

REQUEST FOR QUOTATIONS (RFQ)

GOODS	X
-------	---

SERVICE	X
---------	---

DESCRIPTION:	Appointment of a service provider for Structural Works and Repairs Services at the South African Astronomical Observatory (SAAO), Cape Town Site, in Observatory – Western Cape for a Period of 2 Years		
RFQ NUMBER:	NRF/SAAO/RFQ/116042		
DATE ISSUED:	03 March 2026		
COMPULSORY BRIEFING DATE AND TIME	Date: 11 March 2026 at 11am Venue: SAAO admin building		
CLOSING DATE AND TIME:	18 March 2026 at 15h00pm		
QUOTATIONS TO BE SUBMITTED TO	scm@saa.ac.za		
PREFERENCE POINTS SYSTEM:	80/20		
DELIVERY INFORMATION			
LOCATION:	SAAO, 2 Observatory Road, Observatory		
LEAD TIME (purchase order date)	As required		
Enquiries relating to:			
Bidding procedures may be directed to:		Technical enquiries may be directed to:	
Contact person:	SCM	Contact person:	Ayanda\Eugene
E- Mail address:	scm@saa.ac.za	E- Mail address:	scm@saa.ac.za
Telephone No:	021 447 0025	Telephone No:	021 447 0025

SUPPLIER INFORMATION

Name of Bidder:															
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 the Applicable Box. <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE Status Level Sworn Affidavit	Tick Applicable Box. <input type="checkbox"/> Yes <input type="checkbox"/> No											
[A B-BBEE status level verification certificate/sworn affidavit (for EMEs & QSEs) must be submitted in order to qualify for preference points for B-BBEE – also refer to the SBD 6.1]															
Are you the accredited representative in South Africa for the goods/services/works offered?		<input type="checkbox"/> Yes <input type="checkbox"/> No [If yes enclose proof]		Are you a foreign-base supplier for the goods/services/works offered?											
				<input type="checkbox"/> Yes <input type="checkbox"/> No [If yes, answer the questionnaire below]											
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 75%;">Is the entity a resident of the Republic of South Africa (RSA)?</td> <td style="width: 25%; text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>Does the entity have a branch in the RSA?</td> <td style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>Does the entity have a permanent establishment in the RSA?</td> <td style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>Does the entity have any source of income in the RSA?</td> <td style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>Is the entity liable in the RSA for any form of taxation?</td> <td style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> </table> <p>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).</p>						Is the entity a resident of the Republic of South Africa (RSA)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Does the entity have a branch in the RSA?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Does the entity have a permanent establishment in the RSA?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Does the entity have any source of income in the RSA?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the entity liable in the RSA for any form of taxation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the entity a resident of the Republic of South Africa (RSA)?	<input type="checkbox"/> Yes <input type="checkbox"/> No														
Does the entity have a branch in the RSA?	<input type="checkbox"/> Yes <input type="checkbox"/> No														
Does the entity have a permanent establishment in the RSA?	<input type="checkbox"/> Yes <input type="checkbox"/> No														
Does the entity have any source of income in the RSA?	<input type="checkbox"/> Yes <input type="checkbox"/> No														
Is the entity liable in the RSA for any form of taxation?	<input type="checkbox"/> Yes <input type="checkbox"/> No														

1. INTRODUCTION TO THE ORGANISATION

1.1. 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 to fulfil its statutory mandate, public accountability and other regulatory/legal requirements.

1.2. 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:

Appointment of a service provider for Structural Works and Repairs Services at the South African Astronomical Observatory (SAAO), Cape Town Site, in Observatory – Western Cape for a Period of 2 Years.

The services will be on an ad hoc basis/ as and when required.

Location: 2 Observatory Road, Observatory, Cape Town

List of Buildings that require roof repairs and Structural Works and Repairs:

1. Main Building
2. Technical Building
3. Guest Houses
4. Auditorium
5. Residential Buildings

List of Buildings that require waterproofing:

1. Main Building
2. Technical Building
3. Guest Houses
4. Auditorium
5. Residential Buildings

Site Requirements:

1. Onsite measurements must be conducted in the presence of the end-user and SAAO Site Supervisor.
2. Suppliers must have knowledge and experience in working with Heritage buildings
3. Time-sensitive projects due to operations:
 - Suppliers must provide a detailed project timeline for each project when required.
 - Work is to begin within 3 working days after receiving a Purchase Order (PO).

GENERAL SPECIFICATION

1. The objective is to implement Structural works and Repairs Services for 2 years at the SAAO, in a sustainable manner while ensuring compliance to general safety and all relevant SANS 10400 legislation.
2. The successful bidder will be required to source and supply all the necessary materials, and bring together every expertise and control necessary to successfully complete the works in the minimum amount of time, while placing a huge emphasis on working closely with the administrators and managers of the building, by keeping all informed of the progress of the various jobs and providing regular updates from your team. You will actively monitor all aspects of the projects, until they are completed in accordance with your operational objectives.
3. The successful bidder will be fully responsible for meeting all requirements in this document regarding the works. In addition, all works will be carried out to the standard of SAAO working procedures, as well as any applicable governing law and/or regulations.
4. The successful bidder must ensure that all work performed and/or equipment used on site complies with the Occupational Health and Safety Act (OHS Act No 85 of 1993)
5. The successful bidder must make provision for a safety file which must be handed to the SAAO SHE manager prior to commencement of any work and be up-to-date at all times.
6. The project will be completed based on suitable weather conditions to ensure the area is clean and dry.

DETAILED SCOPE OF WORK FOR STRUCTURAL MAINTENANCE

The scope of work comprises of investigation, reporting, servicing, maintenance, repairs, alterations, relocation and new installations of Structural infrastructure.

Objectives

1. Determine the current condition of the structures
2. Identify any structural issues, or damages
3. Carry out all approved repairs in accordance with best practices and relevant codes/standards
4. Ensure the structures are compliant with applicable building regulations

The bidder will provide the skilled and competent labour in a variety of building trades to achieve the successful completion of works as listed below, but is not limited to the following:

Structural maintenance work

The Corrective, Preventive and Planned Maintenance of SAAO building structural infrastructure:

1. **Fixing:** Strengthening and restoring the core framework of a building to ensure its ongoing integrity and safety, addressing issues like foundations, roofs, and load-bearing elements.
2. **Reinforcement:** Adding steel or wood reinforcements to strengthen existing structural elements.
3. **Replacement:** Replacing damaged or deteriorated structural elements.
4. **Crack stitching:** Repairing cracks in walls or other structures by using bars that are grouted across cracks.
5. **Underpinning:** Strengthening or stabilizing a building's foundation by excavating and filling an area of ground with concrete.
6. **Foundation problems:** Cracks, settling, or damage to the foundation.
7. **Concrete decay:** Repairing concrete that has deteriorated due to exposure to the elements or other factors

DETAILED SCOPE OF WORK FOR WATERPROOFING

This outlines the requirements for the investigation, reporting, and repair of the existing roof system at SAAO. The work includes a thorough condition assessment, identification of defects or potential failure points, and subsequent repairs to restore the roof's integrity, waterproofing, and structural performance.

Objectives

1. Determine the current condition of the roof system(s)
2. Identify sources of water ingress, structural issues, or damage
3. Carry out all approved repairs in accordance with best practices and relevant codes/standards
4. Ensure the roof is watertight and compliant with applicable building regulations

Typical Repair Activities

1. Replacement of damaged or missing roofing materials:
 - Fixing, strengthening, or restoring the core framework of a building to ensure its ongoing-integrity and safety, addressing issues of the roof;
 - Reinforcement: Adding steel or wood reinforcements to strengthen existing roof elements.
 - Replacement: Replacing damaged or deteriorated roof elements; and

- Alterations to roof - widening of the gullies to disperse the water from the roof with sufficient flow to prevent pooling of water during torrential rain and cloud bursts – all within the bounds of heritage appreciation.
- 2. Re-bedding and repointing of ridge tiles or flashings
- 3. Repair or replacement of underlayment or membranes
- 4. Sealing around roof penetrations
- 5. Clearing and repairing gutters, downpipes, and drainage
- 6. Structural repairs to decking or framing
- 7. Roof painting
- 8. Waterproofing work - The Corrective, Preventive and Planned Maintenance of SAAO building infrastructure.
 - Cementitious Waterproofing
 - Liquid Waterproofing Membrane;
 - Bituminous Coating Waterproofing;
 - Bituminous Membrane Waterproofing;
 - Polyurethane Liquid Membrane Waterproofing; and
 - EPDM Rubber (ethylene propylene diene monomer rubber).

Materials

1. All replacement materials must match existing as closely as possible unless otherwise specified.
2. Materials must be durable, waterproof, UV-resistant, and suited to the building's location/climate.

GUARANTEES

1. All new equipment, materials, workmanship and repairs are to be furnished with a written guarantee which includes a defects liability period from date of issue of the guarantee.
2. The Defects liability period shall be not less than 6 months or according to the manufacturers standards, commencing on the date of practical completion and acceptance of the Installation.
3. The written warranty period for the material and workmanship shall be 10 years from the date of issue as prescribed by the manufacturer and must be handed to the SAAO prior to making the final payment.
4. During the defects liability period, the Contractor shall repair all defects in the installation which may arise as a result of inferior quality materials or faulty workmanship.

CONTROL OF WORK AND QUALITY ASSURANCE

1. The control of the work, the Quality Control and Quality Assurance, must falls under the direct control of the Contractor.

2. The Quality Control on site shall be structured by a person with the required expertise and knowledge to ensure the progress and the quality of the work produced is of a high standard.
3. Attention to detail is of prime importance. Should the quality be of an unacceptable standard, the site supervisor or SAAO Site & Safety Officer will stop the works and no other work shall continue until the quality is of an acceptable SANS standard.
4. Data sheets and any invoices for the products may be requested for verification.
5. High attention to detail is required at all times
6. All staff to wear PPE when on site
7. Comply with Occupational Health and Safety Act (Act No. 85 of 1993)
8. Submit and maintain a safety file before starting any work
9. Follow SAAO site rules, regulations and security protocols throughout the contract period
10. Relevant South African National Standards (SANS 10400)
11. National Heritage Resources Act (No. 25 of 1999) when applicable

SECURITY AND IDENTIFICATION

1. It is the responsibility of the service provider to ensure the proper identification of their staff ;
2. Security will scan all staff's IDs and drivers licences when entering SAAO site;
3. Staff must be dressed in their company-issued uniform;
4. The successful bidder will be required to conduct background checks and proper vetting of the personnel to be assigned for this contract, then provide evidence of such reports to the SAAO; and
5. The successful bidder's staff will be required to, at all times, wear their uniforms supplied by the service provider at successful bidder's cost, bearing the name and logo of the service provider.

MEDICAL FITNESS

1. The Contractor shall ensure that all the workers are certified medically fit by a registered Occupational Health Nursing Practitioner; and
2. The successful bidder's staff must be covered for health insurance purposes and such cover will be at the service provider's cost.

FIRST AID

1. The service provider shall be responsible for the provision and replenishing of first aid boxes, which shall be under the control of a trained first aid provider; and
2. In cases of emergency, the supervisor on site shall refer the incident to the on-site clinic to assess the situation or assistance.

FAIR LABOUR PRACTICE

1. The service provider is expected to comply with all Department of Employment and Labour legislation, Codes of Conduct and Fair Labour Practices; and
2. The service provider must ensure timely payment to their staff, in accordance with labour practices.

SUBCONTRACTING POLICY

1. No subcontracting without prior written consent
2. Unauthorized subcontracting is a material breach
3. If part of the work will be sub-contracted, company profiles of each sub-contractor to be submitted with the proposal
4. The successful bidder may not subcontract the whole of the works

DELIVERY VERIFICATION

1. SAAO representative to verify delivery, installation, or work completion to ensure its inline with the purchase order issued.
2. Signed verification/job must accompany the supplier invoice

CONTRACTS MANAGER

Appointed service provider will nominate “*Key Account Manager*” to act as the key point of contact. The “*Key Account Manager*” will attend meetings when required, assist with the monitoring and review of the SLA, and will deal with problems that cannot be routinely resolved by the relevant Supervisor.

CALL-OUT AND RESPONSE TIMES

1. Standard response: Within 24–48 hours
2. Emergency repairs: Within 5 hours (24/7, including public holidays)

Target times and key performance indicators:

Type of Priority	Priority Description	Agreed Target Times		Key Performance Indicators	
		Response Time after notification	Completion time after notification	Target for Response Time to Tasks	Target for Completion of Tasks
Priority 1 (P1)	Emergency	Within 5 hours	Within 24 hours	85% attended within target response time	80% completed with completion time (subject to access, parts and materials being available)
Priority 2 (P2)	Urgent	Within 12 hours	Within 5 working days	75% attended within target response time	70% completed with completion time (subject to access, parts and materials being available)
Priority 3 (P3)	Non-urgent	Within 48 hours	Within 10 working days	70% attended within target response time	65% completed with completion time (subject to access, parts and materials being available)

CONTRACT PERIOD

1. The contract commences with immediate effect upon the SAAO issuing the contractor with an official purchase order and will continue for a period of 2 years or once the contract value has been reached.
2. The value will be advised upon the order.
3. The agreement may be terminated with one months' notice by either party or by mutual agreement.

PROCUREMENT SUB-PROCESSES

1. Request for detailed quotation
2. Evaluation and possible negotiation
3. Issue Purchase Order
4. Purchase Order to specify item description and quantity
5. No delivery or service may commence without an official purchase order unless advised otherwise

QUOTATION STRUCTURE REQUIREMENTS AFTER THE CONTRACT IS AWARDED

1. Contractor may be asked to inspect and quote prior to work commencement
2. The contractor's quotation must include:
 - a) Contract number
 - b) Quantity and unit prices
 - c) Third-party quotes (where applicable)
 - d) For the work required, the quotation must include costs for all specified materials, labour, cleaning, rubble removal, ladders, scaffolding, equipment, health safety and any other specified costs if required
 - e) Third-party items must be charged at cost + mark-up (%) (VAT excluded from mark-up)
 - f) Indicate Delivery timeline and site
 - g) Materials and labour breakdown
 - h) Submission to Site & Safety Officer for approval
 - i) SCM will issue PO prior to any work commencing on site, including all transport, delivery, and travel costs
 - j) The detailed breakdown required on all invoices

PRACTICAL COMPLETION

1. The SAAO will appoint a Project Manager.
2. The Project Manager shall inspect the works from time to time to give the contractor interpretations and guidance on the standard and state of completion of the works which he will require the contractor to achieve for practical completion.
3. The contractor shall inform the Project Manager of the date on which they expect to achieve practical completion.
4. The Project Manager shall inspect the works after completion on or before the date requested by the contractor

Where the works:

1. Has not reached practical completion the Project Manager shall issue a practical completion list to the contractor detailing the outstanding work to be done and defects to be rectified to achieve practical completion.

FINAL COMPLETION

1. The Project Manager shall prepare and issue a final completion list to the contractor, within seven calendar days of practical completion, detailing the incomplete work and defects to be rectified within a reasonable period.
2. The defects liability period of 6 months shall start on the date of practical completion.
3. On the expiry date of the defects liability period, the Project Manager shall immediately inspect the works for final completion.

Where the works:

1. Has reached final completion the Project Manager shall sign job card to the contractor.
2. Has not reached final completion the Project Manager shall issue a defects list to the contractor detailing any incomplete work and defects to be rectified before the Project Manager will undertake a further inspection.
3. Where the contractor has achieved final completion the latent defects liability period shall end 6 months from the date of final completion.

PERFORMANCE MANGEMENT

Service being Measured	Measurement	Minimum level
Structural, Waterproofing & Roofing Repairs & 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 & Safety Officer (SAAO) upon completion of electrical works where COC is required.	100% Compliance to the Specifications on the RFQ
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 form to be completed by SHE department.	Prior to commencement of work
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 contractual 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
	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.

PRICING SCHEDULE INSTRUCTIONS: PRICING

1. Pricing shall be fit for the purpose of each project and be based on details and inspection provided by SAAO.
2. Bidders must price in accordance with the pricing schedules below, this will enable SAAO to compare priced offers, the priced rates
3. Failure to submit a priced offer using the prescribed schedules may make the bid liable for disqualification.
4. Do not leave any area blank in the pricing schedules.
5. Payment for this contract will be against proven costs, accompanied by receipts and job card.
6. The pricing must include all costs, including travel costs, tools and equipment, materials, labour, site establishment, cleaning, ladders, scaffolding, consumables and mark-up and any other *ad hoc* costs to complete the works as specified.

SPECIAL CONDITIONS

1. Responses received from the prospective service providers do not give rise to any contractual obligation to SAAO.
2. SAAO reserves its own right to utilize or not utilize any of the information provided by the prospective service providers.
3. SAAO reserves the right to request further information should they deem it necessary to do so.
4. SAAO may decide to call presentations to interrogate the proposals submitted by any prospective service providers.
5. SAAO reserves the right to cancel the contract due to non-performance.
6. Extend the closing date (before reaching the closing date of submissions for quotations);
7. Verify any information contained in a proposal;
8. Request any documentary proof regarding any contract issue;
9. Give preference to locally manufactured goods;
10. Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
11. Award this RFQ as a whole or in part; and
12. Cancel or withdraw this RFQ, as a whole or in part, at any time.

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 PPR22</p> <ul style="list-style-type: none"> - 80 – Price (VAT and all taxes included) - 20- Specific goals (BBBEE STATUS LEVEL) Refer to SBD6.1 - 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>

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 -2GB or higher	M
Valid Letter of Good Standing issued by Compensation Commissioner (COIDA)	M
<p>Proof of address to demonstrate that the bidder's primary site office (not residential address) is based within 45km of SAAO Observatory, Cape Town. Accepted Proof of Address documents:</p> <ol style="list-style-type: none"> 1. Municipal Rates Bill <ul style="list-style-type: none"> - A rates bill (electricity, water), issued by the municipality in the company's name that shows the office address. - The bill must be dated within the last 3 months and clearly show the office address. 2. Lease agreement <ul style="list-style-type: none"> - A signed lease agreement that includes the company's official address and confirms the premises are rented. <p>The lease must be current and signed by both parties.</p>	M
Proof of registration with the Engineering Council of South Africa (ECSA)	M
Any applicable certificate relating to waterproofing, with minimum of five years' experience in waterproofing	M
Any applicable certificate relating to structural building repairs works, with minimum of five years' experience in structural building repairs works	m
Proof of Public Liability cover of a minimum of R 1 000 000.00	M
Valid registration of safety officer - SACPCMP	M
Submission of three (3) signed and dated clients reference letters for similar works or services in a Structural environment (structural repairs and waterproofing). The references for similar works must have been within the last 5 years.	M

<p>Submission of Curriculum Vitae (CV) confirming the qualifications and experience of the suitably qualified staff in following structural-related trades (valid trade certificate where applicable).</p> <p>qualified staff</p> <ul style="list-style-type: none"> • Project manager • Foreman • Water proofer • Structural engineer • Artisan • General workers • Quality controller • And others 	<p>M</p>
<p>Detailed company profile- outlining at least 5 years of company existence, product and service offering in the structural building repair related works environment.</p>	<p>M</p>
<p>If sub-contracting, the company profiles of each sub-contractor must be submitted, outlining at least 5 years of company existence, product and service offering in the structural building repair related works environment.</p> <p>Schedule of Sub-Contractors-The schedule must include Name, Function and Experience and signed agreement with the sub-contractor.</p>	<p>O</p>
<p>SHEQ File – required from the awarded contractor</p>	<p>M</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

Part A - Labour Rates						
Item	Description	Quantity	Normal Hours (Rate per hour)	After Hours (Rate per hour)	Saturday (Rate per hour)	Sunday/Public Holidays (Rate per hour)
1	Construction/Project Manager (Structural)	1				
2	Site Supervisor / Foreman (Waterproofing)	1				
3	Qualified Artisan (Bricklayer / Concrete Specialis	1				
4	Artisan Assistant	1				
5	Qualified Steel Fixer / Reinforcement Specialist	1				
6	Steel Fixer Assistant	1				
7	Qualified Shutter Hand / Formwork Specialist	1				
8	Waterproofing Specialist	1				

9	Waterproofing Assistant	1				
10	Qualified Plasterer / Structural Repair Specialist	1				
11	General Worker / Labourer	1				
12	High-Pressure Cleaning (Including Equipment & Labour per hour)	1				
13	Concrete Cutting / Core Drilling (Including Equipment & Operator per hour)	1				
14	Scaffolding Erection Team (Per hour)	1				
	SUB TOTAL PART A (EX VAT)					
Part B - Other Costs						
Item	Description	Unit	Rate (Excl. VAT)			
15	SHEQ File – Compilation & Maintenance	1				
16	SHEQ Site Inspection (per hour – when required)	1				
17	Site Establishment (Once-off per project) – when required	1				
18	Mileage per km – AA aligned rate	Km				
	SUB TOTAL PART B (EX VAT)					
Part C - Summary						
Item	Description	Amount (Excl. VAT)				
19	Proposed Mark-up % on Materials / 3rd Party Procurement					



SAAO
South African
Astronomical Observatory

20	Sub Total Part A					
21	Sub Total Part B					
22	Sub-total Parts A + B					
23	VAT 15%					
24	TOTAL					

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 (60) 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 the successful bidder supplier's terms and conditions are different from SAAO set terms and conditions must be mutually agreed upon. Otherwise the National Treasury General Conditions of Contract (GCC) will govern.**

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

1.1.1 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.
- 3.5 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

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.



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 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

SBD 6.1

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

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

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

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

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

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

Where

P_s = 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

<input type="checkbox"/>	Partnership/Joint Venture / Consortium	<input type="checkbox"/>	Personal Liability Company
<input type="checkbox"/>	One-person business/sole propriety	<input type="checkbox"/>	(Pty) Limited
<input type="checkbox"/>	Close corporation	<input type="checkbox"/>	Non-Profit Company
<input type="checkbox"/>	Public Company	<input type="checkbox"/>	State Owned Company

[TICK APPLICABLE BOX]

4.5. 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.sao.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: