

Didacta Building
Private Bag 1758
211 Nana Sita Street
Pretoria
Pretoria

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REQUEST FOR QUOTATION (RFQ) NUMBER:	RFQ-137-2025-2026 (Please use this number as reference when sending quotations and supporting documentation)
DESCRIPTION	The National Research Foundation- SAASTA (NRF-SAASTA) wishes to appoint a valid SACPCMP registered suitable service provider as the project manager for the procurement and installation of a Photovoltaic/solar system inclusive of Battery bank in the Didacta building.
RFQ ISSUED DATE	20 October 2025
RFQ VALIDITY PERIOD	60 days from the closing date.
CLOSING DATE	04 November 2025
CLOSING TIME	11:00 AM
EXPECTED DATE SERVICES IS REQUIRED	To be confirmed after the order
NON-COMPULSORY BRIEFING SESSION/ SITE VISIT/SITE INSPECTION	Date: Tuesday 28 October 2025 Time: 10:00 am Venue: Didacta Building 211 Nana Sita Pretoria Central, SAASTA
DELIVERY ADDRESS OF GOODS/SERVICES	Didacta Building 211 Nana Sita Pretoria Central, SAASTA
RFQ RESPONSES MUST BE EMAILED TO:	All quotations should be emailed to quotes2@saasta.nrf.ac.za . Failure to follow these instructions will result in your quote not being considered.
ENQUIRIES REGARDING THIS RFQ SHOULD BE SUBMITTED VIA E-MAIL TO	Enquiries can be directed at this e-mail address S.suke@saasta.nrf.ac.za , 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)
- 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 CSD no (MAAA.....)
- Supplier must provide a original or copy of certified of SANAS accredited BBBEE Certificate or Sworn Affidavit;

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 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 up to the rand value of less than R 1 000 000. 00. (Vat inclusive).

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

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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>

Annex C :

RFQ SPECIFICATION

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

South African Agency for Science and Technology Advancement (NRF-SAASTA) is a business unit of the NRF, and its primary function is to advance public awareness, appreciation, and engagement of science, engineering, and technology (SET) in southern Africa.

2. BACKGROUND OF THE PROJECT

The National Research Foundation - South African Agency for Science and Technology Advancement (NRF-SAASTA) wishes to appoint a valid SACPCMP registered suitable service provider as the project manager for the procurement and installation of a Photovoltaic/solar system inclusive of Battery bank at the Didacta building.

3. DETAILED SPECIFICATION

BRIEF DESCRIPTION OF ITEM(S)/SERVICE(S) REQUIRED	UNIT OF MEASURE	Duration	QUANTITY OF ITEM(S)
The scope below is a minimum requirement as indicated by the client and the bidder must indicate these items in their detailed pricing schedule. 1. Description of the Services The NRF requires a qualified project manager to perform full project manager (PM) duties for procurement and installation of photovoltaic/solar system at the Didacta building inclusive of contract management, bills of quantities and being part of the procurement committees on advisory basis. 2. Project description The project is for procuring and installing the photovoltaic/solar system inclusive of battery bank to generate maximum work hours run time, the HVAC system and the fire suppression system at the Didacta building 3. Extent of the Services The specific project management services required on this project and referred to above, entail the following: 3.1 Full services • Establishment of an effective liaison with potential contractors • Assessment of the site and data collection (which includes market analysis), system sizing, cost estimation, report for business case purposes	Each	12 months	1

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• Develop technical specifications • Preparation of bills of quantities for all work ("all work" shall include inter alia electrical, mechanical and any other engineering work); • Administration and management of the contract; • Submission of monthly status and cost reports covering all aspects of the work in the prescribed formats "Contract Status Report". • Certification of the works done. 3.2 Use of reasonable skill and care It will be expected of the service provider to apply reasonable skills and due diligence in the execution of the duties stipulated in this document. Although the service provider's documents may be scrutinised by the NRF, this shall in no way relieve the service provider of their professional responsibility for the proper and prompt execution of their duties. The NRF shall also be entitled to have any document or calculations verified by others. In the event of mal performance, default or negligence, the NRF shall have the right to claim compensation or damages and set off such against any amount payable. During assessment of any existing facilities, which may have a direct bearing on the Project, the service provider shall determine deficiencies with such facilities in terms of the Occupational Health and Safety Act, 1993 (act 85 of 1993), the SANS 10400, etc. and recommend measures to rectify those during the project execution phase. The NRF's representative shall be notified by the service provider and their personnel of any transgression of inter alia the Occupational Health and Safety Act, 1993 (Act 85 of 1993) and environmental legislation during the service provides operation pertaining to the contract regardless of who may be involved. 3.3 Co-operation with other service providers It will be required of the service provider to co-operate with the following if applicable: Professional Service Providers • Architects and Quantity surveyor • Structural & Civil Engineers • Electrical & Mechanical Engineers • OHSA agents 4. Brief			
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4.1 Target dates and times The project manager will be expected throughout to give preference to the execution of the work involved in this commission. The work of all project stakeholders will be co-ordinated by the project manager. During the construction phase of the project, the project manager will obtain a construction programme from the main contractor, to continuously monitor progress and to take whichever steps necessary. This will be done in collaboration with the rest of the professional team. 4.2 Reporting requirements Notwithstanding any other requirements as listed elsewhere, the project manager shall submit a monthly report indicating progress of the project. 4.3 Final disposal of documents Upon approval and finalisation of the final invoice or payment certificate of the project, it is a requirement that the service provider deliver to the nominated representative of the NRF all invoice or payment certificates relating to this service.			
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Evidence of Supplier Capacity and Capability

- Bidder must submit proof of Registration with a professional engineering association as a Professional Engineer (PrEnG) or a valid license from the Engineering Council of South Africa (ECSA).
- Bidder must submit proof of registration with South African Council for Project and Construction Management Professions (SACPCMP) as a project manager.
- Bidder must submit a minimum of one (1) written reference letter and/or completion certificate relating to similar work from previous and present customers/ clients which is dated and signed. The reference must include details which the customer/ client declares the following: Value of the contract work; Satisfaction with the work done.
- Bidder must submit proof that Electrical Engineer have at least a bachelor's degree in electrical engineering or electrical engineering technology certificate from an accredited institution and also submit accredited Solar PV Training certificate.
- Bidder must submit proof of professional indemnity insurance of not less than 2 million rand or letter of intent
- Bidder must submit a portfolio of relevant work (minimum of 2 projects) to be submitted

PRICING

Basis of remuneration, method of tendering and estimated fees are:

Professional fees for services will be paid on a basic fee calculated on the value for fee purposes.

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As the cost of works decreases or increases the percentage fee should be adjusted up or down, generally in accordance with the guideline in paragraph 4.3.4 in the Government Gazette Nr.37102 of December 2013.

Disbursements in respect of all travelling and related expenses (including all travelling costs, time charges and subsistence allowances related thereto) will not be paid for. Bidders must make provision for and include all such when calculating the basic fee.

The site must be visited as often as the work requires for the execution of all duties on the Project. The project manager must be available at 24 hours' notice to visit the site if so required. All costs for traveling must be included in total fees.

All invoices or payment certificates are to be signed by the principal of the service provider and submitted in original format, failing which the invoices or payment certificates will be returned. Copies, facsimiles, electronic and other versions of invoices or payment certificates will not be considered for payment. Payments to the service provider will be made electronically according to the banking details furnished by the service provider. Any change in such banking details must be communicated to the NRF's representative timeously. Invoices or payment certificates, correct in all respects, will be deemed submitted when received by the NRF and settled when electronically processed by the NRF. The NRF reserves the right to dispute the whole invoices or payment certificates, any item or part of an item at any time and will deal with such case in terms of the General Conditions of Contract.

Invoices or payment certificates for services rendered may be submitted on the successful completion of each stage of work. Payment of invoices or payment certificates rendered will be subject to the checking thereof by the representative of the NRF. The NRF reserves the right to amend the amount claimed in order to conform to the rates stipulated in this contract and make payment on the basis of the balance of the account in accordance with the General Conditions of Contract.

Should the documents for procurement of construction contracts contain any errors made by the quantity surveyor, the total value of such errors will be deducted from the final invoice on this project.

The cost of all site Personnel, rendering standard services, will be deemed to be included in the applicable fees as stated above.

Activity Schedule

The bidder must make provision for all activities necessary for the execution of the service as set out in the scope of services.

Annex D : EVALUATION CRITERIA

The evaluation criteria will be based on the following requirements:

1. Stage 1 - Technical Evaluation

CRITERION	GRADING SCHEME	MINIMUM REQUIRED GRADE
a. Bidder must submit proof of Registration with a professional engineering association as a Professional Engineer (PrEnG) or a valid license from the Engineering Council of South Africa (ECSA).	Go/No Go	Go
b. Bidder must submit proof of registration with South African Council for Project and Construction Management Professions (SACPCMP) as a project manager.	Go/No Go	Go
c. Bidder must submit a minimum of one (1) written reference letter and/or completion certificate relating to similar work from previous and present customers/ clients which is dated and signed. The reference must include details which the customer/ client declares the following:	Go/No Go	Go
i. Value of the contract works.	Go/No Go	Go
ii. Satisfaction with the work done.	Go/No Go	Go
d. Bidder must submit proof that Electrical Engineer have at least a bachelor's degree in electrical engineering or electrical engineering technology certificate from an accredited institution and also submit accredited Solar PV Training certificate.	Go/No Go	Go
e. Bidder must submit proof of professional indemnity insurance of not less than 2 million rand or letter of intent	Go/No Go	Go
f. Bidder must submit a portfolio of relevant work (minimum of 2 projects) to be submitted	Go/No Go	Go

2. **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.	Total Project Management Service and Administration costs.	Each	1		
2.	Registration of the small-scale alternative power with City of Tshwane Municipality.	Each	1		
Total VAT inclusive					

Annex F : **STANDARD BIDDING DOCUMENTS**

[SCM-Bid documents SBD 1](#)

[SCM-Bid documents SBD 4](#)

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