

Didacta Building  
211 Nana Sita Street  
Pretoria

Private Bag 1758  
Pretoria  
0001

<b>REQUEST FOR QUOTATION (RFQ) NUMBER:</b>	<b>RFQ/11/2026-2027</b> (Please use this number as reference when sending quotations and supporting documentation)
<b>DESCRIPTION</b>	The National Research Foundation  SAASTA (NRF-SAASTA) wishes to appoint a suitable CIDB grade 2 GB (or higher) service provider to modify the currently installed Gutter System, Carport repairs and Office renovations.
<b>RFQ ISSUED DATE</b>	<b>23 April 2026</b>
<b>RFQ VALIDITY PERIOD</b>	60 days from the closing date.
<b>CLOSING DATE</b>	<b>11 May 2026</b>
<b>CLOSING TIME</b>	<b>11:00 AM</b>
<b>EXPECTED DATE SERVICES IS REQUIRED</b>	<b>May/June 2026</b>
<b>COMPULSORY BRIEFING SESSION/ SITE BRIEFING/SITE INSPECTION</b>	<b>YES</b>
<b>DATE OF COMPULSORY SITE BRIEFING/SITE INSPECTION</b>	<b>Date:</b> Monday 4 May 2026 <b>Time:</b> 10:00 <b>Venue:</b> SAASTA, 211 Nana Sita Street, Pretoria CBD
<b>DELIVERY ADDRESS OF GOODS/SERVICES</b>	SAASTA, 211 Nana Sita Street, Pretoria CBD
<b>RFQ RESPONSES MUST BE EMAILED TO:</b>	All quotations should be emailed to <a href="mailto:quotes2@saasta.nrf.ac.za">quotes2@saasta.nrf.ac.za</a> . Failure to follow these instructions will result in your quote not being considered.
<b>ENQUIRIES REGARDING THIS RFQ SHOULD BE SUBMITTED VIA E-MAIL TO</b>	Enquires can be directed at this e-mail address <a href="mailto:S.suke@saasta.nrf.ac.za">S.suke@saasta.nrf.ac.za</a> , you may contact Silence Suke on 012 392 9380

**Important Notes to this RFQ:**

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

**Prohibition of Gifts & Hospitality:**

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

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

**SERVICE PROVIDER/SUPPLIER:** .....  
**REGISTRATION NUMBER:** .....  
**CSD REGISTRATION NUMBER:** .....  
**ADDRESS:** .....  
**CONTACT PERSON:** .....  
**TEL:** .....

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

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

\*2 It should be noted that written price quotation / RFQ bidding method is applicable to written price quotations from R2 000.00 up to the rand value of less than R 1 000 000. 00. (Vat inclusive).

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

I have read and understood the conditions of this RFQ;

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

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Capacity:** \_\_\_\_\_

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

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

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

The South African Agency for Science and Technology Advancement is a business unit of the National Research Foundation (NRF) tasked with coordinating public awareness, appreciation and engagement in science, technology and innovation (STI) across South Africa to foster a scientifically literate nation.

**2. BACKGROUND OF THE PROJECT**

The Didacta building has been experiencing ongoing challenges with stormwater control, particularly during periods of heavy rainfall. The existing gutter system is not adequate to handle the increased water volumes, resulting in frequent overflows affecting some offices on the second floor (office number 201,202,203 and 211) and a heightened risk of leaks and structural deterioration.

These issues present several concerns, including potential damage to the building envelope, furniture and increased maintenance interventions, and safety risks caused by slippery or damp areas. Continued exposure to excessive water may also lead to operational disruptions and premature wear of building components.

To address these challenges, it is proposed that the current gutters be modified and upgraded to accommodate higher stormwater capacity rerouting the captured water for disposal. This intervention will enhance drainage efficiency, protect the building's structural integrity, reduce long-term maintenance costs, and ensure a safer environment for occupants.

In addition, the offices currently affected are to be renovated to be habitable and good condition for occupancy.

One of the carports has been accidentally crashed into and an upright pole broke off and needs to be replaced.

**3. DETAILED SPECIFICATION**

The following services are needed from the successful construction company:

Item	Description	Unit	Quan
1.	Safety File	Each	1
2.	Removal and re-installation of flashing and roof covering	M	25
3.	Core Drilling 117mm through slab	Each	8
4.	Supply, deliver and install Down Pipes PVC (industrial c/w shoes, eave offsets elbows etc...) 110mm and painted same as pillars	M	80
5.	Supply, deliver and install a Grey/Charcoal Chromadek Box Gutter 550 Girth	M	25
6.	Consumables (Brackets, Corners, Holderbats)	Each	1
7.	Scaffolding	Each	1
8.	<b>SUPPLY DELIVER AND INSTALL DRYWALL:</b> Remove a portion of the current partition and supply, deliver and install a 90mm thick x	Each	1

	4500mm wide x 3200mm high dry wall, all visible joints to be skimmed to a smooth finish and to be mounted with 75mm studs from floor to ceiling		
9.	<b>SUPPLY DELIVER AND APPLY PAINT FOR WALLS &amp; CEILINGS:</b> Wash down well with sugar soap, rinse with clean water and allow to dry, remove loose and flaking paint, make good cracks and defect with an external filler, allow to dry and sand smooth, spot prime bare and repaired areas with plastered primer thinned 20% with mineral turpentine and universal undercoat to repaired areas and apply two full coats washable mat enamel paint on previously painted surfaces in fair condition. Plascon: Fresh Linen Y3-E2-3 for walls; Offices – 201, 202, 203 & 241	M2	300
10.	<b>SUPPLY DELIVER AND INSTALL CARPET:</b> Remove the current Tile carpet and supply, deliver and install Tile Carpet, thickness +/- 7.00mm x stainproof miracle fibre,60cm x 60cm. Charcoal coal colour to be confirmed with appointed bidder. Offices – 201,202 & 241	M2	51
11.	<b>CARPENTRY REPAIR:</b> Removal of the current Whole damaged upright pole, 5 affected Galvanised roof sheets, supply, deliver and install a steel pole 76mm x76 mm x2mm, pole height to be the same as the other poles height 2.5m; Pole to be planted in 15mpa concrete 400mm x 400mm, topped with tar and base plate to be 3mm x 200mm x200mm; The structure to be supported by using 5m x 50mm x 50mm x 20mm x 2mm lip channel and cross beams 100mm x 50mm 20mm x 2mm lip channel to support the roof; 5 6m x Galvanized 0.5mm hardened IBR roof sheets to be used; 85mm Self drill screws with 22mm bonded washers are to be used to secure the roof sheets; All steel material must be treated with rust protector. Supply, deliver and paint the lip channels 275m with Gun metal grey lead-free exterior paint with a glossy finish to be used on all inner and support structures	Each	1

## **Annex D : EVALUATION CRITERIA**

The evaluation criteria will be based on the following requirements:

### **Stage 1: Mandatory requirements**

<b>DESCRIPTION</b>	<b>TECHNICAL BID EVALUATION CRITERIA</b>
The bidder must supply proof of a valid CIDB grade 2 GB or higher registration certificate	<input type="checkbox"/> Go <input type="checkbox"/> No Go
<p>The bidder must submit Two (2) written references with contact details for those customers for whom the service provider has completed work within the last sixty months that meet the minimum threshold of “Meets requirements.”</p> <p>Meet the minimum threshold of “Meets requirements” means that the Two (2) written references:</p> <ol style="list-style-type: none"> <li>i. has contact details of the referee,</li> <li>ii. must be signed and dated by the referee,</li> <li>iii. not older than sixty months,</li> <li>iv. must talk to work similar or related to building construction services/renovations and</li> <li>v. Indicate that the work performed by the bidder was satisfactory.</li> </ol>	<input type="checkbox"/> Go <input type="checkbox"/> No Go
The bidder must supply a valid COIDA letter of good standing certificate	<input type="checkbox"/> Go <input type="checkbox"/> No Go
The Bidder must submit a valid Certificate of public liability insurance cover of R500 000.00 or higher or letter of intent	<input type="checkbox"/> Go <input type="checkbox"/> No Go
The bidder submit a CV of the construction manager; National building Diploma or equivalent/higher qualification; Minimum of 5 Years' experience in building site management	<input type="checkbox"/> Go <input type="checkbox"/> No Go
The bidder must submit CV of the SHE officer; Relevant degree / diploma; Minimum of 3 Years' experience as a SHE Representative on projects of a similar nature ; Registered with SACPCMP as a Health and Safety Officer.	<input type="checkbox"/> Go <input type="checkbox"/> No Go

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

### **Evaluation: Price and NRF-SAASTA specific goals:**

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

## **Annex E : COST BREAK DOWN**

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

### **NB: Price calculation Guide to be aligned to the quotation**

No	Description	Unit of Measure	Quantity	Unit Price	Total VAT inclusive
1.	Safety File	Each	1		
2.	Removal and re-installation of flashing and roof covering	M	25		
3.	Core Drilling 117mm through slab	Each	8		
4.	Supply, deliver and install Down Pipes PVC (industrial c/w shoes, eave offsets elbows etc...) 110mm and painted same as pillars	M	80		
5.	Supply, deliver and install a Grey/Charcoal Chromadek Box Gutter 550 Girth	M	25		
6.	Consumables (brackets, corners, holderbats)	Each	1		
7.	Scaffolding	Each	1		
8.	Supply deliver and Install drywall:	Each	1		
9.	Supply deliver and apply paint for walls & ceilings	M2	300		
10.	Supply deliver and install carpet:	M2	51		
11.	Carport repair:	Each	1		
<b>Sub total</b>					

Contingency	10%	
Total VAT inclusive		

## **Annex F :** STANDARD BIDDING DOCUMENTS

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[SCM-Bid documents SBD 1](#)

[SCM-Bid documents SBD 4](#)

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