



**iThemba  
LABS**  
Laboratory for Accelerator  
Based Sciences

**REQUEST FOR PROPOSAL (RFP): APPOINTMENT OF A SUITABLE SERVICE PROVIDER FOR THE RENOVATION OF THE EXISTING CANTEEN AT ITHEMBA LABS IN FAURE, CAPE TOWN.**

**Supplier name:** .....

<b>RFP Number:</b>	iLABS/RFP2024/25:02
<b>RFP Description:</b>	APPOINTMENT OF A SUITABLE SERVICE PROVIDER FOR THE RENOVATION OF THE EXISTING CANTEEN AT NRF iTHEMBA LABS IN FAURE, CAPE TOWN It is Estimated that tenderers must have a CIDB contractor grading designation of 2 GB or Higher.
<b>Date of Issued:</b>	17 April 2024
<b>Address:</b>	iThemba LABS Old Faure Road Faure 7131
<b>Compulsory Site Visit Date, Time and address</b>	To be held on the 25 April 2024 at 11h00am.  iThemba LABS Old Faure Road Faure 7131
<b>Closing Date and Time</b>	3 May 2024 at 11h00am
<b>Submit RFP to:</b>	<a href="mailto:scm2@tlabs.ac.za">scm2@tlabs.ac.za</a> (RFP must be submitted via email only)
<b>For More Information, (Technical):</b>	Ms. Elizma van Zyl Email: <a href="mailto:e.vanzyl@ilabs.nrf.ac.za">e.vanzyl@ilabs.nrf.ac.za</a> <a href="tel:02184310001377">Tel:021 843 1000/1377</a>

<b>For More Information, (Supply Chain Management):</b>	Mr. Khanyisa Maqwara Email: <a href="mailto:scm2@tlabs.ac.za">scm2@tlabs.ac.za</a> Tel: 021 843 1379
<b>iThemba LABS Business Hours:</b>	08:00 am till 16:30 pm
<b>Date Services Required:</b>	Immediately After Issuing of Purchase Order
<b>Validity from Closure Date:</b>	90 Days
<b>Awarding of Proposal:</b>	May/June 2024
<b>Contract Period:</b>	Duration of work from receipt of Official Purchase Order
<b>Preferential Procurement System Applicable:</b>	<b>80:20</b> 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.

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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 Business Administration and Finance 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 **APPOINTMENT OF A SUITABLE SERVICE PROVIDER FOR THE RENOVATION OF THE EXISTING CANTEEN AT NRF/iTHEMBA LABS IN FAURE, CAPE TOWN** 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](http://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](mailto:csd.support@treasury.gov.za) .

## 6. SECTION 1: Process Description & Administrative Requirements.

### 6.1 Mandatory and Administrative Requirements

- a. All documentation to be included:

**PART 1:** Technical Proposal: RFP No.: iLABS/RFP2024/25:02

**PART 2:** B-BBEE and other Mandatory Documentation:

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

<b>ADMINISTRATIVE DOCUMENTS (M = Mandatory)</b>		
<b>Please Tick Applicable</b>		
<b>B – BBEE Certificate (or Sworn affidavit or Certified Copy)</b>	<b>O</b>	<b>YES/NO</b>
<b>Company Profile</b>	<b>M</b>	<b>YES/NO</b>
<b>CSD (Central Supplier Database) Proof of Registration (<a href="http://www.csd.gov.za">www.csd.gov.za</a>)</b>	<b>M</b>	<b>YES/NO</b>
<b>SBD 4</b>	<b>M</b>	<b>YES/NO</b>
<b>SBD 6.1</b>	<b>O</b>	<b>YES/NO</b>
<b>Resolution by the Bidder authorizing signatory (If documents completed and signed by the Owner/Partner/Managing Director, Resolution not needed from the bidder)</b>	<b>M</b>	<b>YES/NO</b>
<b>EVALUATION DOCUMENTS (Go/No Go)</b>		
<b>Note: Compulsory to submit all returnable documents</b>		
<b>Submission of a valid CIDB Grading certificate, 2GB or higher</b>	<b>M</b>	<b>YES/NO</b>
<b>Submission of a detailed construction program outlining the schedule for all work packages with specific timelines to ensure completion of the project within 4 months</b>	<b>M</b>	<b>YES/NO</b>
<b>Submission of a company profile showcasing that the bidder has at least 5 years' experience in similar construction projects</b>	<b>M</b>	<b>YES/NO</b>
<b>Submission of a project portfolio of a minimum of 5 similar projects – specific wording about value of project, duration, etc</b>	<b>M</b>	<b>YES/NO</b>
<b>Submission of a Curriculum Vitae/s of the designated site foreman who will be on site during the execution of works.</b>	<b>M</b>	<b>YES/NO</b>
<b>Submission of Proof of Qualified trade tested Plumber and Electrical Wireman, certified A/C installer</b>	<b>M</b>	<b>YES/NO</b>

Three (3) reference letters or project completion certificates with contact details for those whom the bidder has completed similar work for within the last sixty (60) months (preferably last thirty-six (36) months) that meets the minimum threshold	M	YES/NO
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## 6.2 Proposal Submission

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

RFP No:

Description: APPOINTMENT OF A SUITABLE SERVICE PROVIDER FOR THE RENOVATION OF THE EXISTING CANTEEN AT ITHEMBA LABS IN FAURE, CAPE TOWN.

Closing Date and Time: **3 May 2024 11:00am**

Email Submission Address: [scm2@tlabs.ac.za](mailto:scm2@tlabs.ac.za)

- 6.2.1 Please note that this RFP closes punctually at **3 May 2024 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 [scm2@tlabs.ac.za](mailto:scm2@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 ergonomic 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 PROJECT SCOPE OF WORKS

The project entails renovation of the existing Canteen at the Business Administration and Finance Department. The objective is to renovate the canteen service area and preparation area to comply with relevant Government Acts and its Regulations and South African National Standards for food safety as applicable to the foodservice industry.

### CONTENT:

#### 8.1 GENERAL

#### 8.2 SITE CLEARANCE AND DEMOLITION

#### 8.3 INTERNAL BUILDING WORKS

#### 8.4 PROJECT FINISHES SCHEDULES AND SPECIFICATIONS

#### 8.5 SITE INFORMATION & DRAWINGS

### 8.1. GENERAL

Where applicable the relevant SABS codes and PW371 codes are to be followed. All materials are to be transported and stored, fixed, cured and finished as per manufacturer's recommendation and technical literature.

Contractors to provide the best quality materials, construction techniques and finishes, failing which the principal agent may reject them.

All materials specified by trade name are subject to substitution by the contractor but only on approval by the principal agent. The quality and standard of the product must remain the same and the contractor will be held responsible for these products.

All work is to be carried out and protected within the requirements of the latest occupational Health & Safety Act as well as the client Health and Safety specification. The contractor is to present a risk assessment and method statement.

COMPILED BY:

### 8.2. SITE CLEARANCE & DEMOLITION

#### 8.2.1. Canteen:

- Remove existing rubberized flooring and make good to receive new vinyl flooring (refer to drawing W-4001 floor finishes)
- Remove existing window dressing hooks and make good.
- Wall panel at the rear of the canteen to be removed and made good.
- Secure site access
- Note: All joinery removed to be assessed by client for reuse on site or removal thereof.

- All existing equipment to be removed and secured on site. Wall dressing to also be removed and retained.
- All power points behind existing service counter to be removed and made good.
- All existing lighting to be removed and made good.
- Wall fans to be removed and retained for reinstatement once works are completed.
- TV to be removed and Client to retain.

#### 8.2.2. Services:

- Existing DB and sub DB to remain as is, all new electrical work to be connected to existing.
- Fire: Existing fire detection and fire extinguishers to be removed and reinstated once works are completed.
- Allow for new water and waste points in the servery and at the wash hand basin. All waste pipes to run into the existing gulley as shown.

#### 8.2.3 Kitchen:

- Remove Existing hand wash station and all accessories and relocate to the new nib wall at the pot wash.
- Remove existing timber dado bumper rail and make good.
- Extend walls as shown, plaster, paint and make good. New walls to receive vinyl cove skirting to match profile of existing.
- Existing insect killer to be relocated above the pot wash area.
- Allow for new hatch openings between the kitchen and the server – reveal to be plastered and painted.

### 8.3. INTERNAL BUILDING WORKS:

REFER TO WORKING DRAWINGS SET AS ISSUED FOR TENDER

#### 8.3.1. CANTEEN

##### A: Corridor:

###### Walls:

- New plastered and painted brickwork wall to be built beneath the existing concrete beam as a fire break.
- Allow for level plaster/skimming at reveals to receive door frame.
- Remove wall opening into the canteen up to the underside of the beam as shown.
- Open existing walls, remove windows and fit new aluminium double doors.

###### Ceilings:

- Existing to remain.

###### Doors:

- Allow for new double fire door and frame as per Door Schedule (refer to D01, W-6101)

###### Electrical:

- N/A.

##### B: Canteen:

###### Walls:

- Existing walls requiring patch and repair to be plastered and sanded. All walls to be prepped to receive paint.
- Allow for level plaster/skimming at reveals to receive door frame.

- Vinyl skirting to remain

Floors:

- Strip up rubber stud flooring - allow for preparation to receive new glue down vinyl timber flooring.

Ceilings:

- Existing Heraklith ceiling to remain.
- Allow for new timber slatted bulkhead over the walkway and terminates at the back wall

Aluminium Doors & Windows:

- Existing doors and windows to remain.
- All windows to be serviced.

Electrical:

- Refer to drawing series W-1300 for electrical and power layouts.

Joinery:

- All existing joinery and partitions to be carefully removed, client to confirm reuse elsewhere on site or removal.
- For new joinery, refer to base plan and joinery detailing W-2000 series (Drawings W-2001 to W-2002 & W-2003)

Furniture:

- New loose furniture as per the furniture specification (to be included in a separate tender).

## 8.4. PROJECT FINISHES SCHEDULES AND SPECIFICATIONS

### 8.4.1. GENERAL NOTE:

The following SECTIONS C & D contain itemised information on finishes.

These notes are intended to supplement the information on the drawings included in the tender package. In all cases the preceding sections with detailed specifications are to be read in conjunction with the room by room notes. Please note, specifications are a guideline. Alternative suppliers may be priced however they must be of the same quality and grade as the specification given. If there are any discrepancies between notes and specification, please note that the **drawings will take precedence**.

**ALL DIMENSIONS MUST BE CHECKED ON SITE PRIOR TO ANY FABRICATION OR MANUFACTURE.**  
**ANY DISCREPANCIES MUST BE REPORTED TO THE PRINCIPAL AGENT.**

### 8.4.2. STRUCTURAL DETAILING / SPECIFICATION

#### 8.4.2.1. WALLS

##### 8.4.2.1.1 Masonry

New internal walls as shown (230m) steel trowel internal walls for smooth finish, allow for skimming walls with 3mm to 6mm thick gypsum board and Cretestone or equivalent gypsum skim plaster.

For all new external openings, allow for plastering walls, fixing new aluminum frames and plastering up.

Internal Paint: Prepare surfaces and remove all loose material. Apply one coat Dulux Plaster Primer or equivalent, two coats Dulux Cashmere Acrylic paint or equivalent to new interior walls, etc. to architects spec

### 8.4.3. FINISHES SPECIFICATION

8.4.3.1. SKIRTINGS: Existing vinyl skirting to remain

8.4.3.2. CEILINGS / CORNICES

Existing Ceilings to remain, make good where required.

8.4.3.2. VINYL FLOORING

The surfaces should be prepared with care to remove any soiling, laitance, treatment products or any other foreign body.

If the substrate does not meet the requirements, a patching compound must be used:

- With a substrate moisture content of < 4.5%, the grouting must meet class P3 specifications
- With a substrate moisture content of between 4.5% and 7%, levelling compounds or special primers must be used (Contact the levelling compound manufacturers)
- With a substrate moisture content of > 7%, we recommend applying a rising damp treatment before applying a patching compound. Moisture content accepted on calcium sulphate liquid screed: < 0,5 %.

Localised levelling: A resin mortar (bearing the NF mark for concrete repair products) may be used in isolated

areas which do not meet the requirements in terms of level and surface finish. Crack treatment: Treat cracks prior to applying a patching compound (see support preparation information). Joint treatment: Contraction joints: Treat joints before applying a patching compound Construction joints: Similar to cracks, same treatment. Expansion joints: Joints without a difference in levels: The RM 20-5 profile with PVC strips supplied by COUVRANEUF or equivalent covers the joint. Joints with overlay profile: The profile is fitted over the flooring and is secured on one side only.

To lay tiles and planks, the site laying conditions must be respected as follows: The ideal ambient temperature for installation must be between 15 and 26°C for 24 hours before, and 24 hours after, laying. The planks or tiles must be stored in the same conditions as the installation conditions to avoid variations in size

Application is by simple gluing with a dispersion adhesive in aqueous phase applied with a finely toothed spatula. Coverage: approx. 300 / 350 g/m<sup>2</sup>, A2 type spatula (TKB specifications or equivalent). Change the spatula as often as necessary to keep to this coverage.

8.4.3.3. TRIMS

Where change in floor finish occurs allow for trim at junctions, allow stainless steel Kirk Marketing or equivalent M-Trim NEW ALUMINIUM TRIM ATC290.MS in Matt Silver Finish ±3.5m length.

8.4.3.4. PAINTING

Please refer to Paint Specification for detailed wall preparation. Refer to Wall finishes drawings for colour selection (W-4002). If an alternative supplier is used, samples of the similar colours are to be provided for approval.

8.4.3.5. ELECTRICAL

All new plugs and switches to be Crabtree or equivalent Classic fittings to match the existing on site. Existing floor plugs in the canteen to be removed and made good.

#### 8.4.3.6. PLUMBING

Allow for new hot and cold-water supply and waste to service counter for prep sink, coffee machine, spare points for front counter and for wash hand basin. Waste to run to existing gulley in the lane adjacent to the kitchen.

#### 8.4.3.7. LOOSE ITEMS

All loose furniture and equipment items are to be excluded from the tender. Custom joinery to be included as shown on the W-2000 series. Also allow for all custom items ie hatch shelf in kitchen, Ambient Glass display unit.

#### 8.4.3.8. GENERAL

- Contractor is to itemise their percentage mark-up. This mark up is for the cost of purchasing materials, taking delivery, unloading, unpacking, protecting, storing as required and all establishment charges, overheads, profit, insurances, etc.
- The contractor on delivery is responsible for these items throughout the contract period.

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## PAINT SPECIFICATION:

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Selected paint supplier to provide a full specification for the site to ensure full guarantees are provided to the client on completion. All new materials, workmanship etc. must be noted with a written guarantee which includes a defects liability period from date of issue of the guarantee as prescribed by the manufacturer.

### IMPORTANT NOTICE

**MOISTURE READING HAVE TO BE CONDUCTED ALONG THE BASE OF ALL EXTERNAL VERTICAL WALLS BEFORE ANY PAINT WORK MAY COMMENCE.**

Prior to painting, a reputable damp proofing specialist is to establish and repair all causes of moisture ingress in the structure such as but not limited to: rising/lateral dampness; water penetration from balconies/stairwells/walkways; moisture originating from copings and horizontal parts; leaks between the window frame and the plaster; joints, both vertical and horizontal; dampness as a result of earth-retention; suspected plumbing leaks; surface and structural cracks etc.

It is not recommended to re-paint before all causes of moisture ingress have been established and cured by a reputable damp proofing specialist.

All treatment of damp to be done in strict accordance with approved damp proofing methods. Dampness in the structure will affect the performance of the paint system.

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## SPECIFICATION 1: INTERNAL WALLS

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### **(Moisture content is between 0% and 12%)**

Before painting can commence, every problem must be repaired.

#### **Good Condition, not powdery**

- Remove any loose and flaking paint back to a sound substrate and firm edges by scraping and sanding.
- Clean surfaces with **Sugar Soap** /water solution to remove all surface contaminants and chalky residue, rinse with clean water to remove all traces of the **Sugar Soap** treatment and allow drying out.
- Enamel surfaces need to be sanded to a matt finish to aid adhesion before commencing with the Dulux Pre-Paint Sugar Soap /water solution treatment. Apply a coat of **Universal Undercoat**.
- Old Paint in Poor Condition
- Completely remove all loose and flaking paint.
- Remove oil, grease dirt or any other contaminants with **Sugar Soap**/water solution and allow drying.
- Friable surfaces must be removed and repaired.
- Mould instructions. To kill lichen and algae growth, scrub with one of the following solutions: either 4:1 water/chlorine, or 4:1 water/sodium hypochlorite. Ensure that the areas are completely saturated, and allow the solution to react for a minimum of 4 hours. Rinse the complete wall surface thoroughly with clean water and allow drying.

#### **Filling**

Fill all imperfections with the appropriate **Filler** and spot prime filled areas with **Alkali Resistant Primer** once the crack filler has dried properly.

Failure to do this will result in uneven sheen levels between the repaired and normal areas.

#### **APPLICATION:**

##### **Primer**

Ensure surfaces are sound, clean and thoroughly dry - **moisture content should not exceed 12%**.

Spot prime bare exposed areas with **Alkali Resistant Primer** at 9m<sup>2</sup> per litre. Allow overnight drying.

*Recoating Time 18 hours at 23°C. Drying times will be extended during cold, wet or humid conditions.*

##### **Finishing**

Finish with 2 coats of **Satin Matt paint** at 8-10m<sup>2</sup> per litre per coat to achieve a closed film and solid colour.

**Application method** – Brush, roller, airless spray

#### **Precautions:**

- *Do not apply during inclement or extreme weather conditions (wet, not below 10°C and above 35°C)*
- *Not suitable for direct application to powdery or friable surfaces whether previously painted or not.*
- *Not suitable for use in kitchen and bathrooms.*
- *Do not clean the surface within 7 days of applying.*

---

## SPECIFICATION 2: INTERNAL CEILINGS

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### SURFACE PREPARATION:

#### **Previously Painted:**

Remove all loose and flaking paint. Sandpaper well with wet-and-dry paper to remove surface gloss. Clean away all sanding dust and contaminants with water-miscible household degreaser. Rinse thoroughly with clean water, and allow drying.

On areas where the paintwork is sound, the total surface area must be abraded with steel wool, and then washed down with **Degreaser**. Allow drying.

### APPLICATION:

Apply primer to the bare substrate.

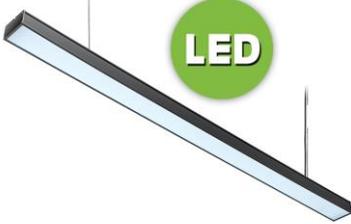
Finish with 2 coats of **Matt Paint**.

**Application method** –Airless spray

## IRONMONGERY SPECIFICATION

Recipe: TYPE A   FIRE   CLASS A   DD							
	Image	Product Code	Product Description	Finish	Unit	Qty per Door	Total Req'd
1		IW1318/450	CALINI OR EQUIVALENT ROUND PULL HANDLE: LENGTH = 450MM   CTC =350MM   POST =25MM   SS	SS	Each	4,0	4,0
2		IWFSBTB19	CALINI OR EQUIVALENT 19MM PULL HANDLE BACK TO BACK FIXING SET WITH ROSETTE FOR: IW1306   IW1318 - 22MM DIA & 25MM DIA   IW1320 - 19MM DIA   SS	SS	Set	2,0	2,0
3		IW2219SS	COMMERCIAL CYLINDER DEAD LOCK	SS	Each	1,0	1,0
4		IWI2051NPMK	66MM DOUBLE CYLINDER - MASTER KEYED	Other	Each	1,0	1,0
5		IW1906CYLSS	CALINI OR EQUIVALENT ROUND CYLINDER ESCUTCHEON SS	SS	Pair	1,0	1,0
6		IW9120	EN2-4 S/CHAN CAM ACTION DOOR CLOSER SIL	SIL	Each	2,0	2,0
7		IW91SDS	DOUBLE DOOR COORDINATOR SIL	SIL	Each	1,0	1,0
8		IW4006	IW BARREL BOLT 150X 32MM SS304		Each	2,0	2,0
9		HWF	Hinges supplied with frame	SS	Each	1,0	1,0
10		NOTE 1	SELECTOR AND CLOSER TO BE INSTALLED ON THE PULL SIDE OF THE DOOR	SC	Not Specified	1,0	1,0

ITHEMBA LABS: CANTEEN - LIGHTING SCHEDULE

Symbol	Item	IMAGE	DESCRIPTION	CODE	SUPPLIER	QTY
A	Linear Pendant		LED suspended linear pendant	PAAX4647	Eagle Lighting Or Equivalent	13
B	Custom Pendant	See Below	Custom 900mm Ø Drum Charcoal (see below)	Drum	Wireworld Or Equivalent	8
C	Wall Lights		Industrial Filament wall light	ZVL250	Eagle Lighting Or Equivalent	8
D	Downlight		LED Down light, with lampholder and bulb	DL 114	Eagle Lighting Or Equivalent	8

TOP	BOTT	WIDEST Ø	VR.HT	DESCRIPTION	POWDER COATING	PVC	CSF /WWSF	FABRIC	COLOUR	TRIM	QTY
900	900	900Ø	350 h	Drum Pendant	White	500mic White		Faux Linen	Charcoal	Tuck	8
850			h	Removable diffuser	White	500mic Clear		Parchment	Opaque White	No Trim	8
<p><b>Electrical Wiring: 200Ø Custom White (CCUP200W) (Bracket + Connector Block) ,4 x 2m steelcable &amp; tensioners ,1.5m White Cabtyre, 4 x E27, - WH (pendant), Signal White Matt Lamp Holder cup ,1x100mm Extension (Washer to Wiring), 4x 50mm Extension from 100Ø Ccup+Lid to lampholders</b></p>											

8.5. SITE INFORMATION AND DRAWING LIST:

<b>1000_GENERAL PLANS</b>							
Layout Plan	W-1001		1:50	22-12-2023	A3		COSTING
<b>1200_CEILING PLANS</b>							
Ceiling Plan	W-1201		1:50	11-04-2024	A3		COSTING
<b>1300_SERVICES</b>							
Lighting Plan	W-1301		1:50	11-04-2024	A3		COSTING
Power Plan	W-1302		1:50	22-12-2023	A3		COSTING
Water Reticulation	W-1303		1:50	22-12-2023	A3		COSTING
<b>2000_SECTIONS</b>							
Internal Elevations	W-2001		1:50	11-04-2024	A1		COSTING
Internal Elevations	W-2002		1:50	11-04-2024	A1		COSTING
Internal Elevations	W-2003		1:50	11-04-2024	A1		COSTING
<b>4000_LAYOUTS</b>							
Floor Finishes	W-4001		1:50	11-04-2024	A3		COSTING
Wall Finishes	W-4002		1:50	11-04-2024	A3		COSTING
<b>6101_DOOR SCHEDULE</b>							
Door Type A	W-6101		1:25 / 1:5	08-12-2023	A3		COSTING
Door Type B	W-6301		1:25	22-12-2023	A4		COSTING

## 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.
- We reserve the right to omit works from Phase 1: Section A and Phase 1: Section B at our discretion.

PRICING SCHEDULE					
PROJECT: ITHEMBA LABS					REV 1
<b>PHASE 1: Section A   Construction Works</b>					
A	Preliminaries & General	Units	Quantity	Unit Price	Amount / ZAR
1	Site establishment, H&S, admin etc.			R	R
2	Construction Foreman & Temporary Work			R	R
3	Profit and Attendance on Provisional Sums				R
B	General Construction	Units	Quantity	Unit Price	Amount / ZAR
1	Enabling works	m <sup>2</sup>	142	R	R
2	Demolition				
2.1	Fire door opening into the Canteen	m <sup>2</sup>	8	R	R
2.2	Openings for new Aluminium doors	m <sup>2</sup>	14	R	R
2.3	Openings for new hatch windows	m <sup>2</sup>	2	R	R
3	Breakup and remove existing flooring	m <sup>2</sup>	142	R	R
4	New Vinyl Flooring	m <sup>2</sup>	142	R	R
5	Ceilings				
	Existing ceilings, make good and painting	m <sup>2</sup>	142	R	R
6	Electrical				
6.1	Installation/Labour	Item	1	R	R
6.2	Fittings and fixtures	Item	1	R	R
7	Plumbing Installation				
	Installation/Labour	Item	1	R	R
	Sanware fittings and fixtures	Item	1	R	R
8	Aluminium Works	m <sup>2</sup>	14	R	R
9	Tiling (Splashbacks)				
9.1	Tiling installation/Labour	m <sup>2</sup>	35	R	R
9.2	Tiling Supply	m <sup>2</sup>	35	R	R
10	Painting/redecoration	Item	1	R	R
C	Non-Negotiable Items	Units	Quantity	Unit Price	Amount / ZAR
11	Joinery - Main Service Counter Detail A	Item	1	R	R

12	Ironmongery	Item	1	R	R
<b>TOTAL PHASE 1: SECTION A</b>					<b>R</b>
<b>PHASE 1: SECTION B</b>					
<b>Sundry Items</b>	<b>Unit s</b>	Quantity	<b>Unit Price</b>	<b>Amount /ZAR</b>	
Joinery - Built in High Tables Detail B	Item	4	R	R	
Joinery - Bin Joinery Detail C	Item	2	R	R	
Joinery - Booth Seating Detail D	Item	2	R	R	
Joinery/Signage - Neon Lettering Sign Detail E	Item	1	R	R	
Joinery - Cutlery & Condiment station Detail F	Item	2	R	R	
Joinery - Bulkhead Framework Detail G	Item	2	R	R	
Joinery - Vertical Slat Screens Detail H	Item	4	R	R	
Horizontal Feature Ceiling	Item	1	R	R	
Joinery - Mobile Serving Unit Detail I	Item	1	R	R	
Ironmongery	Item	1	R	R	
Stainless Steel Table for new Sink (other SS Tables provided separately)	Item	1	R	R	
<b>TOTAL PHASE 1: SECTION B</b>					<b>R</b>

## 10. EVALUATION CRITERIA (Functionality)

Responsive bids will firstly be evaluated on functionality. The minimum score for functionality is 60% and a bidder who scores below this minimum will be disqualified automatically from further evaluations.

Competence Criterion	Key Aspects of Criterion	Point Allocation		Total Points
<b>Construction Program</b>	Project construction program for the project capturing the specific details by trade.	No Submission	0	15
		Project Schedule is not adequately detailed, i.e. milestones and critical path not clear	5	
		Project Schedule shows estimated start and finish dates. Major milestones, critical path and estimated duration and logic to reach works completion is not clearly identified	10	
		A clearly documented Project Schedule indicated a start and end date, major milestones clearly identified, critical path and estimated duration and logic to reach works completion clearly reflected. Project Schedule further contains information on execution integration and redundancy for unforeseen delays or occurrences.	15	
<b>Bidders Experience in Construction Projects</b>	Submission of a company profile showcasing number of years' experience that the bidder has in similar construction projects completed within the last sixty (60) months	No Submission	0	15
		5 years with 2GB	5	
		6-10 years with 2GB grading	10	
		11 or more years with 2GB grading	15	
<b>Capacity of Key Personnel and Staff</b>	Detailed CV of the identified Site Foreman with contactable references	No Submission	0	15
		1-5 years site Foreman Construction Experience	5	
		6-9 years General Foreman Construction Experience	10	
		10 or more years General Foreman Construction Experience	15	
<b>TOTAL</b>				<b>45</b>

**11. REFERENCE LETTER TEMPLATE**

REFERENCE LETTER			
<b>Referee Letterhead</b>			
<u>Referee Legal Name:</u>			
<u>REFERENCE ON COMPANY:</u>			
RFP Number:	iLABS/RFP2024/25:01		
RFP Description: <b>APPOINTMENT OF A SUITABLE SERVICE PROVIDER FOR THE RENOVATION OF THE EXISTING CANTEEN ATNRF  iThemba LABS IN FAURE, CAPE TOWN.</b>			
Describe the service/work the above bidder provide to you below:			
<b>Criteria / risks</b>	<b>Below requirements</b>	<b>Meets requirements</b>	<b>Exceeds requirements</b>
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
<b>Completed by:</b>			
<b>Signature:</b>			
<b>Company Name:</b>			
<b>Contact Telephone Number:</b>			
<b>Date:</b>			

## 12. 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"><li>Monthly financial progress reports</li></ul> 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

## 13. 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 interest<sup>1</sup> 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

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<sup>1</sup> 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 consortium<sup>2</sup> 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.

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

<sup>2</sup> 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.

## 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**

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#### 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
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

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:

<b>80/20</b>	or	<b>90/10</b>
$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$	or	$Ps = 90 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$

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

<b>80/20</b>	or	<b>90/10</b>
$Ps = 80 \left( 1 + \frac{Pt - Pmax}{Pmax} \right)$	or	$Ps = 90 \left( 1 + \frac{Pt - Pmax}{Pmax} \right)$

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:
- 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		

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:** .....

.....

.....

## 14. 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.

# **15. 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**

<p>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.</p> <p>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).</p> <p>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.</p> <p>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.</p>
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<b>16. BID SUBMISSION CERTIFICATE FORM</b>	
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	