

REQUEST FOR QUOTATION

Supplier Name:

GOODS

☐

SERVICE

☒

Request For Quotation Number:	iLABS/RFQ 2022/23:37
Date Issued:	29 April 2022
Description:	Service and maintenance of the iThemba LABS Emergency Response system including ZITON Monitoring panels, smoke and heat detection equipment for a period of 36 months (3 years)
Closing Date:	13 May 2022
Closing Time:	11:00 am
Delivery Address:	iThemba LABS, ATT: SCM Department, Old Faure Road, Faure, 7131
Submit RFQ To:	scm2@tlabs.ac.za
Date Goods or Service Required:	May 2022
For More Information (Technical):	Julian Fredericks Email: jj.fredericks@ilabs.nrf.ac.za Tel: 021 843 1247 /1000
For More Information (Supply Chain Management):	Khanyisa Maqwara :021 843 1342 / 1345 / 1000 Email: scm2@tlabs.ac.za

THE FOLLOWING CONDITIONS WILL APPLY:

- **Where quotations / proposals are R 30 000.00 or more, preferential Procurement System Applicable: 80/20**
- Price(s) quoted must be valid for at **least thirty (90) days from date of your offer.**
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- **Submit your B - BBEE Certificate as accredited with SANAS or Sworn affidavit if you are claiming for Equity/ B - BBEE points, failing which, the B - BEEE claimed will be forfeited or zero points will be allocated.**
- Provide CSD Summary Report (www.csd.gov.za)
- The attached forms to be completed by the Bidder (where applicable):
 - SBD 4 – Declaration of Interest with Government
 - SBD 6.1 – Preference Points Claim (South African Companies Only)
 - SBD 6.2 – Declaration Certificate for Local Production and Content for Designated Sectors (where applicable)
- This request for formal quotation is subject to National Research Foundation Supply Chain Management Policy, The General Conditions of Contract (GCC) and, if applicable, any other special Conditions of Contract.

REGISTRATION ON THE CENTRAL SUPPLIER DATABASE (CSD):

The bidder must be on the National Treasury's Central Supplier Database in order to do business with the NRF and for the NRF to award a bid and sign the subsequent contract. Registration on the CSD (www.csd.gov.za) is compulsory and bids from unregistered bidders are not considered.

National Treasury Contact Details: +27 (0) 12 406 9222 or email csd.support@treasury.gov.za

SCHEDULE 1 - SPECIFICATION

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 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.

Introduction to the 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

Evaluation Process

- Evaluation of proposals:

All proposals will be evaluated by Supply Chain Management 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.

- 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. If all bids received are more than R 1 000 000.00, the proposal will be cancelled and re-issued.

Supplier Response

Name of Supplier:	
Address of Supplier:	
Contact Person:	
Contact Tel:	
Email Address:	
CSD Supplier Number:	MAAA.....
Lead Time for delivery	
Currency:	ZAR
Payment terms:	30 days from the date of receiving invoice

Administrative Compliance Returnable Documents (M – Mandatory); (O – Optional)	Submitted	
Procurement Invitation (SBD 1), signed and completed.	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
Declaration of Interest with Government (SBD 4), signed and completed.	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
Preference Points Claimed (SBD 6.1), signed and completed with BBBEE certificate or sworn affidavit.	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
(M – Mandatory); (O – Optional)	Submitted	
Pricing completed	M	<input type="checkbox"/> Yes <input type="checkbox"/> No

SPECIFICATIONS:

iThemba LABS requires:

GENERAL SPECIFICATION

iThemba LABS requires the services of an experienced and qualified company for the servicing of the ZITON based smoke / fire detection system throughout Site as per legislative requirements.

SCOPE OF WORK

Affected Areas

ZITON ZP3 panels and mimic panels are installed in the following locations at iThemba LABS:

Panel Identification	Location
Main Panel	G-Block Control Room (Spare panel is present but not operational)
NMD Panel	D-Block Main Passage
Visitors Centre Panel	P-Block Reception Area
Tandetron Main Panel	Z-Block Tandetron Control Room
Tandetron Mimic	Z-Block Reception
Security Mimic	Security Gatehouse

A total of **634 devices** (Smoke and/or heat detectors and Emergency Call Points) are installed in key locations throughout the site. These are a mix of addressable and non-addressable units. The successful service provider will be provided with a list of detectors / Call Points detailing their locations.

Annual Service

The annual service for the smoke/fire detection system will include the following actions:

Testing and Maintenance of Control Panels (Master and Slave)

- Check if programming of the main and slave control panel/s is correctly configured.
- Identify any disabled devices and investigate the causes thereof.
- Identify any fault devices and investigate the causes thereof.
- Identify any VRef Faults and investigate the causes thereof.
- Ensure that all panels are operating at full capacity and that no fault or disabled lines and devices are present

Connection Checks

- Check and tighten terminal screws and secure all cables.
- Check and test all circuit boards.

Battery Check

Check condition of batteries and replace if necessary.

Input / Output Configuration Test

Check and verify that the input/output mapping operates as programmed.

Testing of the Detectors and Alarms

- Clean, activate and test detectors and call points in each zone, checking that the sounders operate and that the panel reacts correctly.
- Determine if sufficient number of detectors have been installed.
- Determine if sufficient number of call points have been installed.

Mapping of Detectors and Call Points

- The service provider will be required to update existing lists/registers of detector and call point locations.
- Site schematics will be provided to the service provider if required.

Additional Requirements

The appointed Service provider must be able to quote on and provide the following items:

- ZITON ZP3 Panels or other ZITON Upgrade Panels
- ZITON Panel expansion cards, i.e ethernet/network cards, etc.
- Replacement cards or components for the ZITON ZP3 panels
- Addressable Smoke and / or Heat detectors compatible with the ZITON ZP3 or other ZITON panels.
The removal and responsible disposal of non-functional / non-addressable detectors should also be actioned and a proof of disposal at an approved waste management site be provided to the iThemba LABS contract manager.
- Resettable emergency call point units with a red body and white interface/depressible card (see pic below for example)



- Associated consumables such as cabling, trunking, tubing and other required items.
- Management or control software which can be installed on a personal computer to allow for network control and monitoring of the ZITON ZP3 panels
- Provide recommendations for where additional detectors and call points should be installed, provide a quotation and action installation thereof when approved.

Emergency Call-outs

The service provider must be able to respond to emergency callouts throughout the week and action repairs or installations as the need arises.

Call-out coverage should be as follows:

Office Hours	07H30 – 17H00
After Hours	17H00 – 06H00
Weekends including Sundays	12 hours
Public Holidays	12 hours
Transportation	Per Km

Documentation

- Provision or updating of log book/s, operations manual and training manual. If any changes have been made to the system, basic training must be provided to the relevant staff members.
- Provision of a detailed report of the system, including advice on possible improvements.

Registration and Legal Requirements

- Service Provider must be registered with the Private Security Industry Regulatory Authority (PSIRA).
- Service Provider must be and approved ZITON reseller and installer.
- All technicians employed must be SAQCC certified
- All works conducted must be in line with SANS 10139:2021 and other associated standards and legislation applicable to the installation and maintenance of Emergency detection systems.
- The service provider will be required to complete the iThemba LABS 37.2 Agreement in terms of the Occupational Health and Safety Act, no. 85 of 1993 and all contract personnel must undergo Induction Training before being allowed to commence any work on site.

FUNCTIONALITY**THRESHOLD TO QUALIFY FOR PRICE/PREFERENCE EVALUATION**

Bidders are not eligible for the next stage of evaluation, which is Price and Preference scoring, where they score less than the minimum threshold of 60% on total score

Competence Criterion	Key Aspects of Criterion	Points Allocation		Total Points
Suitability	A Portfolio of works covering similar scope of work (minimum of 3 projects) – The Projects/Service must include the <u>Value</u> , <u>Duration</u> and <u>Scope of works</u> of the contract within the last five years.	No submission	0	40
		One Project	5	
		Two Projects	10	
		Three Project	20	
		Four Projects	30	
		Five Projects and more	40	
	Provision of PSIRA Registration Certificate	No submission	0	15
		Submission	15	
	Provision of ZITON approved installers certificate	No submission	0	15
		Submission	15	
Capability of staff to be used	CV's confirming the service and installation technicians' qualifications and experience (including SAQCC Certification)	No submission	0	15
		Two Years' experience.	5	
		Three Years' Experience	10	
		Five and more Years' Experience	15	
Total				100

Pricing Schedule

Supplier Specifications include Model if applicable	Quantity	Price Per Unit (Incl. VAT)	Total (Incl. VAT)
Monthly servicing of Fire and Smoke Detection system	1		
Annual servicing of fire and smoke detection system	1		
Provision and installation of Ziton ZP3 Emergency Panel/s or Ziton Upgrade Panel/s and associated consumables	1		
Provision, installation and updating of Management software for Ziton ZP3 Panels (including training on use of software)	1		
Provision and installation of Expansion Cards (provide itemized list and costing)	1		
Provision and installation of replacement components (including batteries) – Repairs (provide itemized list and costing)	1		
Provision and installation of addressable Smoke and / Heat detector unit/s and associated consumables including disposal cost of non-functional and / or outdated units.	1		
Provision and installation of Emergency Call Point/s and associated consumables	1		
Emergency Call-Outs:			
Office Hours per hour	1		
After Hours per hour	1		
Weekends including Sundays per hour	1		
Public Holidays per hour	1		
Transportation per Km	1		
Provision and upkeep of service and maintenance records for emergency response system	1		
TOTAL (VAT INCLUSIVE)			

NB: BIDDER MAY SUBMIT AND ATTACH A SEPARATE QUOTATION WITH THEIR PRICE BREAKDOWN OF THE PROCUREMENT REQUEST.

- Bidders are to complete all SBD documents, Bidders will be disqualified if SBD 4 and 6.1 is not fully completed and signed.
- If all bids received are more than R1000 000, the sourcing request is automatically cancelled and will be re-issued.

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

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.

2.2 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.
- 3.4 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

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.

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

PREFERENCE POINTS CLAIMED (SBD 6.1)

PREFERENCE POINTS CLAIM FORM

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

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
<p>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.</p> <p>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.</p> <p>2. DEFINITIONS</p> <p>2.1. “B-BBEE” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;</p> <p>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;</p> <p>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;</p> <p>2.4. “Broad-Based Black Economic Empowerment Act” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);</p> <p>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;</p> <p>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.</p> <p>2.7. “prices” includes all applicable taxes less all unconditional discounts;</p> <p>2.8. “proof of B-BBEE status level of contributor” means:</p> <p style="padding-left: 40px;">2.8.1. B-BBEE Status level certificate issued by an authorized body or person;</p> <p style="padding-left: 40px;">2.8.2. A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;</p> <p style="padding-left: 40px;">2.8.3. Any other requirement prescribed in terms of the B-BBEE Act;</p> <p>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;</p> <p>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;</p> <p>3. POINTS AWARDED FOR PRICE</p>	

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

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

or

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1. 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	
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- 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	
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7.1.1.5. Specify, by ticking the appropriate box, if subcontracting with an enterprisei:

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

☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7. Total number of years the company/firm has been in business:

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:

8.8.1. The information furnished is true and correct;

- 8.8.2. The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- 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;
- 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 –
- 8.8.4.1. disqualify the person from the bidding process;
 - 8.8.4.2. recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - 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;
 - 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
 - 8.8.4.5. forward the matter for criminal prosecution.

By signing this request for order form the supplier offers to supply the goods or service in respect of **RFQ** and **Description** of goods or services

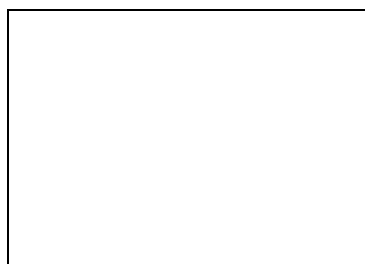
_____, as described in this document.

Signature

Date

Print name: _____

On Behalf of the Supplier (duly authorized)



COMPANY STAMP

Note: It is advised that documents be returned in PDF