

REQUEST FOR PROPOSAL (RFP)

GOODS	SERVICE
	X

DESCRIPTION:	APPOINTMENT OF A SERVICE PROVIDER, WITH CIDB GRADING OF 2GB OR HIGHER FOR BUILDING REPAIRS AND MAINTENANCE SERVICES AT THE SAAO, CAPE TOWN FOR A PERIOD OF TWELVE (12) MONTHS		
RFQ NUMBER:	112942		
DATE ISSUED:	25/06/2025		
COMPULSORY BRIEFING:	WEDNESDAY, 2 JULY 2025 @ 11:00 AM		
CLOSING DATE AND TIME:	FRIDAY, 11/07/2025 @ 16:00		
QUOTATIONS TO BE SUBMITTED TO:	scm@saa.ac.za		
LOCATION:	SAAO, 1 OBSERVATORY ROAD, OBSERVATORY, 7925		
LEAD TIME (from purchase order date)	As and when required		
Enquiries relating to bidding procedures may be directed to:		Technical enquiries may be directed to:	
Contact person:	SCM	Contact person:	Sanchia Lewis
E- Mail address:	scm@saa.ac.za	E- Mail address:	s.lewis@saa.nrf.ac.za
Telephone No:	021 201 1629	Telephone No:	021 447 0025
<p>“Fraud alert! It is common for scammers to call bidders pretending to be NRF’s employees and offering to swing tenders your way for a fee. Do not fall for it, it is a scam! The NRF would never offer payment or any other consideration in return for the favourable consideration of a bid.</p> <p>Please report any suspected acts of fraud or corruption to the following toll-free number - 0800 701 701 or SMS 39772.”</p>			

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 Supplier
Database No.

MAAA

**B-BBEE Status
Level Verification
Certificate**

Tick Applicable Box.
 Yes No

**B-BBEE Status
Level Sworn
Affidavit**

Tick Applicable Box.
 Yes 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?**

Yes No
[If yes
enclose
proof]

**Are you a foreign-
based supplier for
the
goods/services/work
s offered?**

Yes No
[If yes, answer the
questionnaire below]

Is the entity a resident of the Republic of South Africa (RSA)?

Yes No

Does the entity have a branch in the RSA?

Yes No

Does the entity have a permanent establishment in the RSA?

Yes No

Does the entity have any source of income in the RSA?

Yes No

Is the entity liable in the RSA for any form of taxation?

Yes 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 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 (PFMA). The NRF is the government’s national agency responsible for promoting and supporting research and human capital development through funding researchers, provision of the National Research Platforms, and science outreach platforms/programs to the broader community. The NRF provides these services in all fields of science and technology, including natural science, engineering, social science, and humanities.

The NRF is a schedule 3A entity under the PFMA (Act 29 of 1999), which is required to plan and report on its activities and organizational performance, and which is to be audited by the Auditor-General of South Africa (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.

1.1. INTRODUCTION TO THE BUSINESS UNIT (SAAO) RESPONSIBLE FOR THIS RFQ

The South African Astronomical Observatory (SAAO) is a facility of the National Research Foundation and is the national centre for optical and infrared astronomy in South Africa. Its prime function is to conduct fundamental research in astronomy and astrophysics by providing a world-class facility and by promoting astronomy and astrophysics in Southern Africa.

2. SUPPLY SPECIFICATIONS

SAAO invites the submission of quotations for the following:

The South African Astronomical Observatory (SAAO) hereby invites reputable and qualified service providers to submit proposals for Building Repairs and Maintenance Services in accordance with National Treasury Regulations (NTRs) and the Public Finance Management Act (PFMA).

SUMMARY

- **Project Title:** Appointment of a Building Repairs and Maintenance Services
- **Location:** 1 Observatory Road, Observatory, Cape Town
- **Contract Duration:** Twelve (12) months from date of commencement or until contract value is reached, with the right to terminate on one month's notice
- **CIDB Requirement:** Minimum CIDB Grading of 2GB or higher
- **Service Nature:** As-and-when required (non-performance may lead to termination)

STRATEGIC SOURCING BENEFITS

- Reduce administrative and cost burden
- Improve pricing consistency
- Enhance contract management and service delivery

GENERAL SPECIFICATIONS

Objective

Provide comprehensive services including servicing, maintenance, repairs, alterations, and minor installations to building infrastructure while complying with SANS 10400 and safety regulations.

Contractor Responsibilities

- Supply all materials and labour
- Maintain close communication with SAAO administrators
- Monitor and report project progress
- Ensure operational excellence and timely delivery

TECHNICAL SPECIFICATIONS

- Comply with Occupational Health and Safety Act (Act No. 85 of 1993)
- Submit and maintain a safety file before starting any work
- Follow SAAO site rules, regulations and security protocols throughout the contract period
- Relevant South African National Standards (SANS 10400)
- National Heritage Resources Act (No. 25 of 1999) when applicable

DETAILED SCOPE OF WORK

The appointed service provider will be responsible for corrective, preventative, and planned building maintenance and repair services across the SAAO site. Work will be carried out on an as-and-when-required basis, in line with SAAO quality standards, heritage protection protocols, and all relevant legislation.

General Building Maintenance Services Include (but are not limited to)

Structural & Interior

- Removal and replacement of damaged wall and floor tiles, including ceramic, porcelain, and stone tiles
- Ceiling repairs or full replacement, including suspended and fixed ceiling systems
- Installation, repairs, and finishing of wooden or steel doors and door frames

- Window repair and replacement, including timber, aluminium, and steel frames
- Bricklaying, plastering, patching of internal and external walls
- Repair and installation of internal drywall partitions
- Replacement or repair of skirting, cornices, and interior trims
- Roof leak repairs, gutter maintenance, and downpipe replacements
- Installation of waterproofing membranes and repair of water-damaged structures

Surface Finishing

- Complete interior and exterior painting using approved primers and paint systems
- Damp-proofing and wall preparation treatments
- Epoxy floor coating installation and crack repairs in concrete or cement surfaces
- Cleaning and restoration of roof coverings using high-pressure cleaning methods
- Application of weather-resistant coatings and sealants on external façades
- Refurbishment of wooden floors, including sanding, sealing, and re-varnishing

Security & Fixtures

- Replacement, rekeying, and installation of various door lock types (cylinder deadlocks, mortise, cam, padlocks, knob locks, digital locks)
- Installation and repair of security gates, burglar bars, and safety grilles
- Glazing replacements for windows and doors using laminated, frosted, or safety glass
- Repair and fabrication of steel gates, fencing, handrails, and balustrades
- Repair or installation of signage brackets, noticeboards, access control fixtures
- Maintenance of outdoor lighting poles, brackets, and protective cages

Special Works

- Installation of minor new structures such as storage units, guard huts, tool sheds
- Refurbishment and minor construction of office or laboratory spaces
- Safe removal and disposal of registered asbestos material, with appropriate certification and permits
- Controlled excavation works; verification and marking of underground services prior to digging
- Adaptation or restoration of heritage-sensitive buildings in accordance with heritage conservation guidelines
- Construction or modification of accessible facilities (e.g. wheelchair ramps, handrails, ADA-compliant toilets)

Additional Services May Include:

- Plumbing repairs (non-specialist level): tap, cistern, and pipe replacements
- Minor electrical work such as replacing light fittings, switches, and plug sockets (excluding major rewiring)
- Pest-proofing of cavities, ducts, and building perimeters
- Provision and installation of temporary structures (e.g. hoarding, safety barriers, scaffolding)
- Site clearing, removal of rubble, waste management, and responsible disposal
- Emergency containment and make-safe measures (e.g. boarding up broken windows, safety taping)

PROCUREMENT SUB-PROCESSES

- Request for detailed quotation
- Evaluation and possible negotiation
- Issue Purchase Order

- Purchase Order to specify contract number, item description, and quantity
- No delivery or service may commence without an official order

QUOTATION STRUCTURE REQUIREMENTS AFTER THE CONTRACT IS AWARDED

- Contractor may be asked to inspect and quote prior to work commencement

Quotation must include:

- Contract number
- Quantity and unit prices
- Third-party quotes (where applicable)
- Third-party items charged at cost + mark-up (%) (VAT excluded from mark-up)
- Indicate Delivery timeline and site
- Materials and labour breakdown
- Submission to Site & Safety Officer for approval
- SCM will issue PO prior to any work commencing in site Include all transport, delivery, and travel costs
- Detailed breakdown required on all invoices

GUARANTEES

- All new materials and repairs must include a **written guarantee**
- Defects liability period applies as per manufacturer's standards

CALL-OUT AND RESPONSE TIMES

- **Standard response:** Within 24–48 hours
- **Emergency repairs:** Within 5 hours (24/7 including public holidays)

QUALITY CONTROL

- Quality control is the sole responsibility of the contractor
- Site & Safety Officer may halt substandard work
- High attention to detail required at all times
- All staff to wear PPE when on site

SUBCONTRACTING POLICY

- No subcontracting without prior written consent
- Unauthorized subcontracting is a material breach

CONTRACT PERIOD

- Contract starts upon issue of official order
- Valid for **12 months** or until contract value is exhausted
- One (1) month written notice for termination by either party

DELIVERY VERIFICATION

- SAAO representative to verify delivery, installation, or work completion
- Signed verification must accompany the supplier invoice

Note: This Request for proposal is intended to allow the successful bidder to specify and present their skills, expertise and price for the above-mentioned services to SAAO. Final acceptance of any proposal is not guaranteed, this being the exclusive right of SAAO.

3. EVALUATION PROCESS

The RFQ will be evaluated in the following three phases:

Phase 1:	Administrative compliance / submission of all returnable documents and completion of all returnable schedules
Phase 2	Specification evaluation and eligibility
Phase 3:	<p>80/20 preferential point system in terms of PPPR22</p> <ul style="list-style-type: none"> - 80 – Price (VAT and all taxes included) - 20- Specific goals (BBBEE STATUS LEVEL) Refer to SBD6.1 <p>- Specific goals: <i>relevant in accordance with the B-BBEE Codes of Good Practice and the PPPFA that are contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender, or disability</i></p>

Phase 1 – Administrative Compliance

All returnable documents marked mandatory ('M'), must be completed or submitted by service providers in order to proceed to be evaluated further in Phase 2.

Returnable Document/ Schedule	Mandatory (M) / Optional (O)
Signed SBD 1 form	M
Signed and completed SBD 3.1 form (pricing schedule)	M
Signed and completed SBD 4 form	M (=> R 2 000)
Signed and completed SBD 6.1 form	M (=> R 2 000)
Valid BBBEE certificate, or sworn affidavit detailing annual turnover, in the case of EMEs and QSEs	O (preference points will not be allocated if not submitted)
Valid CIDB registration	M GB 2 or higher
Valid Letter of Good Standing issued by Compensation Commissioner OR COIDA certificate.	M

<p>Proof of address to demonstrate that the bidder's primary office is based within 60km of SAAO Observatory. Cape Town. (e.g. Utility Bill) Subject to visit by SAAO</p>	<p>M</p>
<ul style="list-style-type: none"> Portfolio/List of works covering similar scope of work in a Building Maintenance environment to a minimum of 3 projects – The Service must have been within the last Five years. Client contact details included 	<p>M</p>
<p>Submission of Curriculum Vitae (CV) confirming the qualifications and experience of the suitably qualified staff in</p> <ul style="list-style-type: none"> Relevant building related trades. (valid trade certificate where applicable). 	<p>M</p>
<p>Submission of three (3) signed and dated reference letter for similar works or services in a Commercial Building maintenance & heritage environment.</p>	<p>M</p>
<p>Schedule of Sub-Contractors.</p> <ul style="list-style-type: none"> Schedule must include Name, Function and Years' Experience of the sub-contractor. 	<p>O</p>

4. PRICING SCHEDULE – FIRM PRICES PURCHASES (SBD 3.1)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

IF YOUR PRICES ARE VARIABLE (SUBJECT TO CHANGE), PLEASE SPECIFY THE VARIABLES THAT WILL AFFECT THE PRICE.

OFFER TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE OF BID.

Respondents are requested to 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 submit separate quotation in company letter head

PRICING SCHEDULE (LABOUR) PART A – YEAR 1 RATES - EXCLUDING VAT

Item	Description	Unit of measure (UoM)	Normal Hours, Rate per hour	After Hours, per hour	Saturday Rate per hour	Sunday/Public Holidays Rate per hour
A	Construction manager	1				
1	Supervisor/Foremen	1				
2	Qualified Carpenter	1				
3	Carpenter's Assistant	1				
4	Qualified Builder	1				
5	Builder Assistant	1				
6	Qualified Tiler	1				
7	Tiler's Assistant	1				
8	Qualified Painter	1				
9	Painter's Assistant	1				
10	General worker/Labourer	1				



SAAO

South African
Astronomical Observatory

11	High-Pressure Cleaning (including equipment and labour per hour)	1				
SUB TOTAL PART A (EX VAT) Carried to Summary			R	R	R	R

PRICING SCHEDULE PART B EXCLUDING VAT

Item	Description	Unit	Rate
12	SHEQ File - (Maintenance of file)– Year 1	1	R
13	SHE site inspection per hour - when needed	1	R
14	Mileage per km - year 1 AA aligned rate	Km	R
SUB TOTAL PART B (EX VAT) Carried to Summary			

PRICING SCHEDULE PART C			
Item	Description	Unit	Rate
15	Proposed % mark up on materials/ 3 rd party procurement -	1	%
16	Sub Total Part A year (Add all p/hr Rates):	R	
17	Sub Total Part B – add Year 1	R	
18	Total Part C % mark up on materials - Year 1	%	
19	Sub-total parts A + B	R	
20	VAT 15 %	R	
	TOTAL:	R	

5. BIDDING CONDITIONS FOR THIS RFQ

The following conditions will apply to this request for quotations:

- 1) Price(s) quoted must be valid for at least (30) days from date of your offer.
- 2) Price(s) quoted must be inclusive of VAT, if applicable.
- 3) The bidder is required to submit:
 - a) Proof of B-BBEE Status Level of contributor, to claim points as per SBD 6.1
 - b) An EME is required to submit a sworn affidavit confirming their annual total revenue of R10 million or less and level of black ownership to claim points as per SBD 6.1
 - c) A QSE is required to submit 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 to claim points. As per SBD 6.1
- 4) **No award will be made to a service provider who is not registered on CSD.** To register <https://secure.csd.gov.za/>.
- 5) Quotations equal to above R 2000 (VAT included) must be accompanied by the relevant SBD documentation as per section 3 of this document for Quotations duly completed.
- 6) The successful provider will be the one scoring the highest points in the event of the lowest bid being higher than R 2000. (VAT inclusive).
- 7) For goods/ services below R 2000 the successful bidder will be one with cheapest acceptable quotation.
- 8) SAAO reserves the right to withdraw any invitation to quote and/or to re-advertise or to accept a part of it. SAAO does not bind itself to accepting the lowest quotation.
- 9) This request for quotations is subject to the National Treasury General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract.
- 10) **Payment terms is within 30 days from date of receipt of invoice and when goods have been delivered. (No Pre- Payment allowed).**
- 11) **Where supplier terms and conditions are different from SAAO set terms and conditions**

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.

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.

Full Name	Identity Number	Name of institution	State

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:

.....

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.
- 3.5 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.
- 3.6 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.
- 3.7 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.

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

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.

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) The 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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 To be completed by the organ of state:

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 PREFERENCE POINT SYSTEMS

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

80/20

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

80/20

$$Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

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

SPECIFIC GOALS (80/20)

B-BBEE Status Level of Contributor	1	2	3	4	5	6	7	8	Non-compliant contributor 0
Contributor Number of Points for Preference (80/20) between R2000 and R50m	20	18	14	12	8	6	4	2	
Points Claimed (Supplier to complete)									

DECLARATION WITH REGARD TO COMPANY/FIRM

4.2. Name of company/firm.....

4.3. Company registration number:

4.4. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.5. 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:

GENERAL CONDITIONS OF CONTRACT

The National Treasury General Conditions of Contract shall govern the contractual relationship between SAAO and the successful bidder. The contract is not attached, however is accessible on SAAO's website - <https://www.saao.ac.za/tenders/>



BID SIGNATURE (SBD 1)

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 SAAO in accordance with the conditions 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 SAAO 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:

GENERAL CONDITIONS OF CONTRACT

The National Treasury General Conditions of Contract shall govern the contractual relationship between SAAO and the successful bidder. The contract is not attached, however is accessible on SAAO's website - <https://www.sao.ac.za/tenders/>

SPECIAL CONDITIONS

Service being Measured	Measurement	Minimum level
Building Maintenance Services	Completion of repairs and maintenance as per the agreed programme and timeline.	The penalty as per clause GCC22 will be applied.
Certificate of Compliance	A Certificate of Compliance must be handed to the Site and Safety Officer	100% Compliance to the Specifications on the RFP

	(SAAO) upon completion of all works where COC is required.	
Personal Protective Equipment and Clothing.	Contractors employees must wear the correct Personal Protective Equipment and Clothing	Personal Protective Equipment and Clothing.
Health & Safety Administration.	A Contractors' 37.2 agreement must be completed prior to commencing work on site.	To be signed submitted to SAAO
Safety File	Submission Date	Prior to commencement of work

SERVICE PERFORMANCE LEVELS (MANDATORY)

Service being Measured	Penalty where minimum levels are breached
Timely delivery	As stipulated on GCC 22.1 and contractually agreed
Personal Protective Equipment and Clothing.	Letter of Non - Compliance
Health Safety and Administration.	Letter of Non - Compliance

GENERAL CONDITIONS OF CONTRACT FOR PERFORMANCE MANAGEMENT

GCC22	22. Penalties
	<p>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.</p>

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