

REQUEST FOR QUOTATIONS (RFQ)

GOODS	X
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SERVICE	X
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DESCRIPTION:	Provision of CCTV & Access Control Services and Goods at the South African Astronomical Observatory (SAAO), Cape Town Site, in Observatory – Western Cape for a Period of 1 Year		
RFQ NUMBER:	NRF/SAAO/RFQ/116043		
DATE ISSUED:	25 February 2026		
BRIEFING SESSION	SAAO, 2 Observatory Rd, Observatory, Cape Town, 7925 Date: Thursday, 05 March 2026 Time: 11:30 pm Venue: Auditorium, South African Astronomical Observatory (SAAO), Cape Town		
CLOSING DATE AND TIME:	Friday, 13 March 2026 at 16:00 pm		
QUOTATIONS TO BE SUBMITTED TO:	scm@saa.ac.za		
PREFERENCE POINTS SYSTEM:	80/20		
DELIVERY INFORMATION – N/A			
LOCATION:	SAAO , 2 Observatory Road, Observatory, Cape Town, 7925		
LEAD TIME (purchase order date)	"As and when required"		
Enquiries relating to:			
Bidding procedures may be directed to:		Technical enquiries may be directed to:	
Contact person:	SCM	Contact person:	Eugene Lakey
E- Mail address:	scm@saa.ac.za	E- Mail address:	scm@saa.ac.za
Telephone No:	021 210 1634	Telephone No:	

SUPPLIER INFORMATION

Name of Bidder Name:																					
Street Address:																					
Telephone Number																					
Code				Number																	
Cell Phone Number																					
Code				Number																	
Facsimile Number																					
Code				Number																	
E-Mail Address																					
VAT Registration Number																					
Tax Compliance Status			Tax Compliance System PIN			OR			Central Supplier Database No.			MAAA									
B-BBEE Status Level Verification Certificate				Tick 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-based 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: 80%;">Is the entity a resident of the Republic of South Africa (RSA)?</td> <td style="width: 20%; 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
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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. THE REQUIREMENTS OF THIS RFQ

SAAO invites the submission of quotations for the following:

2.1. The need for this procurement within SAAO

The purpose of this Request for Quotation (RFQ) is to appoint a suitable service provider for the supply and maintaining of a CCTV and Access Control systems for a period of 12 months at the premise of the South African Astronomical Observatory (SAAO), Observatory, Cape Town.

2.2. Summary

- a. **Project Title:** Provision of CCTV & Access Control Services at the South African Astronomical, Cape Town Site, in Observatory, Western Cape for a Period of 1 Year (12 months);
- b. **Location:** 2 Observatory Road, Observatory, Cape Town;
- c. **Contract Duration:** Twelve (12) months from date of commencement or until contract value is reached, with the right to terminate on one month's notice;
- d. **Service Nature:** As-and-when required (non-performance may lead to termination); and
- e. **SAAO reserves the right to cancel the contract due to non-performance.**

3. SUPPLY SPECIFICATIONS

This document set out requirements for contracting with a service provider(s) for the provision of:

- a. The appointment of a service provider to provide PSIRA registered Impro security access control and CCTV systems to install and maintenance the necessary CCTV monitoring, access control services and access gate & boom systems at SAAO Cape Town in Observatory; and
- b. The objective of this bid is to appoint a suitable Impro security access control, CCTV system and access gate & boom systems provider that can provide assurance to SAAO Management in discharging its responsibilities regarding Impro security access control and CCTV systems.

3.1. Technical Specification

The service provider 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 and SAAO working procedures, as well as any applicable governing law and/or regulations.

The contractor 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).

The contractors must make provision for a **safety file** which must be handed to the **SAAO SHE Representative** prior to commencement of any work and be kept up-to-date at all times.

The security access control system installation and service function is to assist SAAO to accomplish its risk management objectives by ensuring the effectiveness of its access control and CCTV systems within SAAO and Remote/local site.

The bidder must demonstrate the capability to perform effective Impro security access control and CCTV system installation and maintenance services in accordance with all legal and statutory requirements.

The entire security system will be for allowing access to the site and various buildings:

- a. for staff members and visitors; and
- b. for identification, recognition, detection and for monitoring of access to the site and buildings.

Service providers are herewith invited to submit proposal for security access control and CCTV system services:

- a. Supply and installations of:
 - o Access control;
 - o Sliding gate;
 - o Boom gates;
 - o Alarm systems; and
 - o CCTV system.
- b. Integrating newly installed units with existing systems;
- c. Commissioning of the new installations for the various security systems; and
- d. Maintenance of the above-mentioned security systems.

Current systems in use at SAAO:

- a. A CCTV Surveillance System comprising of Hikvision cameras and IVMS channel recording software;
- b. Centurion D10 sliding gate;
- c. BoomGate access booms;
- d. ADT Emergency Armed Response;
- e. Impro Portal Pro Access Control system with card readers/terminals running; and
- f. McClean museum building has a separate Dahua camera system and running on smart PSS recording monitoring software.

3.2. Maintenance Services:

Execution and maintenance of the Impro security access control, CCTV systems & alarm systems, and vehicle & pedestrian boom gate access systems:

- a. Perform quarterly checks/backups on the system and hardware;
- b. Perform repairs in case of breakdowns. Provide spares and all necessary items to restore services;

- c. Perform unit/system replacement/upgrades in case of major failure or system being absolute or uneconomical to repair;
- d. Conduct all necessary electrical installation and provide certificate of compliance (CoC) when necessary;
- e. Commissioning of the new Security Access Control and CCTV System and provide site acceptance test documents;
- f. Provide a 12-month maintenance and guarantee/warranty on all new installations for workmanship and materials used;
- g. Attendance and reporting to the SAAO Cape Town Site Management on quarterly or regular basis any significant findings identified; and
- h. The performance of any other ad-hoc requirement requested by SAAO Management on quotation basis.

3.3. General

- a. Demonstrate experience and expertise in Security Access Control, CCTV Systems, Burglar alarm systems, and vehicle & pedestrian boom gate access systems compliance with applicable laws and regulations;
- b. The service provider must provide all equipment, materials, labour, and transport to comprehensively execute Security Access Control, CCTV System, Burglar alarm systems, and vehicle & pedestrian boom gate access systems services;
- c. The Contractor will be responsible for providing staff which are sufficiently skilled and qualified for successful execution of the works;
- d. Provide quoted prices which is inclusive of all items (e.g.: preparation, material, labour, and transport costs);
- e. All Impro Security Access Control, BoomGate, Centurion sliding gate and CCTV System service reports and working papers shall remain the property of SAAO;
- f. The supplier must create and submit an OHS Safety file;
- g. Inspection, testing, repairing and maintaining of surveillance systems including all connected equipment to the surveillance system; and
- h. Impro Version ITRT – new version.

We require experienced service provider to provide preventative maintenance of the CCTV surveillance, alarms and access control system at the SAAO buildings. This will include maintenance of existing equipment as well as emergency and ad hoc call outs and repairs.

4. SERVICE AND GOODS REQUIREMENTS

The successful bidder will be required to provide the following technical services and goods on a regular and an ad-hoc basis:

4.1. Items:

Number	Item
1	Network Recording channel recording software
2	CCTV cameras and housing
3	CCTV Monitors
4	CCTV Computer and network connections
5	Access control boom gates
6	Access Control software
7	Access control terminal
8	Maintenance Schedule

4.2. Descriptions:

Item	Description
1. Network Recording channel recording software	<ul style="list-style-type: none"> o Check if date and time are correct in menu setup and correct for any faults o View quality of playback/retrieved images to ensure that recording has taken place o Check functionality and clean exterior of NVR o Verify the recording time and date of NVR o Check functionality and clean exterior of remote viewer o Clean and adjust cameras o Defrag drives o Ensure database is maintained and monitored o Footage must be available for a minimum of 6 weeks o Inspect the software loaded on the server o Check that the license is still valid and upgrade software which are offered free of charge or inform SAAO of financial implications for approval o Check all back-up power supply
2 CCTV cameras and housing	<ul style="list-style-type: none"> o Inspecting field of view for desired coverage o Focusing camera correctly on points o Adjust and clean cameras and lenses o Check general condition of wiring (damage, burnt, lose) o Backup and restore CCTV data o That all cameras are available on the network o Check all power switches and connections o Microphone and speakers are working effectively
3 CCTV Monitors	<ul style="list-style-type: none"> o Check functionality and connectivity to host computer server

		<ul style="list-style-type: none"> o Check general condition of wiring (damage, burnt, lose) o Check all back-up power supply
4	CCTV host computer server	<ul style="list-style-type: none"> o Inspect the latest software is loaded on the server o Check that all software licenses are still valid and upgrade software which are offered free of charge or inform SAAO of financial implications for approval o Check all back-up power supply
5	Access control boom gates	<ul style="list-style-type: none"> o Boom gates <ul style="list-style-type: none"> • Check functionality and clean exterior • Check relays, indicator LED lights and remotes • Check general condition of wiring (damage, burnt, lose) • Check all back-up power supply o Sliding gate <ul style="list-style-type: none"> • Check functionality – wheels and smooth motion of gate motor • Check relays, indicator LED lights and remotes • Check general condition of wiring (damage, burnt, lose) • Check all back-up power supply
6	Access Control software	<ul style="list-style-type: none"> o Inspect the software loaded on the server computer o Check that the license is still valid and upgrade software which are offered free of charge or inform SAAO of financial implications for approval
7	Access control terminal	<ul style="list-style-type: none"> o Check functionality o Check all back-up power supply
8	Maintenance Schedule	<ul style="list-style-type: none"> o Provide report based on findings on regular quarterly intervals or as necessary required

- a. The successful service provider will be responsible for the provision of preventative maintenance service on ad-hoc basis as and when needed at the SAAO Cape Town office.
- b. The bidder will be required to respond to system faults on call-outs.

4.3. Control of work and Quality Assurance

- a. The delivery of goods and services to SAAO shall be carried out with best quality and to an industry-acceptable high-class of workmanship for the entire SAAO security system products used and should be certified with SABS or equivalent quality standards;
- b. In the event where SAAO elects to accept an alternative product purported to be equal/similar by the tenderer, acceptance of the product(s) will be conditional on SAAO's inspection and testing after receipt;
- c. It is an essential element of this contract that the control of the work, the Quality Control and Quality Assurance falls under the direct control of the successful Contractor; and
- d. 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.

Attention to detail is of prime importance. Should the quality be of not an unacceptable standard, the representative of SAAO will stop the Works and no other work shall continue until the quality is of an acceptable standard

If, in the sole judgment of SAAO, the product is determined not to be equal/similar, the item shall be collected by the service provider and a correct item need to be delivered and all work shall be carried out in accordance with prevailing industry norms and best practices.

The Contractor shall maintain good housekeeping standards in the area where he is working for the duration of the contract.

4.4. Guarantee

All new equipment, materials, workmanship, repaired are furnished with a written guarantee which includes a defects liability period from date of issue of the guarantee as prescribed by the manufacturer.

4.5. Response & Call-out Response times

- a. SAAO operates 24/7 with normal office hours 8:00 to 16:00 hence the contractor will be required to respond to a work instruction from SAAO within 24 hours;
- b. For emergency repairs the contractor shall ensure at any time of the day or night, seven (7) days a week, inclusive of all statutory holidays, throughout the contract period, that appropriate staff are available to respond to call-outs; and
- c. The response times to call-outs must be within 4 hours from being notified.

5. PRICING SCHEDULE

5.1. Detailed 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 any additional items should be priced but were not included as part of the original scope of work, please submit separate quotation on the respondent's company letterhead.

ITEM NO.	DESCRIPTION	QTY	UNIT PRICE PER ITEM
CCTV - closed-circuit television video surveillance			
All camera equipment should be Hikvision or equivalent and compliant equipment.			
1	Hikvision 4mm powered by darkfighter technology built in microphone & speaker	1	
2	Hikvision 4mm powered by darkfighter fixed turret network camera.	1	
3	Hikvision 4mm powered by darkfighter technology fixed dome network camera.	1	
4	Microphone for camera	1	
5	Microphone stereo jack camera	1	
6	Hikvision Thermal & Optical bi-spectrum camera with a minimum focusing distance of 30m or equivalent	1	
7	Hikvision 2.8-12mm 4MP Camera for facial recognition or equivalent	1	
8	Mild Steel camera cage. Made from mesh and flat bar. Sprayed Matt Black Metal cages (300x300)mm	1	
9	Galvanised L-Shape pole (5000x1000 x100x100)mm	1	
10	Galvanised L-Shape pole (6000x1000 x100x100)mm	1	
11	Camera Mounting boxes minimum size of (100x100)mm	1	
12	8 Port POE 10/100 Switch	1	

13	16 Port gigabit POE switch	1	
14	24 Port gigabit POE switch	1	
15	Cat5e shielded UV protected cable per meter	1	
16	25mm 90 degree bends	1	
17	Blank Box (4x4)	1	
18	Blank Box (4x2)	1	
19	Server Cabinet 12 U	1	
20	Server Cabinet 9 U	1	
21	9U mini server cabinet (swing frame)	1	
22	10 TB HDD Surveillance Hard drive	1	
23	32 Channel Hikvision NVR AcuSense or equivalent	1	
24	64 Channel Hikvision NVR AcuSense or equivalent	1	
25	Network point – per point.	1	
26	25mm PVC End boxes	1	
27	(40x40) Trunking	1	
28	(16x16) Trunking	1	
29	(25x16) Trunking	1	
30	25mm Couplings	1	
31	25mm Conduit	1	
32	Red plug tops	1	
Intercom System:			
The intercom system should be Commax or equivalent and compliant equipment			
33	Commax intercom kit or equivalent	1	
34	Rain Shield	1	
35	Galvanised Gooseneck	1	
36	Aluminium Push Buttons	1	
37	Aluminium surface mounting boxes (for Push Buttons)	1	

38	Centurion Blue Remotes or equivalent - per remote	1	
Monitors			
39	32 inch monitor HD non-smart – TV screen	1	
40	40 inch monitor HD non-smart - TV screen	1	
41	55 inch monitor HD non smart - TV screen	1	
42	60 inch monitor HD non smart - TV screen	1	
43	Fixing bracket for monitor	1	
Boom Gate:			
The Boom Gate system should be Centurion & BoomGate Systems or equivalent and compliant equipment			
44	Centurion Sector II 3m High Volume Barrier Kit or equivalent	1	
45	Loop detector	1	
46	Control cards	1	
47	Centurion D10 motor (minimum) or equivalent	1	
48	DC Blue advance 24V Battery Back-up motor complete with Transmitter or equivalent	1	
49	Centurion Sector boom or equivalent	1	
50	Centurion control card or equivalent	1	
51	Safety loop	1	
52	Manual push button and boom pole	1	
53	Centurion D10 gate motor remote (minimum) or equivalent	1	
54	Centurion safety beams or equivalent	1	
55	Gate motor track per running metre	1	
56	Gate wheels per set of wheels with steel bearings & rubber seals (indicate the wheel material - stainless steel or PVC)	1	
57	Video Intercom 1-2-1	1	
UPS & Batteries			
58	Securi-Prod 3 Amp 12V UPS	1	
59	Securi-Prod 5 Amp 12V UPS	1	
60	1KVA UPS online	1	

61	12V 7 Ah gel battery	1	
62	12V 18 Ah gel battery	1	
Access control:			
The Access control system should be Impro Systems or equivalent and compliant equipment			
63	SW165 No Touch	1	
64	Impro AMR: Antenna non-keypad reader	1	
65	Break glass - Standard Green – Reusable	1	
66	Impro Cluster controller with no LCD supplied in plastic housing	1	
67	Maglock 280kg	1	
68	Maglock 600kg	1	
69	L Z brackets	1	
70	Impro tags box of 50 units	1	
71	Door closers mechanical 65kg	1	
72	Automatic Door Closer: Stainless Steel Spring Closer for Residential & Commercial Use - Adjustable & Surface Mounted	1	
Labour Rate (per hour):			
73	Technician (Mon to Fri 08:00 to 16:00)	Hr	
74	Technician Assistant (Mon to Fri 08:00 to 16:00)	Hr	
75	Technician (Mon to Fri after 16:00)	Hr	
76	Technician Assistant (Mon to Fri after 16:00)	Hr	
77	Technician (Saturday)	Hr	
78	Technician Assistant (Saturday)	Hr	
79	Technician (Sunday)	Hr	
80	Technician Assistant (Sunday)	Hr	
81	Public Holidays	Hr	
Occupational Health & Safety requirements			
82	SHEQ File – site specific once off	R	
Sundry Items			
83	Mileage per km (According to the current AA rates)	Km	

84	Proposed % mark up on materials	%	
85	Call-out fee – Cape Town	R	
SUB-TOTAL			
VAT (15%) – the current and prevailing SARS value-added tax rate applicable			
TOTAL PRICE			

5.2. Instructions:

- a. Bidders must price in accordance with the pricing schedules below, this will enable SAAO to compare priced offers.
- b. Failure to submit a priced offer using the prescribed schedules may make the bid liable for disqualification.
- c. A Detailed Breakdown of costs must be attached to all invoices. SAAO at times may require labour only as the material and equipment may be in stock or free issued to the contractor.
- d. All rates quoted as part of this bid will apply to *ad hoc* works as/when required (additional work outside scheduled maintenance).
- e. Do not leave any area blank in the pricing schedules.
- f. All payments will be made 30 days from receipt of invoice (and when the work was successfully completed).
- g. Payment for this contract will be against proven cost accompanied by receipts and work request report.
- h. Provision must be made for the contractor to visit site to inspect and provide a quotation as /when required prior to commencement of work.
- i. All transport, deliveries and travel cost must be included as part of the rates in the BOQ below.
- j. 3rd Party Procured Items – Equipment, Spares, Sub-Contracting and material will be charged at cost plus mark-up of percentage (%). – Mark-up must be inclusive of VAT. Please state percentage mark-up in the BOQ.
- k. The rate provided in the BOQ should include all necessary tools to be able to do the job on site.

All supplies/services required in this procurement contract are supplied in accordance with the following sub-processes:

- a. Request a detailed quotation/information/up to date information of the supply/service required;
- b. Evaluation of the quotation/information received against the contract and as and when required, requirements as specified on the request for information;
- c. Where necessary, request either further detail;
- d. Where necessary, negotiate upon value of supply quoted;

- e. The issue of an official Works/Supply Instruction Purchase Order for the agreed supply prior to the commencement of the delivery of such required supply; and
- f. The Purchase Order above specifies the exact description including catalogue numbers and unit pricing as in this contract as well as the quantity.

5.3. Contract Period

- a. The contract commences with immediate effect upon the SAAO issuing you with an official order confirmation and will continue for a period of one (1) year or once the contract value has been reached;
- b. The value will be advised upon the order; and
- c. The agreement may be terminated with one months' notice by either party or by mutual agreement.

5.4. Delivery Verification

- a. SAAO representative verifies both delivery and performance prior to signing a certificate of delivery/installation/progress milestone/commissioning, evidencing such performance; and
- b. The Contractor must ensure such signed approved verification accompanies the subsequent supplier invoice.

6. PERFORMANCE MANAGEMENT:

- a. The SAAO measures performance throughout the contract life;
- b. The SAAO has regular performance review with the contractor; and
- c. Where severe non-performance occurs will terminate the contract earlier in consultation with the contractor.

SPECIAL CONDITIONS FOR MANAGING THE CONTRACTUAL OBLIGATIONS		
SERVICE PERFORMANCE LEVELS (MANDATORY)		
Service being Measured	Measurement	Minimum level
CCTV, Access control & Boom Gate Services	Completion of repairs and maintenance as per the agreed programme and timeline.	The penalty per day will be calculated at 2% of the project value.
Certificate of Compliance	A Certificate of Compliance must be handed to the Site Services Manager (SAAO) upon completion of all works where COC is required.	100% Compliance to the Specifications on the RFQ. Failing to issue a valid COC will result in payment being held upon receipt of the COC.
Quality of work performed	Work must be completed with good quality standards maintained, with attention to detail.	100% Compliance to the Specifications as and when required. If the agreed standard is not met the contractor will complete the remedial work at their own cost (materials included).
Personal Protective Equipment and Clothing (PPE) and company identification	Contractors employees must wear the correct Personal Protective Equipment and Clothing (PPE) and company identification at all times.	Staff failing to wear the required PPE and company identification will be prohibited from working on site.
Health & Safety Administration	The HEALTH AND SAFETY SPECIFICATION AND OCCUPATIONAL HEALTH AND SAFETY ACT 37(2) AGREEMENT will be issued to the successful bidder.	Document must be completed prior to commencement of work.
Safety File	Submission Date – Safety File handed in to SAAO Safety Officer on the agreed date.	No work will commence prior to the receipt of the completed safety file



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.
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7. BID EVALUATION PROCESS

The RFQ will be evaluated in the following three phases:

Phase 1:	Administrative compliance/submission of all returnable documents and completion of all returnable schedules
Phase 2	Specification evaluation and eligibility
Phase 3:	<p>80/20 preferential point system in terms of PPPR22</p> <ul style="list-style-type: none"> - 80 – Price (VAT and all taxes included) - 20- Specific goals (BBBEE STATUS LEVEL) Refer to SBD6.1 - Specific goals: <i>relevant by 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)
Active CIDB requirement	1 EB or higher
Valid Working at Heights Certificate Submission of a valid Working at Heights certificate for all relevant personnel who will be assigned to the project, issued by an accredited training provider and compliant with applicable health and safety regulations.	M

CVs confirming the qualifications and experience of suitably qualified staff	M
PSIRA registered – valid Submission of proof of valid registration with the Private Security Industry Regulatory Authority (PSIRA) for the company and technicians who will be involved in this project	M
Product certificates – Hikvision, BoomGate Systems, Impro, At-the-Gate	M
Impro Certified Certificate – valid	M
Company Profile- A comprehensive company profile detailing the bidder’s background, years of operation, organisational structure, core services offered, relevant experience, and contact details.	M
Proof of address confirming that the bidder’s primary office is located within a 60 km radius of the SAAO Observatory, Cape Town (an acceptable proof is a recent utility bill not older than 3 months or a valid signed and dated lease agreement). Please note that the information provided will be subject to verification and may be confirmed through a site visit by SAAO	M
Submission of three (3) signed and dated reference letters for similar work or services in the CCTV and Access Control Service environment. The reference letters must be from previous clients and must relate to projects completed within the last thirty-six (36) months.	M
A portfolio of services covering a similar scope of work in a	M

<p>commercial environment as a CCTV and Access Control Service Provider (minimum of three (3) projects required). The listed projects/services must include the contract value, duration, and completion date, and should preferably have been completed within the last three (3) years</p>	
<p>Schedule of Sub-Contractors if applicable. The schedule must include Name, Function and Experience of the sub-contractor</p>	<p>Optional</p>
<p>Health & Safety Policy- A valid and current Health & Safety Policy outlining the bidder's commitment to occupational health and safety compliance, including applicable legislation, risk management procedures, and employee safety measures.</p>	<p>M</p>
<p>Valid COIDA - Supply a valid certificate of good standing from commissioner</p>	<p>M</p>
<p>Public Liability Insurance minimum R 1 million</p>	<p>M</p>
<p>Provide a site-specific health and safety file for Campus after signing SBD 7.2 contract</p>	<p>M</p>

8. 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; and
 - c) A QSE is required to submit a sworn affidavit confirming their annual total revenue of between R10 million and R50 million and level of black ownership or a B-BBEE level verification certificate to claim points. As per SBD 6.1.
- 4) **No award will be made to a service provider who is not registered on CSD.** To register <https://secure.csd.gov.za/>.
- 5) Quotations equal to above R 2000 (VAT included) must be accompanied by the relevant SBD documentation as per section 3 of this document for Quotations duly completed.
- 6) The successful provider will be the one scoring the highest points in the event of the lowest bid being higher than R 2000. (VAT inclusive).
- 7) For goods/ services below R 2000 the successful bidder will be one with cheapest acceptable quotation.
- 8) SAAO reserves the right to withdraw any invitation to quote and/or to re-advertise or to accept a part of it. SAAO does not bind itself to accepting the lowest quotation.
- 9) This request for quotations is subject to the National Treasury General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract.
- 10) **Payment terms is within 30 days from date of receipt of invoice and when goods have been delivered. (No Pre- Payment allowed).**
- 11) **Where supplier terms and conditions are different from SAAO set terms and conditions**

SBD4 - 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

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 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

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.



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 is 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).

1.2 To be completed by the organ of state

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

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- a) Price; and
- b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20

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

Where

- Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

SPECIFIC GOALS (80/20)

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

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.3. Company registration number:

4.4. TYPE OF COMPANY/ FIRM

<input type="checkbox"/>	Partnership/Joint Venture / Consortium
<input type="checkbox"/>	One-person business/sole propriety
<input type="checkbox"/>	Close corporation
<input type="checkbox"/>	Public Company

<input type="checkbox"/>	Personal Liability Company
<input type="checkbox"/>	(Pty) Limited
<input type="checkbox"/>	Non-Profit 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.saa.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: