

Request for Quotation

RFQ NUMBER:	OVI012407RFQ00000046
CLOSING DATE:	Date: 02-August-2024 Time: 11:00
DESCRIPTION	SUPPLYING, INTALLATION AND COMMISSIONING OF AIR SCREW COMPRESSOR (CIDB 2ME)
ADDRESS	OVI - Onderstepoort Veterinary Institute 100 old Soutpan Road Onderstepoort PRETORIA
ENQUIRY	Name: Sefako Mphaga Supply Chain Management Email: MphagaS@arc.agric.za
COMPULSORY SITE BRIEFING	Yes Date: Wednesday, July 24, 2024 Time: 10:00
Special Condition	TAD BOARDROOM

Research Consumable:

1. You are kindly requested to submit a written quotation to the Agricultural Research Council as per below or attached terms of reference (TOR).

Description	Quantity	Unit of Measure
Supply, install and commission an air screw compressor (CIDB 2ME)	1.00	EA

2. Essential Administrative Requirements:

- 2.1. Only bidders registered on the Central Supplier Database (CSD) will be considered. Bidders shall include the CSD registration number and full CSD report with the bid proposal.
 - 2.2. Only bidders that claim specific goals will be considered for scoring on the 20 points as per the 80/20 principle.
 - 2.3. Completed and signed Standard Bidding Documents (SBD) forms included in the bid document.
 - 2.4. Submission should be sent to MphagaS@arc.agric.za
3. The above specified goods/services should be delivered / rendered to the ARC- Institute at above-mentioned delivery address.
 4. The particulars of the guarantee that will apply to the goods quoted for, with the particular regards to the period and extent of the warranty must be clearly stated. Where services are required, service providers must submit documentation pertaining the relevant experience.
 5. Your written quotation must be emailed depending on the instructions given in the email or advert .
 6. All price quotations that have a rand value of R 2,000.00 to below R 50,000,000.00, including VAT, will be evaluated by applying the 80/20 principle as prescribed by the Preferential Procurement Policy Framework Act 5 of 2022 and its Regulations.
 7. The lowest acceptable price will score 80 points, Specific goals for the tender and points claimed are indicate per the table below:

Specific Goals	Percentage Ownership (1%)	Points (20)	Ponts (10)
Ownership by HDIs	51%+	6	3
Ownership by Women	51%+	4	2
Ownership by Youth	51%+	4	2
Ownership by PwD	51%+	2	1
BEE Status	Level 1 - 4	2	1
RDP Goals	Promotion of SMMEs	2	1
TOTAL POINTS		20	10

8. Standard conditions:

8.1 The validity of the quotations must be indicated.

8.2 Prices quoted should be in South African Rand and inclusive of VAT costs such as delivery, insurance, taxes, etc.

8.3 No price adjustments or amendment of the delivery particulars contained in paragraph 8.2 will be considered by the ARC.

8.4 The supplier accepts full responsibility for the proper execution and fulfilment of the goods/services quoted for.

8.5 ARC reserves the right to accept or reject any special terms and conditions that may qualify the goods/services to be provided.

8.6 Quotes should be submitted on an official letterhead and duly signed .

8.7 Goods and services should be supplied / rendered upon receipt of a purchase order from the ARC.

8.8 The General Conditions of Contract issued by National Treasury are applicable .

8.9 The ARC supply chain management code of conduct is applicable .

8.10 Standard Bidding Documents (SBD) forms must be signed and returned together with the quotation. Failure to comply may result to disqualification of your quotation.

8.11 Your quotation must indicate the delivery date .

8.12 The ARC reserve the right to do due diligence on the quotations .

8.13 The ARC reserves the right to benchmark prices quoted .

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

Price; and
Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.1 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.
- 1.2 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

or

90/10

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

Where

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmin = Price of lowest acceptable tender

3.1. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.1.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

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

3. POINTS AWARDED FOR SPECIFIC GOALS

- 3.1. 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:
- 3.2. 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.)

Specific goals	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)
Percentage (%) Ownership by HDI's		Points (6)		
51% and above		6		
Below 51%				
Percentage (%) Ownership by Women		Points (4)		
51% and above		4		
Below 51%				
Percentage (%) Ownership by Youth		Points (4)		
51% and above		4		
Below 51%				
Percentage (%) Ownership by PwD		Points (2)		
51% and above		2		
Below 51%				
RDP Goals		Points (2)		
Promotion of SMMEs		2		
BEE Status		Points (2)		
Level 1-4		2		

DECLARATION WITH REGARD TO COMPANY/FIRM

- 3.1. Name of company/firm.....
- 3.2. Company registration number:
- 3.3. 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]

3.4. 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:

.....

.....

.....

.....

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 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.

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.

Full Name	Identity Number	Name of State institution

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 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

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by

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.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

ARC – OVR TRANSBOUNDARY ANIMAL DISEASES (TAD)
SUPPLY, INSTALLATION AND COMMISSIONING OF ONE (1)
SCREW AIR COMPRESSOR

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PART ONE

1.1 GENERAL CONDITIONS

A professional service provider in air compressors industry is required in ARC – OVR for the supply, installation and commissioning of two screw air compressors in the compressor room at the TAD Facility.

1.2 SITE INSPECTIONS

The service provider shall inspect and examine the sites and its surroundings, understand the biosafety regulations for compliance and satisfy himself/herself before submitting his/her quotation. Familiarize himself/herself as to the nature of the building complex, access roads so far as is practicable, the form and nature of the site, the required quantities and nature of the work, the means of access to the site and in general shall himself/herself obtain all necessary information as to the risks, contingencies and other circumstances which may influence or affect his/her work.

It remains the service provider's responsibility to arrange for labour, transport, off loading, storage and safe keeping of the material, workshop provisioning, scaffolding, equipment and tools required for the execution of the work in general. No claims arising (money wise or time) from a lack of knowledge in this regard will be considered.

The service provider shall be deemed to have satisfied himself/herself before submitting the quotation as to the correctness and sufficiency of his/her quotation for the works, rates and prices he/she has stated in the quotation shall cover all his/her obligations under the work to be done for the proper completion of the work/project.

1.3 GUARANTEES

The service provider shall guarantee the installation, workmanship and materials being used under this project for a period of three years. The guarantee will commence on the date of handover to the client of the total and complete installation.

1.4 OCCUPATIONAL HEALTH AND SAFETY ACT, 1993 AS AMENDED

The supply and installation of the work must be in accordance with the conditions as set out in the Occupational Health and Safety Act, 1993 (Act 85 of 1993) as amended.

1.5 USE OF WATER AND ELECTRICITY

A. WATER

The service provider should note that one of the following sub clauses shall apply to this project:

(a) On serviced sites, the service provider may use water free of charge, subject to the following:

(1) All the necessary temporary plumbing, connections, etc. shall be done by the service provider at his/her own expense and removed on completion. The site shall be left in the same condition as it was when originally handed over to him/her.

(2) Before submitting his quotation, the service provider shall acquaint himself/herself with the extent and availability of the water supply on the site. If the existing supply is found insufficient, the service provider will at his/her own expense supplement any shortage.

(3) Water supplied free of charge to the service provider, shall only be used for execution of the work and under no circumstances for any other of the work for any other purpose. Strict precautions shall be maintained at all times to prevent any waste.

(4) The Institute shall at all times be given preference with regard to the water supply and the service provider shall be held responsible for the unimpeded supply to existing buildings.

(5) No monetary claim and/or claim in respect of the prolongation of time shall be conceded if the water supply does not at all times meet the service provider's requirements.

B. LIGHT AND POWER

Service provider must note that one or more of the following sub clauses shall apply to the project:

(a) On serviced sites, the service provider may use the electricity free of charge, subject to the following:

(1) All the essential connections, supply and installation of connection and safety apparatus, wiring, etc. shall be done by the service provider at his/her own expense and removed on completion. The site shall be left in the same condition as it was when originally handed over to him/her.

- (2) The above-mentioned temporary work shall be performed by a qualified electrician according to the requirements and to the total satisfaction of the Institute. The service provider shall at all times comply with all statutory requirements, safety measures, etc. that may apply to the distribution and consumption of electricity, as well as the requirements and obligations that may apply to the Institute and shall exempt the Institute from any claims that may arise from the consumption of electricity from existing supplies.
- (3) Before submitting his quotation, the service provider shall acquaint himself with the extent and availability of the electricity supply to/on the site. If the existing supply is found insufficient, any shortage shall be supplemented by the service provider at his own expense.
- (4) Electricity supplied free of charge to the service provider, shall only be used for execution of the work and under no circumstances for any other of the work for any other purpose. Strict precautions shall be maintained at all times to prevent any waste.
- (5) The Institute shall at all times be given preference with regard to the electricity supply and the service provider shall be held responsible for the unimpeded supply to existing buildings.
- (6) No monetary claim and/or claim in respect of the prolongation of time shall be conceded if the electricity supply does not at all times meet the service provider's requirements.

1.6 UNAUTHORISED PERSONS

The service provider shall at all times keep un-authorized persons strictly away from work. Under no circumstances may any person be allowed to sleep or keep any possessions (material) on the building site during the project period or thereafter unless prior arrangement is made.

1.7 DISTURBANCE

The service provider shall perform all work with as little noise and mess as possible and with the minimum disturbance for adjacent and existing buildings and their occupants. He/she shall keep the site, structure, etc. sufficiently wet at his/her own expense during the operations to prevent dust to the existing buildings, all to the satisfaction of the Institute.

The service provider shall take all the precautions to protect adjacent buildings from damage and he/she alone shall be held liable for any damage to persons or property because of insufficient precautions.

The service provider shall take the necessary steps to ensure that the workers do not walk around in existing buildings unless necessary for the activities.

The service provider shall comply with the requirements of any laws or regulations relating to the use of explosives and air-pressure drills.

NOTE:

After the issuing of the order, it shall be the service provider's duty to arrange for an inspection of the buildings, etc. and the adjacent sites in the presence of the Institute 's representative to identify any defects such as cracks, etc. in buildings, rainwater canals, kerb stones, etc. that may possibly be damaged during execution of this project.

Such defects shall be recorded to refute any allegations that they have been caused by the building operations under this project. If such defects are in fact present, the service provider shall record them and submit, this in writing to the representative before work commences for the routing of all pipework's.

If the service provider fails to inform the representative in writing, it shall be assumed that there are no such defects.

1.8 SITE MEETINGS AND PROCEDURES

The Institute shall reserve the right to convene a site meeting at any time required. The service provider and site manager shall promptly attend all site meetings and shall also ensure that all interested persons under his/her jurisdiction, etc. are notified timeously of site meetings.

1.9 PROGRESS SCHEDULE

A provisional project plan is required as part of the bid that clearly indicates major deliverables and their associated dates. Within one (1) week after the site has been handed over, the service provider shall submit the representative with a full detailed project plan in which all aspects of the works have been taken into consideration. Strict adherence to the provisions of this plan shall be required and the service provider shall report any deviations and/or future deviations to the Project Manager and submit a new programme indicating the variations.

If the service provider wishes to deviate from the contract period specified, he/she shall obtain the written permission of the Institute and a penalty clause of 5% of the total value of the contract will be initiated for each additional week.

1.10 ALTERATIONS AND OLD MATERIAL

With the demolition and removal of existing work, the utmost care shall be taken to avoid any structural and/or other damage to the remaining parts of the buildings or equipment. The contractor shall repair any damage that may occur during the undertaking of the work at his/her own expense, to the full satisfaction of the Institute.

Old materials of the alterations or demolition's, except if specifically described to be re-used or to remain the property of the Institute, may not be used in the new construction, except with the specific written permission of the representative, with the concomitant adjustment of prices. The rest of the old material shall remain the property of the Institute and the service provider shall store it on the site. The Institute representative will point out the storage place to the contractor.

1.11 TEMPORARY USE OF MATERIAL

No material of whatever nature delivered to the site for the project shall be temporarily used for scaffolding or any other purpose. Likewise, no material in the building that is only intended for temporary use shall be used.

1.12 RUBBLE

The service provider shall make provision for the clearing of rubble from the work and, on completion, the cleaning of all machine rooms and the scrubbing of all floors and paving and shall leave the site in a clean and perfect condition for immediate use and occupation. Care should be taken not to use any cleaning agents or material that could damage the existing condition of present physical infrastructure.

1.13 IMPLEMENTS, ETC.

The service provider shall supply, maintain and remove on completion or if so requested all implements, scaffolding, tools, labour, etc. that may be required for the proper and timely execution of the work.

On completion of the project, the service provider shall remove at his/her own expense all construction implements belonging to him/her or his/her subcontractor, and leave the building site and adjacent grounds in a clean and orderly condition.

1.14 LOSS

The contractor shall be liable for any loss through theft, damage, and etc. of materials for the project as well as the contents of the buildings from the time the site is handed over. Therefore the service provider shall take the necessary precautions for protection against such losses.

1.15 PROTECTION OF BUILDINGS

He/she shall also make provision for the temporary protection of all completed work that may possibly be damaged by the construction work or by other contractors or the weather, to the satisfaction of the representative.

Especially in the existing buildings, service provider shall take sufficient precautions, to the satisfaction of the Institute representative/agent, to prevent damage to the existing apparatus, buildings and other installations during the project period.

The service provider shall be held solely responsible for any damage to the work because of insufficient precautions.

1.16 INJURY TO PERSONS

The service provider will be responsible for injuries to persons and indemnify the Institute against any liability, loss, claim or law-suit of any nature in accordance with the **Common Law or Acts of the Republic**, on an account of an injury, death of anybody, due to the acts of the person undertaking the service except where the injury arises on account of actions undertaken by personnel of the Institute.

1.17 QUALITY OF WORKMANSHIP

Both compressors to be secured accordingly onto the dedicated area.
Vibration support provided for.

Pipe installation and bends aligned either vertically straight or horizontally at ninety degrees.

All pipes properly secured onto the wall or ceiling.

Similarly with electrical installations.

As well as the ducting.

Pipes and electrical cables and sockets used must be at least of the industrial standard as prescribed by the relevant SANS-specifications and must be approved by the representative while installation standards must also meet Safety legislation. Institute (ARC-OVI) corporate colours must be used by the appointed service provider for compressed air identification, which will be shown during site visit, pale blue.

PART TWO

2.1 TECHNICAL SPECIFICATION

OBJECTIVE:

2.1.1. Supply one new rotary screw compressors at the existing compressor room.

2.1.2 Electrical supply for both compressors & rigging of old T30 compressor

2.1.3 Inside blow cleaning of existing pipelines to Vaccine Production.

2.1.4 Three-year maintenance contract agreement to be entered into afterwards.

2.1.1) Supply of new rotary screw compressors

Numbering	Description	Number of items/units	Comply: Yes or No	Costs
2.1.1.1	22 kilowatt rotary screw air compressors or higher	1		
2.1.1.2	Minimum air pressure capability supply of 8 bar (800 kPa)	1		
2.1.1.3	122 CFM air flow rate output or higher	1		
2.1.1.4	Three phase electricity intake of 380 V	1		
2.1.1.5	Power intake through 3-phase variable speed drive (VSD) of Siemens or Danfoss	1		
2.1.1.6	Three year warranty on compressors and all accessories with proviso of the maintenance contract	1		
2.1.1.7	Automatic time delayed auto start of one (1) minute whenever power interruption occurs on start-up.	1		
2.1.1.8	Compressor data plate must be attached on each	1		
2.1.1.9	Air receiver vessels must have data plate attached, 12 bar pressure minimum rating capacity, minimum	1		

	of 600 litres volume each.			
2.1.1.10	1 inch safety valve size, minimum	1		
2.1.1.11	½ inch x 100 mm pressure gauge	1		
2.1.1.12	SABS/SANS 347 (if import) certificate of compliance to pressure vessels.	1		
2.1.1.13	Compressor and air receiver conformity document	1		
2.1.1.14	Air dryers for clean air (refrigerated equivalent)	1		
2.1.1.15	Inlet and outlet filter casings with equivalent filters	1		
2.1.1.16	120 CFM minimum air flow rate or higher	1		
2.1.1.17	Dryer electronic auto drain and manually operated	1		
2.1.1.18	Pipes; valves; fittings & regulators for all the new lines and the existing 3 bar line renewal.	To measure pipes fittings, valves, regulators & filters (water & oil traps)		
2.1.1.19	Regulators for three (3) bar line from existing air receiver.	2		
2.1.1.20	Air receiver bypass line	2		
2.1.1.21	Air dryer bypass line	2		
2.1.1.22	Eight (8) bar line	2		
2.1.1.23	Three (3) bar line	2		
2.1.1.24	Manifold (junction box) feedlines station	1		
2.1.1.25	Equivalent pipe diameter less restrictive	All		
2.1.1.26	Fittings to match pipe diameter sizes	All		
2.1.1.27	Connection valve station to existing supply lines with this new installation	1		
2.1.1.28	Replacement of all existing copper pipes to	All		

	this “connection valve station” from existing main air receiver.			
2.1.1.29	Replacement of air filters, water traps & oil traps with new.	All		
2.1.1.30	Pre-commissioning of all the new air receivers by the AIA and issue fitness certificate for ARC records and installer.	1		
2.1.1.31	Pressure testing of the existing air receiver by AIA and issue certificate for ARC records.	1		
2.1.1.32	Paint all newly installed compressed air pipes to OVR-TADs colour code (pale blue)	All		
2.1.1.33	Left over paint to remain property of the ARC.	All		
2.1.1.34	The numerical order of the scope may not be representative of implementation of task action.	General Info		
			Total	

2.1.2) Electrical supply for the compressor & rigging of old T30 compressor

Numbering	Description	Number of items/units	Comply: Yes or No	Costs
2.1.2.1	Disconnect the electrical supply power input lines of the existing old broken T30 piston compressor from existing power source.	1		
2.1.2.2	Disconnect all suction and discharge pipeline from the T30.	2		
2.1.2.3	Remove the existing	1		

	piston T30 compressor off plinth 15 metres off position			
2.1.2.4	Remove the existing piston T30 air receiver off plinth 15 metres off position	1		
2.1.2.5	Check power source compatibility for the new screw compressor.	1		
2.1.2.6	Improvise accordingly if not compatible.	1		
2.1.2.7	Newly supplied screw compressor will be mounted and connected there.	1		
2.1.2.8	Make provision for power supply of the air drier on the same plinth.	1		
2.1.2.13	Issue a certificate of compliance (CoC) for three phase installation registered as (installation electrician or master electrician) and a registered person shall exercise general control over all electrical installation work being carried out, and no person may allow such work without such control	1		
2.1.2.14	The numerical order of the scope may not be representative of implementation of task action.	All		
			Total	

2.1.3) Inside blow cleaning of existing pipelines to Vaccine Production

Numbering	Description	Number of items/units	Comply: Yes or No	Costs
2.1.3.1	When commissioning the new compressors, access will be allowed into block H for inspection of discharged air thus also cleaning the supply lines.	1		
2.1.3.2	Decoupling areas inside block H for discharged air will be shown.	5		
2.1.3.3	Couple up the pipes after discharged air deemed to be as clean as supplied from source.	5		
2.1.3.4	Clean only the 3 bar supply line to block H	1		
2.1.3.5	The numerical order of the scope may not be representative of implementation of task action.	General info		
			Total	

2.1.4) Three-year maintenance contract agreement

Numbering	Description	Number of items/units	Comply: Yes or No	Costs
2.1.4.1	Maintenance contract of one compressor and all accessories installed including newly installed pipework and all filter types over three (3) years.	All		
2.1.4.2	Technical support in event of failure with an hour response time onto site over three (3) years.			
2.1.4.3	Consumables to cover a	All		

	period of three years supplied periodically.			
2.1.4.4	Maintenance logbook and preventative plan to be submitted upon commissioning.	All		
2.1.4.5	Air receivers COC/F by a SANAS approved and accredited AIA for pressure vessels to be handed over to ARC at end of contract or after commission if no service contract entered into.	All		
2.1.4.6	Hand over all manuals and on-spot training of in-house artisans	All		
2.1.4.7	One (1) month before end of contract, pressure test to be done on the 1 old air receiver by AIA and certificates handed over to ARC.	1		
2.1.4.8	One (1) month before end of contract, pressure test to be done on the new air receiver by AIA and certificates handed over to ARC.	1		
2.1.4.9	The new air receiver warranty to cover the 3 year warranty period.	1		
2.1.4.10	The numerical order of the scope may not be representative of implementation of task action.	General info		
			Total	
Final grand total excluding VAT				
Final grand total inclusive of VAT				

BSF 10 VISITOR APPLICATION

(To reach TAD 48hr before visit)

DETAILS OF VISITOR: fill all the highlighted sections (please print)

NAME AND SURNAME: _____

ID (with a copy of the ID attached) _____

COMPANY: _____

ADDRESS: _____

TEL: _____ **CELL:** _____

EMAIL: _____

PURPOSE OF VISIT:

SITE VISIT: RFQ NO OR TENDER NO. _____

REPAIRS/MAINTENANCE/DELIVERY: PSO NO: _____

RESEARCH VISIT: PROJECT CONNECTED TO THIS VISIT: _____

DATE: (FROM) _____ **(TO)** _____

AREAS TO BE VISITED: _____

RESPONSIBLE / INVITING PERSON FROM TAD FOR VISITORS:

NAME: _____ **EXT:** _____

SIGNATURE: _____ **DATE:** _____

APPROVED BY:

NAME: _____ **EXT:** _____

SIGNATURE: _____ **DATE:** _____

Clothing size needed:

OVERALL: _____

GUMBOOTS: _____ **(UK SIZES)**

UNDERWEAR: _____

BRA: _____

SAFETY AND SECURITY INFORMATION FOR VISITORS

AUTHORIZATION

All visitors to the TAD premises must complete the first two sections of the Visitors application Form (BSF 10) **at least 48 hours** prior to their arrival. The completed form, together with a **copy of identification**, must be returned, via email, to the responsible person (person being visited). The responsible person will complete the rest of the form and obtain approval for the visit. **No visitors will be allowed onto the premises without prior approval.** All visitors must give a written undertaking to observe the personal quarantine restrictions applicable to the relevant area of the TAD premises, Visitors Agreement Form BSF 02 – available at the administration building. This form must be completed and signed by all visitors after a biosafety and biosecurity briefing provided by a senior staff member. The senior staff member will sign the form after providing the briefing.

ESCORTS

Visitors shall at all times be under escort while on the TAD site.

PERSONAL QUARANTINE

All visitors to the High Security Virus Areas (Block H – Vaccine production section, Block G – Research and Diagnostics section, Block F – Animal Stables and the Basement sections of these areas) must observe a five (5) day quarantine avoiding domestic and wild cloven-hoofed animals (cattle, sheep, goats, pigs, antelope, camels, e.t.c.) Quarantine may be extended to include birds, if visits include sections where avian pathogens are being used. A 12-hour quarantine will be applicable to all visitors that pass through the security checkpoint. For visits to the Administration building outside of the Disease Security Area, no restrictions on contact with animals will be required after leaving the premises, unless otherwise instructed.

THE FOLLOWING ARE PROHIBITED ON THE TAD SITE

- Firearms of any kind
- Pets
- Cameras without permits

FOOD AND MEDICATION

Visitors may not remove unused food, medication and/or beverages from inside the high security areas. Disposable food containers may be used and discarded in these areas.

MATERIALS AND EQUIPMENT ENTERING HIGH SECURITY VIRUS AREA (HSVA)

All material or equipment taken into the HSVA must be autoclaved or biologically decontaminated before being removed from the building. The procedure may take up to 2 hours. Before bringing material and equipment into the HSVA, visitors **must** consult with the Biological Safety Officer.

SAFETY QUESTIONS

In the event of any questions on biological safety, please call the Biological Safety Office at extension 109550.

EMERGENCIES

Report fire, spill, injury or other emergencies by phoning **109550/109579** immediately. Be prepared to give your name, location and a description of the emergency.

ENTRY AND EXIT PROCEDURE INTO THE HIGH SECURITY VIRUS AREA (HSVA)

Entry Procedure

1. Valuable items e.g. jewellery including, rings, watches, earrings, necklaces, wallets and phones should be left in the car or handed over to the Biological Safety Office for safety keeping.
2. Completely disrobe in the outside dressing room.
3. Open bag of clothes provided, remove towel and hang it on a hook. Dress in the provided laboratory clothes and hang the bag of clothes over your arm.
4. Open the shower door by pulling the lever, get into the shower cubicle and close the door behind you.
5. Press the pressure button on the wall of the shower to deflate the door gasket leading into the HSVA.
6. As soon as the deflation noise stops (± 20 seconds), open the door by pushing against it with your shoulder while keeping your finger on the pressure button, walk into the inside dressing room and close the door behind you.
7. Hang the bag on a hook, open the door and walk into the working area of the laboratory.

Exit procedure

1. Completely disrobe in the inside dressing room. Remove all laboratory clothes and place all items in the laundry bag.
2. Press the pressure button on the wall and allow for the gasket to deflate (± 20 seconds) and wait for the pressure gauge needle to drop to 0. Open the shower door, enter the shower and close the door.
3. As you enter, the hot water will automatically come on; adjust the temperature by turning the cold-water tap until you reach a temperature that is suitable for your personal comfort.
4. Wash your entire body with soap and shampoo. If you have spectacles, ensure that you wash them thoroughly with soap and rinse them.
5. After ± 4 minutes, the hot water will automatically shut off, close the cold water tap.
6. Push the door lever to open the door and walk into the outside dressing room.
7. Close the shower door behind you. Use your towel to dry yourself and hang it on a hook.
8. Put your clothes on, open the exit door and walk out of the dressing room.
9. **REMEMBER TO COLLECT ITEMS THAT MAY HAVE BEEN LEFT AT THE BIOLOGICAL SAFETY OFFICE.**

BSF 01	Compiled by: Quality Officer	Issued by: N. Cassim
Revision 3	Authorized by: Research Team Manager	Issue date: June 2017



AGRICULTURAL RESEARCH COUNCIL
ONDERSTEPSPOORT VETERINARY RESEARCH
Transboundary Animal Diseases (TAD)

INDEMNIFICATION TO BE SIGNED BY VISITORS, AND VARIOUS STUDENTS AND/OR OTHER PERSONS ATTENDING PRACTICAL TRAINING AT THE ARC

I, the undersigned [redacted]; ID no [redacted]

whose address is:

[redacted]
.....
.....
.....
.....

Hereby declare that I have been informed, understand and agree to the following terms and conditions, which shall apply in respect of and during my visit at the Agricultural Research Council (hereinafter referred to as ARC).

1. I shall indemnify, hold harmless and defend at my own costs, the ARC from and against:
 - (a) all claims, demands, losses, damages, costs, actions, suits or other proceedings, in any manner based upon, arising out of, related to, occasioned by or attributable to, any acts or conduct of the undersigned whether by reason of negligence or otherwise, in the performance of my activities at the ARC or any activity undertaken or purported to be undertaken under the authority or pursuant to the terms of such visit at the ARC.
2. I shall indemnify the ARC for any damage, loss and/or destruction to the premises or any other movable and/or immovable property of the ARC, caused by any wrongful acts and/or omissions committed by me within or without the course and scope of my visit at the ARC and in respect of damage, loss and/or destruction to any movable or immovable property, belonging to third parties directly or indirectly caused by me.

3. I shall indemnify the ARC in respect of injury, death or assault and/or unlawful arrest of any person caused by any acts or omissions committed or omitted by me.
4. I shall indemnify the ARC against any liability for legal expenses or other expenditure in connection with any actions or claims emanating from the above.
5. I shall not:
 - (a) have any claim of any nature against the ARC for any loss, damage or injury which I may directly or indirectly suffer, whether or not such loss, damage or injury is caused through the negligence of the ARC or the ARC's servants or employees, by reason of any latent or patent defect in the vehicle, or fire in the vehicle, or theft from the vehicle or by reason of vehicle or any part thereof being in a defective condition or state of disrepair or any particular repair not being effected by the ARC timeously or at all, or arising from *vis major* or *casus fortuitus* or any other cause either wholly or partly beyond the ARC's control, or arising from any other cause whatsoever;
 - (b) have a claim of any nature whatsoever whether damages, or otherwise, against the ARC, for any failure of or interruption in the training and services provided by the ARC notwithstanding the cause of such failure or interruption;
6. All equipment, goods and other possessions brought by me onto the premises of the ARC in terms of my visit at the ARC shall be placed there at the sole risk of myself and no responsibility whatsoever is undertaken by the ARC.
7. The ARC shall not be responsible for any damages caused by the elements such as wind, hail, rain, snow or lightning or any other cause whatsoever.

THUS SIGNED AT PRETORIA ON THEDAY OF.....20.....

.....

SIGNATURE



CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT WITH THE AGRICULTURAL RESEARCH COUNCIL

PREAMBLE

The ARC possesses valuable proprietary technology, technical and economic information at its own sites or facilities of operation, the ARC needs to protect this with a confidentiality and non-disclosure agreement when the sites or facilities are visited by a non-employee.

Site or facility to be visited:

Campus or business division to which the site or facility belongs:

Period of time the visitor/collaborator will be exposed to the ARC information:

1. Definitions:

- 1.1 "Agreement" means this Confidentiality and Non-Disclosure Agreement;
- 1.2 "ARC" shall refer to Agricultural Research Council where the Visitor/Collaborator is hosted;
- 1.3 "Secret and Confidential" means, without limiting the generality thereof, any Secret and Confidential information, including (but not limited to) information relating to:
 - 1.3.1 marketing and business plans and strategies;
 - 1.3.2 research and development strategies and techniques of each party;
 - 1.3.3 customers, potential customers and business associates;
 - 1.3.4 Secret and Confidential intellectual property including discoveries, inventions, designs, processes, know-how, research, works of authorship, computer software, databases, trade or business names, domain names, patents and patent applications, trademarks and trade mark applications, plant breeder's rights (pending applications and registered rights), rights (registered or unregistered and applications for same) in any design, copyright (including rights in computer software and typography rights), Secret and Confidential proprietary knowledge and information and any rights protecting same;
 - 1.3.5 trade secrets, including but not limited to contractual arrangements between each party and its business associates, financial details between each party and its business associates; and
 - 1.3.6 matters which relate to the business of either party and in respect of which, information is not readily available in the ordinary course of business to a

competitor of the parties, which information may be made or become available to the other party or any other personnel thereof pursuant to this agreement but excluding information which:

1.3.6.1 is lawfully in the public domain at the time of disclosure or communication to the other party; or

1.3.6.2 subsequently becomes lawfully part of the public domain by publication or otherwise other than by the negligence or default of such other party; or

1.3.6.3 is subsequently provided to either party by a person who has not obtained such information from the other party, provided that in any case, such information was not obtained illegally or disclosed by any person in breach of any undertaking or duty as to confidentiality whether express or implied; or

1.3.6.4 is obliged to be produced under an order of a court or government agency of competent jurisdiction;

1.3.6.5 provided that Secret and Confidential Information disclosed pursuant to this agreement shall not be deemed to be within the foregoing merely because such Secret and Confidential Information is embraced by more general information in the public domain.

1.4 "Parties" means the Visitor/Collaborator and the ARC (hereinafter Referred to as the "Parties" and the visitor/collaborator individually referred to as the "Party").

1.5 "Project" means a research project where the Parties are involved.

2. The Party acknowledges that by virtue of his/her involvement or association with the ARC or visiting the ARC; have access to Secret and Confidential information, and as thus the Party hereby undertakes:

2.1 to keep the Secret and Confidential information secret and confidential;

2.2 to make use of the Secret and Confidential information acquired therein, only for the purpose which it is communicated to the Party and for so long as the ARC so authorises for the use of such work by the Party;

2.3 not to disclose to any person, firm or company any part of the Secret and Confidential information acquired by the Party, except to the limited extent that it may be necessary and only as required or authorised by the ARC to disclose;

2.4 not to remove from the premises of customers, suppliers and financiers involved in the Project any papers, tables, computations, formulae, work books, reports, memoranda, correspondence, and the like, relating to the business of the customer, supplier or financier involved in the Project except with prior written permission of the ARC;

2.5 not to photograph, videotape, or otherwise make any record of or preserve any Secret and Confidential Information to which he/she may be given access during the visit without the ARC's consent;

2.6 to use any information relating to the outcome from the visit/collaboration with consent from the Parties; and

2.7 to render every assistance and to execute promptly all papers, forms or documents required to secure the filing of patent and/or design and/or copyright applications in other countries in the name of the ARC, following any outcome which requires intellectual property protection.

3. No intellectual property rights are granted to the Visitor/Collaborator under this agreement.
4. Any violation of the obligations of this Agreement will be resolved in accordance with the laws of South Africa.
5. The Party acknowledges that he/she has read this Agreement, understands it and agrees to be bound hereby.
6. The obligations in terms of this Agreement are binding during the visit or collaboration and will remain binding thereafter.
7. The Party agrees to the following condition: the ARC cannot be held responsible for any injury or loss sustained by the persons or vehicle/s admitted to the ARC premises.

8. Signatures

VISITOR/COLLABORATOR:

Name: _____

Designation _____ at _____ the
Institution: _____

Institution: _____

Address at the Institution: _____

Signed at _____ on this _____ Day of _____ 20__.

who warrants that he/she is duly
authorized hereto

AS WITNESS: ARC Host Researcher/Representative

Name: _____

Designation: _____

Campus or Programme: _____

Signed at _____ on this _____ Day of _____ 20__.

who warrants that he/she is duly
authorised hereto

Please attach ID (plain copy not certified)