

REQUEST FOR PROPOSAL (RFP): Conversion of Ablution Facility into a Specialised Change Room at iThemba LABS, Faure, Western Cape

Supplier name:

RFP Number:	iLABS/RFP2023/24:10
RFP Description:	Conversion of Ablution Facility into a specialised Change Room at iThemba LABS, Faure, Western Cape
Date of Issued:	20 November 2023
Site Location:	iThemba LABS Old Faure Road Faure 7131 (only email submission will be accepted)
Closing Date:	8 December 2023 at 11:00 am
Compulsory Site Visit Date:	To be held on the 30 November 2023 at 11h00am.
Delivery Address for RFP:	scm3@tlabs.ac.za (only email submission will be accepted)
For More Information, (Technical):	Ms Charisse Perrang Email: charisse@tlabs.ac.za Nish Devanunthan Email: n.devanunthan@ilabs.nrf.ac.za
For More Information, (Supply Chain Management):	Mr. Odwa Mxenge Email: scm3@tlabs.ac.za Tel: 021 843 1000
iThemba LABS Business Hours:	08:00 am till 16:30 pm
Date Services Required:	Immediately After Issuing of Purchase Order

Validity from Closure Date:	90 Days
Awarding of Proposal:	December 2023
Contract Period:	Duration of work from receipt of Official Purchase Order
Preferential Procurement System Applicable:	<p>80:20 This RFP is subject to the Preferential Procurement Policy Framework Act 2000 and its 2022 Regulations; the General Conditions of Contract (GCC); Special Conditions of Contract (SCC), and, if applicable, any other legislation.</p>

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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. 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 delivers its mandate through its internal business units which are both functional and geographical diverse. All contracts flowing from bidding only apply to iThemba LABS Cape Town.

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.

2. INTRODUCTION TO THE NRF BUSINESS UNIT RESPONSIBLE FOR THIS RFP

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

The Infrastructure and Projects department of iThemba Labs Cape Town is responsible for this RFP.

3. INVITATION FOR PROPOSAL

iThemba LABS seeks to appoint a reputable Service Provider as required by National Treasury Regulations (NTRs) and Public Financial Management Act (PFMA) through an open and competitive process so that it can realise the benefits of the strategic sourcing which includes, amongst others:

- Reducing the cost of effort and administration

- Minimising price inconsistencies
- Reducing inadequate contract management and service delivery

This Request for Proposal is intended to allow the successful bidder to specify and present their skills, expertise and price for the above-mentioned services to iThemba LABS. Final acceptance of any proposal is not guaranteed, this being the exclusive right of iThemba LABS. The purpose of this RFP is to invite proposals for **CONVERSION OF ABLUTION FACILITY INTO A SPECIALISED CHANGE ROOM AT ITHEMBA LABS, FAURE, WESTERN CAPE**, with the right to cancellation due to non – performance.

4. OBJECTIVES OF iThemba LABS

The long-term Key Strategic Objectives of iThemba LABS are well aligned with five of the six Strategic Outcomes of the National Research Foundation (NRF) as follows:

- iThemba LABS develops and provides to its users' leading-edge research and infrastructure platforms to **enhance impact on the research enterprise**. This state-of-the-art facility is aimed at responding to the needs of the SA research community in subatomic science and technology, radiobiology, radiochemistry, materials research, accelerator mass spectrometry, and environmental sciences, as well as other disciplines that can benefit from ion beam analysis techniques.
- The availability of the leading-edge research allows iThemba LABS to contribute to **enhance impact on the research enterprise** through in-house and collaborative research projects. In addition to growing the production of globally competitive research outputs our training capacity is enhanced, leading to improvement in both quality and quantity of Human Capacity Development (HCD), and contributing to a **transformed (internationally competitive and sustainable) research workforce**. Competitive infrastructure also allows iThemba LABS and its users to forge closer ties with the South African, African and International Science and Technology, Higher Education and Research Institutions. Our facilities and skilled human resources also serve to technically and scientifically assist South African research groups that wish to use international facilities thereby contributing to a **transformed organisation that lives its culture and values**.
- Having world class infrastructure, conducting competitive research and having active international research collaborations serves to establish iThemba LABS and South Africa to be **globally recognised and respected for the research infrastructure platforms and people**. iThemba LABS further contributes to the societal benefit by growing and enhancing our Radionuclide Production portfolio and service offering for the health and related benefits of the SA community whilst improving cost recovery opportunities.
- iThemba LABS **upholds best corporate practise** and constantly strives to deliver transparent HR/Business/Finance processes (including Health and Safety) in line with the NRF policies in support of the operations and to facilitate Strategic Decision Making.
- iThemba LABS offers an extensive range of training programmes, mainly focused on post-graduate training where our research facilities are being utilized. In particular, post-graduate programmes with HDIs provide

the pipeline needed to generate a **transformed research and technical workforce**, not only internal to the NRF but also in academia and the nuclear industry

- A small but active group at iThemba LABS engages in a variety of science outreach programmes aimed at establishing a **scientifically informed society**. Having world-class research facilities and participating in leading edge research plays an important role in instilling interest and pride in science in South Africa.

5. REGISTRATION ON THE CENTRAL SUPPLIER DATABASE (CSD)

The bidder must register on the National Treasury's Central Supplier Database in order to do business with an organ of state or for the NRF to award a bid or contract. Registration on the CSD (www.csd.gov.za) provides a bidder with an opportunity to do business with all state organisations including provincial and municipal levels. National Treasury Contact Details: 012 406 9222 or email csd.support@treasury.gov.za.

6. SECTION 1: Process Description & Administrative Requirements.

6.1 Mandatory and Administrative Requirements

- All documentation to be included:

PART 1: Technical Proposal: RFP No.: iLABS/RFP2023/24:10

PART 2: B-BBEE and other Mandatory Documentation:

- Detailed proposal and any additional information must accompany this signed Request for Proposal (RFP).
- Prices supplied must be fully inclusive of all costs; value added tax, delivery charges and other taxes.
- Prices must be in South African currency.
- Price summary supplied in this document is firm prices.
- Bidders not submitting mandatory returnable evaluation documents will not be considered for technical evaluation and will be disqualified automatically.

ADMINISTRATIVE DOCUMENTS (M = Mandatory)		
Please Tick Applicable		
B – BBEE Certificate (or Sworn affidavit or Certified Copy)	O	YES/NO
Company Profile	M	YES/NO
CSD (Central Supplier Database) Proof of Registration (www.csd.gov.za)	M	YES/NO
SBD 4	M	YES/NO
SBD 6.1	O	YES/NO
Resolution by the Bidder authorizing signatory (If documents completed and signed by the Owner/Partner/Managing Director, Resolution not needed from the bidder)	M	YES/NO
EVALUATION DOCUMENTS (Go/No Go)		
Note: Compulsory to submit all returnable documents		

A Portfolio of works covering similar Building Renovation Projects (Restricted to a minimum of 3 projects) – The Projects/Service must include the <u>Value</u> , <u>Duration</u> and <u>Completion Date</u> of the contract, preferably within the last three years.	M	YES/NO
Curriculum Vitae of Plumber with a minimum of 5 years of relevant experience and trade tested.	M	YES/NO
Submission of valid Construction Industry Development Board (CIDB) certificate for Grade 1 General Building (GB)	M	YES/NO
Three (3) Written Trade References (signed with contact details) for similar work or service relating to Building Renovation. Completion certificates or reference letters from Client will be accepted.	M	YES/NO

6.2 Proposal Submission

Proposal must reach iThemba LABS before the closing hour on the date shown below:

RFP No:

Description: Conversion Of Ablution Facility Into A Specialised Change Room at iThemba Labs, Faure, Western Cape

Closing Date and Time: 8 December 2023 11:00am

Email Submission Address: scm3@tlabs.ac.za

- 6.2.1 Please note that this RFP closes punctually at 8 December 2023 at 11:00 am. No late bids will be accepted.
- 6.2.2 If responses are not delivered as stipulated herein, such responses will not be considered and will be treated as “UNRESPONSIVE.” This included bids that are delivered late.
- 6.2.3 **Only email responses will be considered, unless otherwise stated herein.**
- 6.2.4 The responses to this RFP will be evaluated as soon as practicable after the expiry of the time advertised for receiving them.
- 6.2.5 iThemba Labs reserves the right to accept the whole proposal or part of your submitted proposal or any item or part of any item or accept more than one proposal (in the event of a number of items being offered).
- 6.2.6 iThemba LABS shall not, at the evaluation of responses, disclose to any other company any confidential details pertaining to the Proposals / information received i.e. pricing, delivery, etc. The names and locations of the Respondents will be divulged to other respondents upon request.
- 6.2.7 iThemba LABS business hours are between 08h00 and 16h30.
- 6.2.8 Each proposal shall be valid for a minimum period of ninety (90) days calculated from the closing date.
- 6.2.9 All documentation to be included:

- **PART 1:** Technical Proposal: RFP No.:
- **PART 2:** Pricing Proposal, B-BBEE and other Mandatory Documentation:

6.2.10 Proposals submitted by companies must be signed by a person or persons duly authorised.

6.3 Awarding of Request for Proposal and Appointment of Bidder

- 6.3.1 The contract will be awarded to the bidder who scores the highest total number of points during the evaluation process, except where the law permits otherwise.
- 6.3.2 iThemba LABS will award the contract to qualified bidder(s)' whose proposal is determined to be the most advantageous to iThemba LABS, taking into consideration the Technical (Functional) Solution, Price and B-BBEE.

6.4 Evaluation Process.

6.4.1 Evaluation of proposals:

All proposals will be evaluated by an evaluation team and SCM 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.

6.4.2. Evaluation process will be followed:

- The first phase includes evaluation of mandatory and technical criteria.
- The second phase includes the evaluation of price and B-BBEE status.

Pricing Proposals will only be considered after the technical phase has been adjudicated and accepted.

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.

6.4.3. Pricing Proposal:

- 6.4.3.1 Pricing proposal must be cross-referenced to the sections in the Technical Proposal.
- 6.4.3.2 Price needs to be provided in South African Rand (incl. VAT), with details on price elements that are subject to escalation and exchange rate fluctuations clearly indicated.
- 6.4.3.3 Only firm prices will be accepted during the bid validity period. Non-firm prices (including prices subject to rates of exchange variations) will not be considered.

6.5 Appointment of Bidder

- 6.5.3 Appointment as a successful bidder shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement iThemba LABS reserves the right to appoint an alternative supplier.
- 6.5.4 Awarding of contracts will be announced on iThemba LABS website and regret letters will be sent to unsuccessful bidders.

6.6 Communication.

- 6.6.3 Bidders are warned that a Proposal will be liable to disqualification should any attempt be made by a Respondent either directly or indirectly to canvass any officer or employee of iThemba LABS in respect of this RFP between the closing date and the date of the award of the business.
- 6.6.4 For specific queries relating to this RFP, Respondents must contact SCM Office in writing.
- 6.6.5 After the closing date of the RFP, a Respondent may communicate with iThemba LABS Supply Chain Management Section, at scm3@tlabs.ac.za on any matter relating to its RFP proposal.
- 6.6.6 Respondents found to be in collusion with one another will be automatically disqualified and blacklisted from doing business with iThemba LABS in future.

6.7 Proposal Documentation Availability.

The RFP documents are available from the iThemba LABS website – <https://tlabs.ac.za/supply-chain/tenders/>

7 SECTION 2: BACKGROUND

7.1 BACKGROUND

iThemba LABS has identified a need to improve its business operations to cater for the needs and expectations of its customers and employees. To achieve this, an efficient and effective technical and ergonomically infrastructure should be in place to enable its core businesses to operate optimally. Given the technical nature and resources required to complete the proposed works, it was decided to source an external service provider.

8 SECTION 3: GENERAL SPECIFICATION

The project entails conversion of the existing Ablution Facility into a specialized Change Room at the Nuclear Medicine Department at iThemba LABS. The objective is to convert the ablution facility and change room to two change rooms with a new layout to comply with the Good Manufacturing Practice regulations as applicable to the pharmaceutical manufacturing industry.

The scope of work is based on the attached layout drawing for the ablution facility and current change room. The scope includes demolition of existing walls, rebuilding, and renovation. Demolition work includes the removal of brick walls. It also includes the removal/redirecting of a servitude.

8.1 DEMOLISH AND REMOVAL MANAGEMENT

Functional material from dismantling or demolition works shall be isolated out and stacked as directed by the Project Engineer. Unserviceable material and waste to be disposed as directed by the Project Engineer. The serviceable materials (i.e. furniture, doors, sanitary items, wall mounted items etc.) shall be put away within site as per execution plan. **The Bidder will provide one skip to service waste material collected from the demolition.**

8.1.1 FURNITURE

The Contractor shall, prior to wall demolishing or construction work, remove all necessary wall mounted items (such as signs, boards, shelves, lights, sanitary items in toilets, etc.) to a predetermined location as directed by the Project Engineer.

8.1.2 WALL REMOVAL

Demolition shall commence in a systematic manner in compliance with the National Building Regulations and Standards set out in SANS 10400-5. The demolishing of existing walls must be done in a reverse manner in which the structure was constructed to prevent and diminish probabilities of structural failure, which may lead to unnecessary extra works or potential injuries.

To accomplish this, the Bidder will consult the layout design provided, preceding any works. Works must be done in a consistent way and proper cleaning must be done to each finished portion so as to lessen heaping up of removals which may threaten the health and safety of people moving around.

The Bidder is held responsible, for any works done which does not conform to the stipulated standards and specification set out in this document, without consultation and written agreement with Project Engineer.

8.1.3 DOORS AND FRAMES

The Bidder shall ensure dismantling and removing of doors and door frames is executed in a standard manner to prevent and reduce damage. The Bidder to avoid damaging and losing door auxiliary items.

8.1.4 POWER ISOLATIONS

The Bidder shall ensure that all electrical devices are electrically isolated and disconnected prior to commencement of demolition work. The electrical isolation shall be conducted by the Employer's Electricians. The bidder shall consult with the employer's electricians prior to any electrical isolation being done to ensure that such work is scheduled correctly.

8.2 REBUILDING WORKS

All works, materials, and standards set out in this section must be executed in accordance with the specification requirements as the design criteria shall be measured and adhere to. The construction shall conform to National Building Regulation and Building Standards Act No. 103 of 1977 as amended in 1984, as well as Machinery and Occupational Health and Safety Act No. 85 of 1993. A Certificate of Compliance (COC) must be done in all newly installed plumbing as well as electrical works.

8.2.1 FURNITURE (LOCKERS, CUPBOARDS, OPEN SHELVES)

The Bidder will be required to procure the lockers, swing-over bench, dispensers, bins per the provisional sums provided. The Employer must first confirm in writing that the proposed lockers will suit the requirement prior to the bidder purchasing them.



Locker 11P slanted



8.2.2 PAINT WORKS

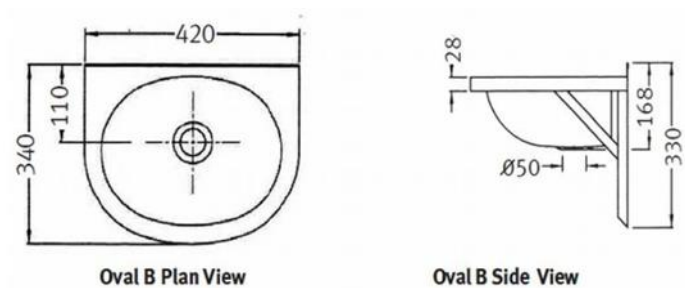
The Bidder must properly prepare and clean the walls before applying paint. The preparation also includes filling up of the cracks, and removal of moisture and dust.

The standard procedure or method for paint works shall be followed in accordance with the latest relevant standards for such works and must be done by a qualified and competent person to avoid re-works. The Bidders shall apply 1 coat of primer and apply 2 coats of paint for the final colour (Mixed colour). The Bidder shall make use of Plascon paint or equivalent.

Air bubbles are not acceptable on the finish paint works and no paint lines must be reflected from the wall.

8.2.3 Basins and Taps

Oval wall mounted stainless steel basin with stainless steel brackets.



FRANKE 2520027 OVAL-B HAND BASIN with SS GALLOV BRKT OR EQUIVALENT

TAPS

An extended single lever elbow controlled medical basin mixer tap. Suitable for hospitals, dental surgeries, labs, decontamination areas and any clean facility.

- Supplied complete with all fittings & fixings
- Fitted with single lever ceramic disk valve control
- Made from heavy duty chrome plated brass

8.2.4 PIPED SERVICES

Services should be concealed and enter the rooms from external service passages, or drop vertically from the ceiling, or rise through the floor slab from the ceiling void below.

8.2.5 HAND SANITIZER SHELVES x 2

Supply and install stainless steel shelf for keeping the sanitiser on the “clean side” of the room. Edges to be bent 90 degrees to prevent injuries. Dimensions 300x150 with 30mm bend upwards

8.3.6 LUMINAIRES

- Luminaires shall be installed in all occupied areas to suit the respective operation taking place in the area. Luminaires shall be of the low energy type, preferably LED.
- The lux levels shall comply with the average level of 850 Lux and the lux level at any point in the room should not vary from the average value by less than 15%. Lighting levels indicated shall be measured at 900mm above finished floor level.
- Where light fittings are installed in trafficable ceilings the fittings should be serviced from above the ceilings, if sufficient space is available. In this case a safety glass panel with film on underside (to prevent glass shards from falling into the room) shall be sealed into a frame in the ceiling and the luminaire shall rest on top of this frame. The luminaire shall be provided with a gasket around the perimeter to form a seal onto the ceiling to prevent insect ingress into the fitting.
- Where light fittings are installed in trafficable ceilings and top access is not sufficient, the light fittings shall be serviced from below the ceiling. The light fitting shall be the type where the luminaire diffuser can be removed from within the room to perform maintenance. The diffuser panel shall provide an airtight seal against the ceiling.

8.3.7 FLOORING SYSTEMS

- Flooring for the gowning areas need to promote the cleanliness and ease of cleaning of the facility. The flooring shall have the following characteristics:
- Impervious to moisture, with no cracks or joints where water can penetrate.
- Easy to clean with a non-slip finish.
- Coved joints where floor meet walls.
- Resilient to chipping or splintering.
- Chemical and disinfectant resistant.
- Uniform colour and colour retentive.

- Efficient bonding to sub-strata.
- The flooring shall be welded vinyl sheeting
- Special attention shall be required to the level of floor and shall be within $\pm 1\text{mm}$ over a 2m length. (Floor level is critical with regards to door swing).
- Coving at wall to floor joints shall be 25mm radius minimum. Welded vinyl coving shall extend 150mm up the wall. Care shall be taken with the securing of the vinyl to the wall to prevent any recesses that could harbour bacteria, insects or vermin.

8.3.8 SWING OVER BENCH

Please see the picture below. Dimensions: 850 × 350 × 450 mm should be manufactured of stainless steel (or approved similar).



8.3.9 DISPENSERS

Universal dispenser in Inox with window at the front (for e.g. over shoes, hair nets and gloves, etc.)

- Capacity: 34 liters
- Dimensions: 400 x 170 x 500 mm



8.3.10 FULL LENGTH MIRROR (unframed) (FOR CHECKING GARMENT FIT)

- Bevelled edges
- Size: 1.8 m height x 600 mm width and 6mm thick

8.3.11 BINS

Description: BO Pedal Bin

Capacity – 60 litres

Material – Matt Steel Fingerprint proof

DIMENSIONS:

Height: 652 mm

Depth/Length: 363 mm

Width: 535 mm



8.3.12 PANELS: WALLS AND CEILINGS AND DOORS

- Walls and ceilings in classified areas shall be fit for purpose and comply with GMP standards i.e., non-particle liberating, non-oxidizing, non-absorbent, easy to clean and resistant to the chemicals used for environmental cleaning.
- The building envelope is crucial to maintaining facility cleanliness and/or containment. It should be easy to clean, not harbour bacteria and have no concealed crevices.
- Horizontal surfaces where dust can collect should be avoided wherever possible.
- Exposed pop rivets or screw fixings shall not be permitted in classified areas.

- Panels used for walls and ceilings shall consist of Chromadek (or approved similar) outer skins with an approved core (aluminium honeycomb, *Polyisocyanurate* or *approved similar*).
- The building integrity is vital for maintaining room pressures. The ceilings have the greatest influence on air leakage and thermal gains. Efficient sealing of walls and ceilings is therefore critical.
- The walls will have a thickness of 50 mm
- Conduits and draw boxes for electrical services and controls should be factory installed as required. Surface mounted services on panel walls should be avoided wherever possible.
- In accordance with GMP requirements, walls and ceilings shall be coved using an approved coving profile (PVC or aluminium) where the ceilings meet the walls, where walls meet walls on vertical corners, in order to facilitate cleaning.

Sealant at joints shall not stand proud of the panelling and a recess of more than 1,0 mm will not be accepted. Care shall be taken that a sealant residue film is not left on the panels on either side of the joints. Silicone sealer shall match the colour of the panels.

Doors must be robust and capable of withstanding continuous use as applicable to frequent traffic. Door closers shall be fitted to doors where specified, Door closers shall be adjustable for "closing speed" and "latching speed" and shall incorporate a manually set "hold open" feature. Doors shall have a neat fit. The gap between the door and the frame on the perimeter should not exceed 3mm. The gap between the floor and door bottom, should not exceed 4 mm. Door thicknesses should match the wall panel and frame detail so that the doors do not protrude past the edge of the wall.

Wall / Panel protection shall be provided as follows:

- Corner protectors on external corners of walls (stainless steel angles).
- Stainless steel scuff plates on doors 300mm high from bottom of door across the door width.
- Stainless steel or aluminium backing plates on door handles.

8.3.13 POWER DISTRIBUTION

- Any penetrations through ceilings for grilles, light fittings, sensors, smoke detectors, etc. shall be well sealed to prevent contaminant ingress.

8.4 GENERAL PRACTICES

The Bidder must ensure all electrical light switches and outlet sockets are isolated before removing the switch covers, this needs to be done in conjunction with the Employer. Drop sheets must be laid down at all times while painting. The bidder must ensure that all ladders and equipment used are in a good and safe working condition. All paint, sealants and other consumables must be included in the price. The Bidder must provide temporary lights during construction.

8.4.1 SURFACE PREPARATION

- Ensure wall surfaces are clean and dust free.
- Remove any loose and flaking paint, nails, screws and protrusions where necessary.
- Fill holes and cracks with crack filler.
- Sand and match existing surface as close as possible.

8.4.2 PRIMER

Apply 1 (one) coat of plaster primer to raw walls and repaired patches for good topcoat adhesion. Allow a minimum of 4 hours to dry.

8.4.3 FINAL COATS

Apply 2 (two) top coats of Plascon Velvago paint (similar or equivalent) to walls offering excellent durability and wash ability. Allow the first coat to dry for 12 hours before applying the final coat. Paint colour: To be specified. The Bidder must ensure that all electrical power labelling is restored after completion of paint work.

8.4.4 PLUMBING

All water piping must be class 1 (one) copper pipes with all piping recessed in the walls with no exposed piping connections.

Allowance should be made for 110mm piping, inclusive of all bends, gulley trap, rodding eye, vent valves, junctions, saddles or any other fitting to complete the installation to services, if so required.

The bidder must ensure that all plumbing works is completed by a qualified plumber and complies with SANS 10400 and 10252.

A Certificate of Compliance must be handed to the Project Manager (iThemba LABS) upon completion of all plumbing works.

9. PRICING SCHEDULE INSTRUCTIONS:

- Bidders must price in accordance with the pricing schedules below, this will enable iThemba LABS to compare priced offers.
- Failure to submit a priced offer using the prescribed schedules will make the bid liable for disqualification.
- Do not leave any area blank in the pricing schedules.
- All payments will be made 30 days of receiving invoice.
- Provisional Sums: The Sums provided here are under the sole control of the NRF – iThemba LABS. Payment will only be made based on proof of actual costs. All purchases using these provisional sums will need pre-approval in writing from the project manager.

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

ITEM NO	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
	SUMMARY:				
BILL 1	Alterations				0.00
BILL 2	Masonry				0.00
BILL 3	Floor Coverings				0.00
BILL 4	Paintwork				0.00
BILL 5	Partitions				0.00
BILL 6	Carpentry				0.00
BILL 7	Plumbing & Drainage				50 000.00
BILL 8	Electrical				0.00
BILL 9	Change Room Fixtures, Fittings and Accessories (Provisional Sum)				132 000.00
BILL 10	Occupational Health & Safety				0.00
	SUB-TOTAL	ST			182 000.00
	Provide the Sum of R 25 000.00 for Contingencies to be deducted in part or all if not required.	Item	1	25 000.00	25 000.00
	TOTAL OF BUILDING WORKS & CONTINGENCIES	ST			207 000.00
	VALUE ADDED TAX				
	Add the sum of 15% (fifteen percent) of the above total	VAT	15		N/A
	TOTAL INCLUDING VAT				R 207 000.00

9. REFERENCE LETTER TEMPLATE

REFERENCE LETTER			
Referee Letterhead			
<u>Referee Legal Name:</u>			
<u>REFERENCE ON COMPANY:</u>			
RFP Number:		iLABS/RFP2023/24:10	
RFP Description: Conversion of Ablution Facility into a specialised Change Room at iThemba LABS, Faure, Western Cape			
Describe the service/work the above bidder provide to you below:			
Criteria / risks	Below requirements	Meets requirements	Exceeds requirements
Customer satisfied with the service			
On time completion of project			
Competent staff executing the project			
Management of costs			
Project management			
Overall Impression	Other comments		
Approximate value of contract			
Would you use the provider again?			<input type="checkbox"/> YES <input type="checkbox"/> NO
Completed by:			
Signature:			
Company Name:			
Contact Telephone Number:			
Date:			

10. SPECIAL CONDITIONS FOR MANAGING THE CONTRACTUAL OBLIGATIONS	
SERVICE PERFORMANCE LEVELS (MANDATORY)	
Service being Measured	Penalty where minimum levels are breached
Detailed design	As stipulated GCC 22
Detailed cost estimate	As stipulated GCC 22
Detailed work plan and project schedule	As stipulated GCC 22
Tender documentation	As stipulated GCC 22
Contract administration: <ul style="list-style-type: none"> Monthly financial progress reports Measurement of work on site and certification of progress payments upon requests from contractors	As stipulated GCC 22
Final accounts and certification	As stipulated GCC 22
11. 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.

Please visit <https://www.nrf.ac.za/procurement/General-Conditions-of-Contract> for the detailed GCC's which forms part of the binding contract which will be issued to the awarded bidder.

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.

2.2

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.

- 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 terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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.

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

STANDARD BIDDING DOCUMENT (SBD) 6.1

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

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

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

1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **80/20** preference point system.

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 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
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$

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 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc}
 80/20 & \text{or} & 90/10 \\
 P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) & \text{or} & P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)
 \end{array}$$

Where

P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = 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:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

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

The specific goals allocated points in terms of this tender (B-BBEE Status Level of Contributor)	Number of points allocated (90/10 system) (To be completed by	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by	Number of points claimed (80/20 system) (To be completed by
--	--	--	--	--

	the organ of state)			the tenderer)	the tenderer)
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			

Bidders to submit B-BBEE certificate or sworn affidavit to claim for specific goals.

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. 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:

12. CONTRACT MANAGEMENT

1. Contract Management

- 1.1. The NRF manages this contract fairly and objectively in accordance to the terms and conditions set out in this document.

2. Contract Manager

- 2.1. The NRF appoints a contract manager and notifies the other party in writing of the name and contact details of the appointed contract manager.

3. Contract Communication

- 3.1. The NRF communicates all communications in writing as well as through email.
- 3.2. The NRF maintains all contract documentation, correspondence, etc. in a defined contract file open for inspection.
- 3.3. The NRF states the contract number with secondary reference numbers i.e. purchase numbers on all communication, documentation such as purchase orders issued, etc. The NRF will consider any communication without the contract number on as not being legal communication between the parties and not enacted on by either party as a protection against fraud.

4. Communicating “As and When” in terms of the specific contract clauses

- 4.1. Where prices and/or availability need to be confirmed, a request for an updated detail quotation/information is issued and the Project Leader must complete a B52 (Request for Order). The detailed quotation together with the signed B52 must be submitted to Supply Chain Management Office for processing;
- 4.2. Where specific procurement items as specified in the contract are required, the NRF issues a purchase order stating the contract number for the requirement.
- 4.3. Such purchase order has the following detail (where this is not provided, the purchase order is not a valid communication in terms of this contract):
- 4.3.1. Purchase Order Number
 - 4.3.2. Contract Number
 - 4.3.3. Quantity
 - 4.3.4. Description of the required procurement. Where detailed, reference must be made to the relevant technical document attached;
 - 4.3.5. Catalogue number if applicable;
 - 4.3.6. Unit price per this contract;

4.3.7. Delivery Date;

4.3.8. Business unit code; and

4.3.9. The specific delivery site.

5. Communicating where incidental services are required as listed in this document

5.1. Incidental services are specified in the incidental services clause

5.2. Incidental services are priced in accordance with the incidental clause where such prices have not been set in the SBD form.

6. Communicating where spare parts are required as listed in this document

6.1. The spare parts services are specified in the spare parts clause

7. Performance Management

7.1. The NRF measures performance throughout the contract life.

7.2. The NRF has regular performance review with the contractor.

7.3. Where severe non-performance occurs will terminate the contract earlier in consultation with the contractor.

13. CONTRACTED BIDDER

8. Managing the Contract

8.1. The contracted party manages this contract fairly and objectively in accordance to the terms and conditions set out in this document.

8.2. The Service Provider will supervise and exercise proper control over its personnel and shall not hold the iThemba LABS liable for any loss or injury caused to the said personnel. The Service Provider will seek to resolve any problems relating to its personnel in line with the laws of the country (e.g. Labour Laws).

9. Contract Manager

9.1. The contracted party appoints a contract manager and notifies the NRF in writing of the name and contact details of the appointed contract manager.

10. Communication

10.1. The contracted party communicates in writing and through email.

10.2. The contracted party always state the contract number on communication, documentation such as

correspondence, purchase orders issued, etc. and will not act upon any communication without the contract number or must verify such communication with the NRF prior to acting upon it.

11. Managing Stages (if applicable), Delivery Scheduling (if applicable), Milestones (if applicable)

11.1. Where different stages apply, the contracted party communicates in writing the commencement of the stage to the NRF.

12. Health and Safety Requirements

12.1. In terms of the Occupational Health and Safety Act (OHS Act No 85 of 1993 and its Regulations), the contracted supplier is responsible for the health and safety of its employees and those other people affected by the operations of the supplier.

12.2. The contracted supplier ensures all work performed and/or equipment used on site complies with the Occupational Health and Safety Act (OHS Act No 85 of 1993 and its Regulations).

12.3. To this end, the contracted supplier shall make available to NRF the valid letter of good conduct and shall ensure that its validity does not expire while executing this bid.

12.4. Prior to commencement of any work the contractor needs to complete an Indemnity form, the iThemba LABS Contractual obligations form and will be required to attend a Contractors Health and Safety induction prior to commencement of any works.

14. BID SUBMISSION CERTIFICATE FORM

I hereby undertake to supply all or any of the goods, works, and services described in this procurement invitation to the NRF in accordance with the requirements and specifications stipulated in this Bid Invitation document at the price/s quoted.

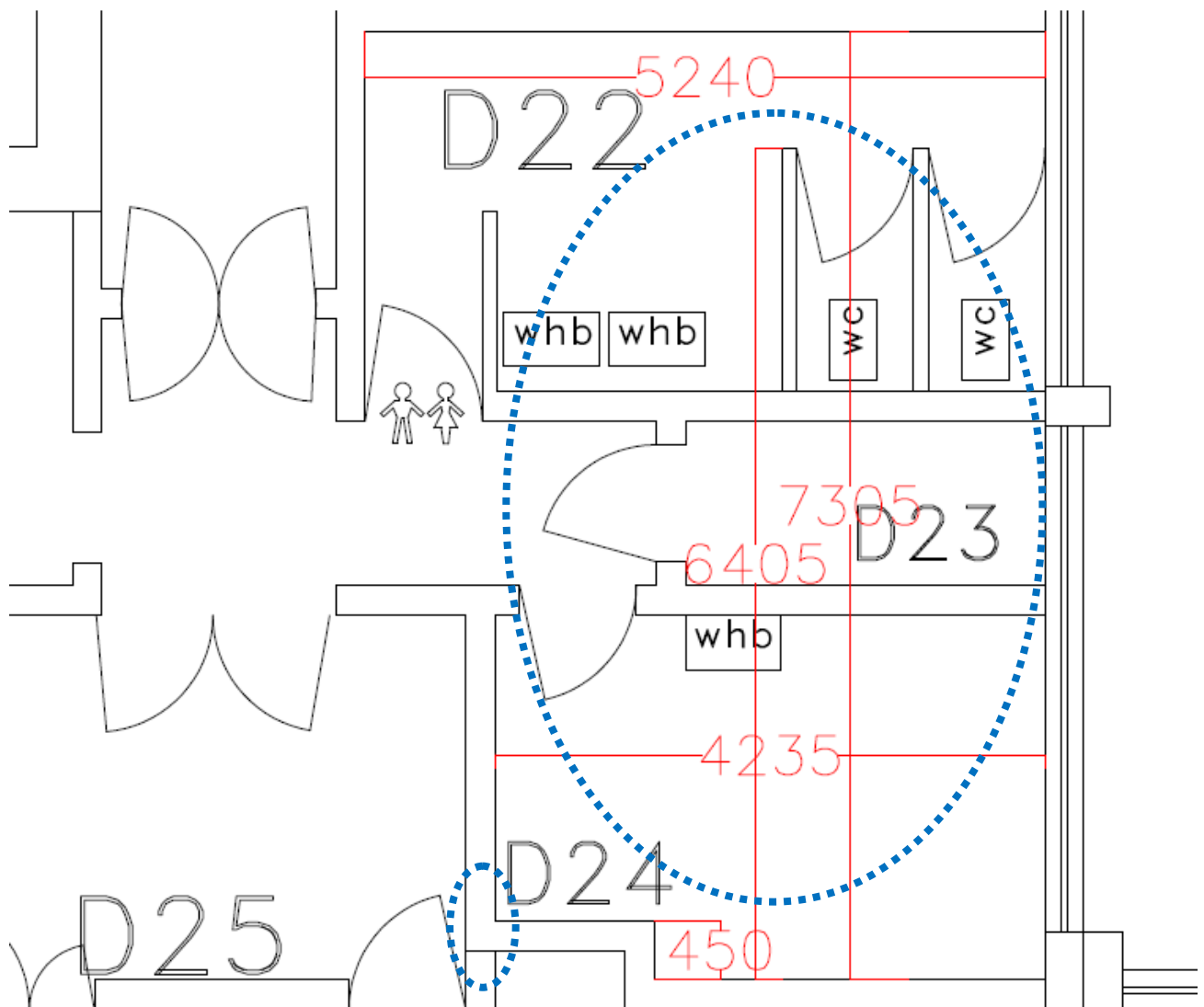
My offer remains binding upon me and open for acceptance by the NRF during the validity period indicated and calculated from the closing time of Bid Invitation.

The following documents are deemed to form and be read and construed as part of this offer / bid even where integrated in this document:

Invitation to Bid	Specification(s) set out in this Bid Invitation inclusive of any annexures thereto
Bidder's responses to this invitation as attached to this document	Pricing Schedule(s) including detailed schedules attached
	CSD / Tax clearance letter
Bidder's Disclosure (SBD4);	
Preference (SBD 6.1) claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement (SBD6.1) and the BBBEE certificate	

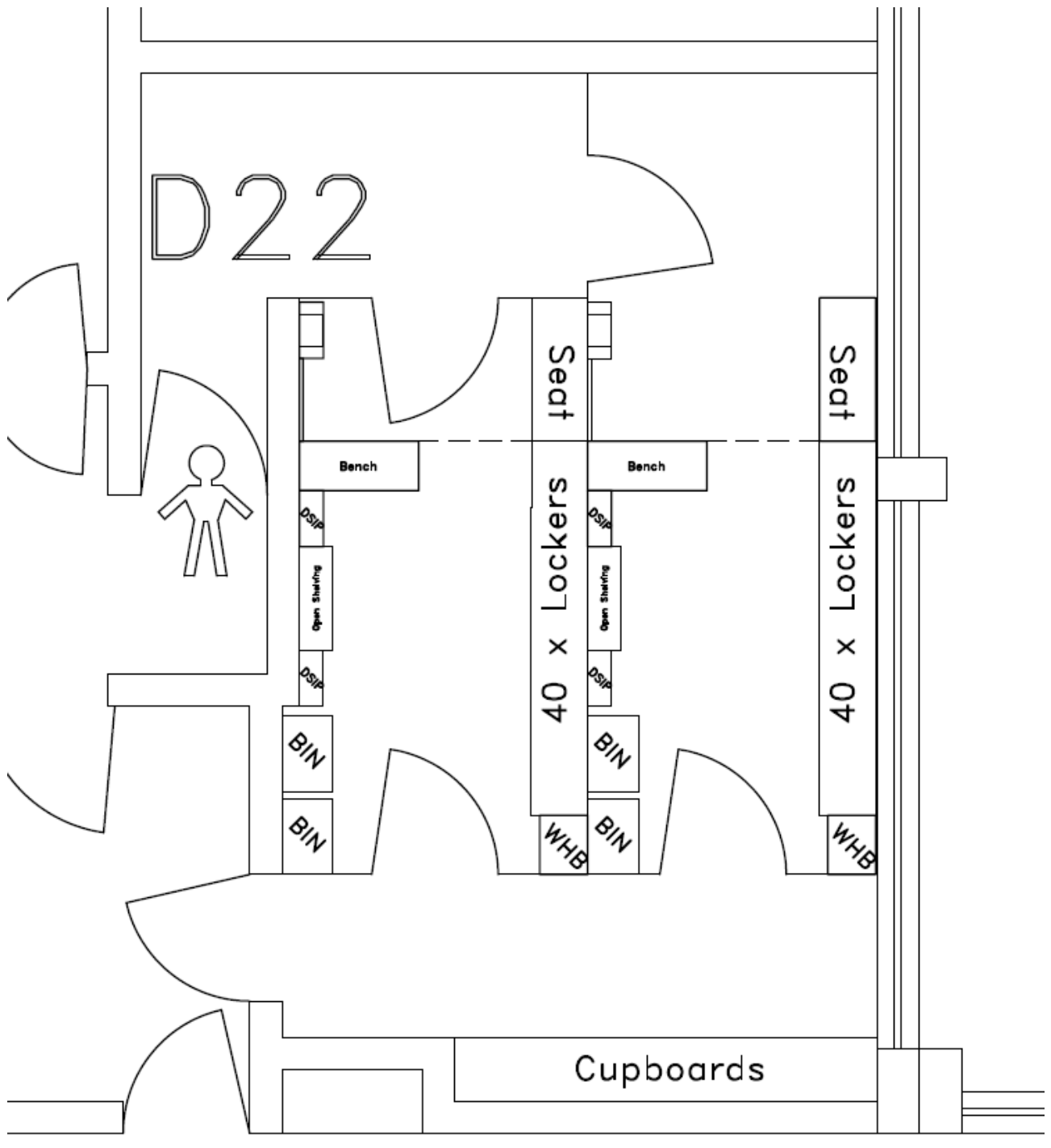
	Conditions of contract as set out in this document (GCC)
	I confirm that I have satisfied myself as to the correctness and validity of my offer / bid in response to this Bid Invitation; that the price(s) and rate(s) quoted cover all the goods, works and services specified in the Bid Invitation; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
	I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me in terms of this Bid Invitation as the principal liable for the due fulfilment of the subsequent contract if awarded to me.
	I declare that I have had no participation in any collusive practices with any Bidder or any other person regarding this or any other Bid.
	I certify that the information furnished in these declarations (SBD4, SBD6.1, SBD 6.2 where applicable) is correct and I accept that the NRF may reject the Bid or act against me should these declarations prove to be false.
	I confirm that I am duly authorised to sign this offer/ bid response.
NAME (PRINT)	
CAPACITY	
SIGNATURE	
Witness 1	
NAME	
SIGNATURE	
Witness 2	
NAME	
SIGNATURE	
DATE	

ANNEXURE A: DEMOLITION LAYOUT OF CURRENT PLAN



All Walls in large dotted circle to be removed as well as the sanware and accessories contained in the ablution facilities. The wall in the small dotted circle shall be partially broken to fit a single door frame and door.

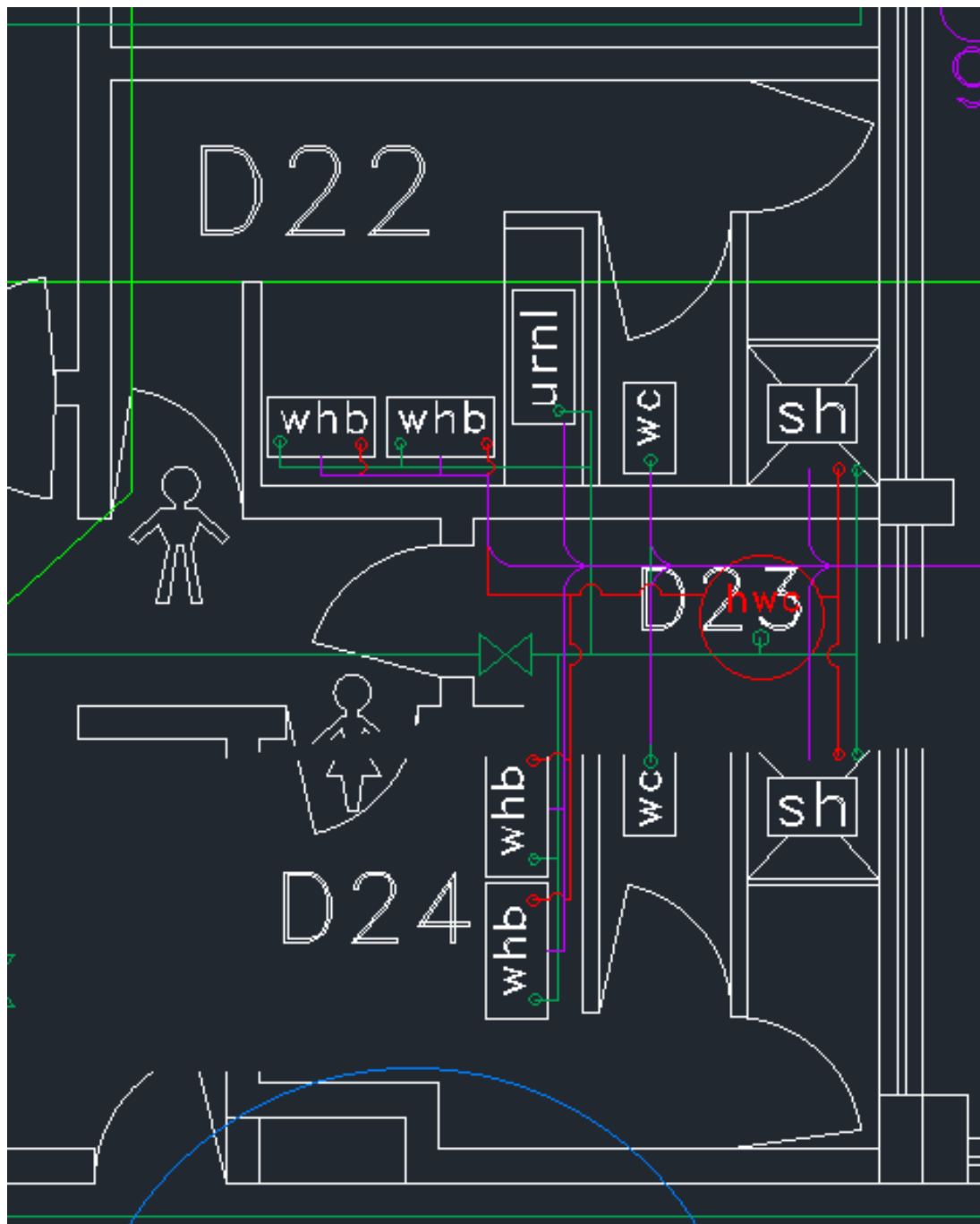
ANNEXURE B: New Proposed Layout



DSIP = Dispensers

Bench = Swing-over bench

ANNEXURE C: Services Layout of the Area to be worked (Prior to initial renovation of the ablution facilities)



HWC = Hot water Geyser. The location of the servitude is in D23

Green = Cold water

Red = Hot Water

Purple = Sewage