

REQUEST FOR PROPOSAL (RFP): Renovation of Male and Female Restrooms at iThemba LABS, Faure, Western Cape

Supplier name:

RFP Number:	iLABS/RFP2022/23:06
RFP Description:	Renovation of male and Female Restrooms at iThemba LABS, Faure, Western Cape
Date of Issued:	8 July 2022
Site Location:	iThemba LABS Old Faure Road Faure 7131 (only email submission will be accepted)
Closing Date:	22 July 2022 at 11:00 am
Compulsory Site Visit Date:	To be held on 15 July 2022, 11:00am
Delivery Address for RFP:	scm3@tlabs.ac.za (only email submission will be accepted)
For More Information, (Technical):	Mr. Eldrid Struis Email: ei.struis@ilabs.nrf.ac.za Tel: 021 843 1000
For More Information, (Supply Chain Management):	Mr. Odwa Mxenge Email: scm3@tlabs.ac.za Tel: 021 843 1000
iThemba LABS Business Hours:	08:00 am till 16:30 pm
Date Services Required:	Immediately After Issuing of Purchase Order

Validity from Closure Date:	90 Days
Awarding of Proposal:	June 2022
Contract Period:	Duration of work from receipt of Official Purchase Order
Preferential Procurement System Applicable:	80:20 This RFP is subject to the Preferential Procurement Policy Framework Act 2000 and its 2017 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 Infrastructure and Projects department of iThemba Labs Cape Town is responsible for this RFP.

3. INVITATION FOR PROPOSAL

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

- Reducing the cost of effort and administration
- Minimising price inconsistencies
- Reducing inadequate contract management and service delivery

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

4. OBJECTIVES OF iThemba LABS

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

- iThemba LABS develops and provides to its users' leading-edge research and infrastructure platforms to **enhance impact on the research enterprise**. This state-of-the-art facility is aimed at responding to the needs of the SA research community in subatomic science and technology, radiobiology, radiochemistry, materials research, accelerator mass spectrometry, and environmental sciences, as well as other disciplines that can benefit from ion beam analysis techniques.
- The availability of the leading-edge research allows iThemba LABS to contribute to **enhance impact on the research enterprise** through in-house and collaborative research projects. In addition to growing the production of globally competitive research outputs our training capacity is enhanced, leading to improvement in both quality and quantity of Human Capacity Development (HCD), and contributing to a **transformed (internationally competitive and sustainable) research workforce**. Competitive infrastructure also allows iThemba LABS and its users to forge closer ties with the South African, African and International Science and Technology, Higher Education and Research Institutions. Our facilities and skilled human resources also serve to technically and scientifically assist South African research groups that wish to use international facilities thereby contributing to a **transformed organisation that lives its culture and values**.
- Having world class infrastructure, conducting competitive research and having active international research collaborations serves to establish iThemba LABS and South Africa to be **globally recognised and respected for the research infrastructure platforms and people**. iThemba LABS further contributes to the societal benefit by growing and enhancing our Radionuclide Production portfolio and service offering for the health and related benefits of the SA community whilst improving cost recovery opportunities.
- iThemba LABS **upholds best corporate practise** and constantly strives to deliver transparent HR/Business/Finance processes (including Health and Safety) in line with the NRF policies in support of the operations and to facilitate Strategic Decision Making.
- iThemba LABS offers an extensive range of training programmes, mainly focused on post-graduate training where our research facilities are being utilized. In particular, post-graduate programmes with HDIs provide the pipeline needed to generate a **transformed research and technical workforce**, not only internal to the NRF but also in academia and the nuclear industry

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

5. REGISTRATION ON THE CENTRAL SUPPLIER DATABASE (CSD)

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

6. SECTION 1: Process Description & Administrative Requirements.

6.1 Mandatory and Administrative Requirements

- All documentation to be included:

PART 1: Technical Proposal: RFP No.: iLABS/RFP2022/23:06

PART 2: B-BBEE and other Mandatory Documentation:

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

ADMINISTRATIVE DOCUMENTS (M = Mandatory)		
Please Tick Applicable		
B – BBEE Certificate (or Sworn affidavit or Certified Copy)	M	YES/NO
Company Profile	M	YES/NO
CSD (Central Supplier Database) Proof of Registration (www.csd.gov.za)	M	YES/NO
SBD 4	M	YES/NO
SBD 6.1	O	YES/NO
Resolution by the Bidder authorizing signatory (If documents completed and signed by the Owner/Partner/Managing Director, Resolution not needed from the bidder)	M	YES/NO
Proof of address to demonstrate that the bidder's satellite office is based within 60 km of iThemba LABS Cape Town.	M	YES/NO
EVALUATION DOCUMENTS (Go/No Go)		
Note: Compulsory to submit all returnable documents		

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

6.2 Proposal Submission

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

RFP No: iLABS/RFP2022/23:06

Description: Renovation of Male and Female Restrooms at iThemba Labs, Faure, Western Cape

Closing Date and Time: 22 July 2022, 11:00am

Email Submission Address: scm3@tlabs.ac.za

- 6.2.1 Please note that this RFP closes punctually at 22 July 2022 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.: iLABS/RFP2022/23:06
 - **PART 2:** Pricing Proposal, B-BBEE and other Mandatory Documentation:
- 6.2.10 Proposals submitted by companies must be signed by a person or persons duly authorised.

6.3 Awarding of Request for Proposal and Appointment of Bidder

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

6.4 Evaluation Process.

6.4.1 Evaluation of proposals:

All proposals will be evaluated by an evaluation team and SCM for administrative compliance, Functionality, Price and B-BBEE. Based on the results of the evaluation process and upon successful negotiations, iThemba LABS will approve the awarding of the contract to successful bidder.

6.4.2. Evaluation process will be followed:

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

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

Preference points system:

- The 80/20 preference point system will be used where 80 points will be dedicated to price and 20 points to B-BBEE status.

6.4.3. Pricing Proposal:

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

6.5 Appointment of Bidder

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

6.6 Communication.

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

6.7 Proposal Documentation Availability.

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

7 SECTION 2: BACKGROUND

7.1 BACKGROUND

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

8 SECTION 3: GENERAL SPECIFICATION

The project entails renovations to the iThemba LABS male and female restrooms at the Nuclear Medicine Department. The objective is to convert the female restroom to a Cleanroom Gowning Area and the male restroom to a Unisex Restroom to comply with the Good Manufacturing Practice regulations.

The scope of work is based on the attached layout drawing for the restrooms. The scope includes demolition, rebuilding and renovation. Demolition work includes the removal of brick walls.

8.1 DEMOLISH AND REMOVAL MANAGEMENT

Functional material from dismantling or demolition works shall be isolated out and stacked as directed by the Project Engineer. Unserviceable material and waste to be disposed as directed by the Project Engineer. The serviceable

materials (i.e. furniture, doors, sanitary items, wall mounted items etc.) shall be put away within site as per execution plan. **The Bidder will provide one skips to service waste material collected from the demolition.**

8.1.1 FURNITURE

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

8.1.2 WALL REMOVAL

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

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

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

8.1.3 DOORS AND FRAMES

The Bidder shall ensure dismantling and removing of doors and door frames is executed in a standard manner to prevent and reduce damage. Doors will be refurbished and re-instated. The Bidder to avoid damaging and losing door auxiliary items.

8.1.4 POWER ISOLATIONS

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

8.2 REBUILDING WORKS

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

8.2.1 FURNITURE (LOCKERS)

The Bidder will only be required to procure the materials for the lockers as it will be constructed by the Employer.

- All boards must be PG BISON-MELAWOOD, Supa White, Peen finish, 16mm melamine.
- The boards edging must be 2mm IMPACT EDGING to match PG BISON-MELAWOOD, Supa White, Peen finish.
- All board sizes on the cutting list are FINISHING SIZES (i.e. includes edging) and no tolerance is allowed.
- Edging to be near seamless and smooth (no rough edges).
- Standard White Masonite board – 3.2mm
- Please ensure that boards are not damaged, chipped or scratched. All defective items must be replaced
- Round bar handle 12/96/156mm must be stainless steel (not hollow)
- Stainless Steel Straight Hinges with 4 hole plate
- Stainless Steel Ball Bearing Runners Full Extension Slide - 400mm
- Adjustable Kitchen Leg - Plastic with Clip to fit 100 mm Plinth (98mm-122mm)
- Ensure all items are inspected and thoroughly checked when delivered to the Employer.

CUTTING LIST BELOW:

Input Item List						
Client Name :		Job Reference :		D-Block Lockers		
Phone Number :		Quote Number :				
Fax Number :		Quantity :		34		
Address :		Date Required :		2022/06/21		
Input Panel						
Code	Material	Length	Width	Qty	Edging (L-L-W-W)	Notes
Sides	Melamine Supa White A grade Peen	1700 mm	430 mm	24	0 - 0 - 0 - 0	1L
TOP+BOT+SH ELVES	Melamine Supa White A grade Peen	430 mm	268 mm	108	0 - 0 - 0 - 0	1S
PLINTH FRONT	Melamine Supa White A grade Peen	1900 mm	100 mm	2	0 - 0 - 0 - 0	1L+1S
PLINTH SIDES	Melamine Supa White A grade Peen	414 mm	100 mm	4	0 - 0 - 0 - 0	1L + 1S
Doors	Melamine Supa White A grade Peen	421 mm	296 mm	48	0 - 0 - 0 - 0	EAR + 2 HOLES
BACKING	Hardboard White 3.2mm	1698 mm	298 mm	12	0 - 0 - 0 - 0	
Sides	Melamine Supa White A grade Peen	718 mm	430 mm	4	0 - 0 - 0 - 0	1L
TOPS	Melamine Supa White A grade Peen	468 mm	100 mm	4	0 - 0 - 0 - 0	1L
BOT&SHELVE S	Melamine Supa White A grade Peen	468 mm	430 mm	4	0 - 0 - 0 - 0	1L
DRAWER SIDES	Melamine Supa White A grade Peen	422 mm	300 mm	2	0 - 0 - 0 - 0	1L
DRW BACK+FRONT	Melamine Supa White A grade Peen	410 mm	300 mm	2	0 - 0 - 0 - 0	1L
DRW BOTTOM	Melamine Supa White A grade Peen	410 mm	390 mm	1	0 - 0 - 0 - 0	
Doors	Melamine Supa White A grade Peen	714 mm	496 mm	2	0 - 0 - 0 - 0	EAR + 2 HOLES
PLINTH FRONT	Melamine Supa White A grade Peen	1000 mm	100 mm	1	0 - 0 - 0 - 0	1L + 1S
PLINTH SIDES	Melamine Supa White A grade Peen	414 mm	100 mm	2	0 - 0 - 0 - 0	1L + 1S
BACKING	Hardboard White 3.2mm	716 mm	498 mm	2	0 - 0 - 0 - 0	
Sides	Melamine Supa White A grade Peen	1700 mm	430 mm	2	0 - 0 - 0 - 0	1L

TOP+BOT+SH ELVES	Melamine Supa White A grade Peen	938 mm	430 mm	5	0 - 0 - 0 - 0	1L
PLINTH FRONT	Melamine Supa White A grade Peen	1070 mm	100 mm	1	0 - 0 - 0 - 0	1L +1S
Doors	Melamine Supa White A grade Peen	1696 mm	482 mm	2	0 - 0 - 0 - 0	EAR + 3 HOLES
COVER STRIPS	Melamine Supa White A grade Peen	1800 mm	100 mm	3	0 - 0 - 0 - 0	1L
BACKING	Hardboard White 3.2mm	1698 mm	968 mm	1	0 - 0 - 0 - 0	
Input Hardware						
Code	Material	Qty	Notes			
Handle Round Bar S/S 96mm/156mm	Handle Round Bar S/S 96mm/156mm	52	Must be Stainless Steel (NOT HOLLOW)			
Hinge Ferrari Straight With 4 Hole Plate	Hinge Ferrari Straight With 4 Hole Plate	104	Must be Stainless Steel			
Pair Drawer Runners Ball Bearing 400mm	Pair Drawer Runners Ball Bearing 2 400mm	2	Must be Stainless Steel			
ADJUSTABLE LEG 100mm PLASTIC	ADJUSTABLE LEG 98-122 PLASTIC	60				
HANGING PLATE SQUARE	HANGING PLATE SQUARE	60				
STICK-ON COVERS WHITE (140pcs)	STICK-ON COVERS WHITE (140pcs)	5	+500 pcs			
Shelf Stud White with nail	Shelf Stud Example Item	240				
CAM LOCK 25MM S/S	CAM LOCK 25MM	50	Must be Stainless Steel			
CORNER BLOCKS WHITE	CORNER BLOCKS WHITE	300				
SCREWS 8x16 (1000pcs)	SCREWS 8x16 (1000pcs)	2	2000 pcs			
SCREWS 8x40 (1000pcs)	SCREWS 8x40 (1000pcs)	2	2000 pcs			
SCREWS 6x30 (1000pcs)	SCREWS 6x30 (1000pcs)	2	2000 pcs			

8.2.2 PAINT WORKS

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

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

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

8.2.3 DOOR AND DOOR FRAMES

The doors and door frames shall be painted with two different colours.

8.2.4 FLOORING WORKS

To be done by others.

8.2.5 TILING

The Bidder shall provide and install mid grey glass splash backs.

8.2.6 TOILETS INSTALLATION WORKS

The new installation must conform to the latest regulations and standards provided by Department of Water and Sanitation.

8.3 GENERAL PRACTICES

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

8.3.1 SURFACE PREPARATION

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

8.3.2 PRIMER

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

8.3.3 FINAL COATS

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

8.3.4 PLUMBING

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

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

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

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

8.3.5 TILING

Samples of mosaic tiles must be provided to the Project Engineer for approval prior to ordering and installation. The Bidder must ensure the installation is done by a qualified Tiler.

Ensure the proper amount, full even coverage, of cement is present beneath the tile. Ensure tiles are level and clean.

Plan the tile layout before measuring, cutting and laying tiles to reduce wastage. Match the colour of the grout with the colour of the tile. Apply a grout sealer to help prevent stains, and keep mildew and mould from growing into the grout.

8.3.6 TOILET CUBICLES

For manufacture, delivery and installation of toilet cubicles manufactured using 12mm Compact High Pressure Laminate or 12mm Compact Density Fibre Board (colour: to be confirmed), in CubeMax Flush Bevel (code: CSCHPLCMFB/ CSCDFBCMFB) or similar approved.

This is a modular, frameless system which is supported with end and mid panels fixed to floor and ceiling anchors manufactured using powder-coated aluminium extrusion (powder coating colours: Traffic Black / Charcoal / New Silver / White Aluminium) and bracketed to walls and partitions using stainless steel brackets (code: CS3X10HLCRNBKT) with concealed fixings where possible.

All fixings and ironmongery in 304 and 316-grade stainless steel as specified. Ironmongery to include hat and coat hook (code: CSH&CHK) with buffer stopper, indicator bolt (code: CS12INDBLT) and rise and fall butt auto close hinge (code: CSHNGCHPL/ PERS/CDFB).

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.

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

ITEM NO	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
	<u>SUMMARY:</u>				
BILL 1	Management of Works				
BILL 2	Alterations				
BILL 3	Paintwork				
BILL 4	Plumbing & Drainage				
BILL 5	Electrical				
BILL 6	Carpentry				
BILL 7	Toilet Cubicles				
BILL 8	Occupational Health & Safety				
	SUB-TOTAL	ST			
	Provide 10% for Contingencies to be deducted in part or all if not required.	Item	10%		
	TOTAL OF BUILDING WORKS & CONTINGENCIES	ST			
	VALUE ADDED TAX				
	Add the sum of 15% (fifteen percent) of the above total	VAT	15		
	TOTAL INCLUDING VAT				

9. REFERENCE LETTER TEMPLATE

REFERENCE LETTER			
Referee Letterhead			
<u>Referee Legal Name:</u>			
<u>REFERENCE ON COMPANY:</u>			
RFP Number:	iLABS/RFP2022/23:06		
RFP Description: RENOVATION OF MALE AND FEMALE RESTROOMS AT ITHEMBA LABS, FAURE, WESTERN CAPE			
Describe the service/work the above bidder provide to you below:			
Criteria / risks	Below requirements	Meets requirements	Exceeds requirements
Customer satisfied with the service			
On time completion of project			
Competent staff executing the project			
Management of costs			
Project management			
Overall Impression	Other comments		
Approximate value of contract			
Would you use the provider again?			☐ YES ☐ NO
Completed by:			
Signature:			
Company Name:			
Contact Telephone Number:			
Date:			

10. SPECIAL CONDITIONS FOR MANAGING THE CONTRACTUAL OBLIGATIONS	
SERVICE PERFORMANCE LEVELS (MANDATORY)	
Service being Measured	Penalty where minimum levels are breached
Detailed design	As stipulated GCC 22
Detailed cost estimate	As stipulated GCC 22
Detailed work plan and project schedule	As stipulated GCC 22
Tender documentation	As stipulated GCC 22
Contract administration: Monthly financial progress reports Measurement of work on site and certification of progress payments upon requests from contractors	As stipulated GCC 22
Final accounts and certification	As stipulated GCC 22
11. GENERAL CONDITIONS OF CONTRACT FOR PERFORMANCE MANAGEMENT	
GCC22	22. Penalties
	22.1. Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

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

STANDARD BIDDING DOCUMENT (SBD) 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

2.2	Do any	Full Name	Identity Number	Name of State institution	you, or person

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.

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

PREFERENCE POINTS CLAIMED (SBD 6.1)

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS, AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1. The following preference point systems are applicable to all bids:

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

1.1.2. the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2.

1.2.1. The value of this bid is estimated not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable

1.2.2. the 80/20 preference point system will be applicable to this tender

1.3. Points for this bid shall be awarded for:

1.3.1. Price; and

1.3.2. B-BBEE Status Level of Contributor.

1.4. The maximum points for this bid are allocated as follows:

		POINTS
	PRICE	80
	B-BBEE STATUS LEVEL OF CONTRIBUTION	20
	Total points for Price and B-BBEE must not exceed	100
1.5.	Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.	
1.6.	The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.	
2. DEFINITIONS		
2.1.	“B-BBEE” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;	
2.2.	“B-BBEE status level of contributor” means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;	
2.3.	“bid” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;	
2.4.	“Broad-Based Black Economic Empowerment Act” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);	
2.5.	“EME” means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;	
2.6.	“functionality” means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.	
2.7.	“prices” includes all applicable taxes less all unconditional discounts;	
2.8.	“proof of B-BBEE status level of contributor” means:	
	2.8.1. B-BBEE Status level certificate issued by an authorized body or person;	
	2.8.2. A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;	
	2.8.3. Any other requirement prescribed in terms of the B-BBEE Act;	
2.9.	“QSE” means a qualifying small business enterprise in terms of a code of good practice on black	

economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

- 2.10. “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1. 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

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

or

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

$P_{\min}$ = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1. In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
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

5. BID DECLARATION

- 5.1. Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1. B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)
- (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

- 7.1. Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES		NO	
-----	--	----	--

- 7.1.1. If yes, indicate:

7.1.1.1. What percentage of the contract will be subcontracted.....%

7.1.1.2. The name of the sub-contractor.....

7.1.1.3. The B-BBEE status level of the sub-contractor.....

7.1.1.4. Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	
-----	--	----	--

- 7.1.1.5. Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

- 8.1. Name of company/firm:
- 8.2. VAT registration number:
- 8.3. Company registration number :
- 8.4. TYPE OF COMPANY/ FIRM
- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety

	☐ Close corporation ☐ Company ☐ (Pty) Limited [TICK APPLICABLE BOX]
8.5.	DESCRIBE PRINCIPAL BUSINESS ACTIVITIES
8.6.	COMPANY CLASSIFICATION ☐ Manufacturer ☐ Supplier ☐ Professional service provider ☐ Other service providers, e.g. transporter, etc. [TICK APPLICABLE BOX]
8.7.	Total number of years the company/firm has been in business:
8.8.	I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that: 8.8.1. The information furnished is true and correct; 8.8.2. The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form; 8.8.3. In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct; 8.8.4. If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have – 8.8.4.1. disqualify the person from the bidding process; 8.8.4.2. recover costs, losses or damages it has incurred or suffered as a result of that person's conduct; 8.8.4.3. 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; 8.8.4.4. recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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 8.8.4.5. forward the matter for criminal prosecution.

SBD 6.2: DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

	This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably). Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African
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Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.

- 1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
_____	_____ %
_____	_____ %
_____	_____ %

3. Does any portion of the goods or services offered have any imported content?

(Tick applicable box)

YES		NO	
-----	--	----	--

- 3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.reservebank.co.za

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

- Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the DTI must be informed accordingly in order for the DTI to verify and in consultation with the AO/AA provide directives in this regard.

LOCAL CONTENT DECLARATION

(REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO.

ISSUED BY: (Procurement Authority / Name of Institution):
.....

NB

- The obligation to complete, duly sign, and submit this declaration cannot be transferred to an external authorized representative, auditor, or any other third party acting on behalf of the bidder.
- Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on http://www.thdti.gov.za/industrial_development/ip.jsp. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be**

submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below. Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names), do hereby declare,
in my capacity as of(name of
bidder entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
 - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.

The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

	WITNESS No. 2 _____ DATE: _____

12. CONTRACT MANAGEMENT

1. Contract Management

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

2. Contract Manager

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

3. Contract Communication

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

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

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

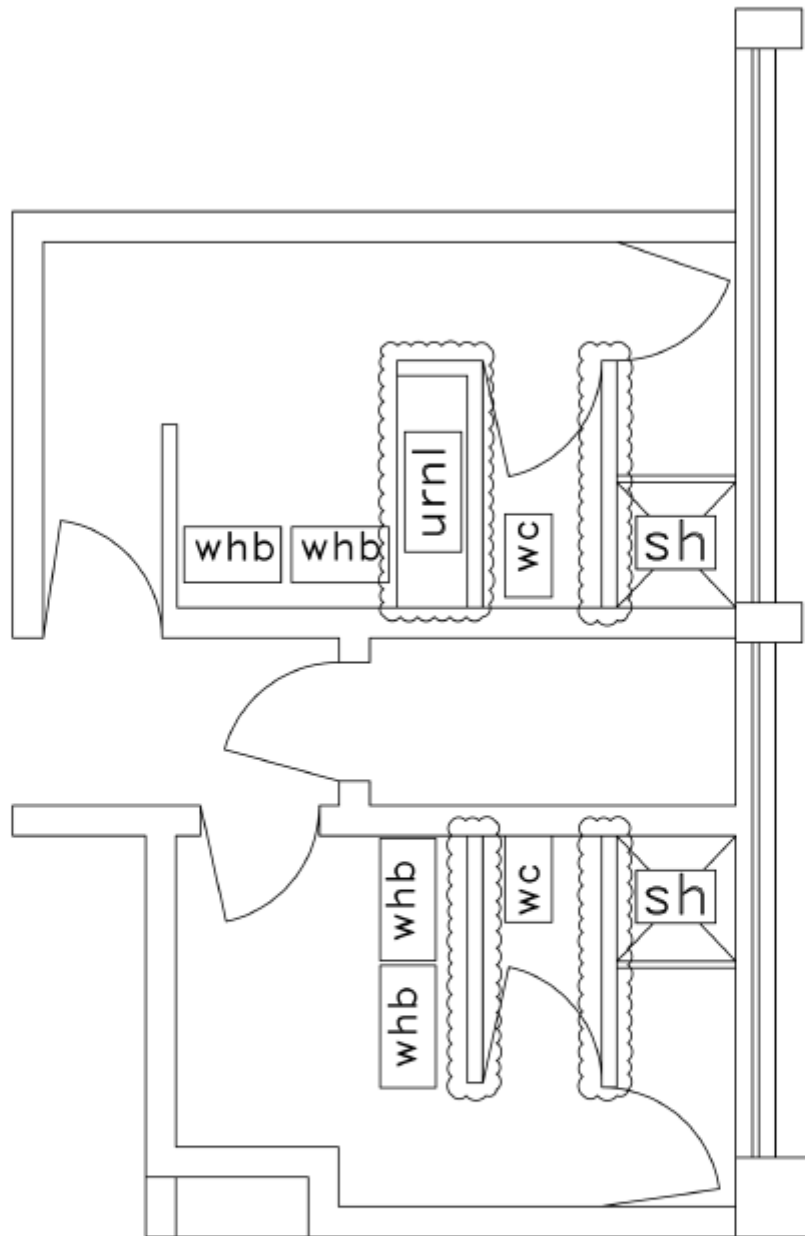
4.3.4. Description of the required procurement. Where detailed, reference must be made to the relevant technical document attached; 4.3.5. Catalogue number if applicable; 4.3.6. Unit price per this contract; 4.3.7. Delivery Date; 4.3.8. Business unit code; and 4.3.9. The specific delivery site. 5. Communicating where incidental services are required as listed in this document 5.1. Incidental services are specified in the incidental services clause 5.2. Incidental services are priced in accordance with the incidental clause where such prices have not been set in the SBD form. 6. Communicating where spare parts are required as listed in this document 6.1. The spare parts services are specified in the spare parts clause 7. Performance Management 7.1. The NRF measures performance throughout the contract life. 7.2. The NRF has regular performance review with the contractor. 7.3. Where severe non-performance occurs will terminate the contract earlier in consultation with the contractor.	13. CONTRACTED BIDDER
8. Managing the Contract 8.1. The contracted party manages this contract fairly and objectively in accordance to the terms and conditions set out in this document. 8.2. The Service Provider will supervise and exercise proper control over its personnel and shall not hold the iThemba LABS liable for any loss or injury caused to the said personnel. The Service Provider will seek to resolve any problems relating to its personnel in line with the laws of the country (e.g. Labour Laws). 9. Contract Manager 9.1. The contracted party appoints a contract manager and notifies the NRF in writing of the name and contact details of	

	the appointed contract manager.
	10. Communication
	10.1. The contracted party communicates in writing and through email.
	10.2. The contracted party always state the contract number on communication, documentation such as correspondence, purchase orders issued, etc. and will not act upon any communication without the contract number or must verify such communication with the NRF prior to acting upon it.
	11. Managing Stages (if applicable), Delivery Scheduling (if applicable), Milestones (if applicable)
	11.1. Where different stages apply, the contracted party communicates in writing the commencement of the stage to the NRF.
	12. Health and Safety Requirements
	12.1. In terms of the Occupational Health and Safety Act (OHS Act No 85 of 1993 and its Regulations), the contracted supplier is responsible for the health and safety of its employees and those other people affected by the operations of the supplier.
	12.2. The contracted supplier ensures all work performed and/or equipment used on site complies with the Occupational Health and Safety Act (OHS Act No 85 of 1993 and its Regulations).
	12.3. To this end, the contracted supplier shall make available to NRF the valid letter of good conduct and shall ensure that its validity does not expire while executing this bid.
	12.4. Prior to commencement of any work the contractor needs to complete an Indemnity form, the iThemba LABS Contractual obligations form and will be required to attend a Contractors Health and Safety induction prior to commencement of any works.

14. BID SUBMISSION CERTIFICATE FORM		
I hereby undertake to supply all or any of the goods, works, and services described in this procurement invitation to the NRF in accordance with the requirements and specifications stipulated in this Bid Invitation document at the price/s quoted.		
My offer remains binding upon me and open for acceptance by the NRF during the validity period indicated and calculated from the closing time of Bid Invitation.		
The following documents are deemed to form and be read and construed as part of this offer / bid even where integrated in this document:		
	Invitation to Bid	Specification(s) set out in this Bid Invitation inclusive of any annexures thereto
	Bidder's responses to this invitation as attached to this document	Pricing Schedule(s) including detailed schedules attached
		CSD / Tax clearance letter

	Bidder's Disclosure (SBD4);	
	Preference (SBD 6.1) claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement (SBD6.1) and the BBBEE certificate	
	Conditions of contract as set out in this document (GCC)	
I confirm that I have satisfied myself as to the correctness and validity of my offer / bid in response to this Bid Invitation; that the price(s) and rate(s) quoted cover all the goods, works and services specified in the Bid Invitation; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.		
I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me in terms of this Bid Invitation as the principal liable for the due fulfilment of the subsequent contract if awarded to me.		
I declare that I have had no participation in any collusive practices with any Bidder or any other person regarding this or any other Bid.		
I certify that the information furnished in these declarations (SBD4, SBD6.1, SBD 6.2 where applicable) is correct and I accept that the NRF may reject the Bid or act against me should these declarations prove to be false.		
I confirm that I am duly authorised to sign this offer/ bid response.		
NAME (PRINT)		
CAPACITY		
SIGNATURE		
Witness 1		
NAME		
SIGNATURE		
Witness 2		
NAME		
SIGNATURE		
DATE		

ANNEXURE A: DEMOLITION LAYOUT PLAN

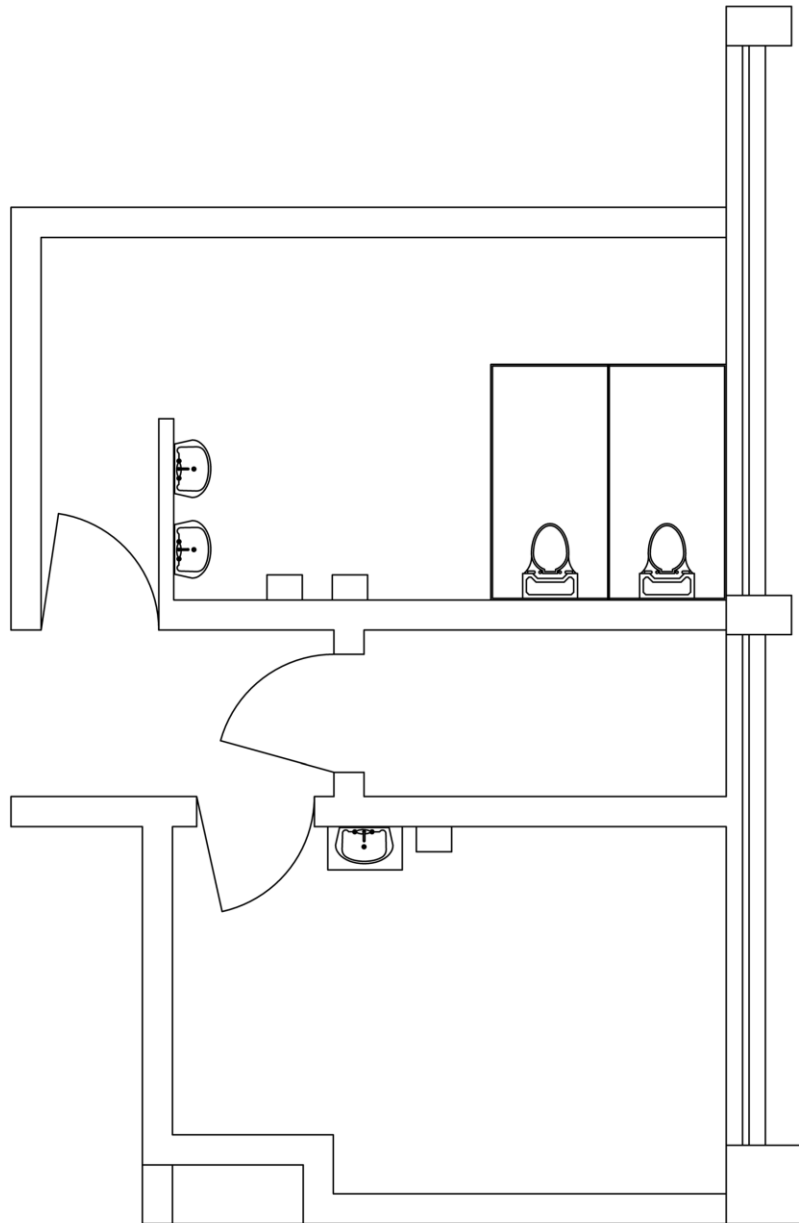


PLAN VIEW - DEMOLITION OF WALLS

WALLS CLOUDED TO BE REMOVED

1:20

ANNEXURE B: NEW LAYOUT



PLAN VIEW - NEW LAYOUT

1:20