected to perform the service and maintenance of Goods-Lift and lift installations.	M	YES/NO
Proof of professional registration with Engineering Council of South Africa (ECSA) and/or South African approved certification body for management system certification in accordance with SANS 17021 and approved by the regulatory authority and accredited by a government-endorsed national accreditation body (e.g. SANAS) as lift inspector.	M	YES/NO
Proof of CIDB grading of 2SI or higher	M	YES/NO

1.2. Quotation / proposal Submission

Quotation / proposal must reach iThemba LABS before the closing time on the date shown below, and must be submitted to the following email address: scm3@tlabs.ac.za

RFP No: iLABS/RFP2022/23:05

Description: **Appointment of a suitable service provider for the design, supply, installation, and commissioning of one new Goods-Lift (D-Block), dismantling and removal of the existing Goods-Lift at iThemba LABS in Faure, Western Cape.**

Closing Date and Time: **20 July 2022 at 11:00 am**

1.2.1. Delivery Instructions for Bids.

1.2.1.1. Delivery via Email to scm3@tlabs.ac.za

1.2.2. Please note that this RFP closes punctually at 11:00 am on 20 July 2022. No late bids will be accepted.

1.2.3. If responses are not submitted as stipulated herein, such responses will not be considered and will be treated as "UNRESPONSIVE." This included bids that are submitted late.

1.2.4. No facsimile responses will be considered, unless otherwise stated herein.

1.2.5. The responses to this RFQ will be opened as soon as practicable after the expiry of the time advertised for receiving them.

1.2.6. iThemba LABS reserves the right to accept the whole bid/Quotation / proposal or part of your submitted bid/Quotation / proposal or any item or part of any item or accept more than one bid/Quotation / proposal (in the event of a number of items being offered).

1.2.7. iThemba LABS shall not, at the opening of responses, disclose to any other company any confidential details pertaining to the Quotation / proposals / information received i.e. pricing, delivery, etc. The names and locations of the Respondents will be divulged to other respondents upon request.

1.2.8. Each Quotation / proposal shall be valid for a minimum period of ninety (90) days calculated from the closing date.

1.2.9. All documentation to be included:

- **PART 1:** Technical Quotation / proposal: iLABS/RFP2022/23:05
- **PART 2:** Pricing Quotation / proposal, B-BBEE and other Mandatory Documentation:

1.2.10. Quotation / proposals submitted by companies must be signed by a person or persons duly authorised.

1.3. Awarding of Request for Quotation / proposal and Appointment of Bidder.

1.3.1. The contract will be awarded to the bidder who scores the highest total number of points during the evaluation process, except where the law permits otherwise.

1.3.2. iThemba LABS will award the contract to qualified bidder(s)' whose Quotation / proposal is determined to be the most advantageous to iThemba LABS, taking into consideration the Technical (Functional) Solution, Price and B-BBEE.

1.3.3. Pre-Qualification Eligibility Criteria

NRF /iThemba Labs TRANSFORMATION			
Sector Code Applicable	Not Applicable		
Minimum status B-BBEE level or not?	Yes		
Minimum status level	4		
Estimate CIDB Contractor Grading	Provide proof of CIDB grading of 2SI or higher		
A bidder failing to meet any of the stipulated pre-qualifying criteria is automatically disqualified.			
Verification Certificate Submitted	<input type="checkbox"/> Yes <input type="checkbox"/> No	Sworn Affidavit Submitted	<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.

1.3.4. Local Production and Content

National Research Foundation (iThemba LABS Facility) promotes Local Production and Content. In the case of designated sectors, only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.

Bidders are required to assess their products and / or service offering against the designated sector lists as published by the Department of Trade and Industry (the DTI) and to ensure full compliance to the minimum local content threshold, before submitting its response to this RFP, the DTI's latest list of designated sectors can be accessed on : http://www.dti.gov.za/industrial_development.ip.jsp

1.4. Evaluation Process.

1.4.1. Evaluation of Quotation / proposals:

All Quotation / proposals will be evaluated by an evaluation team and SCM 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.

1.4.2. Evaluation process will be followed:

- The first phase of evaluation is Pre-Qualification Eligibility Criteria (refer to **paragraph 1.3.3 page 9**)
- The second phase includes evaluation of mandatory and technical criteria (refer to **paragraph 1.1 from page 7**).
- The third phase includes the evaluation of Price and B-BBEE status.
 - Pricing Quotation / proposals will only be considered after the technical phase has been adjudicated and 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.

1.4.3 Pricing Quotation / proposal:

1.4.3.2 Price needs to be provided in South African Rand (incl. VAT), with details on price elements that are subject to escalation and exchange rate fluctuations clearly indicated.

1.4.3.3 Only firm prices will be accepted during the bid validity period. Non-firm prices (including prices subject to rates of exchange variations) will not be considered.

1.5. Appointment of Bidder

1.5.1. Appointment as a successful bidder shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement iThemba LABS reserves the right to appoint an alternative supplier.

1.5.2. Awarding of contracts will be announced on iThemba LABS website and regret letters will be sent to unsuccessful bidders.

1.6. Communication.

1.6.1 Bidders are warned that a Quotation / proposal will be liable to disqualification should any attempt be made by a Respondent either directly or indirectly to canvass any officer or employee of iThemba LABS in respect of this RFP between the closing date and the date of the award of the business.

1.6.2 For specific queries relating to this RFP, Respondents must contact SCM Office in writing. In the interest of fairness and transparency, iThemba LABS response to all queries will be made available to the iThemba LABS website under the advertised RFP.

1.6.3 After the closing date of the RFP, a Respondent may communicate with iThemba LABS Supply Chain Management Section, at scm3@tlabs.ac.za on any matter relating to its RFP Quotation / proposal.

1.6.4 Respondents found to be in collusion with one another will be automatically disqualified and blacklisted from doing business with iThemba LABS in future.

1.7. Bid Documentation Availability.

The RFP documents are available from the iThemba LABS website – <https://tlabs.ac.za/supply-chain/bids/>.

SECTION 2: BACKGROUND

2.1. Background

The details of the Goods-Lift lift to be dismantled and removed is given in the table below:

Goods Lift	Registration Number	Number of floors	Shaft Size (Width x Depth) - mm	Pit depth (mm)	Headroom (mm)	Load (kg)	Location
1	No ID	2	2492 x 1245	500	5335	2000	D-Block (Red Area)

SECTION 3: GENERAL SCOPE AND SPECIFICATIONS

3.1 Scope and Specifications

The objective of this RFQ is to source a suitable service provider for the design, supply, installation, and commissioning of one new Goods-Lift (D-Block) and removal and dismantling of the existing lift under the following specifications. Scope and specifications are intended to cover the requirements, regulations, and standards to be followed when selecting and specifying the lift. Excluded are the details of design and construction which are recognised as being the exclusive responsibility of the supplier:

- The supplier is required to have a CIDB grading of **3SI** or higher for the design, supply, installation, commissioning of the new lift, and removal, dismantling of the existing lift on behalf of iThemba LABS.
- The lift supplier shall familiarise himself with the requirements of the site and area where the existing lift equipment is installed and shall examine the plans and specifications covering each of these sections. The lift space requirements shall be carefully checked to ensure that the equipment offered can fit and be installed in the proper sequence in the space allotted.
- The bidder shall be deemed to have examined the site conditions, restricted nature of working space, limited means of access to the site and the conditions under which the work is to be done and acquainted himself with any limitations or restrictions that may be imposed upon him during the compulsory site visit/clarification meeting.
- Due to the nature and size of equipment to be conveyed, and the operational difficulty to conduct major civil work in the area, the capacity, and car size of the newly specified Goods-Lift for the D-Block area must, as far as reasonably practicable, meet or exceed the capacity and car size of the existing Goods-Lift as per the table above.
- Due to the operational difficulty to conduct major civil works in the D-Block area, there is a strong recommendation that the design of the new Goods-Lift is made to use the existing pit size as per the table above while also fitting in the existing shaft.
- The successful bidder will be requested to supply design drawings of the lift and their full design specifications, and the manufacturer's name prior to installation.
- The equipment specified must include a one **year (12 months)** onsite manufacturer's warranty from the date of the installation. A draft maintenance service level agreement (SLA) for the first twelve months after the date

of installation must be submitted which shall include immediate response time in case of emergency and cover all repair callouts during the office/after-hours/weekends/public holidays, labour, travel cost, and scheduled preventative services/inspections (excluding all parts and consumables as they are deemed to be reliable for at least **12 months** after installation).

- The successful bidder will be responsible for the stripping and removal of the existing lift and for the manufacturing and installation of the new one, including all electrical and civil works related to the project.
- The bidder must be accredited and registered as a lift-installer and fulfil all statutory requirements in terms of the Occupational Health & Safety Act (Act No. 85 of 1993) and all other relevant legislation.
- The bidder must be appointed as a competent lift-installer, service provider, and inspector as per the Occupational Health and Safety Act, (85 of 1993) and accredited by the Engineering Council of South Africa (ECSA) and South African approved certification body for management system certification in accordance with **SANS 17021** and approved by the regulatory authority and accredited by a government-endorsed national accreditation body (e.g. SANAS) as lift inspector.
- The bidder must prepare and provide a safety file. All personnel conducting this service/maintenance will always be required to wear PPE as per iThemba LABS' specification. The bidder must note that the lift is located in a radiation area. Compliance with radiation-protective guidelines to reduce unnecessary radiation exposure is strictly required.
- All tools and equipment used in a radiation-controlled area shall be checked for radioactive contamination by iThemba LABS Radiation Protection.
- Similarly, personnel radiation dosimetry will be provided for by iThemba LABS Radiation Protection.
- The bidder must generate record books and certificate holders that will be kept in the machinery space.

3.2 Standards, regulations, and compliance requirements

3.2.1 Standards and Codes

All standards referenced shall be the latest editions. The lift shall be in accordance with **SANS 1545** and with **SANS 50081** under the general title Safety Rules for the construction and installation of lifts. The lift complies in accordance with **SANS 61508** for the functional safety of electrical/programmable electronic safety-related systems. All electrical work shall be in accordance with the relevant SANS standards, in particular, with **SANS 10142-1** The wiring of premises, Part 1: Low-voltage installations.

3.2.2 Compliance with regulations

The installation shall be erected and tested in accordance with the following Acts and regulations:

- a) The Occupational Health and Safety Act, 1993 (Act 85 of 1993) as amended,
- b) Lift, Escalator, and Passenger Conveyor Regulations 2010 as amended,
- c) The Local Government Ordinance 1939 (Ordinance 17 of 1939) as amended and the municipal by-laws and any special requirements of the local supply authority,
- d) The Fire Brigade services Act 1987 (Act 99 of 1987) as amended. Supply lift and ensure working interface with the fire detection system.
- e) The National Building Regulations and Building Standards Act 1977 (Act 103 of 1977) as amended,

f) The Electricity Act 1984 (Act 41 of 1984) as amended

3.2.3 Layout and Design drawings

Layout and design drawings to be submitted by the successful bidder, after the appointment. Drawings are required for all work, including car, shaft, car enclosure and landing entrance coordinating drawings. Drawings are required in hard and electronic copies for car enclosure, landing entrances and signal fixture work showing construction, finish and fastening details. Furthermore, drawings shall show shaft construction detail including all the required internal supporting beams, pit, and pit sump pump drains. Specifications of the selected equipment need to be issued.

3.2.4 Tests Certificates and Inspections

The lift supplier shall carry out all the comprehensive tests and checks required for the issuance of the necessary comprehensive report and certificate of compliance upon completion of the installation of the equipment. The lift must be inspected and tested in accordance with the relevant health and safety standards. The total costs for these tests shall be included in the tendered amount. The equipment shall be tested and adjusted until they operate to the satisfaction and approval of the iThemba LABS representative. The lift supplier shall submit certificates of tests carried out to prove the efficiency of all equipment, as well as certificates to be obtained from all relevant authorities and statutory bodies.

3.2.5 Permission to install and use - Application to Department of Labour

The lift supplier shall be responsible for the registration of the lift with the Department of Labour. The lift supplier shall submit all the necessary drawings and information to the provincial director of the Department of Labour and shall submit the necessary application for the erection and use of the lift as per regulative requirements.

3.2.6 Operating and Maintenance Manuals

The lift supplier shall be responsible for the compilation of a complete set of operating and maintenance manuals. All information shall be recorded and reproduced in electronic format as well as supplying the iThemba LABS representative with three sets of hard copies. Approval of the final operating and maintenance manuals shall be a prerequisite for issuing a certificate of practical completion of the installation.

3.2.7 Guarantee

After work completion, there will follow a 12-month (1 year) free maintenance period. During this period the lift supplier shall maintain the lift installation as per the requirements of the Occupational Health and Safety Act. This maintenance shall include systematic examinations, adjustments, and lubrication of all lifting equipment. Electrical and mechanical parts shall be repaired or replaced whenever it is required to maintain optimum performance without additional cost to iThemba LABS unless the condition was caused by misuse or vandalism of the lift equipment or natural hazards/force majeure. The work under this section shall be performed by competent, qualified personnel under the supervision and in the direct employment of the lift supplier and shall not be transferred to any non-affiliated agent. Contract maintenance and repair work shall be done during normal working

hours and shall further provide emergency call-back service twenty-four (24) hours a day, seven (7) days a week. During the guarantee period iThemba LABS, tender for the comprehensive maintenance of lift installation.

3.2.8 Provide main specifications of the proposed Goods-Lift

Model	
Usage	
Capacity	
Drive	
Stops and opening	
Speed	
Travel	
Overhead/Headroom	
Pit depth	
Control	
Shaft size	
Internal car size	
Door operation	
Landing buttons	
Car position indicator	
Power supply	
Motor location	
Car walls	
Car flooring	

Any recommendations and deviations note:

3.3. PRICING SCHEDULE INSTRUCTIONS:

- Bidders must price in accordance with the pricing schedules below, this will enable iThemba LABS to compare priced offers.
- Failure to submit a priced offer using the prescribed schedules may make the bid liable for disqualification.
- A Detailed Breakdown of costs must be attached to all invoices.
- Do not leave any area blank in the pricing schedules.
- All payments will be made 30 days from receipt of invoice.
- Payment for this contract will be against proven cost accompanied by receipts and work request report.
- 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.

PRICING SCHEDULE – GOODS-LIFT

NO	DESCRIPTION	QTY	RATE (Incl. 15% VAT)	TOTAL AMOUNT (Incl. 15% VAT)
1	HEALTH AND SAFETY			
1.1	Complete a Health and Safety File for relevant work.			
2	ALTERATIONS (EXISTING GOODS-LIFT)			
2.2	Removal, dismantling, and disposal of the existing Goods-Lift.			
3	ALTERATIONS (NEW GOODS-LIFT)			
3.1	Design, supply, installation, and commissioning of Goods-Lift as described in this specification including all material, equipment, labour, and transportation as well as the twelve (12) months guarantee period.			
3.2	Perform all required comprehensive inspections and tests as required by the Occupational Health and Safety Act, No. 85 of 1993, and as described in SABS1545 and SABS1543, including the issuing of required certificates of compliance.			
3.3	Compilation of operation and maintenance manuals.			
TOTAL PRICE INCL. VAT				

PRICING SCHEDULE – GUARANTEE PERIOD MAINTENANCE

CALLOUT PRICE AND CONSUMABLES		Unit of Measure	Price per unit
1	Call out fee during office hours	Hour	R
2	Call out fee after hours	Hour	R
3	Call out fee (weekends/public holidays)	Hour	R
4		Each	R
5		Each	R
6		Each	R
7		Each	R
8		Each	R
9		Each	R
10		Each	R

8 REFERENCE LETTER TEMPLATE

REFERENCE LETTER			
Referee Letterhead			
<u>Referee Legal Name:</u>			
<u>REFERENCE ON COMPANY:</u>			
RFP Number:	iLABS/RFP2022/23:05		
RFP Description: Appointment of a suitable service provider for the design, supply, installation, and commissioning of one new Goods-Lift (D-Block), dismantling and removal of two existing Goods-Lift at iThemba LABS in Faure, Western Cape			
Describe the service/work the above bidder provide to you below:			
Criteria / risks	Below requirements	Meets requirements	Exceeds requirements
Customer satisfied with the service			
On time completion of project			
Competent staff executing the project			
Management of staff			
Project management / cost containments			
Overall Impression	Other comments		
Approximate value of contract			
Would you use the provider again?			<input type="checkbox"/> YES <input type="checkbox"/> NO
Completed by:			
Signature:			
Company Name:			
Contact Telephone Number:			
Date:			

9 SPECIAL CONDITIONS FOR MANAGING THE CONTRACTUAL OBLIGATIONS

SERVICE PERFORMANCE LEVELS (MANDATORY)

Service being Measured	Measurement	Minimum level
Technical Specifications, adherence to full tender documents and certificate of compliance	All service records shall be kept in the machinery space upon completion of all maintenance works	100% Compliance to the Specifications on the RFP
Quality of work performed and timeous delivery	Work must be completed with good quality standards maintained with attention to detail	100% compliance to the specifications on the RFP

10 GENERAL CONDITIONS OF CONTRACT FOR PERFORMANCE MANAGEMENT

GCC22	22. Penalties
	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.

STANDARD BIDDING DOCUMENT (SBD) 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

- 2.2.1 If so, furnish particulars:

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.

.....
.....

- 2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

- 2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² 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.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 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.

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

PREFERENCE POINTS CLAIMED (SBD 6.1)

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

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

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.

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:

80/20

or

90/10

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

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = 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 √	QSE √
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

	<p>Other service providers, e.g. transporter, etc. [TICK APPLICABLE BOX]</p> <p>8.7. Total number of years the company/firm has been in business:</p> <p>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:</p> <p>8.8.1. The information furnished is true and correct;</p> <p>8.8.2. The preference points claimed are in accordance with the General Conditions as indicated in 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>
--	--

SBD 6.2: DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

<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).</p> <p>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>1. General Conditions</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> <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.</p> <p>The SABS approved technical specification number SATS 1286:2011 is accessible on http://www.thedti.gov.za/industrial_development/ip.jsp at no cost.</p> <p>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;</p>

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		NO	
-----	--	----	--

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

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](http://www.thdti.gov.za/industrial%20development/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 (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

11 CONTRACT MANAGEMENT

1. Contract Management

- 1.1. The NRF manages this contract fairly and objectively in accordance to the terms and conditions set out in this document.

2. Contract Manager

- 2.1. The NRF appoints a contract manager and notifies the other party in writing of the name and contact details of the appointed contract manager.

3. Contract Communication

- 3.1. The NRF communicates all communications in writing as well as through email.

- 3.2. The NRF maintains all contract documentation, correspondence, etc. in a defined contract file open for inspection.
- 3.3. The NRF states the contract number with secondary reference numbers i.e. purchase numbers on all communication, documentation such as purchase orders issued, etc. The NRF will consider any communication without the contract number on as not being legal communication between the parties and not enacted on by either party as a protection against fraud.
- 4. Communicating “As and When” in terms of the specific contract clauses**
- 4.1. Where prices and/or availability need to be confirmed, a request for an updated detail quotation/information is issued and the Project Leader must complete a B52 (Request for Order). The detailed quotation together with the signed B52 must be submitted to Supply Chain Management Office for processing;
- 4.2. Where specific procurement items as specified in the contract are required, the NRF issues a purchase order stating the contract number for the requirement.
- 4.3. Such purchase order has the following detail (where this is not provided, the purchase order is not a valid communication in terms of this contract):
 - 4.3.1. Purchase Order Number
 - 4.3.2. Contract Number
 - 4.3.3. Quantity
 - 4.3.4. Description of the required procurement. Where detailed, reference must be made to the relevant technical document attached;
 - 4.3.5. Catalogue number if applicable;
 - 4.3.6. Unit price per this contract;
 - 4.3.7. Delivery Date;
 - 4.3.8. Business unit code; and
 - 4.3.9. The specific delivery site.
- 5. Communicating where incidental services are required as listed in this document**
- 5.1. Incidental services are specified in the incidental services clause
- 5.2. Incidental services are priced in accordance with the incidental clause where such prices have not been set in the SBD form.
- 6. Communicating where spare parts are required as listed in this document**
- 6.1. The spare parts services are specified in the spare parts clause
- 7. Performance Management**
- 7.1. The NRF measures performance throughout the contract life.
- 7.2. The NRF has regular performance review with the contractor.
- 7.3. Where severe non-performance occurs will terminate the contract earlier in consultation with the contractor.

12 CONTRACTED BIDDER

- 8. Managing the Contract**
- 8.1. The contracted party manages this contract fairly and objectively in accordance to the terms and conditions set out in this document.
- 8.2. The Service Provider will supervise and exercise proper control over its personnel and shall not hold the iThemba LABS liable for any loss or injury caused to the said personnel. The Service Provider will seek to resolve any problems relating to its personnel in line with the laws of the country (e.g. Labour Laws).
- 9. Contract Manager**
- 9.1. The contracted party appoints a contract manager and notifies the NRF in writing of the name and contact details of the appointed contract manager.
- 10. Communication**
- 10.1. The contracted party communicates in writing and through email.

10.2. The contracted party always state the contract number on communication, documentation such as correspondence, purchase orders issued, etc. and will not act upon any communication without the contract number or must verify such communication with the NRF prior to acting upon it.

11. Managing Stages (if applicable), Delivery Scheduling (if applicable), Milestones (if applicable)

11.1. Where different stages apply, the contracted party communicates in writing the commencement of the stage to the NRF.

12. Health and Safety Requirements

12.1. In terms of the Occupational Health and Safety Act (OHS Act No 85 of 1993 and its Regulations), the contracted supplier is responsible for the health and safety of its employees and those other people affected by the operations of the supplier.

12.2. The contracted supplier ensures all work performed and/or equipment used on site complies with the Occupational Health and Safety Act (OHS Act No 85 of 1993 and its Regulations).

12.3. To this end, the contracted supplier shall make available to NRF the valid letter of good conduct and shall ensure that its validity does not expire while executing this bid.

12.4. Prior to commencement of any work the contractor needs to complete an Indemnity form, the iThemba LABS Contractual obligations form and will be required to attend a Contractors Health and Safety induction prior to commencement of any works.

13 BID SUBMISSION CERTIFICATE FORM	
I hereby undertake to supply all or any of the goods, works, and services described in this procurement invitation to the NRF in accordance with the requirements and specifications stipulated in this Bid Invitation document at the price/s quoted.	
My offer remains binding upon me and open for acceptance by the NRF during the validity period indicated and calculated from the closing time of Bid Invitation.	
The following documents are deemed to form and be read and construed as part of this offer / bid even where integrated in this document:	
Invitation to Bid	Specification(s) set out in this Bid Invitation inclusive of any annexures thereto
Bidder's responses to this invitation as attached to this document	Pricing Schedule(s) including detailed schedules attached
	CSD / Tax clearance letter
Bidder's Disclosure (SBD4);	
Preference (SBD 6.1) claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement (SBD6.1) and the BBBEE certificate	
Conditions of contract as set out in this document (GCC)	
I confirm that I have satisfied myself as to the correctness and validity of my offer / bid in response to this Bid Invitation; that the price(s) and rate(s) quoted cover all the goods, works and services specified in the Bid Invitation; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.	
I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me in terms of this Bid Invitation as the principal liable for the due fulfilment of the subsequent contract if awarded to me.	
I declare that I have had no participation in any collusive practices with any Bidder or any other person regarding this or any other Bid.	
I certify that the information furnished in these declarations (SBD4, SBD6.1, SBD 6.2 where applicable) is correct and I accept that the NRF may reject the Bid or act against me should these declarations prove to be false.	
I confirm that I am duly authorised to sign this offer/ bid response.	
NAME (PRINT)	
CAPACITY	
SIGNATURE	
Witness 1	
NAME	
SIGNATURE	
Witness 2	
NAME	
SIGNATURE	
DATE	