

## REQUEST FOR QUOTATION

Supplier Name: .....

GOODS

☒

SERVICE

|                                                 |                                                                                                                                                                                               |
|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Request for quotation number                    | iLABS/RFQ 2024/25:50                                                                                                                                                                          |
| Date Issued                                     | 07 June 2024                                                                                                                                                                                  |
| Description of Services/ Goods:                 | iThemba LABS requires a suitable service provider to supply, deliver cleaning equipment for RP (Decon team) to ensure housekeeping and decontamination of radiation areas within the facility |
| Closing Date:                                   | 14 June 2024                                                                                                                                                                                  |
| Closing Time:                                   | 11:00 am                                                                                                                                                                                      |
| Delivery Address:                               | iThemba LABS, Old Faure Road, Faure, Cape Town 7131                                                                                                                                           |
| <b>Submit RFQ to:</b>                           | <b><a href="mailto:scm2@tlabs.ac.za">scm2@tlabs.ac.za</a></b>                                                                                                                                 |
| Date Goods or Service Required:                 | 1 <sup>st</sup> week after a purchase order                                                                                                                                                   |
| For More Information (Technical):               | Julian Fredericks<br>Email: <a href="mailto:jj.fredericks@ilabs.nrf.ac.za">jj.fredericks@ilabs.nrf.ac.za</a><br><a href="tel:0218431247">Tel: 021 843 1247</a>                                |
| For More Information (Supply Chain Management): | Khanyisa Maqwara<br>Email: <a href="mailto:scm2@tlabs.ac.za">scm2@tlabs.ac.za</a><br>Tel: 021 843 1379                                                                                        |

#### THE FOLLOWING CONDITIONS WILL APPLY:

- **Where quotations/proposals are R 2 000.00 or more, the preferential Procurement System Applicable is 80/20**
- Price(s) quoted must be valid for at least sixty (60) days from closing date of the RFQ.
- Price(s) quoted must be firm and must be inclusive of VAT.
- **No advance payment without a payment guarantee**
- **Payment terms are 30 days from date if invoice received**
- A firm delivery period **must** be indicated.
- Late proposals/quotations / bids will be not be accepted.
- **Submit your B - BBEE Certificate as accredited with SANAS or Sworn affidavit if you are claiming for specific goals.**
- **Bidder / service provider / supplier that fails to provide mandatory RFQ requirements may be disqualified.**
- **Changes made by the / service provider/supplier to the RFQ template and its terms and conditions will not be considered after the closing date and time**
- Provide CSD Summary Report ([www.csd.gov.za](http://www.csd.gov.za))
- The attached forms to be completed by the Bidder (where applicable):
  - SBD 4 – Bidder disclose
  - SBD 6.1 – Preference Points Claim (South African Companies Only)
- This request for formal quotation is subject to the Preferential Procurement Policy Framework Act (PPPFA) 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](http://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](mailto: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, this request is automatically cancelled”.

**Supplier Response**

|                               |           |
|-------------------------------|-----------|
| <b>Name of Supplier:</b>      |           |
| <b>Address of Supplier:</b>   |           |
| <b>Contact Person:</b>        |           |
| <b>Contact Tel:</b>           |           |
| <b>Email Address:</b>         |           |
| <b>CSD Supplier Number:</b>   | MAAA..... |
| <b>Lead Time for delivery</b> |           |

|                       |                                            |
|-----------------------|--------------------------------------------|
| <b>Currency:</b>      | ZAR                                        |
| <b>Payment terms:</b> | 30 days from the date of receiving invoice |

| <b><u>Administrative Compliance Returnable Documents</u></b><br><b>(M – Mandatory); (O – Optional)</b> | <b>Submitted</b> |                                                             |
|--------------------------------------------------------------------------------------------------------|------------------|-------------------------------------------------------------|
| Bidders Disclosure (SBD 4), signed and completed.                                                      | <b>M</b>         | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| Preference Points Claimed (SBD 6.1), signed and completed                                              | <b>O</b>         | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| BBBEE certificate or sworn affidavit (applicable for local bidders).                                   | <b>O</b>         | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| <b>(M – Mandatory); (O – Optional)</b>                                                                 | <b>Submitted</b> |                                                             |
| Pricing completed                                                                                      | <b>M</b>         | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |

**SPECIFICATIONS:**

**DETAILED SPECIFICATIONS:**

iThemba LABS requires a suitable service provider to supply, deliver cleaning equipment for RP (Decon team) to ensure housekeeping and decontamination of radiation areas within the facility.

| Item                                                                                                                               | Quantity                          |
|------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| 1. Numatic Plastic Bucket and Wringer - Dual Compartment                                                                           | Blue X 2<br>Red X 1<br>Yellow X 1 |
| 2. 400g Colour coded Fan mop head<br>400g (90 mm webbing)                                                                          | Blue X 2<br>Yellow X 2<br>Red X 2 |
| 3. Fan mop metal holder – Wooden handle<br>Fan Mop Metal Holder - Wooden Handle 22mm x 1.2m. Complete fan mop holder.              | 6                                 |
| 4. Antistatic cloth holder – 60 cm<br>Antistatic Cloth Holder 60cm - Also known as mazzlin tool. Used with dust absorption cloths. | 5                                 |
| 5. Aluminium Handle - 22MM<br>Size: 22mm x 1.3m and 25mm x 1.3m                                                                    | 5                                 |
| 6. Metal Frame Wax Applicator for applying Sealers to Floors (300mm)                                                               | 3                                 |
| 7. TFC SHEEPSKIN APPLICATOR 300MM                                                                                                  | 5                                 |
| 8. Stainless Steel 2 Tier Trolley                                                                                                  | 1                                 |
| 9. Wet / Dry Vacuum - 80L (3 MOTOR)                                                                                                | 2                                 |
| 10. Scrubber                                                                                                                       | 2                                 |

## 1. Numatic Plastic Bucket and Wringer with Dual Compartment

- Dual Compartment Mopping Unit**  
- 18Lt. Front Clean Water Container  
- 12Lt. Dirty Water Section to the Rear



2. 400g Color coded fan mop head – 90MM WEBBING  
Size: 400g (90mm webbing)



3. Fan mop metal holder – Wooden handle  
Fan Mop Metal Holder - Wooden Handle 22mm x 1.2m. Complete fan mop holder. Used with fan mop heads.



**4. Antistatic cloth holder – 60 cm**

**Antistatic Cloth Holder 60cm - Also known as mazzlin tool. Used with dust absorption cloths.**



**5. Aluminium Handle - 22MM**

**Size: 22mm x 1.3m and 25mm x 1.3m**

**Used with the various attachments for example dustmop sweeper frame,**



**hygiene brooms, microfibre tool, antistatic cloth holders.**

**6. METAL FRAME WAX APPLICATOR FOR APPLYING SEALERS TO FLOORS (300MM)**



**7. TFC Sheepskin applicator (300mm)**



**8. Stainless Steel 2 Tier Trolley**

**Stainless steel 2 Tier Trolley:**

**Specifications:-**

**Sound Dampers under shelves**

- Quiet Castors, 2 with breaks.
- Square Tube for added strength
- Require One year guarantee
- Stainless Steel
- 900x500x93mm

**9. Wet / Dry Vacuum - 80L (3 MOTOR)**

**80L Stainless Steel Wet/Dry Vacuum 3 Motors**

**Type: Stainless steel wet&dry (water/dust)**

**Capacity: 80L**

**Power: 2000W**

**Tank diameter: 440mm. Height: 1050mm**

**Hose length: 2.6m**

**Motor lifetime: ± 700 – 850 hours**



**Warranty to be included.**



| SHE Division – Housekeeping                                             |          |         |
|-------------------------------------------------------------------------|----------|---------|
| Item                                                                    | Quantity | Pricing |
| Floor Sander / Polisher 17 / 420mm 220V Disk-Type Floor Polisher 2 in 1 | 2        |         |
| Vacuum Machines                                                         | 2        |         |
| Housekeeping / Janitorial Trolleys                                      | 12       |         |

**1. Floor Sander / Polisher 17 / 420mm 220V Disk-Type Floor Polisher 2 in 1**



High Speed Rotary machine with pad drive for wet and dry scrubbing and Polishing of hard Floors

**2. Vacuum Machines**



15L Capacity  
1000W Power, single phase  
Air flow rate of 48 L/S  
210 bar vacuum suction  
7 to 10m power cord  
For dust vacuuming

**3. Housekeeping / Janitorial Trolley - 3 in one**



Provision for 2 x buckets  
Storage for bottles and / or  
cleaning utensils  
Refuse disposal bag  
Provision for mops and  
brooms to be attached

## 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.

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<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.

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

.....

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