

REQUEST FOR QUOTATION

Supplier Name:

GOODS

SERVICE

Request for Quotation Number:	iLABS/RFQ 2023/24:08
Description of Services/ Goods required:	Appointment of professional consulting engineers for the design of the Auditorium Ventilation and Air Conditioning (HVAC) System at iThemba LABS, Faure Western Cape, South Africa.
Date Advertised:	24 April 2023
Closing Date	12 May 2023
Closing Time:	11:00 am
Compulsory Site Clarification Meeting Date:	5 May 2023: at 11:00 am The bidder shall be deemed to have examined conditions of the current HVAC installation and facilities during the compulsory site clarification meeting. No claim will be recognized after submission of a tender on the grounds of a lack of knowledge of the foregoing.
Compulsory site visit Address:	iThemba LABS, Auditorium, Old Faure Road, Faure, Western Cape, 7131
Submit RFQ responses only to:	scm@tlabs.ac.za
For More Information (Technical):	Dr. L Strydom / Mr. P Beukes Tel: 021 843 1000 Email: Le Roux Strydom ilr.strydom@ilabs.nrf.ac.za Philip Beukes pr.beukes@ilabs.nrf.ac.za
For More Information (Supply Chain Management):	Lusindiso Buje: scm@tlabs.ac.za

THE FOLLOWING CONDITIONS WILL APPLY:

- **Where quotations / proposals are R 2 000.00 or more, preferential Procurement System Applicable: 80/20**
- Price(s) quoted must be valid for at **least sixty (60) days from date of your offer.**
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- **Submit your B - BBEE Certificate as accredited with SANAS or Sworn affidavit if you are claiming for Equity/ B - BBEE points.**
- Provide CSD Summary Report (www.csd.gov.za)
- The attached forms to be completed by the Bidder (where applicable):
 - SBD 4 – Declaration of Interest with Government
 - SBD 6.1 – Preference Points Claim (South African Companies Only)
- This request for formal quotation is subject to the Preferential Procurement Policy Framework Act and The Preferential Procurement Regulations, 2022, The General Conditions of Contract (GCC and, if applicable, any other special Conditions of Contract.

REGISTRATION ON THE CENTRAL SUPPLIER DATABASE (CSD):

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

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

SCHEDULE 1 - SPECIFICATION

Introduction to the NRF

The National Research Foundation ("NRF") is a juristic person established in terms of the National Research Foundation Act, Act 23 of 1998, and a Schedule 3A Public Entity in terms of the Public Finance Management Act. The NRF is the government's national agency responsible for promoting and supporting research and human capital development through funding researchers, provision of the National Research Platforms, and science outreach platforms/programs to the broader community. The NRF provides these services in all fields of science and technology, including natural science, engineering, social science, and humanities.

The NRF is a schedule 3A entity under the PFMA (Act 29 of 1999), which is required to plan and report on its activities and organizational performance, and which is to be audited by the AGSA on an annual basis. As part of the AGSA audit requirements, the NRF has to collect / document and store details, data and/or information of all persons and activities that form part of its performance record as proof thereof. In terms of this requirement, all persons making use of NRF facilities, platforms, equipment, tools etc., for research and related purposes are required to provide their personal details/data/information as per the template below or other similarly appropriate format. By completing your information in the template/register/record below and appending your signature thereto, you confirm your consent, in line with the Protection of Personal Information Act 4 of 2013, whereby the NRF and any of its business units may process (collect, receive, record, organize, collate, share, store, update, modify, retrieve, alter, consult, use, disseminate, distribute, merge, link, erase or destroy) the personal information you provide within and amongst its business units/functions for the purpose of fulfilling its statutory mandate, public accountability and other regulatory/legal requirements.

Introduction to the Business Unit responsible for this RFQ

iThemba LABS (Laboratory for Accelerator-Based Sciences) is a multi-disciplinary research laboratory based at two sites in the Western Cape and Gauteng respectively, these provide facilities for:

- Basic and applied nuclear physics research using particle beams
- Research Radiation Biophysics
- The supply of accelerator-produced radioactive isotopes for nuclear medicine and research

Evaluation Process

- **Evaluation of proposals:**

All proposals will be evaluated by Supply Chain Management for administrative compliance, functionality, price and B-BBEE. Based on the results of the evaluation process and upon successful negotiations, iThemba LABS will approve the awarding of the contract to successful bidder.

- **Preference points system:**

The 80/20 preference point system will be used where 80 points will be dedicated to price and 20 points to B-BBEE status. If all bids received are more than R 1 000 000.00, the bid will automatically be cancelled.

THE PURPOSE OF THIS REQUEST FOR QUOTATION (RFQ)

This Request for Quotation is intended to allow service providers to present their capability to design and prepare specifications, bills of quantities and tender documentation for the services as listed in this document.

iThemba LABS seeks to appoint professional consulting engineers for the design of a new Heating Ventilation and Air Conditioning (HVAC) system of an Auditorium and two adjacent work rooms in the main office building of iThemba LABS to meet the performance criteria as specified in this document. Works to include Inception, Concept and Viability, Design Development and Documentation, Procurement, Contract Administration and Close-Out of mechanical works, electrical works and civil and structural works for the upgrading of the HVAC system or new installation

Supplier Response

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

Administrative Compliance Returnable Documents (M – Mandatory); (O – Optional)		Submitted	
Bidders Disclosure (SBD 4), signed and completed.	M	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Preference Points Claimed (SBD 6.1), signed and completed with BBBEE certificate or sworn affidavit (applicable for local bidders).	O	<input type="checkbox"/> Yes <input type="checkbox"/> No	
(M – Mandatory); (O – Optional)		Submitted	
Pricing completed	M	<input type="checkbox"/> Yes <input type="checkbox"/> No	
A Portfolio of works covering similar HVAC Design and Installation Projects (Restricted to a minimum of 5 projects) – The Projects/Service must include the Value, Duration and Completion Date of the contract, preferably within the last three years.	M	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Curriculum Vitae of Professionally Registered Mechanical Engineer or Technologist with a minimum of 10 years of relevant experience.	M	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Curriculum Vitae of Mechanical Draughtsman with a minimum of 3 years of relevant experience	M	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Compulsory Site visit attendance	M	<input type="checkbox"/> Yes <input type="checkbox"/> No	

SPECIFICATIONS:

1. EXISTING INFRASTRUCTURE

iThemba LABS utilises an Auditorium/Lecture Hall which is situated in the Administration Building (Block J) of our premises in Faure, Western Cape as depicted below. The room volume measures approximately 700 m³ and air is currently being supplied to the room from an existing Air Handling Unit (AHU) which also supplies a number of other areas in Block J. The AHU is supplied with chilled water from a central facility.

A total of six (6) 250 mm diameter ventilation diffusers are installed in the Auditorium ceiling. The average measured velocity measured at the diffusers is 0.7815 m/s which equates to a total air supply of 0.23 m³/s or 828 m³/h. The approximate Air Changes Per Hour (ACH) in the Auditorium is currently 1.2 which is deemed insufficient for the continued use of the facility.



Two additional work rooms located adjacent to the auditorium, namely J2 and J6 as depicted above are not linked to the current HVAC system nor network of ductwork. The approximate volume of room J2 is 160 m³ and that of J6 is 200 m³.

2. REQUIRED HVAC SPECIFICATIONS

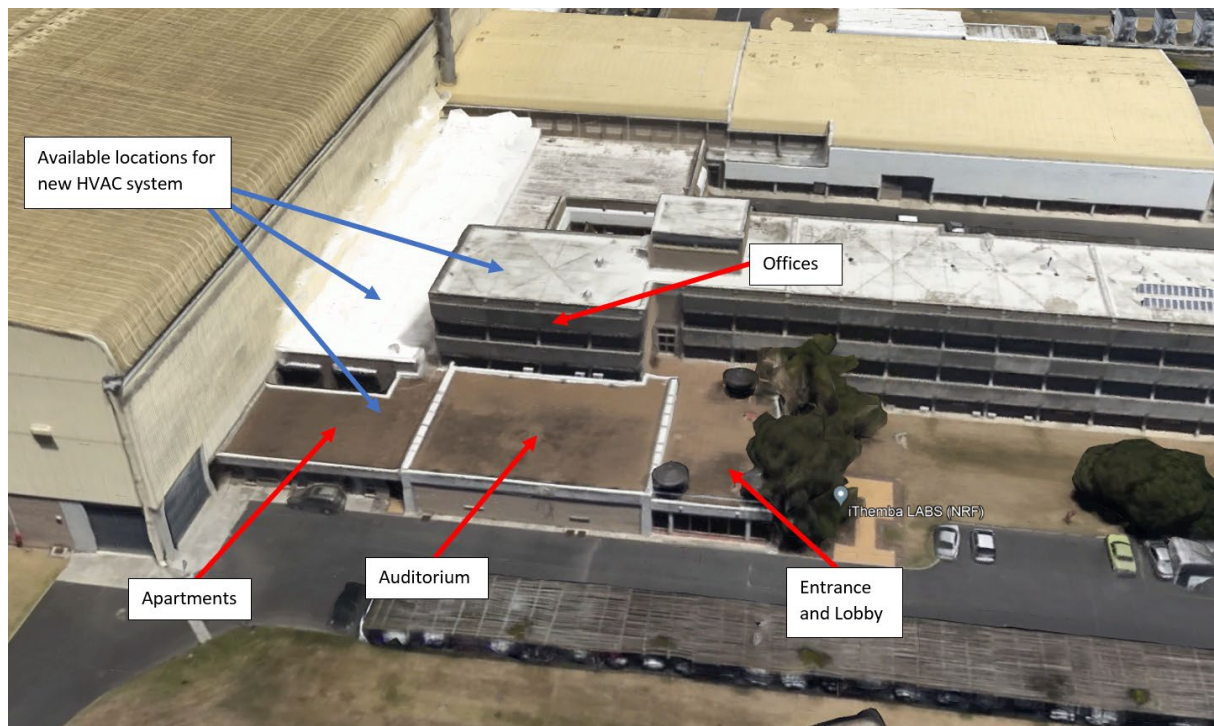
The objective of this RFQ is to enlist the services of professional consulting engineers for the inception, concept and viability, design development and documentation, procurement, contract administration and close-out of all mechanical works, electrical works, civil and structural works required for a new stand-alone HVAC system dedicated to the Auditorium including rooms J2 and J6 in order to achieve the following conditions inside the rooms as per SANS 10400 Part O:

Room	Volume	Air Changes Per Hour (ACH)	Minimum Airflow	Air Temperature	Controllable Air Temperature Range	Relative Humidity
Auditorium	700 m ³	Minimum of 10	0.7 m/s	21° C (± 2°C)	18 – 25 °C	40%-60%
J2	160 m ³	Minimum of 6				
J6	200 m ³	Minimum of 6				

The scope and specifications are intended to cover the requirements and standards to be followed when selecting and specifying equipment and the functional system as a whole. Excluded are the details of design and implementation (civil, mechanical and electrical) which are recognized as being the exclusive responsibility of the service provider.

The air supply to the auditorium should be isolated from the existing Air Handling Unit and diverted to the new HVAC system. The works shall include all modifications required to the existing ducting to supply and extract air to the auditorium and rooms J2 and J6 from the new HVAC system.

Some proposed locations for the new HVAC system are shown in the picture below, to be located on the concrete roof of the adjacent buildings such that noise intrusion into the nearby offices and apartments will be minimised.



Additionally, the design of the new HVAC system shall minimise any negative impact on the acoustics of the auditorium due to the increased airflow and noise generated by plant.

Bidders shall familiarize themselves with the requirements of the site and area where the installation and upgrades shall be implemented including the plans and specifications related to each of these areas. The bidder shall be deemed to have examined conditions of the current HVAC installation and facilities during the compulsory site clarification meeting. No claim will be recognized after submission of a tender on the grounds of a lack of knowledge of the foregoing.

3. SERVICE PROVIDER CAPABILITY AND EXPERIENCE

Bidder

The Bidder to provide details of having successfully completed a minimum of three (5) similar HVAC design and installation projects in the last three (3) years. Preference will be given to bidders who can provide signed certificates of completion (including project schedules) of recent projects, indicating the value, duration and completion date of the contract.

Design Engineer/Technologist

The Mechanical Engineer / Technologist responsible for the design of the HVAC system to be professionally registered with the Engineering Council of South Africa (ECSA) as a Professional Mechanical Engineer (Pr. Eng) or Professional Mechanical Engineering Technologist (Pr. Tech) with a minimum of ten (10) years of design experience of HVAC systems. The Engineer/Technologist to have successfully completed a minimum of three (3) projects of similar scope within the last three (3) years.

Mechanical Draughtsman

The Mechanical Draughtsman to have a minimum of five (3) years of mechanical draughting experience of HVAC systems.

4. SUB-CONTRACTING

If part of the work will be sub-contracted, company profiles of each sub-contractor to be submitted with the proposal.

The successful bidder may not subcontract the whole of the works and must retain overall design responsibility for the mechanical design of the new HVAC system which may not be subcontracted.

5. SPECIFIC CONDITIONS

- 1) Responses received from the prospective service providers do not give rise to any contractual obligation to iThemba LABS.
- 2) iThemba LABS reserves its own right to utilize or not utilize any of the information provided by the prospective service providers.
- 3) iThemba LABS reserves the right to request further information should they deem necessary to do so.
- 4) iThemba LABS may decide to call presentations to interrogate the proposals submitted by any prospective service providers.

PRICING SCHEDULE

The appointment of the consulting engineers will be done in accordance with Stages 1 - 6 of the Guideline for Services and Processes for Estimating Fees for Registered Persons in terms of the Engineering Profession Act, 2000, (Act No. 46 of 2000) as published in the Government Gazette No 39480, 4 December 2015, Board Notice 138 of 2015 and the PROCSA Professional Service Agreement, the latter which the successful bidder will be required to procure a copy of at his own cost.

Professional fees are to be calculated on the **Cost of Works** principle in accordance with the Guideline for Services and Processes for Estimating Fees for Registered Persons in terms of the Engineering Profession Act, 2000, (Act No. 46 of 2000) as published in the Government Gazette No 39480, 4 December 2015, Board Notice 138 of 2015.

For purposes of determining the Bid Price, the Cost of Works is determined by the construction budget for the project, which is estimated to not exceed R 1 million, inclusive of VAT and excluding professional fees. The budgeted cost breakdown is as follows:

Item	Budgeted cost (inclusive of VAT)
Civil and Structural works	R 100,000
Mechanical works	R 800,000
Electrical works	R 100,000
TOTAL	R 1,000,000

Bidders are welcome to submit an optional detailed pricing schedule in addition to the mandatory summary pricing schedule. iThemba LABS reserves the right to request this from bidders during the evaluation stage if required for clarification.

Description	Total (Incl. VAT)
Consultancy fees: Mechanical works	
Consultancy fees: Electrical works	
Consultancy fees: Civil and structural works	
Disbursements	
TOTAL	R

STANDARD BIDDING DOCUMENT (SBD) 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in 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

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
$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \text{ or}$		
$P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$		

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{min} = 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:

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

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:
- 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 the organ of state)	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 the tenderer)	Number of points claimed (80/20 system) (To be completed by 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		

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.

SURNAME AND NAME: SIGNATURE(S) OF TENDERER(S)
DATE:
ADDRESS:

Note: It is advised that documents be returned in PDF